



## **MINUTES**

Of the Council Meeting held on

Thursday 19 September, 2013

Commencing at 5 p.m.

In the Council Chambers, Ravensthorpe.

**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE**  
**ON 19 SEPTEMBER 2013, COMMENCING AT 5PM**

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS****2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE**

MEMBERS: Cr Ian Goldfinch (Shire President)  
Cr Keith Dunlop (Deputy Shire President)  
Cr Ken Norman  
Cr Don Lansdown  
Cr Andrew Duncan  
Cr Jan Field  
Cr Julianne Belli

STAFF: Pascoe Durtanovich (Chief Executive Officer)  
Brent Bailey (Deputy Chief Executive Officer)  
Darryn Watkins (Manager Engineering Services)  
Portia Ridout (Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

**3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

**4. PUBLIC QUESTION TIME**

Nil

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

Nil

**6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS**

Nil

**7. CONFIRMATION OF MINUTES****7.1 COUNCIL MEETING – 16 September, 2013**

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.1
Moved: Cr Dunlop	Seconded: Cr Lansdown
That the minutes of the meeting of council held on 16 September, 2013 be confirmed as a true and correct record of proceedings.	
Carried: 7/0	Res:145/13

**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 – AUGUST 2013****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	31 August, 2013
<b>Author:</b>	Tahnee Gairen- Accounts Payable
<b>Authorising Officer:</b>	Brent Bailey – Deputy Chief Executive Officer
<b>Attachments:</b>	Yes - Schedule of Payments to 31 August, 2013

**Summary:**

This item presents the schedule of payments for Council approval in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

**Background:**

<b>FUND</b>	<b>PAYMENT</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>	EFT and	EFT1902- EFT2039	\$546,630.09
	Cheques	38231-38297	\$173,370.63
<b>Reserve Bank Fee</b>	954		\$242.55
<b>Payroll</b>	Dates	07 AUG 2013 21 AUG 2013	\$141,064.76
<b>Municipal Account Total</b>			<b>\$861,308.03</b>
	Trust	EFT1982- EFT2040	\$31562.85
	Trust	1223-1227	\$390.00
	Cheques		
<b>Trust Account Payments</b>			<b>\$31,952.85</b>
			<b>\$893,260.88</b>

**Comment:**

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

**Consultation:**

Not applicable.

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

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

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

- (a) for each account which requires council authorisation in that month —
  - (i) the payee's name;
  - (ii) the amount of the payment; and
  - (iii) sufficient information to identify the transaction; and
- (b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under subregulation (1) or (2) is to be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

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

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.1
Moved: Cr Lansdown	Seconded: Cr Field
That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of August 2013, be noted.	
Carried: 7/0	Res: 146/13

**10.1.2 MONTHLY FINANCIAL STATEMENTS – 31 AUGUST 2013****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	9 <sup>th</sup> September 2013
<b>Author:</b>	Brent Bailey – Deputy Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes - Monthly Financial Report

**Summary:**

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

**Background:**

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

- The annual budget estimates,
- The operating revenue, operating income, and all other income and expenses,
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period,
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

**Comment:**

This report contains annual budget estimates, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the budget and

actual amounts where they are not associated to timing differences for the purpose of keeping Council abreast of the current financial position.

**Consultation:**

Council Financial Records

**Statutory Obligations:**

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

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

**Policy Implications:**

Nil

**Budget / Financial Implications:**

As detailed within the attachments

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.2
Moved: Cr Field	Seconded: Cr Dunlop
That Council receive the Monthly Financial Report for the period ending 31 <sup>st</sup> August 2013 in accordance with Section 6.4 of the Local Government Act 1995.	
Carried: 7/0	147/13

**10.1.3 ADOPTION OF COMMUNITY CENTRE PLANS****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	9 September, 2013
<b>Author:</b>	Brent Bailey – Deputy Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes - Copies of the Architectural plans will be tabled at the Council meeting

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**Summary:**

This agenda item seeks to adopt the architectural plans for the Hopetoun Community Centre for the purposes of putting the project to tender in September 2013.

**Background:**

Council endorsed the formal appointment of H&H Architects to provide concept plans for community consultation in 2011 and the preliminary concepts were developed to provide a starting point for community consultation on the project. Council endorsed the concept floor plans in May 2012 and resolved to undertake a period of public consultation to gain community feedback and allow the community to suggest additions, modifications or alternate ideas which could be taken into account in the formal detailed design phase of the project. The project and design have now advanced from the conceptual design phase and the architectural drawings are now ready for adoption to allow the tender process to be undertaken for the construction of the facility. The designs have not changed materially or significantly through the detailed design process.

Council has established an indicative cost of \$4 million for the construction of the facility in the 2013/2014 budget and allocating grant funding from Country Local Government Fund allocations from 2011/2012 and 2012/2013, Lotterywest Grants, Hopetoun Ravensthorpe Future Funds, Department of Regional Development Community Resource Centre Grant Funds, Department of Arts and Culture Grants and Goldfields Esperance Development Commission.

To date the budgeted allocations from the Country Local Government Fund, Lotterywest, Hopetoun Ravensthorpe Future Fund and Department of Regional Development Community Resource Centre Grant Funds have all been confirmed. The funding applications for the Goldfields Esperance Development Commission and Department of Arts and Culture are currently under preparation and assessment.

**Comment:**

The plans tabled at the September Council meeting will formulate the basis of tender documentation which will be coordinated in house using advisory services from Council's architects. In order for the tender process to commence Council is required to adopt the architectural plans for the facility. It is recommended that Council also delegate authority to the Chief Executive Officer to undertake minor variations to the plans where required



through the construction and tender phase. This will provide flexibility to meet budget targets and ensure that detailed components of the project can be adjusted or selected where required.

**Consultation:**

Public consultation for this project has been carried out through the conceptual design phase through a public submission period and community information day with Council's architects. The Chief Executive Officer has also conducted informal discussions with prospective members of the public for assistance in the fit-out stage of the project.

**Statutory Obligations:**

There are no statutory obligations for the adoption of the architectural plans however there are statutory requirements to be undertaken throughout the tender process.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Council has estimated a cost of \$4 million for the construction of the facility in the 2013/2014 budget. Some grant funding has been approved and some is pending.

**Strategic Implications:**

The Hopetoun Community Centre is one of Council's major Strategic Projects under the current Community Strategic Plan.

**Sustainability Implications:**

- **Environmental:**  
Environmental considerations and standards have been incorporated into the designs of the facility.
- **Economic:**  
This project has the potential to provide significant economic stimulus for the local economy, particularly if a local contractor is appointed through the competitive tender process to construct the facility. If possible from a legal point of view the tender selection criteria will include the use of local trades.
- **Social:**  
The Hopetoun Community Centre will be a major piece of local social infrastructure and will house a number of community based organisations and functions.

**Voting Requirements:**

Simple majority for recommendation (1)

Absolute majority for recommendation (2)

OFFICER RECOMMENDATION AND COUNCIL DECISION (1)	ITEM 10.1.3
Moved: Cr Field	Seconded: Cr Dunlop

That:

- (1) Architectural designs and drawings for the Hopetoun Community Centre numbered A1.02, A2.02 and A3.01, be adopted.
- (2) Tenders be invited for the construction of the Hopetoun Community Centre in accordance with the Local Government Act 1995 Section 3.57 and Local Government (Functions and General) Regulations 1996.

Carried: 7/0

Res: 148/13

OFFICER RECOMMENDATION AND COUNCIL DECISION (2)	ITEM 10.1.3
Moved: Cr Field	Seconded: Cr Dunlop

That Council delegate authority to the Chief Executive Officer to make minor changes to the Hopetoun Community Centre designs through the building and fit-out period.

