



AGENDA

For the Council Meeting to be held on

Thursday, October 20, 2016

Commencing at 5 p.m.

In the Council Chambers, Hopetoun.



SHIRE OF RAVENSTHORPE

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A handwritten signature in blue ink, appearing to read "Ian Fitzgerald", is written over a horizontal line.

Ian Fitzgerald
Chief Executive Officer

12/10/2016

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WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

I, (1) _____ wish to declare an interest in the following item to be considered by council at its meeting to be held on (2)

Agenda item (3) _____

The type of interest I wish to declare is (4)

- Financial pursuant to Sections 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

The nature of my interest is (5)

The extent of my interest is (6)

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

- (1) Insert you name.
- (2) Insert the date of the Council Meeting at which the item it to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box to indicate the type of interest.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act)

5.60A – Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995

5.60B – Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

5.61 – Indirect financial interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

11 – Disclosure of interest

- (1). In this regulation –
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
or at the meeting immediately before the matter is discussed.
- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –

- (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
- (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
- (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)

5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
- (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



**SHIRE OF RAVENSTHORPE
WORKS REQUEST FORM**

Name: _____

Date: ____/____/2016 Urgency: Low / Medium / High / Strategic

Road / Public Building / Area: _____

Request: _____

Description:

OFFICE USE ONLY:

Action Taken:

Comment:

Completed: ____/____/2016 Signature: _____

Inspected and/or authorised: _____
Chief Executive Officer

ORDINARY MEETING OF COUNCIL

TO BE HELD IN THE COUNCIL CHAMBERS, HOPETOUN COMMUNITY CENTRE
ON 20 OCTOBER 2016, COMMENCING AT 5PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

MEMBERS: Cr Keith Dunlop (Shire President)
 Cr Peter Smith (Deputy Shire President)
 Cr Kerry Dickinson
 Cr Sharyn Gairen
 Cr Graham Richardson

STAFF: Ian Fitzgerald (Chief Executive Officer)
 Jenny Goodbourn (Manager of Corporate and Community Services)
 Darryn Watkins (Manager Engineering Services)
 Hanneke Coetzee (Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE:
 Cr Ian Goldfinch
 Cr Ken Norman

ABSENT:

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

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

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

7. CONFIRMATION OF MINUTES

7.1 COUNCIL MEETING –15 SEPTEMBER, 2016

OFFICER RECOMMENDATION	ITEM 7.1
<p>That the minutes of the meeting of council held on 15 September, 2016 be confirmed as a true and correct record of proceedings.</p>	

8. SUSPENSION OF STANDING ORDERS

NIL

9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

10. REPORTS OF OFFICERS

10.1 MANAGER OF CORPORATE AND COMMUNITY SERVICES

10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – 30 SEPTEMBER 2016

File Ref:

Applicant: Not applicable

Location: Not applicable

Disclosure of Officer Interest: None

Date: 30 September, 2016

Author: Ashleigh Stade – Senior Finance Officer

Authorising Officer: Jenny Goodbourn – Manager of Corporate and Community Services

Attachments: Schedule of Payments to 30 September, 2016
Credit Card Transactions to 30 September, 2016

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:

30 September 2016

FUND	PAYMENT	VOUCHERS	AMOUNTS
Municipal Account	EFTs	EFT6131-EFT6282	\$629,205.05
		40288 – 40305	\$41,846.70
	Municipal Fund Cheques		
Payroll	Dates	08/09/2016 14/09/2016 28/09/2016	\$165,741.61
Superannuation		Direct Debit	\$26,166.95
Bank Fees			\$912.28
Municipal Account Total			\$863,872.60

Shire Credit Card Facility	Westpac VISA	26/08/2016- 25/09/2016	\$1,408.20
Trust Account Payments	EFTs	EFT6197 – EFT6208	\$2,160.00
	Cheques	1380 – 1383	\$80.00
Grand Total			\$867,520.80

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:

N/A

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 sub regulation (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:

N/A

Budget / Financial Implications:

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

Strategic Implications:

N/A

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.1.1

That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of September 2016, be noted.

