



MINUTES

For the Council Meeting held on

Thursday August 21, 2014

Commencing at 5.10 p.m.

In the Council Chambers, Ravensthorpe.

**MINUTES AMENDED AT 15th SEPTEMBER 2014
COUNCIL MEETING**

ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE
ON 21 AUGUST 2014, COMMENCING AT 5.10PM

CONTENTS	PAGE
1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	3
2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE	3
3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	3
4. PUBLIC QUESTION TIME	3
5. APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST ...	3
5.1 DISCLOSURE OF INTEREST	3
6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS.....	4
7. CONFIRMATION OF MINUTES.....	4
7.1 COUNCIL MEETING – 18 AUGUST, 2014	4
8. SUSPENSION OF STANDING ORDERS.....	4
9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	4
10. REPORTS OF OFFICERS	5
10.1 DEPUTY CHIEF EXECUTIVE OFFICER	5
10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – JULY 2014.....	5
10.1.2 MONTHLY FINANCIAL REPORT – 30 JUNE 2014.....	8
10.2 MANAGER OF PLANNING AND DEVELOPMENT.....	10
10.2.1 PROPOSED WINDMILL.....	10
10.2.2 PROPOSED OFFICE – MEN IN SHEDS.....	14
10.2.3 PROPOSED HOLIDAY ACCOMMODATION DEVELOPMENT	20
10.2.4 DRAFT LOCAL PLANNING POLICY 8A – ROAD MAINTENANCE CONTRIBUTIONS.....	26
10.2.5 REVIEW OF THE CARAVAN AND CAMPING GROUNDS ACT – CONSULTATION PAPER	31
10.2.6 PROPOSED ROAD NAME ADJUSTMENTS, HEAVY HAULAGE ROUTE.....	36
10.2.7 PROPOSED STORAGE SHED FOR HOPETOUN BOWLING CLUB.....	39
10.3 MANAGER OF ENGINEERING SERVICES.....	42
10.4 CHIEF EXECUTIVE OFFICER	42
10.4.1 RAVENSTHORPE COMMUNITY CHILD CARE CENTRE (CUB HOUSE)	42
10.4.2 RAVENSTHORPE ENTERTAINMENT CENTRE MANAGAMENT COMMITTEE (RECMC)	45
10.4.3 COMMUNITY SPORT & RECREATION FACILITIES FUND (CSRFF) – SMALL GRANTS ROUND	50
10.4.4 FIRE CONTROL OFFICERS.....	53
11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	55
12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	55
12.1 ELECTED MEMBERS	55
12.2 OFFICERS	55
13. MATTERS BEHIND CLOSED DOORS	55
14. CLOSURE OF MEETING – 6.10PM.....	55

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.10pm – the presiding person, Cr Goldfinch, declared the meeting open.

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

MEMBERS:	Cr Ian Goldfinch	(Shire President)
	Cr Keith Dunlop	(Deputy Shire President)
	Cr Ken Norman	
	Cr Julianne Belli	
	Cr Angela Kelton	
	Cr Sharyn Gairen	
STAFF:	Keith White	(Acting Chief Executive Officer)
	Darryn Watkins	(Manager Engineering Services)
	Portia Ridout	(Executive Assistant)
	Matthew Hunt	(Manager Recreation and Youth)

APOLOGIES: NIL

ON LEAVE OF ABSENCE:

Cr Andrew Duncan

ABSENT: NIL

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

NIL

4. PUBLIC QUESTION TIME**4.1 Mr Jim and Mrs Kay Hanrahan – Re: Draft Local Planning Policy 8A – Road Maintenance Contributions**

Mr and Mrs Hanrahan spoke in favour of the Officers Recommendation on item 10.2.4.

5.17pm -There being no further speakers Public Question time concluded.

5. APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST**5.1 DISCLOSURE OF INTEREST**

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Cr Norman	10.2.1	Impartiality	Wife is Treasurer of the organisation involved
Cr Goldfinch	10.2.1	Impartiality	Donator of the Windmill
Cr Goldfinch	10.2.5	Financial	Owner of mobile home at Wave Crest

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS
NIL

7. CONFIRMATION OF MINUTES

7.1 COUNCIL MEETING – 18 AUGUST, 2014

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.1
Moved: Cr Kelton	Seconded: Cr Dunlop
That the minutes of the meeting of council held on 18 August, 2014 be confirmed as a true and correct record of proceedings.	
Carried: 6/0	Res: 131/14

8. SUSPENSION OF STANDING ORDERS
NIL

9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS
NIL

10. REPORTS OF OFFICERS**10.1 DEPUTY CHIEF EXECUTIVE OFFICER****10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – JULY 2014****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 31 July, 2014**Author:** Stacey Addis – Senior Finance Officer**Authorising Officer:** Keith White – Acting Chief Executive Officer**Attachments:** Yes - Schedule of Payments to 31 July, 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	EFT3151- EFT3218	\$498,411.62
	Municipal Fund Cheques	38952 - 39007	\$62,665.39
Payroll	Dates	09/07/2014 – 10/07/2014 – 23/07/2014 – 29/07/2014	\$176,342.72
Municipal Account Total			\$737,419.73
Trust Account Payments	EFTs	EFT3145- EFT3150 EFT3219- EFT3222	\$6,117.00
	Trust Cheques	1271-1279	\$1,301.70
Grand Total			\$744,838.43

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 AND COUNCIL DECISION	ITEM 10.1.1
Moved: Cr Kelton	Seconded: Cr Gairen
That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of July 2014, be noted.	
Carried: 6/0	Res: 132/14

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

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	11 August, 2014
Author:	Keith White – Acting 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.

The actual amounts contained in the report are subject to final audit and could possibly change following the audit being undertaken at end of September. The final accounts for 2013/2014 will be presented to a subsequent Council meeting.

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 AND COUNCIL DECISION	ITEM 10.1.2
Moved: Cr Gairen	Seconded: Cr Kelton
That Council receive the Monthly Financial Report for the period ending 30 June 2014 in accordance with Section 6.4 of the Local Government Act 1995.	
Carried: 6/0	Res: 133/14

10.2 MANAGER OF PLANNING AND DEVELOPMENT

*Prior to any consideration of Item 10.2.1 Cr Norman made the following declaration:
My wife is the Treasurer of the organisation involved and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merit and vote accordingly.*

*Prior to any consideration of Item 10.2.1 Cr Goldfinch made the following declaration:
I am the donator of the windmill and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merit and vote accordingly.*

10.2.1 PROPOSED WINDMILL

File Ref:	CP.DC.2
Applicant:	Ravensthorpe Historical Society
Location:	Reserve 43571, Lot 784 Morgans Street, Ravensthorpe
Disclosure of Officer Interest:	None
Date:	6 August, 2014
Author:	Craig Pursey, Planning Officer
Authorising Officer:	Keith White – Acting Chief Executive Officer
Attachments:	None

Summary:

Council approved an 'exhibition centre' at Lot 784 Morgans Street, Ravensthorpe in February 2012; a development that has now been substantially completed.

The Council has received an application to erect a 9.7m high windmill on the north eastern corner of Lot 784, inside an existing white fence. Conditional approval is recommended.

Background:

Site Details

Lot 784 Morgans Street, Ravensthorpe (Reserve 43571) is 1012m² in area and zoned 'Town Centre' under the Shire of Ravensthorpe Town Planning Scheme No.5 (the Scheme). The Reserve is managed by the Shire of Ravensthorpe for Museum and Tourism Purposes.

The site is located opposite the Tourist Information Centre and is currently developed with a "Phillips River Farming and Mining Display".

Previous considerations

Council considered an application for an exhibition centre at their meeting of 21 July 2011 Council and approved it subject to conditions.

Council subsequently considered amended plans for this exhibition centre which scaled the proposal down in February 2012. This was also approved subject to conditions.

The only conditions that remain outstanding from this approval are those that relate to landscaping of the site.

Comment:

Proposal

A planning application has been received from the Ravensthorpe Historical Society for a 9.7m high windmill to be located on the north-eastern corner of lot 784 Morgans Street, Ravensthorpe on the 22 July 2014.

The application consists of the following elements:

- Construction of a second hand windmill on the north eastern corner of Lot 784 Morgans Street, inside an existing white fence; that is adjacent to Morgans Street.
- The windmill base is a three sided being an equilateral triangle of 2.1m.
- The overall height is 9.7m high which includes the 3m diameter wheel at the top.
- A safety barrier will be erected approximately 3m from the ground to prevent people climbing the structure.

No plans have been provided of the windmill but given it is a common structure and previously erected this may not be necessary on this occasion.

Scheme Requirements

The Scheme does not prescribe any specific development standards for this type of development and Council is required to determine those standards accordingly to be placed as condition on the approval.

The proposed windmill is ancillary to the existing use on the site and consistent with the reserve purpose.