Carried by absolute majority: 7/0

Res:149/13

**10.2 MANAGER OF PLANNING AND DEVELOPMENT****10.2.1 ESPERANCE NYUNGAR NATIVE TITLE CLAIM****File Ref:****Applicant:**

Not applicable

**Location:**

Lots 171 and 694 Springdale Road, Jerdacuttup

**Disclosure of Officer Interest:**

None

**Date:**

9 September, 2013

**Author:**

Craig Pursey, Planning Officer

**Authorising Officer:**

Pascoe Durtanovich – Chief Executive Officer

**Attachments:**

Yes - Location Plan

**Summary:**

The Department of Lands has asked for Council's comments on a proposal to include Lot 171 (Reserve 18030) and surrounding Lot 694 (UCL) Springdale Road, Jerdacuttup for possible inclusion in native title settlement negotiations with the Esperance Nyungars. It is proposed that the land would be held as a reserve with a Management Order to the prescribed body corporate.

The subject site is in two portions, unallocated crown land and a reserve currently managed by the Water Corporation as a 'waterway'. The site does not appear to be required by the Water Corporation. It is in its natural state and has a number of creek lines.

If the subject site was converted to a single reserve managed by the Esperance Nyungars any development would still require the approval of Council under the requirements of the Town Planning Scheme. Therefore, it is recommended that the Council not object to the proposed inclusion of Lots 171 and 694 as part of a native title settlement negotiations with the Esperance Nyungars.

**Background:**

***Subject Site***

Lot 171 (Reserve 18030) and Lot 964 Springdale Road constitute a large undeveloped parcel of land on Springdale Road to the east of Hopetoun. Lot 171 is 202.44ha in area and is surrounded by Lot 964 which is 634.62ha in area.

A location plan is attached to this report.

***Town Planning Scheme No.5***

Lot 171 (Reserve 18030) is a public purpose reserve under Town Planning Scheme No 5 for the purpose of "Water Supply".

Lot 171 is surrounded by Lot 964 that is also a public purpose reserve under Town Planning Scheme No 5 for the purpose of "public use".

***Certificate of Title***

Lot 171 is a reserve managed by Water Corporation for the purpose of 'Waterway'.

Lot 964 remains unallocated crown land (UCL).

**Comment:**

The Department of Lands is asking for Council's comment on a proposal to include the subject site as part of a native settlement claim with the Esperance Nyungars. It is proposed that the land would be held as a reserve with a Management Order to the prescribed body corporate. The intended purpose of the reserve is unknown at this stage and would be the subject of further discussion.

The site appears to be undeveloped in any way and entirely covered in remnant vegetation.

If any development were proposed on this site then both clearing permits from the Department of Environmental Regulation (DER) and development approval from the Shire of Ravensthorpe would be required.

A change of reserve manager would appear to have little impact upon the Shire and it is recommended that no objection be raised to its inclusion in the native title settlement process.

An assessment of gravel deposits on the subject land has not been undertaken, however, Council should make support for the proposal subject to access to gravel deposits being available.

**Consultation:**

The Department of Lands consult with all government agencies with a possible interest in the land as part of their consideration to change the reserve manager.

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Voting Requirements:**

Simple majority

**OFFICER RECOMMENDATION**

ITEM 10.2.1

Council raise no objection to Lot 171 on DP 146527 (Reserve 18030) and surrounding Lot 964 (UCL) being included in native settlement negotiations subject to access to gravel deposits been permitted.

**COUNCIL DECISION**

ITEM 10.2.1

Moved: Cr Dunlop

Seconded: Cr Belli

That this item be deferred to the October, 2013 Council meeting pending receipt of advice from the Department of Lands on the following:-

1. Are the two land parcels to be included in the settlement package in addition to, or in place of, the two reserves discussed with the Native Title Unit in May, 2012 (Reserves 7580 and 9393)?
2. What terms will the proposed Management Order contain?
3. How will the Shire's interests be addressed/protected in the proposed Management Order or other method?

Carried: 7/0

Res: 150/13

**10.2.2 PROPOSED OVER-SIZE OUTBUILDING AT LOT 117 CAMBEWARRA DRIVE, HOPETOUN**

<b>File Ref:</b>	A1246
<b>Applicant:</b>	
<b>Location:</b>	No. 160 (Lot 117) Cambewarra Drive, Hopetoun
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	9 September, 2013
<b>Author:</b>	Craig Pursey, Planning Officer
<b>Authorising Officer:</b>	Pascoe Durtanovich - CEO
<b>Attachments:</b>	Yes - Site, floor and elevation plans

**Summary:**

Council is requested to consider an application for an outbuilding at No. 160 (Lot 117) Cambewarra Drive, Hopetoun that is 7.5m<sup>2</sup> over the maximum floor area permitted in Town Planning Policy 5 – Outbuildings in Rural Conservation and Rural Small Holdings Zones. The outbuilding complies with all aspects of Council's requirements for outbuildings in this zone with the exception of the floor area. A larger floor area has been requested to allow for adequate space for storage of household goods and a boat on trailer.

The proposed location of the outbuilding is in the view corridor from the existing house at the rear and it is recommended that the proposed outbuilding be moved toward the eastern end of Lot 117.

The proposed relaxation of Council requirements is minor and it is recommended that Council issue a conditional planning approval for the proposed outbuilding.

**Background:**Subject Site

Lot 117 (#160) Cambewarra Drive, Hopetoun (the subject site) is 1.098ha in area, cleared and has some remnant vegetation.

The site is zoned Rural Conservation Zone No.2 under the Shire of Ravensthorpe Town Planning Scheme No.5 (the Scheme). Outbuilding applications are guided by Town Planning Policy 5 – Outbuildings in the Rural Conservation and Rural Small Holding zones.

**Comment:**Proposal

The proposed outbuilding will have a floor area of 157.5m<sup>2</sup> and be constructed of steel frames and clad with colourbond metal sheeting (Shale Grey). The wall height is 3.6m with the ridge height of 4.39m.

The outbuilding is proposed to be setback 58m from Cambewarra Drive and 11m from the rear boundary.

There is no house at this stage but the applicant is aware that there is a requirement to build within two years and to pay a bond to ensure that this occurs.

The application seeks relaxations of the maximum permitted floor area stipulated in Town Planning Policy No.5 by 7.5m<sup>2</sup>. The applicant has provided information supporting the proposal that includes the following points:

*“Need storage out of weather for 3 cars, 1 boat, camper trailer and various other equipment. Also need room for workshop area, which I have reduced to 3.1m bay. Shed is smaller than what I wish but I realise we have to comply as close as possible.”*

A full copy of the application is attached to this report.

### **Scheme Requirements**

The setback provisions for Rural Conservation Zone 2 require:

*“...no building or structure shall be erected closer than 20m to a street frontage or 10m of any other boundary;*

The application complies with all setback requirements.

### **Local Planning Policy No.5 Outbuildings in the Rural Small Holding and Rural Conservation Zones (TP5)**

*“The primary objectives of this Policy are to:*

1. *Recognise the unique characteristics of rural residential development within the shire as it relates to outbuilding size and construction.*
2. *Provide Acceptable Development standards for outbuildings in rural residential areas.”*

The table below shows the applicable requirements.

	<b>Maximum Wall Height (metres)</b>	<b>Maximum Ridge Height (metres)</b>	<b>Maximum floor area (aggregate)</b>
Requirements for Rural Residential < 2ha lot size	3.8	4.5	150m <sup>2</sup>
Proposed	3.6	4.39m	157.5m <sup>2</sup>

The proposed outbuilding seeks a variation on the maximum floor area.

The Policy outlines matters to be taken into consideration by Council in considering Policy variations such as:

1. *“Consistency with the primary objectives of this Policy;*
2. *The likely impact on the amenity of the locality and adjoining properties including:*
  - *The visibility of the proposed outbuilding(s) as viewed from a street, public space or neighbouring property;*
  - *The need for removal of any native vegetation or major trees;*
  - *Preservation of useable on site open space areas;*

- *The ability for the outbuilding(s) to be screened by existing or proposed landscaping; and/or*
  - *The impact of the development on streetscape and the character of the area.*
3. *Whether support for the application will set an undesirable precedent for similar sized outbuildings on surrounding lots;*
  4. *Comments from adjacent neighbours/landowners;*
  5. *Where a variation to the maximum area and/or height is requested that the applicant demonstrates that the outbuilding is essential for storage of goods or vehicles that the applicant has demonstrated they own;*
  6. *The objectives of the zone;*
  7. *All relevant general matters as set out in Clause 10.2 of the Scheme; and*
  8. *Any other matter considered relevant by the Council.”*

Whilst there is a question of precedent whenever Council makes a decision to vary a Policy, it is important that Council recognises that the Policy is a guideline only and each application still needs to be based on its individual merit. The main considerations in examining the proposed outbuilding are visual impact, amenity and streetscape.