10.1.2 MONTHLY FINANCIAL REPORT - 30 SEPTEMBER 2016**File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	7 th October 2016
Author:	Jenny Goodbourn - MCCS
Authorising Officer:	Not applicable
Attachments:	Yes – Monthly Financial Report–September 2016

Summary:

This report presents the monthly financial reports for September 2016 to Council which is provided as an attachment to the agenda. The recommendation is to receive the September monthly financial reports.

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:

To provide timely financial information to the Council this report is based on the 2016/2017 Budget adopted by Council on 18 August 2016. The report contains the budget amounts, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the draft budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council abreast of the current financial position.

Consultation:

Council Financial Records

Statutory Obligations:

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

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

Policy Implications:

Nil

Budget / Financial Implications:

As detailed within the attachments

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.1.2

That Council receive the Monthly Financial Reports for the period ending 30 September 2016 in accordance with Section 6.4 of the Local Government Act 1995.

10.2 MANAGER OF PLANNING AND DEVELOPMENT
NIL

10.3 MANAGER OF ENGINEERING SERVICES

10.3.1 PLANT PURCHASES – WHEEL LOADER AND BACKHOE LOADER

File Ref:**Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 3rd October 2016**Author:** Darryn Watkins – Manager Engineering Services**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** None

Summary:

Council to approve the purchase of a new wheel loader and backhoe loader.

Background:

The shire currently owns a 2003 model Volvo LD50D wheel loader with 6345 service hours on the meter. This machine is used primarily for gravel patching working in conjunction with the shires maintenance graders.

The shire also owns a 2006 model Venieri VF8.23D Backhoe loader showing 2326 service hours on the meter. This machine is primarily used for town site maintenance activities and also utilised for Hopetoun transfer station maintenance.

Comment:

Komatsu Australia Pty Ltd and Westrac Pty Ltd were requested to submit quotations for the supply of the new wheel loader and backhoe loader.

Both machine manufacturers delivered new wheel loaders to Ravensthorpe for demonstration purposes and assessment by shire employees. Komatsu was selected by the Shire of Ravensthorpe employees as their machine of preference.

The new loader will be configured as an integrated tool carrier and have the attachments of rake bucket with grab, crane boom and conventional forks.

The pricing, servicing and warranty period offered by Komatsu was superior to what was offered by Westrac and is summarised below:

WHEEL LOADER

<i>Machine</i>	<i>Warranty</i>	<i>Service</i>	<i>Price ex GST</i>
Komatsu WA 200	5YR/6000hrs comprehensive	2000hrs included free servicing	\$173,000 plus lic costs
CAT 924K	3YRS/ 3000hrs premier	none	\$236,775 plus lic costs

- The sum shown in the officer's recommendation will include an allowance of \$40,000 excluding GST for the purchase of attachments.

BACKHOE LOADER

<i>Machine</i>	<i>Warranty</i>	<i>Service</i>	<i>Price ex GST</i>
Komatsu WB97R	5YRS/6000hrs comprehensive	2000hrs included free servicing	\$159,000 plus lic costs
CAT 432F	3YRS/3000hrs premier	none	\$147,676 plus lic costs

Although the purchase price of the CAT 432F Backhoe Loader is \$11,324 lower than that of the Komatsu machine, it is offset by the heavily discounted Komatsu wheel loader, superior warranty coverage and period and the Komatsu 2000 hour's free servicing.

It is also the officer's opinion that the Komatsu Backhoe Loader is of a higher specification than the equivalent CAT machine.

The two existing shire owned machines will not be sold on a trade in basis. It is the intention to dispose of the two machines via public auction compliant with the Local Government Act 1995.

Consultation:

Chief Executive Officer

Manager Corporate and Community Services

Works Supervisor

Leading Hand

OHS Representative

Statutory Obligations:

As part of compliance with the Local Government Act 1995 (WA) the Western Australian Local Government association (WALGA) have provided a procurement procedure and handbook for the purchase of goods and services without the need for long and costly tenders. Komatsu Australia Pty Ltd is a WALGA approved supplier under contract number C023_11.