Council is required to consider the proposal against the criteria set out in Clause 10.2. Clause 10.2 'Matters to be Considered by Local Government' (which contains 28 separate matters) of which those considered relevant to this application are as follows:

- j) The compatibility of a use or development within its setting;*
- l) The cultural significance of any place or area affected by the development;*
- o) The preservation of the amenity of the locality;*
- p) The relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal;*
- bb) Any other planning consideration the Local Government considers relevant.*

Therefore the assessment of the windmill is largely centred around its compatibility with its surrounds, effect on the amenity of the area and safety considerations. The windmill is supported on the following basis:

- It is consistent with and ancillary to the existing farming display approved on the site;

- Whilst it a large structure to be located on the main street, it will act as a local landmark, potentially attract tourists and serve as a point of orientation for visitors; and
- Safety considerations will be addressed through the issue of a Building Permit assessed against the requirements of the Building Code of Australia.

Statutory Obligation:

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

Consultation:

None required, although Council has the choice to require advertising of the application should they deem it necessary.

Policy Implications:

None.

Budget / Financial Implications:

None for Council.

Strategic Implications:

The proposal aligns with a variety of the themes and desired outcomes of the Strategic Community Plan including:

1.2.1 Town Centres are vibrant and attractive places.

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 proposed windmill at No. 84 (Lot 784) cnr. Morgan & Andre Streets, Ravensthorpe subject to the following conditions:

- 1) Any signs require separate planning approval to be granted.
- 2) The structure is not to extend beyond any property boundary, overhang or encroach onto the road reserve.
- 3) A guard being placed at least 2.75m above natural ground level to prevent the structure from being climbed without permission.
- 4) The second hand structure being in a sound state of repair and appearance.

COUNCIL DECISION

ITEM 10.2.1

Moved: Cr Dunlop

Seconded: Cr Belli

That item 10.2.1 lay on the table and be put to public consultation.

Carried: 6/0

Res: 134/14

Reasons For Change To Officer Recommendation:

Council believed that because the Windmill will be situated on the main street in Ravensthorpe the public have the right to make comment on the application.

10.2.2 PROPOSED OFFICE – MEN IN SHEDS

File Ref:	A13141
Applicant:	Auspan Group
Location:	Lot 717 on Reserve 46889 Tamar Street, Hopetoun
Disclosure of Officer Interest:	None
Date:	7 August, 2014
Author:	Craig Pursey, Manager for Planning & Development
Authorising Officer:	Keith White – Acting Chief Executive Officer
Attachments:	Yes - Planning Application

Summary:

Council is to consider a planning application to construct an office at the front of the existing shed on Lot 717 Tamar Street, Hopetoun for the Men in Shed's project.

The proposal generally complies with the requirements of the Scheme and local planning policies with the exception of the parking and landscaping requirements.

Approval is recommended subject to a landscaping plan being lodged and implemented.

Background:**Site Description**

Lot 717 Tamar Street, Hopetoun is 3200m² in area, is cleared and slopes down to a drainage reserve on its western boundary.

Lot 717 is zoned 'Light and Service Industry' by the Shire of Ravensthorpe Town Planning Scheme No.5 (the Scheme). Lot 717 is a reserve managed by the Shire of Ravensthorpe for "community purposes".

The site is developed with a shed used by the 'Men in Sheds'. It is surrounded by large gravel areas used for access, manoeuvring and parking. No real landscaping has occurred on the site to date.

Previous considerations

Council considered a proposal to occupy Lot 717 Tamar Street for the Men in Shed's project in February 2011 and resolved as follows:

"That –

- 1) Council support the use of Lot 717, Reserve 46890, for a "Men in Sheds" project.
- 2) The Minister for Lands be requested to change the purpose of Reserve 46890 from "Emergency Services" to "Community Use" with power to lease for 21 years.
- 3) A 21 year lease of Lot 717, Reserve 46890 be granted to the Men in Sheds Committee subject to the group demonstrating sustainability by the preparation of a business plan and achieving incorporation status."

The project subsequently advanced and a shed was applied for and considered by Council at their meeting in December 2012 where it was resolved:

That Council approve the planning application for a 'Club Premises' for the Men in Shed's project Lot 717 on Reserve 46890 Tamar Street, Hopetoun subject to the following conditions:

- a) *The office shown on the site plan is not part of this application and needs to be applied for separately.*
- b) *That eight parking bays are provided on site to the satisfaction of the Shire of Ravensthorpe.*
- c) *Vehicular parking, manoeuvring and circulation required by condition (b) of this approval being constructed, properly drained and sealed to the satisfaction of the Shire. All parking spaces being marked out and maintained in good repair thereafter.*
- d) *A landscaping plan showing 10% of the site as landscaped area being prepared and implemented to the satisfaction of the Shire of Ravensthorpe.*
- e) *All runoff from impervious surfaces being disposed of to the Shire's satisfaction.*
- f) *The driveway to be maintained at a trafficable standard at all times.*
- g) *Council consider contributing up to \$15,000 in the 2013/2014 budget towards paving of the parking area.*

The office mentioned at condition (a) is the subject of the current application before Council. The landscaping condition does not appear to have been implemented.

Men in Sheds then applied for the funding from Council to seal the car park in February 2014 (as per condition g) and Council resolved as follows:

"That unbudgeted expenditure of up to \$15,000 be authorised for the construction of the gravel car park and trafficable hardstand area for the Men In Sheds Incorporated facility in Hopetoun, utilizing shire plant, equipment and labour."

These works were completed in March 2014.

Comment:

Proposal

Council received an application from the Auspan Group on behalf of the 'Men in Sheds' on the 14th July 2014 for an office to be located in front of the recently completed 14m x28m colourbond workshop:

- A separate 66m² office at the front of the existing workshop connected by a small section of additional roof;
- The office is shown as being clad in green colourbond, the same as the workshop behind.
- A front setback of at least 9.5m is retained; and
- Twelve parking bays are proposed.

A copy of the application is attached to this report.

Scheme Requirements

The proposal is assessed as an "Office" against the Scheme requirements.

The Scheme requires the following standards for an "Office" and development in the Light and 'Service Industry' zone:

Scheme Requirement	Compliance
Maximum plot ratio of 0.5	Complies
Car parking – 1 space per 33m ² NLA, minimum of 2.	Complies 12 Bays shown. 8 required by previous Council planning approval. NLA of proposed office is 66m ² , therefore 2 additional bays required.
Setbacks – 7.5m front and 7.5m rear	Complies
Landscaping – 10%	None shown, 320m ² required. To be applied as a condition of planning approval.

Local Planning Policy 7 – Industrial Design Guidelines

Council has adopted LPP7 as part of the Policy Manual adopted in June 2014. The objectives of this policy are to:

- a) *Ensure the orderly and appropriate development of industrial areas in the Shire; and*
- b) *Provide acceptable development standards for industrial areas in the Shire.*

The proposal appears to meet the various requirements of LPP7 with the following possible exceptions, clauses shown below:

f. Carparking & Trafficable Areas

- i) A minimum of a 2 coat bitumen seal is requirement for car parking and manoeuvring for visitors and staff in front setback area.
- ii) The dimensions of parking bays and manoeuvring areas are to comply with Australian Standard 2890.1 *Off-street parking*.
- iii) All other parking, truck turnarounds, storage and hardstand areas may be of gravel construction; constructed to ensure that dust does not cause a nuisance.

g. Landscaping

- i) Landscaping areas are to generally located in the front setback and down the side boundaries.
- ii) A landscaping plan is to accompany any application for planning approval, and landscaping is to complement the appearance of the proposed development.
- iii) Landscaping shall generally consist of lawns, gardens or the planting of trees and shrubs. The use of native and water efficient plants is encouraged.
- iv) Landscaping is to be established within 3 months of the completion of the building.

Car parking

Whilst the number of bays exceeds that required by the Scheme the standard of the carpark is questioned. The policy, adopted since the construction of the existing gravel parking area, requires a two coat bitumen seal of the area used for parking if compliance with the policy is to be achieved.

Whilst there are many examples of parking areas in the Tamar Street industrial area that are not sealed to a two-coat bitumen standard, Council only recently adopted a revised policy on this matter and should consider carefully the issue of precedent.

Having said this, Council is not bound by policy and may consider that being a community group using public funds may warrant a lesser standard in this specific circumstance. Additionally, the Shire spent \$15,000 plus plant and labour sealing the parking area to a quality gravel surface.

Landscaping

A landscaping plan should be required as a condition of approval and this will be enforced at an officer level.

Consultation:

None required.

Statutory Obligations:

The Shire of Ravensthorpe has a dual role to play in the assessment of this application; as the landowner and as the assessment agency for the planning application.

As the landowner the Shire can refuse the proposal without recourse.

As the assessment agency any decision of Council may be appealed to the State Administrative Tribunal.

Policy Implications:

Council is only required to have 'due regard' for local planning policies in their decision making and are not bound by them.

Local Planning Policy 7 Industrial Design Guidelines applies and this is discussed in the body of this report.