There is an existing house behind the subject site that has views to the Barrens that may be partially blocked by the proposed outbuilding. The applicant has discussed this with the landowner behind and agreed to move the shed to the east, out of the view corridor.

It is recommended that Council approve the over-size outbuilding application for the following reasons:

1. The outbuilding is set well back from the road and complies with the setbacks required by the Scheme.
2. The applicant has demonstrated that they have a requirement for additional floor space needing to store various vehicles and equipment; and
3. The height and location are compliant; the impact of an additional 7.5m<sup>2</sup> on the streetscape and neighbouring properties is negligible if the outbuilding is moved eastward.

### **Conclusion**

The proposed outbuilding requests a concession on maximum floor area.

The proposed location and additional floor area will have a negligible effect on neighbouring landowner's views (once moved) and the effect on the streetscape is negligible.

Conditional approval is recommended.

### **Consultation:**

Whilst the Policy recommends referral to neighbouring landowners, the policy is a guideline only. Referral to neighbours is not a Scheme requirement. Due to the minor nature of the application and the short times frames staff chose to expedite the processing of the application and not refer it to neighbours for comment.

The applicant has discussed the proposal directly with the neighbouring landowner and agreed to move the outbuilding out of their view corridor to the Barrens.

Should Council wish to formally refer the application to neighbouring property owners the matter may be laid on the table, referred to neighbouring landowners and presented back to Council's next meeting.

**Statutory Obligations:**

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

The present policy 'Outbuildings in the Rural Conservation & Rural Small Holding Zones' is an adopted policy under Part 2 of the Scheme. The powers of an adopted policy are set out in clause 2.3 below:

**2.3 Relationship of Local Planning Policies to Scheme**

*2.3.1 If a provision of a Local Planning Policy is inconsistent with the Scheme, the Scheme prevails.*

*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.*

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

**Policy Implications:**

As described in the body of this report.

**Budget / Financial Implications:**

The applicant has included the appropriate planning application fee as determined under the 2013/2014 Schedule of Fees and Charges.

**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 10.2.2
Moved: Cr Duncan	Seconded: Cr Field
That Council;	
(1) Approve the application for an outbuilding on No. 160 (Lot 117) Cambewarra Drive, Hopetoun subject to the following conditions:	
a) The outbuilding being used for domestic storage only and not for human habitation.	
b) All stormwater from roofed and paved areas shall be collected and disposed of on-site to the satisfaction of Council.	
c) A written undertaking that a dwelling will be built a residence within 2 years of the issue of a building permit for the outbuilding is required together with a bond of \$2,000.	
d) The proposed outbuilding having a minimum of 40m to the eastern boundary of the site and the new position is to be shown on the Building Permit application to the satisfaction of the Chief Executive Officer.	
(2) Advise the applicant that;	
e) Planning approval should not be construed as an approval to commence works as a separate building permit is also required.	
f) The \$2,000 bond required by condition (c) above is to be reimbursed on issue of a building permit for a dwelling.	
Carried: 6/1	Res: 151/13

**10.3 MANAGER OF ENGINEERING SERVICES**

Nil

**10.4 CHIEF EXECUTIVE OFFICER****10.4.1 SHIRE OF RAVENSTHORPE 'SPORTS FACILITIES AND SERVICES PLAN'****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 2 September, 2013**Author:** Matthew Hunt – Manager Recreation and Community Services**Authorising Officer:** Pascoe Durtanovich – Chief Executive Officer**Attachments:** Yes - V3 Draft – Shire of Ravensthorpe  
'Sports Facilities and Services Plan'

**Summary:**

Council is requested to receive the V3 Draft Shire of Ravensthorpe 'Sports Facilities and Services Plan (Plan)' and for the recommendations therein to be considered when the Strategic Community Plan and the Corporate Business Plan review is undertaken.

**Background:**

In early 2012, the Shire of Ravensthorpe, in conjunction with the Shire of Esperance and the Department of Sport and Recreation, engaged A Balanced View (ABV) Leisure Consultancy Services to undertake and present the Shire of Ravensthorpe 'Sports Facilities and Services Plan (Plan)'. The scope of this project included the following key components:

- Shire Facility Audit;
- Consultation with the Shire and local sporting groups in identification of future requirements for sports;
- Benchmark fees for use of sporting facilities against other Local Government Authorities;
- Consider alternative facility and service provision and asset management options;
- Investigate the requirements for multi-purpose sporting facilities within the Shire; and
- Recommend strategies for advancing volunteer engagement and recognition.

It is envisaged that the Plan will assist the Shire in providing a well-planned, sustainable sports environment with a solid volunteer base at its core. The Shire's Manager of Recreation and Community Services has been committed, in recent months, to the completion of this Plan with particular attention to community feedback and input for sustainable and realistic outcomes, to be integrated into the Shire's Community and Corporate Plans.

**Comment:**

The community, with professional assistance and financial contribution from the Shire, has been responsible for developing a range of sports opportunities within the Shire over many decades. The recommendations within this report aim to ensure that community groups remain at the heart of sports provision into the long term future.

The attached Plan finds that there is sufficient capacity within existing facilities to cater for the long term future needs of the community. Whilst there is potential for growth in the population which could therefore increase participation, the Shire's multiple indoor and outdoor courts, playing fields, golf courses, bowling clubs and other sporting facilities ensure substantial capacity for increased use. Therefore, the facilities recommendations of this report are based around the improvement and optimisation of facilities rather than the development of major new facilities. This summation is also consistent with the observations and opinions of the Shire's Manager of Recreation and Community Services.

Council can make charges/additions to the plan at this point and when the review of the Strategic Community Plan is undertaken.

**Consultation:**

This occurred with all community sporting and recreational groups throughout the Shire, the Department of Sport and Recreation, relevant Shire staff and Executive, and peer LGA officers and facilities.

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

- Adequate funds are available from the 2013/14 budget through the 'consultant fees and disbursements' line item.

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
The proposed actions of the Plan will support and encourage financially sustainable management options for the Shire's facilities and will enhance community understanding of these processes for their own Club situations.
- **Social:**  
The proposed actions of the Plan will support and encourage broader participation and engagement of the community in sport and recreation and use of the Shire of Ravensthorpe's sporting and recreational facilities and services.

**Voting Requirements:**

Simple majority

*Note:- the Chief Executive Officer advised Council that the Ravensthorpe Golf/Bowling Club have provided information on their requirements and have requested that the information be included in the plan.*

**OFFICER RECOMMENDATION**

ITEM 10.4.1

That the V3 Draft Shire of Ravensthorpe 'Sports Facilities and Services Plan be received and the recommendations therein be considered when the Strategic Community Plan and the Corporate Business Plan review is undertaken.

**COUNCIL DECISION**

ITEM 10.4.1

Moved: Cr Duncan

Seconded: Cr Lansdown

That the V3 Draft Shire of Ravensthorpe 'Sports Facilities and Services Plan be received subject to the inclusion of relevant aspects of the attached submission received from the Ravensthorpe Golf/Bowling Club and the recommendations therein be considered when the Strategic Community Plan and the Corporate Business Plan review is undertaken.