Policy Implications:

The plant purchase is in accordance with Council Vehicle Policy A16.

Budget / Financial Implications:

The combined purchase amount of \$390,000 has been allocated in the 2016/2017 statutory budget for the purchase of these machines.

Strategic Implications:

The plant purchase is in accordance with the Plant Replacement Program.

Sustainability Implications:

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

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION

ITEM 10.3.1

That council approve the combined purchase of a new Komatsu WA200 Wheel Loader including attachments and a WB97R Backhoe Loader from Komatsu Australia Pty Ltd for the total sum of \$372,000 excluding GST.

10.3.2 PLANT PURCHASES – 6 WHEEL TIPPER AND PRIME MOVER
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File Ref:**Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 3rd October 2016**Author:** Darryn Watkins – Manager Engineering Services**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** None**Summary:**

Council to approve the purchase of a new 6 wheel tip truck and new prime mover.

Background:

The shire currently owns a 2009 model DAF 6 wheel tip truck showing 137,650 kilometres. This machine is used primarily for gravel patching supplying gravel to the shires maintenance graders.

The shire also owns a 2009 model DAF Prime Mover showing 227,359 kilometres. This machine is primarily used for haulage of the water cart as part of the road construction team. This prime mover is also utilised for Hopetoun transfer station maintenance.

Comment:

A large number of quotations were sought for the various truck manufactures for the supply of the two trucks. The quotations were sourced from a selection of suppliers detailed in the "Trucks and Associated Equipment" panel of suppliers as shown in the WALGA Products and Services Directory 2016.

UD Trucks and Hino were identified as the most fit for purpose cost effective trucks for both applications.

UD Trucks are sold and serviced by Truck Centre WA Pty Ltd.

Hino Trucks are sold and serviced by WA Hino.

The pricing, servicing and warranty period offered by both manufacturers is summarised below:

PRIME MOVER

<i>Machine</i>	<i>Warranty</i>	<i>Transmission</i>	<i>GCM</i>	<i>Price ex GST</i>
UD Quon GW 420	36 months/ 500,000km	Auto	55,000KG	\$170,603 plus lic costs
Hino 700 SS2848	36 months/ 500,000km	Manual	72,000KG	\$182,099 plus lic costs

6 WHEEL TIP TRUCK

Machine	Warranty	Transmission	GCM	Price ex GST
UD Quon CW 420	36 months/ 800,000km	Auto	55,000KG	\$183,002 plus lic costs
Hino 700 FS 2848	36 months/ 500,000km	Manual	72,000KG	\$183,369 plus lic costs

Due to the low valuation offered for the trade disposal of the DAF Prime Mover it is to be retained. As discussed through council during the budget workshops it is the intent of the Shire of Ravensthorpe to retain this vehicle for use at the various waste disposal sites.

The existing shire owned 6 wheel tip truck will not be sold on a trade in basis. It is the intention to dispose of the machine via public auction compliant with the Local Government Act 1995.

Consultation:

Chief Executive Officer
 Manager Corporate and Community Services
 Works Supervisor
 Leading Hand
 OHS Representative

Statutory Obligations:

As part of compliance with the Local Government Act 1995 (WA) the Western Australian Local Government association (WALGA) have provided a procurement procedure and handbook for the purchase of goods and services without the need for long and costly tenders. WA Hino Sales and Service is a WALGA approved supplier under contract number NPN 04_13.

Policy Implications:

The plant purchase is in accordance with Council Vehicle Policy A16.

Budget / Financial Implications:

The combined purchase amount of \$450,000 has been allocated in the 2016/2017 statutory budget for the purchase of these two trucks.

Strategic Implications:

The plant purchase is in accordance with the Plant Replacement Program.