Budget / Financial Implications:

The proposed shed and parking areas are on a reserve managed by the Shire of Ravensthorpe. They will be maintained under the terms of a lease in the short term but in the long term become the Shire of Ravensthorpe's asset.

Strategic Implications:

The proposal aligns with a variety of the themes and desired outcomes of the Strategic Community Plan including:

- 2.1.1 The Shire of Ravensthorpe is economically sustainable with a stable or growing population
- 3.5.1 Maintaining and improving recreational and community resource facilities in the Shire.

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
<p data-bbox="256 495 432 528">That Council,</p> <ol style="list-style-type: none"><li data-bbox="272 566 1318 667">1. Approve the planning application for an 'Office' for the Men in Shed's project Lot 717 on Reserve 46889 Tamar Street, Hopetoun subject to the following conditions:<ol style="list-style-type: none"><li data-bbox="304 707 1318 842">a) Vehicular parking, manoeuvring and circulation of this approval being constructed, properly drained and sealed to the satisfaction of the Chief Executive Officer. All parking spaces being marked out and maintained in good repair thereafter.<li data-bbox="304 860 1326 963">b) A landscaping plan showing 10% of the site as landscaped area being prepared to the satisfaction of the Chief Executive Officer prior to the issue of a Building Permit.<li data-bbox="304 981 1310 1084">c) The landscaping plan required at condition (b) of this approval being implemented to the satisfaction of the Chief Executive Officer within three months of the occupation of the office.<li data-bbox="304 1102 1230 1167">d) All runoff from impervious surfaces being disposed of to the Shire's satisfaction.<li data-bbox="304 1184 1230 1218">e) The driveway to be maintained at a trafficable standard at all times.<li data-bbox="272 1274 1347 1377">2. Advise the applicant that a two-coat bitumen seal of the parking areas is ideal however in this instance given that the applicant is a community group being entirely funded by grant money, the current gravel standard is accepted.	

OFFICER RECOMMENDATION AND ORIGINAL MOTION

ITEM 10.2.2

Moved: Cr Norman

Seconded: Cr Kelton

That Council,

1. Approve the planning application for an 'Office' for the Men in Shed's project Lot 717 on Reserve 46889 Tamar Street, Hopetoun subject to the following conditions:
 - a) Vehicular parking, manoeuvring and circulation of this approval being constructed, properly drained and sealed to the satisfaction of the Chief Executive Officer. All parking spaces being marked out and maintained in good repair thereafter.
 - b) A landscaping plan showing 10% of the site as landscaped area being prepared to the satisfaction of the Chief Executive Officer prior to the issue of a Building Permit.
 - c) The landscaping plan required at condition (b) of this approval being implemented to the satisfaction of the Chief Executive Officer within three months of the occupation of the office.
 - d) All runoff from impervious surfaces being disposed of to the Shire's satisfaction.
 - e) The driveway to be maintained at a trafficable standard at all times.
2. Advise the applicant that a two-coat bitumen seal of the parking areas is ideal however in this instance given that the applicant is a community group being entirely funded by grant money, the current gravel standard is accepted.
3.
 - a) That Council consider an allocation of \$6,000 in the 2015/2016 budget towards sealing and completion of the of the car park.
 - b) That Council provide a letter of support to "Men in Sheds" to enhance applications to funding bodies for grants towards sealing, marking and kerbing of the car park.

The amended motion was put and the vote tied: 3/3

The Presiding Person, Cr Goldfinch, exercised his right to a **casting** vote and voted against the amended motion therefore the motion was **lost**.

10.2.3 PROPOSED HOLIDAY ACCOMMODATION DEVELOPMENT

File Ref:	A39
Applicant:	Ms Mary Richardson
Location:	Lot 1447 Springdale Road, Hopetoun
Disclosure of Officer Interest:	None
Date:	8 August, 2014
Author:	Craig Pursey, Manager for Planning & Development
Authorising Officer:	Keith White - Acting Chief Executive Officer
Attachments:	Yes - Planning Application

Summary:

An application has been received to develop holiday accommodation consisting of a Nature Based Caravan Park for self-contained Recreational Vehicles (RV's) and three chalets with shared facilities.

The application was referred to neighbouring landowners for comment as a 'Use Not Listed' under the Scheme and one submission was received.

This report recommends issuing a conditional approval for the proposal including restricting occupation of the site to self-contained vehicles only.

Background:**Site Description**

Lot 1447 Springdale Road, Hopetoun is 77.1ha in area and developed with an existing house, café and small grazing area. A portion of the remnant vegetation on site has been protected through a covenant.

Lot 1447 is accessed from Springdale Road along an upgraded gravel standard road which was upgraded when the cafe was approved in 2006.

Lot 1447 has a substantial local history being the site of 'Veal Cottage' and part of the original land releases in the locality. Veal Cottage has been restored and forms part of a historical display on the site.

The site is already used for small scale tourism activity with a low key café that has been closed for a period of time and some wildflower tours starting at the property.

The site has good access to views of the Jerdacuttup River and good stands of remnant vegetation.

Zoning

Lot 1447 is zoned 'General Agriculture' under the Shire's Local Planning Scheme No.2 (the scheme).

Comment:***Proposal***

An application was received by Council on the 25th July 2014 for a Nature Based RV Park intended to cater for self-contained caravans and Recreational Vehicles (RV's) only and three chalets with shared facilities.

It is proposed to manage the accommodation from the existing house.

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

It is intended that patrons would book in at the office and choose a place within the identified area on flat ground above the Jerdacuttup River. Some interpretive information and a fire management plan would be provided and a guide as to where to park but the applicant wishes to keep the arrangement reasonably informal. All visitors would be entirely self-contained and therefore not require facilities such as power or even ablutions.

Three chalets are proposed at the entry to the property with shared ablutions.

The applicant has provided more detail and background to their application. A full copy of the application is provided at Attachment A and this includes:

1. Site plan
2. Supporting documentation including a fire plan and description of nature based activities and attractions in the immediate area;
3. Some details on the proposed chalets.

Effectively the proposed development consists of:

- Demarcating an area for self-contained RV's;
- Improving access ways;
- Providing non-potable water from a local source to RV's;
- Construction of three cottages with common ablutions at sometime in the future.

Scheme Requirements

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

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

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

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

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

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

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

Assessment

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

- (a) *The aims and provisions of the Scheme (including the objective of the zone);*
- (b) *The Local Planning Strategy*
- (j) *the compatibility of the use with its setting;*
- (k) *any social issues that have an effect on the amenity of the locality;*
- (m) *the likely effect of the proposal on the natural environment and any means that are proposed to protect to mitigate impacts on the natural environment;*
- (o) *The preservation of the amenity of the locality;*
- (p) *the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal; and*
- (z) *And relevant submissions received on the application;*

Objective of the Zone

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

The proposed nature based park and chalet accommodation is not directly adjoining any farming activity, being separated by the Jerdacuttup River and other conservation areas.

The property is not farmed extensively, the proposal is low key in nature and appears to make good use of the properties attributes.

Local Planning Strategy

The current Local Planning Strategy is the 20year land use plan for the Shire. Adopted earlier this year it has the following relevant extracts in regard to tourism:

"Aims

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

Discussion of Tourism

...There is significant potential to add value to the existing tourism industry through its development and diversification, particularly associated with eco-tourism and agricultural production...

Strategies

Facilitate small scale tourist development in rural and natural areas of the Shire.

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

The proposed land use is reasonably low-key with a focus on user's enjoyment of the natural environment and the rural and water views from the site.

Conclusion

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

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

Approval is recommended subject to conditions that include:

- The preparation and implementation of a Fire Management Plan;
- That the Park is used by self-contained campers only;
- That dogs are to be kept on leads when visiting the Park;
- That the camping area is delineated on site;
- That signs and information are placed around the site describing the site's controls and expectations of campers; and
- That rubbish bins are provided throughout.

The chalets are assessed as 'holiday accommodation' in the Scheme and support for three chalets is recommended on the following basis:

- a) The chalets support and compliment the other holiday accommodation activity;
- b) As only three chalets are proposed they can still be considered ancillary to the rural activities on the property; and
- c) The level of accommodation on the site is small enough to not warrant large scale upgrades and improvements to the standard and availability of infrastructure on the site.

The site already has small scale tourism activity, heritage qualities and access to natural assets, all of which support the proposed tourist land use.

Consultation:

The application was referred to adjoining landowners (both on the other side of the Jerdacuttup River) and one submission was raised which clearly supported the application but asked a series of questions regarding the RV parking area addressed in the table below:

Question	Response
Who will develop the area?	The applicant, Ms Mary Richardson
What restrictions will be placed on campers?	A Licence will need to be issued by the Shire under the Caravan Park and Camping Act listing minimum facilities.
What supervision will there be?	i) Management of the facility will be up to the landowner. If approved a Management Plan shall be required to be prepared by the applicant to

	<p>the satisfaction of the Chief Executive Officer. The Management Plan shall address the following issues:</p> <ul style="list-style-type: none"> • Rubbish Collection; • How on-site conflict and noise complaints will be managed; • How complaints from surrounding landowners will be addressed
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Statutory Obligations:

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

Policy Implications:

Council may need to consider the development of a local planning policy on tourism development to assist in defining the line where a tourism proposal remains ancillary to the farming activity on a site and to establish the acceptability of various types of tourism in the General Agriculture zone.