Carried: 7/0

Res: 152/13

<b>10.4.2 MUNGLINUP COMMUNITY CENTRE – KITCHEN UPGRADE</b>
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**File Ref:****Applicant:** Munglinup Community Centre Group**Location:** Munglinup Community Centre  
Res 30248, Munglinup**Disclosure of Officer Interest:** None**Date:** 6 September, 2013**Author:** Pascoe Durtanovich – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** None**Summary:**

A request has been received from the Munglinup Community Group for a Shire contribution towards the cost of upgrading the kitchen facilities in the Munglinup Community Centre.

**Background:**

The Group is keen to upgrade the centre by acquiring and installing kitchen equipment to the value of approximately \$20,000. The quote received includes the following:-

• Oven	- \$4,000.00
• Kitchen	- \$3,982.75
• Rangehood	- \$2,983.00
• Fan	- \$1,206.40
• Wall Cabinets	- \$1,653.40
• BBQ	- \$1,469.45
• Travel and Installation	- \$4,445.00
• Gas Installation	- \$ 815.00
	<b>\$20,555.00</b>

The Group is contributing \$16,555 and is requesting a Shire contribution of \$4,000.

**Comment:**

It is generally accepted that shire contributions to a projects of this nature are considered through the annual Community Development Fund program however the Group was not in a position to proceed with this project prior to the last CDF round.

The Munglinup Community Group generally funds equipment purchases for the Centre from its own sources and does not request Shire assistance, in this case the kitchen upgrade is a substantial cost and whilst the Group is meeting the majority of the cost they have requested a financial contribution.

Council has a number of options available to it when considering this request. Council can resolve not to contribute, resolve to contribute unbudgeted expenditure of \$4,000 or part thereof or reallocate portion of the current budget allocation of \$5,000 streetscape planning. Based on the quotes received from Landscape Architects for streetscape concept planning in Ravensthorpe it is likely that what is required in Munglinup should be achieved for \$1,000.

**Consultation:**

Not applicable.

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Costs associated with this project are detailed in this report.

**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:**

Absolute majority for the authorisation of unbudgeted expenditure or an amendment to the budget.

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.2
Moved: Cr Belli	Seconded: Cr Field
That unbudgeted expenditure of \$4,000 be authorised as a contribution to the Munglinup Community Centre kitchen upgrade.	
Carried by absolute majority: 7/0	Res: 152/13

10.4.3	<b>OPERATIONAL AUDIT AND ASSET MANAGEMENT SYSTEM REVIEW- RAVENSTHORPE WASTE WATER SYSTEM</b>
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**File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	9 September, 2013
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Audit report

## Summary

An Operational Audit and Asset Management System Review of the Ravensthorpe Waste Water System has been completed. The review was undertaken by Quantum Assurance during August 2013. This report outlines the findings of the audit and requests that the review is received and forwarded to the Economic Regulation Authority

## Background

The Shire has a Water Services Operating Licence issued by the Economic Regulation Authority (ERA) under the Water Services Licensing Act 1995, for the provision of sewerage and non-potable water supplies in the Ravensthorpe Township.

The Scheme was originally constructed during 1983. It is operated by the Shire and includes a gravity reticulation system, a pump station, a rising main, a treatment plant and an effluent reuse scheme. It provides sewerage services to the town's population of approximately 400 people. The collected sewerage is treated and used to irrigate the Ravensthorpe sporting grounds.

The Shire is required to comply with the terms and conditions of its licence (operating Licence 26 Version OL2), including applicable legislative provisions and performance reporting as required by the ERA.

The Authority requires that an independent audit is undertaken every three years; the period of this audit is 1<sup>st</sup> December 2011 to 31<sup>st</sup> May 2013.

After considering that previous audit (1st December 2008 to 30<sup>th</sup> November 2011) the ERA expressed some concern that the Shire had not meet a number of requirements required under the licence. Most of these non-compliances dealt with procedural items such as reporting by certain dates.

The ERA was also concerned that the Shire did not have a completed Asset Management Plan for the system.

Prior to the recent audit the Shire has undertaken a substantial amount of work to ensure a higher level of compliance with its Licence.

## Comment

The major area of concern expressed by the ERA is that the Shire did not have a completed Asset Management Plan (AMP). This plan sets out the operations of the system and records the systems assets and provides for their maintenance and replacement.

A viable plan also reviews risk and develops contingency plans for foreseeable events which may affect the operation of the system.

Prior to the audit the following processes and procedures were put in place:-

- A Risk Management Plan which assesses, analyses and develops action plans for identifiable risk,
- Contingency planning for foreseeable events which may affect the operation of the system,
- A fully populated asset register with costing and location of assets,
- The documentation of procedures relating to the system,
- A capital works program detailing and providing for the cost of asset replacement in the future,
- Various infrastructure works to ensure the ongoing viability of the system,
- A documented system of asset inspection and maintenance, and
- A plan for a restructure for the financial reporting of the system.

The customer service charter was reviewed and updated in April this year.

The Audit was undertaken by Quantum Assurance in August and a draft report has been received by Council. The report made the following comment in relation to its operation review;

*“The audit confirmed the Shire of Ravensthorpe has complied with all of its information reporting obligations for the period 1st December 2011 to 31st May 2013.*

*Overall, there is an effective control environment to ensure that the licence obligations are met.”*

In relation to the review of the Asset Management Plan the following summary appears in the report;

*“The review of the Asset Management System has shown that there has been a significant improvement in the asset management planning and processes since the previous review in July 2012 including revision of the Asset Management Plan, development of an asset management information system, formal risk assessment and documentation of maintenance plans and operational procedures.*

*From audit inspection, the assets appear to be in good condition and well-maintained.”*

The auditors made some minor observations to improve the system which the Shire has put in place. The process has been a productive one for the Shire as it now has an effective plan in place and procedures to ensure the future viability of the system.

It is requested that the report is noted and the CEO forward the audit report to the ERA. The CEO will need delegated authority to amend the review report if required.

### **Consultation**

Not applicable.

### **Statutory Obligations**

The Licence to operate the system is granted under the Water Services Licensing Act 1995(WA). The licence sets out obligations to be met by the Shire.

### **Policy Implications**

There are no policy implications

### **Budget/Financial Implications**

Some minor works to the system will be undertaken this financial year. There are some changes to the financial structure but no additional costs are involved.

### **Strategic Implications**

There are no Strategic Implications.

### **Sustainability Implications**

- **Environmental**  
The risk management analysis and contingency planning will lessen the risk of breakdowns and possible contamination
- **Economic**  
The financial framework provides for current and future needs and the appropriate allocation of fees generated by the system.
- **Social**  
Customers rights are protected by the Customer Service Charter.

**Voting Requirements:**

Simple majority for recommendation (1)

Absolute majority for recommendation (2)

OFFICER RECOMMENDATION AND COUNCIL DECISION (1)	ITEM 10.4.3
Moved: Cr Lansdown	Seconded: Cr Dunlop

That the Water Service Operating Licence (sewerage and non-potable water) Operational Audit and Asset Management System Review identified as attachment 10.4.3, be received and forwarded by the Chief Executive Officer to the Economic Regulation Authority.

Carried: 7/0

Res:153/13

OFFICER RECOMMENDATION AND (2)	ITEM 10.4.3
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That the Chief Executive Officer be delegated authority to amend the review report as required.

COUNCIL DECISION (2)	ITEM 10.4.3
Moved: Cr Duncan	Seconded: Cr Field

That the Chief Executive Officer be delegated authority to amend the review report if and as required by the Economic Regulation Authority.

Carried by absolute majority: 7/0

Res: 154/13

<b>10.4.4</b>	<b>LOCAL GOVERNMENT CONVENTION 2013- FEEDBACK - MOTION TO GOLDFIELDS ESPERANCE WALGA ZONE</b>
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**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 6 September, 2013**Author:** Pascoe Durtanovich – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** None**Summary:**

In the opinion of Council delegates that attended the 2013 Local Government Convention the convention program was extremely disappointing in terms of "Local Government" content.



This report recommends a motion be submitted to the Goldfield Esperance Zone of the West Australian Local Government Association seeking discussion on the matter with a view to offering constructive comment to the WALGA.