Sustainability Implications:

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

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION

ITEM 10.3.2

That council approve the combined purchase of a new Hino 700 SS2848 Prime Mover and a Hino 700 FS2848 6 wheel tip truck from WA Hino Sales and Service for the total sum of \$365,468 excluding GST.

10.4 CHIEF EXECUTIVE OFFICER

10.4.1 MINUTES BFAC MEETING – OCTOBER 2016

File Ref:**Applicant:**

Not applicable

Location:

Shire of Ravensthorpe

Disclosure of Officer Interest:

Not applicable

Date:

9 October 2016

Author:Ashley Peczka – Community Emergency Services
Officer**Authorising Officer:**

Ian Fitzgerald – Chief Executive Officer

Attachments:

Yes – Ravensthorpe BFAC minutes

Summary:

Consideration of recommendation from the Shire of Ravensthorpe Bush Fire Advisory Committee meeting held on Tuesday 4th October 2016.

There are two (2) recommendation that is requires simple majority vote from council.

1. BFAC Item 9.1: the endorsement of the Ravensthorpe Fire Control Officers response to the Ferguson Report.
2. BFAC Item 9.2: the endorsement of Mr Andrew Daw and Mr Rian Duncan as Fire Control Officer for their respected brigade districts.

Background:

1. Upon the release of the Ferguson Report into the devastating Yarloop/Waroona fires this year, there was an invitation to any stakeholder wanting to make response to the Report. Senior Fire Control Officers meet to develop a response to the recommendations within the Ferguson Report, which was further discuss and endorse by the Bush Fire Advisory Committee (BFAC)
2. Mr Andrew Daw and Mr Rian Duncan have been both nominated to become Fire Control Officers, Mr Andrew Daw will be an additional FCO to the Bandalup District and Mr Rian Duncan to replace another FCO who has left the area. Both have completed the Fire Control Officer's course this year as per the minimum requirements to become a FCO for the Shire of Ravensthorpe.

Comment:

The Bush Fire Advisory Committee recommendations are in the main procedural matters and should be supported. The recommended response to the Ferguson Report also included a number of matters submitted for Council's consideration being purchase of a water tanker and authority to expend Council funds up to \$30,000 on a fire emergency without reference to the Chief Executive Officer of Shire President.

Council already has a 30,000 litre water tanker which can be made available in the event of a major fire incident. The expense of a second water tanker cannot be justified at this time as Council has no need for it for normal operations and to have an expensive piece of equipment sitting idle is not could use of ratepayer money.

In relation to the request to have authority to expend up to \$30,000 on hire of machinery and equipment for use in the event of a fire emergency without prior approval to Council is not permitted under the Local Government Act 1995 or the associated Financial Management Regulations 1996. In the event of an emergency the Shire President or Chief Executive Officer can authorise expenditure of funds and then bring to Council for endorsement.

It is therefore recommended Council not support these two items.

Consultation:

Chief Executive Officer

Statutory Obligations:

Bushfires Act 1954

Local Government Act 1995

Shire of Ravensthorpe Bushfire Brigades Local Law 2010

Policy Implications:

Shire of Ravensthorpe Bush Fire Advisory Committee operational guidelines.

Budget / Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION**ITEM 10.4.1**

That Council:

- a) receive the minutes of the Shire of Ravensthorpe Bush Fire Advisory Committee meeting held on Tuesday 4th October 2016
- b) endorses the Ravensthorpe Fire Control Officer's response to the Ferguson Report and submit it to the Minister for Emergency Services
- c) endorse Mr Andrew Daw to be gazetted as Fire Control Officer for the Bandalup Fire District and Mr Rian Duncan to be gazetted as Fire Control Officer for the West River Fire District within the Shire of Ravensthorpe.
- d) not support the purchase of an additional water tanker
- e) advise the Bush Fire Advisory Committee that it cannot support the request to expend up to \$30,000 on plant and equipment at a fire emergency without approval of Council as it is not permitted by legislation

**10.4.2 RAVENSTHORPE ENTERTAINMENT CENTRE – CLUB AFFILIATION FEES
2016/2016****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 4th October 2016**Author:** Jenny Goodbourn - Manager Corporate & Community Services**Authorising Officer:****Attachments:** Letter RTF&SC

Summary:

This item seeks the consideration and approval of the setting of the club affiliation fees for 2016/2017. Fees are raised in October each year.