Budget / Financial Implications:

None for Council.

Strategic Implications:

The proposal aligns with a variety of the themes and desired outcomes of the Strategic Community Plan including:

Theme 2 – A thriving business and industry including tourism

2.1.1 The Shire of Ravensthorpe is economically sustainable with a stable or growing population

2.2.1 Retention of a diversified agricultural land base

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
Moved: Cr Dunlop	Seconded: Cr Kelton
That Council approve the application for a Nature Based Park (Self Contained Caravans and Recreational Vehicles) and three chalets at Lot 1447 Springdale Road, Hopetoun subject to the following conditions:	
(a) The preparation and implementation of a Fire Management Plan to the satisfaction of the Shire of Ravensthorpe. These plans should include the provision of fire extinguishers, mustering points, access tracks, control of camp fires and low fuel zones around buildings;	
(b) The Nature Based Park is to be used by self-contained campers only with their own toilets and cooking facilities;	
(c) The provision of a potable water supply to the Nature Based Park;	
(d) That dogs are to be kept on leads when in the facility;	
(e) That a plan be prepared and implemented that shows the detailed extent of the camping areas to the satisfaction of the Chief Executive Officer. The camping areas shall be delineated on site through the use of signage and bollards (or similar);	
(f) That signs and information are placed around the site describing the site's controls and expectations of campers to the satisfaction of the Shire of Ravensthorpe;	
(g) All access roads are to be constructed and drained to the satisfaction of the Shire of Ravensthorpe;	
(h) The Nature Based Park and chalets are to be used for short stay accommodation only;	
(i) A Management Plan shall be prepared by the applicant to the satisfaction of the Chief Executive Officer prior to the issuing of a Licence. The Management Plan shall address the following issues:	
<ul style="list-style-type: none">• Formal arrangements being put in place for a suitable rubbish collection service;• How on-site conflict and noise complaints will be managed;• How complaints from surrounding landowners will be addressed	
Footnote:	
(i) A Licence issued under the Caravan and Camping Regulations 1997 for a Nature Based Park is required prior to commencement of operations.	
(ii) 'Short-stay' referred to in condition (h) means a person or one group of persons who occupies a portion of the property for no longer than 3 months in any 12 month period.	
Carried: 6/0	Res: 135/14

10.2.4 DRAFT LOCAL PLANNING POLICY 8A – ROAD MAINTENANCE CONTRIBUTIONS

File Ref:	ED.ID.2
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	11 August, 2014
Author:	Craig Pursey, Manager for Planning & Development
Authorising Officer:	Keith White – Acting Chief Executive Officer
Attachments:	Yes - Draft Policy

Summary:

Council resolved to prepare a local planning policy detailing the methodology for calculating a road maintenance contribution from extractive industry at their meeting in June 2014.

A draft policy has been prepared for Council's consideration. However, given the anticipated difficulties in administering a policy, the number of operators affected and questions of equity this report recommends not adopting the policy.

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 those 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

Previous Considerations

At their meeting on 26th June 2014 Council considered whether to require an extractive industry operator to pay a contribution toward road maintenance and resolved as follows:

That Council:-

- 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.*

Comment:

The officer report of June 2014 presented three options for consideration regarding road maintenance and its relationship to extractive industry:

1. Retain Status quo (i.e. do nothing);
2. Pursue cost recovery in the courts
3. Negotiate a contribution with the operator

Effectively Council resolved to pursue option 3.

A draft policy has been prepared on this matter and is attached to this report. The approach in policy is summarised as follows:

1. The objective is to ensure that roads affected by extractive industry are maintained to a minimum acceptable standard at no extra burden of cost to Council through an annual road maintenance contribution.
2. An annual fee is proposed based on the amount extracted at a rate of 25c per tonne.
3. That the fee is applied on a sliding scale where minor operators do not contribute but larger scale operators pay more.

The rate per tonne was roughly calculated using other Shire's as an example and to reach a figure that provides a reasonable return whilst not being an unreasonable burden on the operator.

Benefits

- Extractive industry does affect the roads used and recovering costs places this cost on the user and not on all ratepayers.
- A standard policy with an advertised rate of payment is more easily and effectively administered and sets the Council's expectations early for operators.

Issues

- If a sliding scale is proposed and those operators who produce only small amounts are excluded only two operators would be affected; Fischer's at Lechenaultia Drive and Mason Bay Lime at Springdale Road. Lechenaultia Drive is sealed virtually to the gate of the extractive industry and therefore the policy would effectively only apply to the Mason Bay Lime Pit.

- Any road contribution is highly likely to be passed on to the end user. This will make Mason Bay Lime less competitive as the same measures will not be applied to the lime pit operating in the Shire of Esperance. This operator already exports into the eastern portion of the Shire without the ability for the Shire of Ravensthorpe to recoup costs. The Shire of Esperance has stated that they will not be pursuing a similar approach in the foreseeable future.
- Lime is different to other extractive industries, it is becoming essential to farming; it increases yields and therefore increases loads on roads used by farmers. The lime pit is in fact a 'reverse Grain Bin'. All harvest traffic terminates at a Bin but farmers are not charged for the impact on the access roads. Farmers attend the lime pit to take away lime for the farms but the lime pit operator will be charged. On this logic, why are CBH not charged for the Grain Bin's effect on the road system?
- It can be argued that to charge extractive industry operators and not farmers would be inequitable as farm traffic uses roads intensively in the season in a similar fashion as the lime pit.
- As all extractive industry is existing, it may be inequitable to apply a policy at this time when all set up and operating costs have been factored in at an earlier date.
- Any system would rely upon the pit operator providing accurate information in a timely fashion. It would be extremely difficult to ground truth the figures provided. Therefore any system would necessarily rely on the honesty and accuracy of reporting by operators. This year information was sought from extractive industry operators enquiring about the anticipated amount to be extracted this year. The response was generally vague with most operators themselves having little to no idea. What was clear is that most operations are small scale.

Conclusion

Whilst it is fair to apply a user pays system rather than expect the ratepayer to fund specific businesses or industries, in this case it is recommended that a policy not be adopted and a rate not be applied to existing operators.

The only operator effected is likely to be Mason Bay Lime and lime pits operate in a different fashion to gravel, sand and granite extractions being used by farm traffic rather than the extractor themselves.

Into the future if an application is received from a large extractive industry operation the existing Local Planning Policy No. 8 - Extractive Industry allows for this matter to be considered up front by use of the following clause:

- 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 is effectively what occurred with the Nickel Mine.

Consultation:

The draft policy has been discussed with Jim & Kay Hanrahan (of Mason Bay Lime on Springdale Road) and the Director of Development Services at the Shire of Esperance in the preparation

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.*

Policy Implications:

As discussed in the body of this report.

Budget / Financial Implications:

As discussed in the body of this report. If a policy is adopted then the Council would pass some of the costs for road maintenance onto the operator. This cost would be passed onto the end user.

If a policy is not adopted then Council would continue to pay for additional road maintenance on Springdale Road into the future.

Strategic Implications:

Consideration of this proposal aligns with a variety of the themes and desired outcomes of the Strategic Community Plan including:

2.1.1 The Shire of Ravensthorpe is economically sustainable with a stable or growing population

2.2.1 Retention of a diversified agricultural land base

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 ALTERNATIVE RECOMMENDATION	ITEM 10.2.4
Moved: Cr Goldfinch	
That item 10.2.4 lay on the table until the September meeting of Council.	
Motion lapsed due to no seconder	

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.2.4
Moved: Cr Dunlop	Seconded: Cr Belli
That Council choose <u>not to</u> adopt a local planning policy detailing the methodology for calculating a road maintenance contribution from the operators of extractive industry throughout the Shire of Ravensthorpe.	
Carried: 6/0	Res: 136/14

Prior to any consideration of Item 10.2.5 Cr Goldfinch declared a financial interest on the basis that he owns a mobile home at Wavecrest.

5.45pm Cr Goldfinch left the meeting and did not participate in discussions or vote on the matter.

Cr Dunlop was elected to the Chair.

10.2.5 REVIEW OF THE CARAVAN AND CAMPING GROUNDS ACT – CONSULTATION PAPER

File Ref:	GR.LR.12
Applicant:	Department of Local Government and Communities
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	11 August, 2014
Author:	Craig Pursey, Manager for Planning & Development
Authorising Officer:	Keith White - Acting Chief Executive Officer
Attachments:	Yes- Executive Summary – Consultation Paper full copy is available at: http://dlg.wa.gov.au/Content/Legislation/UnderReview/CPCG/Consultation_Paper.aspx#Period

Summary:

The Department of Local Government and Communities has released a consultation paper on the review of the Caravan Park and Camping Grounds Act 1995 (CPCG Act) requesting feedback by the 1 September 2014.