**Background:**

The West Australian Local Government Convention is an annual event, held in the metropolitan area. In recent years the Perth Convention Centre. The Convention incorporates the Associations AGM and Councillor training sessions are also scheduled, in the two days prior to the convention. The Convention also includes a Trade Display of services and plant and equipment, relevant to local government.

**Comment:**

Whilst the Conventions are professionally staged and there is ample opportunities for networking with other local government representatives, the program of speakers is devoid of local government content.

There has been some excellent speakers over the last two Conventions however it is felt that more emphasis should be placed on local government issues/progress/projects/problem solving when programing this aspect of the Convention.

It is suggested that a motion from Council be forwarded to the secretary of the Goldfields Esperance WALGA Zone, for inclusion on the agenda for the next meeting which is to be held on 27 November, 2011, seeking discussion on the issue with a view to providing comment to WALGA.

**Consultation:**

Not applicable.

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Whilst there is a cost for attending the Convention, approximately \$6,000 for three delegates, including registration and accommodation there are no budget/financial implications in raising the issue with the WALGA zone.

**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 Duncan

Seconded: Cr Field

That the following motion be submitted to the Goldfields Esperance WALGA Zone secretariat for the inclusion on the next meeting agenda.

*That discussion be held on the value and relevance of the 2013 Local Government Convention program to contemporary local government issues, with a view to offering constructive comment to WALGA.*

Carried: 7/0

Res: 155/13**10.4.5****EXTENSIONS AND REFURBISHMENT – RAVENSTHORPE COMMUNITY RESOURCE CENTRE BUILDING****File Ref:****Applicant:**

Ravensthorpe Community Resource Centre

**Location:**

Reserve 44777, Lot 812 Dunn St, Ravensthorpe

**Disclosure of Officer Interest:**

None

**Date:**

9 September, 2013

**Author:**

Pascoe Durtanovich – Chief Executive Officer

**Authorising Officer:**

Not applicable

**Attachments:**

None

**Summary:**

Council has been asked to consider a financial contribution to the cost of extensions and renovations to the Ravensthorpe Community Resource Centre building.

This report recommends a contribution be made.

**Background:**

At the June, 2013 meeting Council resolved as follows:-

*That Council,*

- 1. Support the proposed extensions to the Ravensthorpe CRC in their role as manager of Reserve 44777; and*
- 2. Approve the proposed extensions to the existing building at Lot 812 Dunn Street, Ravensthorpe without conditions.*

Through the 2013/2014 Community Development Fund Council resolved to contribute \$4,800 to the cost of the building works

**Comment:**

The estimated cost and funding arrangements for the building refurbishment works is as follows:-

**INCOME****Grant Money**

	<b>Net</b>	<b>GST</b>	<b>Gross</b>
RDL	50,000.00	5,000.00	55,000.00
RHFF	28,900.00	2,890.00	31,790.00
CDF	4,800.00	480.00	5,280.00
Lotterywest	35,191.00	3519.00	38,710.00

**RCRC Contribution**

Schematic Designs	1,150.00	115.00	1,265.00
Project Management	4,200.00		4,200.00

**Inkind**

Committee and Staff time	5,000.00		5,000.00
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<b>Total Income</b>	<b>129,241.00</b>	<b>12,004.00</b>	<b>141,245.00</b>
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**EXPENCE**

	<b>Net</b>	<b>GST</b>	<b>Gross</b>
Asbestos Removal and reclad	4,545.45	454.55	5,000.00
Heavy Duty Aluminium Opening Doors	3,636.40	363.64	4,000.00
Disabled Toilet Upgrade	7,272.70	727.27	8,000.00
Kitchen retrofit and upgrade	18,181.82	1818.18	20,000.00
Exterior Painting in deck vicinity	1,363.64	136.36	1,500.00
Construction of Modwood covered deck	79,090.91	7,909.09	87,000.00
Working Drawings and Scope of Works	4,800.00	480.00	5280.00
Schematic Designs by Veens	1,150.00	115.00	1,265.00
Inkind – staff and committee time	5,000.00		5,000.00
Project Management	4,200.00		4,200.00

<b>Total Expense</b>	<b>129,240.92</b>	<b>12,004.09</b>	<b>141,245.00</b>
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All funding bodies, apart from the Ravensthorpe Hopetoun Future Fund have, according to the CRC, confirmed their support. With the application to the Future Fund been unsuccessful the CRC is now looking to Shire financial support to enable the project to proceed.

The merit of the proposed refurbishment can be argued however what is proposed has been determined as being required for the successful operation of the centre, by the CRC committee therefore Council should focus on the request for financial assistance rather than the need for refurbishment. However, if Council supports a financial contribution it should be conditional on two quotes being obtained for the works proposed, this will assist in verifying the cost estimates provided.

In determining this request Council has a number of options. Council can resolve not to contribute, resolve to contribute an amount from the Building Reserve Fund or authorise unbudgeted expenditure by budget amendment, the latter can be achieved by utilising expenditure savings of \$26,000 achieved on the changeover of light vehicles.

**Consultation:**

Not applicable.

**Statutory Obligations:**

There is no statutory requirement for Council to make a financial contribution to this project.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

This project has not been included in the current budget. As noted in this report a saving of \$26,000 has been achieved on the budgeted changeover cost for passenger vehicles and utilities. It is recommended that these funds be allocated to the CRC project.

**Strategic Implications:**

This project has not been identified in the Shire of Ravensthorpe forward capital works plan or in other shire strategic documents.

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
The Community Resource Centre provides essential services to the Ravensthorpe community, including the provision of library services, which are funded by the shire. Improvements to the building enhance and increase the services provided.

**Voting Requirements:**

Absolute majority

**OFFICER RECOMMENDATION**

ITEM 10.4.5

That the 2013/2014 budget be amended by allocating \$26,000 cost saving on the changeover of light vehicles to the Ravensthorpe Community Resource Centre building extensions and refurbishment project and a contribution of \$26,000 be approved on the condition that two written quotes are obtained by the CRC for the project.

**COUNCIL DECISION**

ITEM 10.4.5

Moved: Cr Goldfinch

Seconded: Cr Dunlop

That the 2013/2014 budget be amended by allocating \$16,000 cost saving on the changeover of light vehicles to the Ravensthorpe Community Resource Centre building extensions and refurbishment project and a contribution of \$16,000 be approved on the condition that two written quotes are obtained by the CRC for the project.

Carried by absolute majority: 4/3

Res: 156/13

**Councillor Lansdown requested that the names of Councillors voting for and against the motion be recorded.**

<b>For</b>	<b>Against</b>
Cr Goldfinch	Cr Norman
Cr Duncan	Cr Belli
Cr Dunlop	Cr Lansdown
Cr Field	(Councillors voting against the motion did so on the basis that they supported a contribution of \$26,000 as per the Officer Recommendation)

#### **10.4.6 REVIEW OF STRATEGIC COMMUNITY PLAN**

**File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	9 September, 2013
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	None

**Summary:**

The purpose of this item is for Council to resolve to review of the Shire of Ravensthorpe Strategic Community Plan.

**Background:**

As part of the Local Government reform process committed to by the State Government local governments are required to implement a successful integrated strategic planning process.

In 2010 the then Minister for Local introduced regulations which established new requirements for planning for the future. Under these regulations all local governments are required to prepare and adopt a Strategic Community Plan. The regulations also provide for the Strategic Community Plan to be reviewed.

**Comment:**

The current Strategic Community Plan, adopted in April, 2012 was based on the previous plan prepared some two years before, therefore from a timing point of view and changing circumstances, including population fluctuations due to mining activities, a review of the plan at this time is appropriate.

Professor Fiona Haslam McKenzie, Curtin Graduate School of Business, who has been involved with the Ravensthorpe Shire community on previous occasions has been invited to undertake the plan review.

Project details are as follows:-

It is anticipated that the project will be completed in eight weeks from when the contract is signed.