Background:

The Ravensthorpe Entertainment Centre Management Committee Incorporated is no longer a functioning committee as it was unable to obtain members at the start of this year and so the operation of the Entertainment Centre is now under direct control of the Shire of Ravensthorpe. As part of this process council took the decision to surrender the restricted tavern licence in February and following this sporting clubs have either run their fixtures as BYO or obtained an occasional licence to enable them to run a bar direct for their club. There does not seem to have been much impact from the shire no longer holding the tavern licence, and in many instances it has made it easier for people to book the venue as there is no longer a licenced area or the need for a shire employed approved manager to be on site.

Comment:

For the past couple of years council has charged an annual affiliated club membership fee to each affiliated club or user group rather than an individual membership fee to each member. The fees were set based on previous years' membership levels and expected membership levels for 2015/2016.

None of the clubs are experiencing growth with overall membership declining.

Ravensthorpe Tigers Football and Sporting Club have advised that their membership for the 2016 winter sports season was 45 paying adult members, 20 social adult members and 55 junior members.

The Ravensthorpe Basketball Club are expecting to field three adult female sides and three adult male teams for the upcoming season, as well as junior teams so that would give 42 full adult members, plus social and junior members.

The Ravensthorpe Tennis Club have not advised their expected numbers but membership for the past couple of years has been around 25 adults and 30 juniors.

Fees charged last year were:-

- 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

These fees were the same as charged the previous year. In view of the reduced membership numbers it is proposed that the fees remain unaltered for 2016/2017.

The costs of maintaining the centre far exceed any income generated but it is part of the community infrastructure provided by the shire and helps to encourage members of the community to keep active and participate in sporting activities. Operation costs have reduced now that we no longer have a Manager of Community and Recreation Development or a Club Development Officer and no longer operate a tavern licence.

Consultation:

Local sporting groups

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

- Budget income was based on the level of fees remaining unchanged from last year.

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 (2)**ITEM 10.4.2**

That the annual REC Affiliation Club Membership system is continued. Invoices to User groups are to go out from the Shire in October each year. The contribution amounts for each user group for 2016/17 are to be maintained 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

10.4.3 HOPETOUN DANCE GROUP - SPONSORSHIP**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 7th October 2016**Author:** Jenny Goodbourn - Manager Corporate & Community Services**Authorising Officer:****Attachments:** Letter Hopetoun Dance Group

Summary:

This item is to consider a letter received from Hopetoun Dance Group regarding use of the Hopetoun Community Centre.

Background:

The Hopetoun Dance Group run weekly dance classes for children 2-12 years old.

The classes have been going since 2014 and the school has been allowing them to use an undercover area at their premises

They have a teacher that travels over from Esperance once a week during term to teach the classes.

FQM assist by supplying accommodation for the teacher and this year they were successful in obtaining a Community Development Fund grant of \$4,400 to assist with travel costs.

There are currently 50 children enrolled for the classes.

Comment:

The dance group is looking at moving forward as they head into the next year and have asked whether they could book the hall at the Hopetoun Community Centre to hold their lessons.

They are concerned that some children are being dropped off early or are waiting in the school grounds before or after dance classes and that this could potentially be a risky situation – by utilising the community centre it takes it away from the school environment.

They also see the new facility at the hall as a hub for the classes they are holding as performances are held in the hall and it would allow the children to be familiar with the stage and surroundings.

The HDG are asking for the shire to further sponsor their group by waiving the fees for the hire of the Community Centre Hall.

The classes are held every Monday and they would need the hall from 1.45pm to 6.30pm for the nine weeks of term time. They have also said they would need somewhere to store their acrobatics mats.