The existing CPCG Act is difficult to understand, administer and is considered to be inflexible by government and the industry. Its review is necessary and has been promised for some time.

The review proposes to improve the Act's clarity, consistency of application and provide some flexibility for park operators to respond to market forces.

The proposed approach would result in greater emphasis on zoning and planning controls used in combination with a management plan proposed by the operator to control land use within sites identified as Caravan Parks. The CPCG Act would deal mostly with health and safety considerations.

The general approach is supported; this report raises some detailed issues for consideration.

Background:

Development in Caravan Parks within the Shire of Ravensthorpe is currently controlled by both the Town Planning Scheme and the Caravan Park and Camping Grounds Act and Regulations. Broadly, this occurs in the following way:

1. Town Planning Scheme zones the site and lists the permissible land uses. The caravan parks in the Shire are all zoned 'Special Site – Caravan Park'. Conditions of

approval are all at Council's discretion. This level of land use control *generally* applies to applications for the caravan park itself or extension to it rather than individual developments within the caravan park.

2. Caravan Park and Camping Grounds Act (CPCG Act) covers the permissible land uses, controls the location of caravan parks, camping grounds and even where people may camp, establishes responsibilities and duties for land use controls and administration of Caravan Parks, and provides for enforcement including penalties.
3. Caravan and Camping Grounds Regulations provide the detailed controls for individual developments and are generally administered by both the park operator and the Shire's Environmental Health Officer and Building Surveyor.

The CPCG Act and Regulations are generally understood by all users as being difficult to understand, administer and as being inflexible given the changing nature of holiday accommodation across the state in the last 10-20 years.

Generally the issues faced by Council in the existing Caravan Parks are common throughout the State and include:

- Number and location of permanent residents' vs land available for visitors and the effect on the tourist experience;
- Ensuring that sufficient land is retained for tourists in caravan parks, particularly those identified by the Shire as being of strategic importance to the tourism product of the whole Shire.
- Confusion over the permissibility of certain types of accommodation within Caravan Parks, especially Park Homes;
- Being 'transportable', Park Homes have been permitted in Caravan Parks but there has been confusion over the building standards applicable and what regulations apply to their construction.
- Long stay residential parks have been permitted in caravan parks but are in effect pseudo residential developments.
- The duration of a Caravan Park licence is one year; this has caused some uncertainty for operators and can affect the economic viability of a Park.
- The nature of the users of Caravan Parks is changing over time with many being entirely self-contained (i.e. RV's), or seeking chalet or other holiday accommodation options rather than caravans or tents.

The caravan parks in Ravensthorpe and Hopetoun appear to be reasonably typical of caravan parks state wide.

Ravensthorpe has a consolidated section of permanent residents with the remainder of the park being dedicated to tourists. It offers cabin, park home, camping and caravan sites.

Hopetoun has permanent residents peppered throughout the park and provides a comparatively high number of cabins. It also has semi-permanents in caravans who use the site up to 6 weeks a year.

The suggested changes in the Act do not appear to specifically affect these caravan parks in any way.

Comment:

In summary, the proposed changes that have potential to impact the Shire of Ravensthorpe include:

- Defining all caravan parks and camping grounds as 'Holiday Parks' to differentiate them from other uses that may occur in the Caravan Park zone.
- Differentiating permanently occupied areas of Parks, identifying them as 'Residential Parks' and assessing them as residential developments like any other residential area.
- The proportion of long stay and short stay residents to be guided by a local government's local tourism planning strategy and/or policy.
- The proportion of long-stay and short-stay occupants in a holiday park will be determined by the developer and local government on the basis of planning policies.
- Treat 'park homes' as transportable houses under the Building Code of Australia (BCA) rather than as vehicles as is currently the case. Park homes would then need to be included as a permissible use in the zoning of the site.
- Generally leaving the permissibility of land use up to the planning system and having the CPCG Act deal with health and safety.
- All accommodation occupied by long stay residents (ie a person who stays longer than 3 months in 12) must be transportable to prevent the development of permanent residential developments in holiday parks.
- Simplify the licensing categories to holiday park, transit park and nature based park. This effectively removes 'park home park' from the list of licenses issued in Holiday Parks as Park Homes are to be treated a transportable buildings.
- A new focus on a management plan prepared and proposed by the operator of the Holiday Park. It will be assessed against health and safety standards and its delivery of products to the identified market segments. The Management Plan would cover the following matters:
 - i) *Market segment being targeted.*
 - ii) *Infrastructure to be provided (in light of the market segment).*
 - iii) *The number and type of sites proposed.*
 - iv) *The buildings proposed.*
 - v) *The proposed maximum capacity of the facility.*
 - vi) *If a full range of infrastructure is not to be provided, include an explanation of the impacts and how will this be managed.*
 - vii) *Environmental impact and sustainability.*
 - viii) *Waste management.*
 - ix) *Traffic management.*
 - x) *Risk management.*

If the operator wishes to make significant changes to the facility, a modified management plan will need to be submitted to the licensing authority for approval.

- It is suggested that the new requirements of the Act would not apply retrospectively to existing Caravan Parks (including the preparation of a Management Plan) unless extensions to the park were proposed.
- Caravans and campervans within a Holiday Park should be licensed at all times so that they could be driven on the road when required.

Issues

There remains confusion how a Holiday Park would be licensed when there are park homes and cabins within the licensed area. As an example the Hopetoun Caravan Park currently has cabins peppered throughout the Park, making the administration of the Park even more difficult into the future if permanent buildings such as cabins are excluded from a Holiday Park License. It is suggested that it may be better to not license a Holiday Park but only approve the Management Plan that shows the mix of land uses and types of accommodation in the Park.

The proposal to require all caravans within a Holiday Park to be licensed at all times would have implications for the Parks in the Shire. There are a large number of caravans that have been in situ for many years and are highly unlikely to be able to be driven and licensed. Many appear to be on footings; this is despite the current Regulations requiring that caravans remain mobile. It is arguable that an unlicensed caravan is contrary to the intentions of the current regulations.

The impact of requiring all caravans to be licensed would include:

- i) Potentially a large cost burden on the semi-permanent population of the Parks having to upgrade or replace their caravans;
- ii) The remoteness of Hopetoun and Ravensthorpe to a licensing centre may cause issues for those seeking to relicense a caravan;
- iii) It would likely result in an improvement in the quality of the caravans and accommodation in the Parks.

Consultation:

The Department of Local Government and Communities commenced the review of the Caravan Park and Camping Ground legislation in December 2013 with five workshops held in the metropolitan area. The review process from this point is intended to be as follows:

- i) Release of the CPCG Act Consultation paper closing on the 1 September 2014;
- ii) Preparation of the Caravan and Camping Ground Regulations Consultation paper;
- iii) Review of comments on the CPCG Act;
- iv) Release of the Regulations Consultation Paper for comment closing in April 2015; and
- v) Analysis of submissions received and drafting of new Bill ending August 2015.

Statutory Obligations:

Council's comment only is being sought at this time.

Policy Implications:

Policy and scheme changes will be required to enable chalet, cabins and in particular park homes to be developed within the Shire's caravan parks into the future.

If permanent accommodation is existing or proposed then appropriate densities and development control measures including setbacks, open space and car parking may need to be stipulated.

Budget / Financial Implications:

If the legislation is progressed as proposed there may be some costs to Council in preparing local planning policies and administering Holiday Park management plans.

Strategic Implications:

The proposal aligns with a variety of the themes and desired outcomes of the Strategic Community Plan including:

Theme 2 – A thriving business and industry including tourism

2.1.1 The Shire of Ravensthorpe is economically sustainable with a stable or growing population

3.5.1 Maintaining and improving recreational and community resource facilities in the Shire.

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 AND COUNCIL DECISION	ITEM 10.2.5
Moved: Cr Kelton	Seconded: Cr Norman
That Council, in relation to the Consultation Paper on the proposal for Caravan Parks and Camping Grounds legislation, submit the following comments to the Department of Local Government and Communities:	
<ul style="list-style-type: none"> • The proposed changes will require local government to review Local Planning Schemes as they apply to Holiday Park sites; it remains unclear how permissibilities for buildings used for holiday accommodation (including chalets and park homes) will be determined and licensed within Holiday Parks, additional guidance is requested as part of the ongoing review; • That a management plan adopted by the local government should supersede the need to licence a Holiday Park at all; • That serious concerns are raised regarding the requirement to licence all caravans and camper vans located in Holiday Parks due to the cost and time implications for remotely located Holiday Parks. 	
Carried: 6/0	Res: 137/14

5.47pm

Cr Goldfinch returned to the meeting.