- Task 1 - compilation of contacts for public consultation (with shire assistance)
- Task 2 - consultation with the Councillors, Shire employee's, ratepayers through public meetings and specific interest groups
- Task 3 - development of online survey
- Task 4 - online survey
- Task 5 - compilation of survey results
- Task 6 - preparation of community plan
- Task 7 - delivery of community plan to the Shire of Ravensthorpe and implementation strategy

The total project cost is \$22,886 plus GST.

**Consultation:**

Local Government (Administration) Regulation 19 (C) (9) and (10) State:-

(9) A Local Government is to ensure that the electors and ratepayers of its district are consulted during the development of a Strategic Community Plan and when preparing modifications of a Strategic Community Plan.

(10) A Strategic Community Plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

**Statutory Obligations:**

Local Government (Administration) Regulation 19( C ) States:-

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.

- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Funding has been included in the current budget for this purpose.

**Strategic Implications:**

The Strategic Community Plan identifies the aspirations and needs of the community in broad terms.

**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 10.4.6
Moved: Cr Field	Seconded: Cr Lansdown
That a review of the Shire of Ravensthorpe Strategic Community Plan be undertaken and Professor Fiona Haslam Mckenzie be appointed to undertake the review, at a cost of \$22,886 plus GST.	
Carried: 7/0	Res: 157/13

**10.4.7 POLICY: TREE MANAGEMENT IN URBAN AREAS AND PUBLIC RESERVES**

<b>File Ref:</b>	Policy Manual
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	11 September, 2013
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Draft Policy

**Summary:**

The attached policy relates to the management of trees in urban areas and public reserves under council control. The objectives contained within the policy are to:

- *Recognise the importance of having well maintained, appropriately selected variety of trees in council controlled urban areas and public reserves to our residents and local environment;*
- *Identify the criteria for selection and location of trees on public land;*
- *Identify the level of responsibility and role the shire will undertake in relation to upgrade/ renewal projects and management of trees in urban areas and public reserves;*
- *Identify that a register of significant trees and appropriate guidelines will be developed;*
- *Identify the delegated authority of the CEO and Council staff in relation to implementation of this policy; and*
- *Identify the role and responsibilities of other stakeholders in relation to management of trees on private land and the public areas covered by this policy.*

**Background:**

Following a request from community members a consultation meeting was held to review existing policies and develop a new policy relating to councils management of trees in urban areas and on public reserves.

**Comment:**

The new policy seeks to balance the interests of stakeholders and the community while ensuring its objectives can be achieved within Councils resources (including reasonably foreseeable additional funding for projects).

The policy incorporates information from existing policies 'WS Policy 10 Street Trees' and 'WS Policy 12 Dangerous Trees on Private Property' respectively. The policy contains minor revisions to update these policies and address minor identified gaps.

Key new features of the policy include clauses relating to:

- Provisions for the inclusion of native trees in streetscape and park developments; and



- The development of a 'register of significant trees'.

The purpose of the above are to reflect the communities desire for:

- The amenity and environmental value of the town and attractiveness to locals and visitors; to be contributed to by inclusion of native trees in development; and
- The protection and management of significant trees located in the Shire.

A copy of the Draft Policy: Tree Management in Urban Areas and Public Reserves is attached.

**Consultation:**

Two consultation meetings were held with five members of the public who have good knowledge of trees and trees species. Following the meeting written submissions were received from the five.

The results of consultation were evaluated and incorporated into the policy while attempting to balance the interests of stakeholders and the community and ensuring policy objectives can be achieved within Councils resources.

**Statutory Obligations:**

The policy contains clause relating to Councils enforcement of provisions within the Local Government Act relating to dangerous trees.

**Policy Implications:**

The policy contains clauses relating to delegation of authority to the CEO. The policy will be included in Councils policy manual and implemented in accordance with relevant requirements.

**Budget / Financial Implications:**

The document sets policy which will influence spending within the maintenance budget and on projects however is not anticipated to obligate council to expend funding above current budget allocations on maintenance and management.

The policy refers to the option to include tree works as a component of streetscape enhancement projects however does not obligate council to implement any project or project component and recognises these are often subject to external funding.

If the policy is adopted funding will need to be identified in a future budget to develop and implement the significant tree register and guidelines. The policy identifies development of this register however does not identify the timeframe for implementation.

**Strategic Implications:**

The policy will assist Council to deliver services and facilities identified in the Shire's Community Strategic Plan and the Corporate Business Plan.

**Sustainability Implications:**

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

- **Social:**  
Selection and maintenance of appropriate trees in the Shire is believed to contribute to the communities positive perception and sense of pride in the area they live in.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.7
Moved: Cr Dunlop	Seconded: Cr Lansdown
That policies WS 10 Street Trees and WS 12 Dangerous Trees on Private Properties be deleted and draft policy WS 18 Tree Management in Urban Areas and Public Reserves identified as attachment 10.4.7 be adopted.	
Carried: 6/1	Res:158/13

**10.4.8 ESTABLISHMENT OF MUNGLINUP WASTE TRANSFER STATION****File Ref:****Applicant:** Not applicable**Location:** Reserve 14314**Disclosure of Officer Interest:** None**Date:** 11 September, 2013**Author:** Gregg Harwood – Contract Environmental Health Officer**Authorising Officer:** Pascoe Durtanovich – Chief Executive Officer**Attachments:** None**Summary:**

This item discusses the practicalities and likely costs of converting the current Munglinup Landfill Site to a manned low volume waste transfer station with the goal of improving Department of Environmental Regulation (DER) compliance and the site's general appearance, significantly reducing the likelihood of fires escaping from the site and reducing its ongoing operating costs.

The officer recommends that the site be converted to a low volume transfer station with the goal of achieving the above outcomes but with the landfill registration being retained as a contingency in the event of the need to burying large volumes of waste such as a traffic accident involving a stock or food truck, storm damage across the district, a plant or stock disease outbreak or a problem at the nickel mine.

**Background:**

The Munglinup Waste Site is approximately 2.5km north of the town site and is located towards the rear of a gravel pit on land that is vested in the Shire. It is well screened from the road, is isolated from nearby houses. It also orange clay sub soil and a deep water table making it ideal site for usage as a landfill.

The main problem however is its remoteness and the small volumes of waste that it receives. This means that running it in full compliance with the requirements of the Environmental Protection (Rural Landfill) Regulations 2002 and adequately responding to any fires or illegal dumping make the site very expensive to run in comparison to the waste volume it receives.

Conversely however that same remoteness and the fact that the Ravensthorpe facility is some 85km away means that Council has a community service obligation to provide a disposal site in the area meaning that it is not reasonable for Council to close the site without providing a suitably sized transfer option.

**Comment:**

The Environmental Protection (Rural Landfill) Regulations 2002, Environmental Protection Act 1986 and common law precedents place the following obligations on Council as the Munglinup Landfill operator:

- 1) The trench/ tipping face must be no longer than 30m.
- 2) The deposited waste must be covered monthly with 300mm of soil.
- 3) The need to fence the entire reserve and the immediate working unless fencing of the workings can be negotiated with DER on the basis of good management practices.
- 4) Clean and contaminated storm water runoff systems.
- 5) The need to collect litter monthly.
- 6) The need to ensure that tyres are not stockpiled for extended periods.
- 7) The need to clay cap and mound finished trenches to clay and maintains the integrity of those caps in the long term.
- 8) The responsibility to promptly extinguish any unplanned fires at the site and the need for both Council and the responding FCO to report those fires to DER.
- 9) Common law responsibility for any damage to any neighbouring properties that is caused by a fire that escapes from the site.
- 10) Moral responsibility as well as reputational loss for the damage to any neighbouring property that is caused by a fire that escapes from the site.
- 11) The need to keep the site generally tidy and to protect its users from the risk of injury.
- 12) The need to prevent pollution through spilled oils.
- 13) Responsibility for the full cost of properly disposing of any illegally dumped wastes that have been illegally disposed of at the site whether it is manned or unmanned. This is an important consideration given the mining base.

To address the situation consideration should be given to converting the landfill to a restricted hours, small volume waste transfer station. The following paragraphs map out such a proposal and the approximate costs of implementing it.

**Scope of Proposal:**

It is intended to man the site two half days a week and to cart the waste to the Ravensthorpe Waste Site using the a 3500kg aggregate weight elect power hydraulic 3m x 1.5m tipping trailer with a 1.8m high cage.

The usage of this trailer would mean that all putrescible waste would be removed from the site on the day that it arrives and the hydraulic hoist should mean that the operator never needs to handle the waste. While such a trailer could not handle a truckload of waste which would need to be diverted to the Ravensthorpe facility its 7-8m<sup>3</sup> capacity would be more than enough to handle the weekly domestic waste that is generated by nearby farms and the golf club given that the Munglinup town site does not have to be catered for because it has a weekly waste collection service.

It is intended that the current and closed trenches at the site will included within the fenced and gated area as will the oil recycling, green waste and scrap metal piles. The tipping ramp itself will be constructed using "L" shaped retaining wall sections from AgCrete in Albany and local clay from the site and will be surfaced using locally sourced gravel.

The site will be cleaned up by removing all the litter and burning the bush around the current workings, burning the green waste pile, selling the scrap metal pile and burying the stockpiled tyres and any other extraneous items around the site current waste trench prior to covering it with at least 1m of clay. While leaving the remainder of the trench unfilled as an emergency landfill if it is ever needed for some reason.

The sites landfill registration would be retained as a contingency for burying large volumes of waste in the event of a traffic accident such as stock or food truck rollover, storm damage across the district or a plant or stock disease outbreak or a problem at the mine.

The advantages of this proposal is that it can be implemented quickly and cheaply and would provide light tipping trailer that could be used for other purposes on off days and if the capacity of the trailer was found to be insufficient the waste volume on any given day could be reduced by providing recycling bins, opening the site an extra morning each week and as a last resort selling the trailer and utilising large hook lift bins or a long bed, high sided 5 ton plus tip truck.

It is envisaged that the following costs will be involved in the project:

High grade stock proof fencing 600m – 1km @ \$7000 per km	\$7000
One set of entrance gates & strainers	\$1000
Two rear gates to access fire breaks @ \$600 per gate	\$1200
New signage	\$1000
Litter removal, control burn, green waste pile burn costs and general tidy up costs	\$2000
Bury stockpiled tyres and cover buried waste	\$2000
Purchase of tipping trailer & fitting electric brakes to vehicle	\$11000
4 "L" shape AgCrete retaining panels delivered and placed @ \$2500ea	\$10000
<u>Site works for ramps and resurfacing internal roads</u>	<u>\$6000</u>
Estimated Total Cost	\$34200
<u>Less Net income from sale of scrap</u>	<u>-\$1500</u>

Estimated Net Total Cost \$32700

In considering these costs it should be noted that even if Council chooses not to proceed with the small scale transfer station and continue to use that site as is it still needs to faces the following costs to bring the site back up to the DEC's expecting meaning that the real cost of converting the site to transfer station is in the vicinity of \$18500.

High grade stock proof fencing 600m – 1km @ \$7000 per km	\$7000
One set of entrance gates & strainers	\$1000

Two rear gates to access fire breaks @ \$600 per gate	\$1200
New signage	\$1000
Litter removal, control burn, green waste pile burn costs and general tidy up costs	\$2000
Bury stockpiled tyres and cover buried waste	\$2000
<u>Site works for ramps and resurfacing internal roads</u>	<u>\$2000</u>
Estimated Total Cost of Site Tidy Up	\$15700
<u>Less Net income from sale of scrap</u>	<u>-\$1500</u>
Estimated Net Total Cost of Site Tidy Up	\$14200

Given these figures and the long term savings and risk reductions that will result from converting the site to a manned small scale transfer station it is recommended that Council resolve to proceed with the project.

**Consultation:**

The Munglinup community has not been formerly consulted with in the preparation of this report.

**Statutory Obligations:**

The operation of the Munglinup landfill is regulated by the Environmental Protection (Rural Landfill) Regulations 2002, the Environmental Protection Act 1986 and the inspection/ audit requirements of DER staff.

Council will also be required to get specific approval from DER to convert the site to a putrescibles waste transfer station and to limit its fencing to the area of immediate works as opposed to the entire perimeter of the reserve. Such proposal is however consistent with their goals and strategies and should be taken as a given.

**Policy Implications:**

There are no specific policy implications associated with DER'S officer report or the recommendation.

**Budget / Financial Implications:**

The officer report and recommendation if implemented will require a significant contribution from Council's budget in that the site tidy up will cost around \$14200 and the transfer station conversion a further \$18500 bringing the total project cost to an estimated \$32700.

The \$18500 cost of the transfer station conversion however should be offset against the saving that it will provide by avoiding the need for future clean ups.

**Strategic Implications:**

There are no specific strategic implications associated with the officer report or recommendation.

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations associated with the officer report or recommendation.
- **Economic:**  
There are no known significant economic considerations associated with the officer report or recommendation.
- **Social:**  
There are no known significant social considerations associated with the officer report or recommendation.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.8
Moved: Cr Field	Seconded: Cr Belli
That:	
<p>(1) Conversion of the Munglinup Landfill site to a manned transfer station be deferred for consideration in the 2014/2015 budget.</p> <p>(2) Immediate action be taken by the Manager Engineering Services and the Shire's Contract Environmental Health Officer, to make the site compliant with the licence conditions.</p>	
Carried: 7/0	Res: 159/13

#### 10.4.9 RAINWATER HARVESTING – RAVENSTHORPE RECREATION CENTRE

**File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Ravensthorpe Recreation Centre
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	11 September 2013
<b>Author:</b>	Gregg Harwood – Environmental Health Officer
<b>Authorising Officer:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Attachments:</b>	None

**Summary:**

This officer report and recommendation discusses options for the reuse of rainwater that could be collected from the Ravensthorpe Recreation Centre roof and recommends that it be offered to Water Corporation as high quality feed water for the Ravensthorpe scheme as their scheme catchment and water storage dam is relatively close by and they are already getting ready to cart water from Hopetoun to supplement it.

**Background:**

The Recreation Centre Management Committee have asked Council to research the practicalities and benefits of harvesting storm water from the Rec Centre roof and using it in place of scheme water at the Rec Centre.

The following report and officer recommendation has been prepared in response to that request and considers the various options for the efficient reuse of that water via the following options:

- 1) Catchment and usage of the roof water as a replacement for scheme water at the centre.
- 2) Catchment and usage of the roof water as a replacement for scheme water at the centre and the usage of the remaining 800kl/yr for irrigation water.
- 3) Catchment and usage of the roof water as a replacement for scheme water at the centre and the gifting of the remaining 800kl/yr to the Water Corporation for usage as feed water for the Ravensthorpe Scheme.
- 4) Catchment and usage of the roof water and gifting of the entire 843kl/yr to the Water Corporation for usage as feed water for the Ravensthorpe Scheme.

For the purposes of this report it assumed that the Rec Centre has a roof catchment of approximately 2200m<sup>2</sup> with a run off co-efficient of 90% and an annual average rainfall of 426mm which produces 843.5 Kilo litres of runoff per year and is calculated as follows:

2200m<sup>2</sup> x 0.90 x 426mm= 843480 litres or 84.5 Kl/yr

**Comment:**

While the catchment and reuse of roof water as replacement for scheme water is at first glance an attractive proposition it does force the following obligations and costs onto Council:

**1) The need to install and maintain pressure pumps and water storage tanks.**

It is envisaged that the Rec Centre will use around 40kl of per year meaning that a tank of at least 56kl (12,000 gallons) and pressure pump will be required which once it is installed together with the associated plumbing, wiring, site and reinstatement works is likely to cost in the region of \$12,000 - \$20,000. In addition to this Council will still need to pay Water Corporation rates on the scheme water availability connection to its land even if it does not use it.