10.2.6 PROPOSED ROAD NAME ADJUSTMENTS, HEAVY HAULAGE ROUTE

File Ref:	RD.DC.4
Applicant:	Geographic Naming Committee
Location:	Jamieson Street, Ravensthorpe
Disclosure of Officer Interest:	None
Date:	12 August, 2014
Author:	Craig Pursey, Manager for Planning & Development
Authorising Officer:	Keith White - Acting Chief Executive Officer
Attachments:	Yes - Plan of proposed road name changes

Summary:

Council has been advised of road name changes resulting from the heavy haulage route and asked to consider whether to:

- Support renaming a portion of Jamieson Street to South Coast Highway with 2 landowners affected; and
- An extension of Morgans Street west to the Heavy Haulage Route.

This report recommends supporting the road name changes subject to no objection being raised by the affected landowners.

Background:

The heavy haulage route has advanced to the point where Main Roads have lodged plans with Landgate to create the road reserve. As part of this process Main Roads have lodged a request to rationalise the road names in the immediate area.

Comment:**Proposal**

Geographic Naming Committee (GNC) has forwarded a request from Main Roads WA regarding the heavy haulage route around the Ravensthorpe townsite which results in a series of minor amendments to the road naming in this area. A plan detailing the proposed road names changes is attached to this report.

Road naming is administered by the GNC and they have provided the request/information summarised in the table below:

Proposed Change	Justification & Shire Action
Extend the name South Coast Highway to apply to the Heavy Haulage Route (HHR)	No action required by Shire of Ravensthorpe
Extend the name Hopetoun-Ravensthorpe Road northward through to new roundabout	No action required by Shire of Ravensthorpe
Rename a portion of South Coast Highway to Morgans Street from HHR start through to existing Morgans St	Justification – Removes two separate alignments of South Coast Highway, there are no active addresses effected and lowest Morgans Street address is no. 17, allowing for allocation of lower numbers if required. Shire of Ravensthorpe requested to support this action

Rename portion of Jamieson Street to South Coast Highway east of the HHR roundabout	Justification – removes the portion (approx 1km) of Jamieson Road from between the two portions of South Coast Highway, removing any confusion and provides logical starting points/extents of roads. Shire of Ravensthorpe to support this action & allocate new addresses
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The GNC have asked for a response by the 15th August 2014, this is clearly not possible and an extension has been requested.

Assessment

The proposed road name changes are logical and will provide more clarity for local users, emergency services and visitors.

There are two landowners affected that have not been consulted to date. The recommended practice from the GNC is that affected landowners are consulted.

It is noted that the effect (or inconvenience) of a road name change is similar to moving house.

Consultation:

No time has been allotted by the GNC to seek the views of the affected landowners. The GNC's own policies recommend doing so before remaking a decision on changing a road name.

It is recommended that the proposed name changes be referred to the affected landowners and if no objection is raised then the GNC be advised that the name changes are supported.

Statutory Obligations:

Council is required to adopt road names before recommending them to the Geographic Naming Committee for approval.

The Minister for Lands then makes the final decision on any road naming proposals under the Land Administration Act 1997.

The Geographic Naming Committee have guidelines for the naming of roads, the relevant part is reproduced below:

CHANGES OF NAMES

The changes of names of roads, localities and features should conform to the relevant policy and in addition, should have broad community support. Road name changes should have the support of those residents affected by the name change. Proposals require the support of local government, but the Minister for Land Information is the final authority in all such matters. It is incumbent on local government to ensure there is community support for a change of name. Non-essential road name changes also incur a service charge.

Policy Implications:

None

Budget / Financial Implications:

Council will bear the cost of replacing street signage and some administrative costs in amending internal records.

Strategic Implications:

The proposed road naming is consistent with theme 1 of the Strategic Community Plan; "... a vibrant, supportive and socially connected community" with the goal of being a Council that

proactively engages with all elements of its community in order to make decisions that reflect positively on the future of Ravensthorpe.

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 AND COUNCIL DECISION	ITEM 10.2.6
Moved: Cr Goldfinch	Seconded: Cr Dunlop
That Council,	
1. Support renaming the portion of South Coast Highway east of the start of the Heavy Haulage Route as an extension of Morgans Street;	
2. Subject to no objection being raised by the affected landowners:	
a) Support the renaming of a portion of Jamieson Street east of the Heavy Haulage Route roundabout to South Coast Highway; and	
b) If the affected landowners raise objections the matter of renaming this portion of Jamieson Street is brought back to the September 2014 meeting of Council for a decision.	
Carried: 6/0	Res: 138/14

10.2.7 PROPOSED STORAGE SHED FOR HOPETOUN BOWLING CLUB

File Ref:	A14087
Applicant:	Hopetoun Bowling Club
Location:	Reserve 35584, Lot 500 Veal Street, Hopetoun
Disclosure of Officer Interest:	None
Date:	6 August, 2014
Author:	Craig Pursey, Manager for Planning & Development
Authorising Officer:	Keith While – Acting Chief Executive Officer
Attachments:	Yes - Planning Application

Summary:

Council has received an application for a 27.6m² storage shed from the Hopetoun and Districts Recreation Association (HDRA) on behalf of the Hopetoun Bowling Club to increase the available storage at the greens on Veal Street, Hopetoun.

Council is requested to approve the shed in their role as 'landowner' and as an application for planning approval under the Local Planning Scheme.

Conditional approval is recommended.

Background:

Reserve 35584, Lot 500 Veal Street, Hopetoun is 4.414ha in area and developed with tennis courts, lawn bowling greens, oval, skate park and FESA shed.

Lot 500 is a local reserve for the purpose of 'Recreation' under Local Planning Scheme No.2 (the Scheme).

Reserve 35584 is a reserve managed by the Shire of Ravensthorpe for the purpose of civic and community purposes and recreation.

Reserve 35584 is leased by the Shire to the HDRA who govern the use of the sporting grounds. The Hopetoun Bowling Club then informally 'subleases' their facilities from the HDRA.

Approval from the HDRA and Council is required under the terms of the lease before any improvements can be made to the site. By signing the planning application form the approval of the HDRA has been assumed.

There is currently no 'master plan' to guide development within the sporting grounds, although one has been flagged in the broader recreation strategic planning for the Shire.

Comment:**Proposal**

Council has received an application for a 27.6m² storage shed to be located adjacent to the Hopetoun Bowling Green between the existing storage shed and two concrete water tanks.

A copy of the site plan, floor plans and elevations are attached to this report.

Scheme Requirements

Reserve Purpose

Lot 500 is a local reserve in the Scheme and Council is to have regard for the ultimate purpose of the Reserve. The shed is effectively a store room; storage would appear to be necessary for the effective functioning of the bowling club. This use is consistent with the purpose of the Reserve.

The proposed extension is a small extension to an existing land use, well setback from all boundaries.

Approval is recommended subject to conditions including a requirement that colours are used that blend with the existing development and drainage is adequately dealt with.

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 Council.

Policy Implications:

None

Budget / Financial Implications:

The proposed shed is on a reserve that is ultimately managed by the Shire of Ravensthorpe. There may be some costs in the future maintenance of the shed should the area no longer be leased at some time in the future.

Strategic Implications:

The proposal aligns with a variety of the themes and desired outcomes of the Strategic Community Plan including:

3.5.1 Maintaining and improving recreational and community resource facilities in the Shire.

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 10.2.7**

That Council,

1. Approve the application lodged by the Hopetoun and Districts Recreation Association for a Storage Shed at Lot 500 Veal Street, Hopetoun subject to the following conditions:
 - (i) All runoff from impervious surfaces being contained within the property and disposed of to Council's satisfaction.
 - (ii) The materials and colours of the proposed extension are to blend and harmonise with the existing development to the satisfaction of the Chief Executive Officer

OFFICER ALTERNATIVE RECOMMENDATION AND COUNCIL DECISION**ITEM 10.2.7**

Moved: Cr Norman

Seconded: Cr Kelton

That Council,

1. Extend Delegated Authority to the Chief Executive Officer under Clause 11.3.1 of the Shire of Ravensthorpe Town Planning Scheme No.5 to issue a Planning Approval for a Storage Shed at Lot 500 Veal Street, Hopetoun, provided approval is received from the Hopetoun and Districts Recreation Association for the proposal, subject to the following conditions:
 - a) All runoff from impervious surfaces being contained within the property and disposed of to Council's satisfaction.
 - b) The materials and colours of the proposed extension are to blend and harmonise with the existing development to the satisfaction of the Chief Executive Officer.

Carried: 6/0

Res: 139/14

10.3 MANAGER OF ENGINEERING SERVICES**10.4 CHIEF EXECUTIVE OFFICER****10.4.1 RAVENSTHORPE COMMUNITY CHILD CARE CENTRE (CUB HOUSE)****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 2 August, 2014**Author:** Matthew Hunt – Manager Recreation and Community Services**Authorising Officer:** Keith White – Acting Chief Executive Officer**Attachments:** None

Summary:

Council has received a request to 'write off' the one off loan contribution of \$10,000.00 made to the Cub House in March 2013, by Council resolution.

This report recommends that the current Cub House liability of \$10,000.00 in the form of this interest free loan remain as a debt, while the Centre is operating in its current form.

Background:

After approximately six (6) years of campaigning and fundraising by the local community, the Ravensthorpe Childcare Centre was opened in 2010 for both local community families and to suit mining activities within the Shire. The Centre ran at a profit for the first year however since the closure of the Ravensthorpe Nickel mine by BHP and the purchase and reopening of the mine by First Quantum the centre numbers declined. Numbers declined further when Galaxy closed its operation.

As a result of this decline, the Centre in February of 2013 requested financial assistance from Council, to the value of \$10,000.00 to assist in covering direct expenses at the time and to allow some operational adjustments to improve viability. Council in the same month of 2013 resolved:

That unbudgeted expenditure of up to \$10,000, as an interest free loan for a term of 12 months, be authorised as a one off contribution to the operating costs of the Ravensthorpe Child Care Centre.

From this period to present day, the Centre has introduced a number of changes and amendments to its operations, as negotiated with Shire but to no avail. More recently Council further supported the Centre by way of a contribution towards the Coordinators salary for the purpose of allowing continuation in the short term and for an independent review of service delivery to occur. In May 2014, the Council resolved:

That Council allocate contributory funds towards 50% of the Ravensthorpe Child Care Centre's 'Qualified Coordinator, for a period of 12 months commencing in

2014/15. This amount is equal to \$27,047.13. Furthermore, Financial Statements and Minutes must be provided by the Committee to the Shire on a monthly basis.

The Committee has recently been successful in attracting external funding of \$10,000.00, to allow an independent and external review to be undertaken of the Centre's service delivery model, its operations, programs and services. It is envisaged that a final report will be provided to the Committee for presentation to Council in coming months. This report will provide a set of detailed recommendations for Council to consider on the future of the service.

In May of 2014 the Cub House Committee wrote to the Shire in appreciation of the \$10,000.00 loan but due to continued hardship requested that this loan amount of \$10,000.00 be 'written off' and viewed as a gift / donation from the Council.

Comment:

The Centres' Committee believe that they are not in position now nor will they be in the foreseeable future, to be able to make the required loan repayment to Council. The loan amount is clearly shown in the attached Minutes and Financial Statements as a Liability for the Centre and as such at the close of June 2014 was in a financially negative position.

However, the Centre has in recent months been attracting a higher attendance rate and while it is still not financially viable in the long term as it currently operates, it would be prudent to write off the Centre in its entirety.

As noted in the background, an independent review is preparing to commence on the site in coming weeks with a series of options / recommendations due to Council in coming months. This information will be most beneficial to the Committee and Council in terms of future decision making and service viability options into the future.

From the results of the review and implementation of appropriate actions, a review of this debt should occur as to its repayment by the Centre. As such, at this time, the loan amount of \$10,000.00 should still be considered as a debt, until such time as the Cub House service is no longer operating in its current form

Consultation:

Nil

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

- Given previous accounting treatment of payment of 'loan', there is no direct impact financially.

Strategic Implications:

The Child Care Centre is a valuable community resource. With a demand for labour in the Shire, the opportunity for families to gain employment, either in the mining industry, agricultural industry, or the small local business sector, is enhanced with childcare facilities available.

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:

Absolute majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.1
Moved: Cr Dunlop	Seconded: Cr Norman
That the Ravensthorpe Child Care Centre 'Cub House' liability of \$10,000, in the form of an interest free loan from Council of February 2013, remains as a debt while the Centre is operating in its current form.	
Carried by absolute majority: 6/0	Res: 140/14

**10.4.2 RAVENSTHORPE ENTERTAINMENT CENTRE MANAGEMENT COMMITTEE
(RECMC)****File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	2 August, 2014
Author:	Matthew Hunt – Manager Recreation and Community Services
Authorising Officer:	Keith White – Acting Chief Executive Officer
Attachments:	Yes - RECMC Minutes – 29 July 2014 RECMC – Council MOU

Summary:

This item seeks the consideration and approval of three (3) Committee recommendations, resultant from the last meeting of the Ravensthorpe Entertainment Centre Management Committee (RECMC), held on Tuesday 29 July 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 comments to follow are referenced in numerical order to the Officer Recommendations at the close of the report.

1. A review of the Individual REC Membership Fee system has been called for through completion of the "Shire of Ravensthorpe Sports Facilities and Service Plan" and by the RECMC, due to the inconsistent and inequitable collection of Individual REC Memberships by the affiliated clubs in recent years. The current individual collection process is not sustainable and or viable for the Users, Centre and RECMC itself, to provide an adequate and financially viable service and improvements to the REC for users and visitors alike. The current process also takes a lot of time and effort from Volunteers in collection strategies which could be better used in coaching, supervising and administrating Club activity.

From review of current (2013/14) minimum booked usage, averages of memberships paid and membership numbers for the past three years of all affiliated users, a reasonable and equitable dollar amount was suggested to be allocated to each affiliated user group to commence 2014/15. The new annual Affiliated Club Membership contribution will be invoiced in October of each year to the Clubs, covering all club members and will be based on a rolling average (over three years) of each Clubs Membership numbers and Usage needs each year. The RECMC will calculate and endorse this once-off fee each year at its June / July Meeting.

It is noted that based on the information provided by the Clubs and extrapolated from REC records that each individual would pay through their Club between \$20 to \$30 each, to use the facilities for each of their chosen sports. Each affiliated Club / Group will have the opportunity to raise funds to cover this contribution through two (2) free functions in the REC Tavern under the RECMC Donations program. These functions have previously been noted as outside of standard fixtures and REC Tavern programming and should remain so.

The Affiliated REC Membership for 2014/15 under the presented calculations by the Shire's Manager of Recreation and Community Services (MRCS) equal in the first instance:

- Ravensthorpe Basketball Association (RBA): \$3,250.00
- Ravensthorpe Tennis Club (RTC): \$1,200.00
- Ravensthorpe District High School(RDHS): \$1,300.00
- Ravensthorpe Tigers Football and Sporting Club (RTFSC): \$2,900.00

The above calculation figures and background information for this new structure has gone under consideration by the RECMC and affiliated Clubs, with each representative coming back to the Committee with an agreed contribution amount as follows:

- Ravensthorpe Basketball Association (RBA): \$2,000.00
- Ravensthorpe Tennis Club (RTC): \$850.00
- Ravensthorpe District High School(RDHS): \$1,300.00
- Ravensthorpe Tigers Football and Sporting Club (RTFSC): \$2,000.00

While the agreed membership amounts by the Clubs and RECMC are lower than expected by the Shire's Manager Recreation and Community Services, it is a positive and progressive action in a sustainable direction. This amount will be reviewed annually as noted above as was adopted by the RECMC.

2. Individual Club (Strategic) Plans, as described by MRCS to Committees and Shire Executive in previous months will be completed shortly through a group workshop with the recently appointed CDO, the RECMC, and affiliated user groups of the REC. These plans will be integrated into the REC&SC Master Plan, aligned with the Shire's Sports Facilities and Services Plan and used to source funding and sustainable actions into the future.

The REC MC was asked by the MRCS to contribute a matching amount of funds from their carry forward Authorised Expenditure item, to the value of \$5,000.00. Council have included the same amount in the 2014/15 budget as their contribution and the DSR have in principle confirmed they will also support \$5,000.00 also as 1/3 of the total project cost. The total project cost to complete the Master Plan is estimated at \$15,000.00, for an external and independent review, consultation, concept design and cost estimate. This will be presented to Council upon completion. The RECMC agree to this contribution subsequent to Council approval.

3. As noted in the background to this report, the RECMC have been working with the MRCS on the update and presentation of a formal service agreement with the Shire. The current 'Heads of Agreement' has not been updated or re-signed for many years and with numerous changes/improvements to the facilities and services, a new agreement in the form of an MOU has been developed.

The RECMC at its meeting of the 29th July voted to adopt and present the attached MOU to Council for progression. This process step is an achievement in that it sets up the RECMC to amend and submit its constitution to the Department of Commerce, and commence proactive planning and developments at the Ravensthorpe Entertainment Centre and Sporting Complex.

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, Membership, and Authorised Expenditure budget items.

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 10.4.2

A) That the proposed annual REC Affiliation Club Membership system is implemented as the User's contribution to improvements to the facilities and services of the REC. Invoices to User groups are to go out from the Shire in October each year, following RECMC recommendation to Council on Affiliation contribution amounts for each user group. For 2014/15 these amounts are to be set at:

- Ravensthorpe Basketball Association (RBA): \$2,000.00
- Ravensthorpe Tennis Club (RTC): \$850.00
- Ravensthorpe District High School (RDHS): \$1,300.00
- Ravensthorpe Tigers Football and Sporting Club (RTFSC): \$2,000.00

B) That a percentage of the annual utilities (power, gas and water) expenditure to the Shire be apportioned to each user group based on the amount of facility use at the close of each membership Period (October 1 – September 31). Amounts to be determined by the Manager Recreation and Community Services through negotiation with the RECMC, prior to invoicing.