**2) The need to install and maintain a water sterilisation unit**

As a facility provider Council has a responsibility to manage its risk by installing either a UV, ozone, or chlorine dosing unit to ensure that the water is sterile prior to usage. One of these units would cost around \$1000 - \$2000 to install and would require around \$400 in running and maintenance costs.

**3) The need to periodically check and clean the roof catchment**

While Council already does this of it building maintenance program if the collected water is being used onsite for drinking purposes increased vigilance will be required. It envisaged that this will cost an extra \$800 per year.

**4) The need to chemically harden the water to prevent copper solvency and copper poisoning of staff who are stationed at the centre.**

Rain water is by nature soft and slightly acidic meaning that it is hungry to pick up/ dissolve chemicals that it can in order to obtain a neutral PH and the inert nature of

modern zincalume roofs and lined water tanks means that the first reactive metals that it comes in contact with is the copper pipes of the water service.

The acidic nature of the rainwater prevents the copper from developing its normal protective oxide coating meaning that the copper pipes quickly corrode and fail leading possible water damage to the building, perforation of imbedded pipes and very expensive repairs and the dissolved copper can lead to copper poisoning in sensitive individuals who regularly drink the water.

Copper solvency is not normally a problem in farm tanks because there is usually sufficient dust falling on the catchment to meet the water's hunger for metals. The Rec Centre roof however is elevated and set back from sealed roads meaning that it will receive very little dust.

The easiest way to correct copper solvency is to harden the water by suspending a small bag of lime in the tank.

Given these management factors the obvious choice from a management perspective is to gift the roof water to the Water Corporation as we catch at least 16 times more than we can use and then to buy it back from a treated chemically balanced water.

In order to assist Councillors in arriving at this decision the implications of scenario are laid out as follows:

**a) Catchment and usage of the roof water as a replacement for scheme water at the centre.**

While there is the possibility that some grant funding could be found the capital cost of this option would be in the vicinity of \$13,000 - \$22,000 with an annual running cost of \$1200.

Under this scenario at least 800kl/yr of water would still be discharged into the adjoining drainage line.

**b) Catchment and usage of the roof water as a replacement for scheme water at the centre and the usage of the remaining 800kl/yr for irrigation water.**

This option would incur all of the costs in option A while incurring additional costs for storage tanks and a transfer pump and water lines together with a significant footprint for the tanks themselves.

It is envisaged that at least two 130,000 litre tanks would be required at a cost of \$12,000 each including site works and connections together with a transfer pump and line being required at an estimated cost of \$1,000 - \$5,000 depending on where the water will be used for irrigation. This represents a total of \$26,000 - \$31,000 in additional costs.

In considering this option it should be noted that the seasonal nature of Ravensthorpe's rainfall means that significant quantities of water will still be run to waste and would be a duplication of capacity given that with the effluent reuse system there is no shortage of water at the ovals.

**c) Catchment and usage of the roof water as a replacement for scheme water at the centre and the gifting of the remaining 800kl/yr to the Water Corporation usage for use as feed water for the Ravensthorpe Scheme.**



While this option would incur all of the costs in option A but has significant advantages in that it is likely that the Water Corporation may be cajoled into paying for the cost of the holding tank(s), the transfer pump and the rising main to their adjacent storage dam.

It also means that none of the remaining 800kl/yr of water would be run to waste and that it would be going to its highest and best use scheme drinking water.

**d) Catchment and usage of the roof water and gifting of the entire 843kl/yr to the Water Corporation for usage as feed water for the Ravensthorpe Scheme.**

The advantages of this approach are that while Council would still have to pay Water Corporation scheme water usage charges and those charges are likely to be less than the costs of maintaining an "option A" system.

In addition to this it is likely that there will be no capital cost to Council as the Water Corporation may be prepared to pay for the installation for the cost of the holding tank, the transfer pump to get access to 800kl of, clean, easy to manage source water per year that is immediately adjacent to their plant.

**Consultation:**

No consultation has taken place in regards to this proposal.

**Statutory Obligations:**

Council's dealings with the Water Corporation in this matter will be impacted by their own governing policies and legislation and standards in relation to feed water standards.

**Policy Implications:**

Council's dealings with the Water Corporation in this matter will be impacted by their own governing policies and legislation and standards in relation to feed water standards.

**Budget / Financial Implications:**

It is envisaged that it will cost in the region of \$13,000 - \$22,000 to install and maintain pressure pumps and water storage tanks that are needed to switch the Rec Centre across to rainwater.

In addition to this Council will still need to pay Water Corporation services charges (rates) on its scheme water connection even if it does not use it.

**Strategic Implications:**

If successful the gifting of the Rec Centre's roof water to the Water Corporation will help to drought proof Ravensthorpe's scheme water supply and reduce the need to cart water from Hopetoun.

**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

*Note:- the Chief Executive Officer advised that the cost of water consumption for the past 12 months is approximately \$1,600.*

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.9
Moved: Cr Lansdown	Seconded: Cr Dunlop

That Chief Executive Officer offer the Water Corporation the opportunity of taking the Rec Centre's run off as feed water for the Ravensthorpe scheme water supply on the basis that the associated infrastructure will be installed and maintained at no cost to Council.

**Amendment** moved Cr Norman

*That the Chief Executive Officer further examine option (c) and funding from option (a) as detailed in the report and report back to Council.*

The Chairman ruled that the amendment would not be accepted as it significantly changes the effect of the motion. There being no further amendment the original motion was put and

Carried: 5/2

Res: 160/13

<b>10.4.10</b>	<b>2013 RAVENSTHORPE COMMUNITY DEBUTANTE BALL- FINANCIAL DONATION</b>
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**File Ref:**

<b>Applicant:</b>	Ravensthorpe Debutante Ball Committee
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	9 September, 2013
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	None

**Summary:**

Council is requested to make a financial donation to the 2013 Ravensthorpe Community Debutante Ball.

**Background:**

The following information has been provided by the organising Committee.

*"The Ravensthorpe Community Debutante Ball is a popular and well patronised event that has been held annually for more than a decade.*

*This event was originally created with the aim of allowing our Year 10 high school children the opportunity to partake in a school formal – an event not possible without the support of the community due to small class numbers. With Ravensthorpe having only one district high school (to year 10), it involves the children and families of our entire Shire and includes past students from that year group who have left the area to study elsewhere.*

*This event is committee run and any profits made go to the not for profit organisation hosting the event. Over the years, this event has been shared between a number of volunteer groups and this year is being hosted by the Ravensthorpe Community Arts Council.*

*Traditionally, the event is not overly profitable with the costs of providing live entertainment a major expense. The committee is conscious of keeping this family event affordable for the whole community.*

*This unfortunately makes the hosting of this event by a volunteer not for profit group very difficult hence our need to seek financial support this year.”*

**Comment:**

Ordinarily a request such as this should be processed through the Community Development Fund Program. The Committee is aware of this for future events.

In discussion with the Committee a contribution of \$1,000 will go a long way to meeting some of the costs associated with running such an event.

**Consultation:**

The CEO has liaised with the organising Committee.

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Funds are available in the 2013/2014 donations budget.

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.10
Moved: Cr Lansdown	Seconded: Cr Duncan
That a donation of \$1,000 be made to the Ravensthorpe Debutante Ball Committee towards the staging of the 2013 Debutante Ball.	
Carried: 5/2	Res: 161/13

COUNCIL DECISION	ITEM 10.4.10
Moved: Cr Lansdown	Seconded: Cr Goldfinch
The Community Debutant Ball Organising Committee be requested to acquit the donation in accordance with normal practice.	
Carried: 6/1	Res: 162/13

Councillor Belli requested her vote be recorded as voting against the motion.

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

Nil

**12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****12.1 ELECTED MEMBERS**

Nil

**12.2 OFFICERS**

Nil

**13. MATTERS BEHIND CLOSED DOORS**

Nil

**14. CLOSURE OF MEETING – 5.45PM**

These minutes were confirmed at the meeting of the \_\_\_\_\_

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

Date: \_\_\_\_\_