COUNCIL DECISION (1) ITEM 10.4.2

Moved: Cr Norman

Seconded: Cr Belli

A) That the proposed annual REC Affiliation Club Membership system is implemented as the User's contribution to improvements to the facilities and services of the REC. Invoices to User groups are to go out from the Shire in October each year, following RECMC recommendation to Council on Affiliation contribution amounts for each user group. For 2014/15 these amounts are to be set at:

- Ravensthorpe Basketball Association (RBA): \$3,000.00
- Ravensthorpe Tennis Club (RTC): \$850.00
- Ravensthorpe District High School (RDHS): \$1,300.00
- Ravensthorpe Tigers Football and Sporting Club (RTFSC): \$3,000.00

Carried: 4/2

Res: 141/14

Reasons For Change To Officer Recommendation

Part B of item 10.4.2 was removed because the Ravensthorpe Basketball Association and Ravensthorpe Tigers Football and Sporting Club's REC affiliation fees were increased to incorporate the annual utilities.

OFFICER RECOMMENDATION AND COUNCIL DECISION (2) ITEM 10.4.2

Moved: Cr Norman

Seconded: Kelton

That Council approves the RECMC request to allocate a matching amount of \$5,000.00 from its carry forward revenue (accumulated bar profits and memberships), to the development of a REC&SC Master Plan, following application to DSR for a CSRFF Grant.

Carried: 6/0

Res: 142/14

OFFICER RECOMMENDATION AND COUNCIL DECISION (3) ITEM 10.4.2

Moved: Cr Gairen

Seconded: Cr Dunlop

That Council adopt and execute the presented MOU, from the RECMC as a legally binding agreement for a period of twelve (12) months.

Carried: 5/1

Res: 143/14

10.4.3 COMMUNITY SPORT & RECREATION FACILITIES FUND (CSRFF) – SMALL GRANTS ROUND**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 22 July, 2014**Author:** Matthew Hunt – Manager Recreation and Community Services**Authorising Officer:** Keith White – Acting Chief Executive Officer**Attachments:** None**Summary:**

This report recommends that Council support and endorses the CSRFF Small Grant submission to the Department for Sport and Recreation (DSR) for the 'Ravensthorpe Entertainment Centre and Sporting Complex Master Plan', as *A 1/1 - well planned and needed by municipality.*

Background:

The purpose of the CSRFF program is to provide an avenue for the State Government (through DSR) to provide financial assistance to community sporting clubs, community groups and local government authorities, to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.

The maximum CSRFF grant approved by the DSR will be no greater than one-third of the total estimated project cost (excluding GST). The DSR contribution must be at least matched by the applicant's own contribution, with the balance of funds required being sourced by the applicant e.g. Local Government, sponsorship, Lotterywest, Healthway, Shire etc.

Applicants must be either a not for profit sport, recreation or community organisation, incorporated under the WA Associations Incorporation Act 1987 or a local government authority. All projects and submissions through the Shire of Ravensthorpe must be discussed with the Shire's Manager Recreation and Community Services (MRCS) and the DSR's Regional Manager (Goldfields), prior to submission to both the Shire and subsequently DSR.

The Shire's acceptance of submissions for the Small Grants Round has closed, with no external or not for profit submissions received for the 2014/15 financial year. The Small Grants are for projects costing between \$5,000 and \$150,000 and are due to the Department by the end of August, with Council minutes.

Submissions for funding applications are annually advertised by the DSR in the West Australian and Regional Newspapers and are further electronically and directly promoted to all Sporting and Recreational Clubs within the Shire of Ravensthorpe.

Comment:

The Shire endeavours to support groups to obtain grants to augment Council funding for community, sport and recreation facilities and planning project wherever possible and provides a supportive annual community funding program for external application.

As a key component of the standard CSRFF process, the Shire of Ravensthorpe performs the initial assessment of all applications, including rating and ranking the relative importance and priority of project submissions and determining their ability to meet identified community need. This report recommends that this internal submission be rated as, "A - Well planned and needed by municipality", and will be ranked as 1 of 1.

This project, being the development of a 'Master Plan' for the Ravensthorpe Entertainment Centre and Sporting Complex, focuses on the rational planning component of the CSRFF program. The final 'Master Plan' once adopted by Council will provide a justified graphic illustration and feasibility into any future works and development required on site including an indicative capital and life cycle cost, for future works. Due consideration will be given to the current and forecast demography of the area, existing user needs and wants, industry trends and contemporary concept design principles.

In terms of strategic development with a purpose of increasing participation and the provision of well-planned and needed infrastructure, Council recently adopted the Ravensthorpe 'Sports Facility and Services Plan' which directly outlines the need for the site specific Master Plan. To deliver a ground up sustainable Master Plan, the MRCS alongside the newly appointed Club Development Officer (CDO) and DSR (Goldfields) are progressing individual User Strategic Plans to inform, align and respond to the Master Plan. Together this needs assessment and consultation initiative will support the MRCS and an independent consultant to summarise and propagate the Master Plan as identified above. The total value / cost of the project is estimated at \$15,000.00.

Initial discussions with DSR are positive in terms of their 1/3 contribution of the total cost with Council and the RECMC making up the other contributions. The project will be funded as follows:

RECMC:	\$5,000.00 – Subject to Council approval
CSRFF:	\$5,000.00 – Pending approval post submission
Council:	\$5,000.00 – Approved in 2014/15 budget

Total Project Cost / Funding: \$15,000.00 (exc gst)

This project is similar in cost and resource to the recently successful CSRFF Small Grant submission from the Hopetoun Everett Golf Club for the reticulation and grassing of Tee Boxes at the Golf Club, improving the quality, participation and attraction of the course.

Consultation:

This has occurred with the DSR – Goldfields Regional Manager, the RECMC, external consultants and the Shire's Manager Recreation and Community Services.

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

There are no additional Council funds to the already allocated \$5,000.00 requested for this project from the 2014/15 financial year.

An amount of \$5,000.00 is requested from the REC MC Carry Forward Authorised Expenditure item, which is generated from REC membership, program and bar revenue.

Strategic Implications:

Shire of Ravensthorpe 'Strategic Community Plan' - Theme 1 – A vibrant, supportive and socially connected community.

Sustainability Implications:

- **Environmental:**
The Master Plan will include the consideration of Environmental Design Principles and enhancing existing opportunities.
- **Economic:**
The project demonstrates a potential to increase economic opportunity by encouraging greater spectator and participant numbers.
- **Social:**
The project demonstrates a potential to improve physical and mental wellbeing by improving recreational facilities, which maintains quality of life for our residents and visitors alike.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.3
Moved: Cr Norman	Seconded: Cr Kelton
This report recommends that Council support and endorses the CSRFF Small Grant submission to DSR for the 'Ravensthorpe Entertainment Centre and Sporting Complex Master Plan', as 1 of 1, <i>well planned and needed by municipality</i> .	
Carried: 6/0	Res: 144/14

10.4.4 FIRE CONTROL OFFICERS**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 6 August, 2014**Author:** Steve McGuire – Manager Airport & Compliance**Authorising Officer:** Keith White – Acting Chief Executive Officer**Attachments:** None**Summary:**

This item recommends that Council approve the appointment as Fire Control Officers of Mr Stott Redman (Hopetoun Rural), Mr Darryn Watkins and Mr Steve McGuire.

Background:

The Chief Bush Fire Control Officer, Mr Rodney Daw has obtained the services of Mr Stott Redman, a qualified member of the brigade to take on the role of Fire Control Officer for the Hopetoun Rural brigade due to the imminent loss of Mr Richard Foulds. Additionally it is proposed that the Shire's Manager, Engineering and Works Mr Darryn Watkins and Mr Steve McGuire who is responsible for Emergency Services within the shire are nominated due to involvement with Shire staff, volunteers and resources.

Comment:

Nil

Consultation:

Nil

Statutory Obligations:

Bush Fires Act, 1954 (s38)

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 AND COUNCIL DECISION	ITEM 10.4.4
Moved: Cr Dunlop	Seconded: Cr Gairen
That Council approve the nomination of Mr Stott Redman, Mr Darryn Watkins, Mr Peter Belli and Mr Steve McGuire as Fire Control Officers within the Shire of Ravensthorpe.	
Carried: 6/0	Res: 145/14

Mr Peter Belli was added to the resolution as a late nomination.

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

12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

12.1 ELECTED MEMBERS

COUNCIL DECISION	ITEM 12.1
Moved: Cr Norman	
That Council reconsider Item 10.2.2 Proposed Office – Men In Sheds.	

The Chair declined to accept motion as contrary to Councils Standing Orders.

12.2 OFFICERS
NIL

13. MATTERS BEHIND CLOSED DOORS

NIL

14. CLOSURE OF MEETING – 6.10PM

These minutes were confirmed at the meeting of the _____

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

Date: _____