The booking would be for 4¾ hours each Monday. The fee, based on a not for profit group would be \$65.32 based on the hourly rate of \$13.75. This would equate to total fees of \$587.88 for the nine week usage.

As the group is looking at using only half the hall council could consider a reduced fee based on the rate for hire of the meeting room. This would equal \$31.35 based on the hourly rate of \$6.60.

I think that council need to consider how many fees are waived in full as the amount of support provided to community groups has to be offset against the operational and maintenance costs of the facilities it is providing. The operational costs of the Hopetoun Community Centre are quite expensive and use of the hall would necessitate the cleaning of it after each session – at least an hour of the cleaner's time.

Also the HDG have said that if anyone else wanted to use the hall they would use another venue for that week, however if their booking is in the system it would be unlikely that it would be cancelled to allow someone else to book the venue.

Regarding storage of the mats there is very limited space available at the Community Centre with both rooms within the hall itself full of equipment and tables and chairs.

Whilst everyone agrees that the dance classes provide a great opportunity to the children of the community council is already providing financial assistance by way of the CDF grant.

Consultation:

Nil

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

TBD based on decision but would waiving or reducing of fees would not have any significant impact on the budget.

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION**ITEM 10.4.3**

- 1) That the Shire of Ravensthorpe advise the Hopetoun Dance Group that they will not waive the fees for the hire of the Hopetoun Community Centre Hall.
- 2) If the Hopetoun Dance Group want to hire the hall the Shire of Ravensthorpe would agree to the fees being based on the hourly rate for hire of the meeting room rather than the hire of the whole facility, which is currently a rate of \$6.60 per hour.
- 3) Advise that there is currently no storage space available at the hall for storage of the acrobatic mats.

10.4.4 REQUEST FOR QUOTE – CONSTRUCTION OF THE RAVENSTHORPE REGIONAL WASTE FACILITY**File Ref:**

Applicant:	Not applicable
Location:	Lot 1363 Moir Road Ravensthorpe
Disclosure of Officer Interest:	None
Date:	14 th October 2016
Author:	Darryn Watkins – Manager Engineering Services
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	None

Summary:

Council is requested to approve and award the contract to construct the Ravensthorpe Regional Waste Management Facility.

Background:

The Shire of Ravensthorpe currently operates a registered rural landfill facility which is located at Lot 1363 Moir Road Ravensthorpe. This premise currently operates as a Category 89 – Putrescible Landfill site under Part 2, of the Environmental Protection Regulations 1987.

This project is a result of neighbouring shires experiencing similar issues in relation to the delivery of waste management services. The Shires of Ravensthorpe and Jerramungup have formed a joint strategic approach to delivering waste management services to their respective regions and as such it was identified to convert the existing site to a licensed regional facility at Ravensthorpe. This facility will accept waste from the Shires of Ravensthorpe and Jerramungup.

This project commenced in the 2011-2012 financial year and was partially funded by the CLGF. Whilst in the approval and design stages it became evident that the project would not be fully funded through to completion, however in 2015 it was announced that the project was now fully funded through the Royalties for Regions “Southern Investment Initiative”.

The project was initially advertised for public tender in December 2015 however each tender submission received was in excess of the total available funding for the project. Opus Consultants in conjunction with Shire officers then revised and reduced the scope of works to fit within budgetary constraints yet remain compliant with the DER “works approval”.

Comment:

Rather than conduct another public tender process, a request for quote was sent to two companies selected from the WALGA Preferred Suppliers Panel. The request for quotes was based on the same technical specification, general conditions of contract AS4000 as per previous along with the revised Bill of Quantities and drawings for the project.

In brief the changes to the scope of works were reducing the number of landfill cells from 6 to 2 and removing the road sealing, line marking and kerbing.

Quotations Received

Company	Price ex GST	Availability
West Coast Profilers Pty Ltd	\$1,624,478.71	November 16 Commencement
Coalcliff Plant Hire & Civil	\$1,649,710.54	November 16 Commencement

Other projects that form part of the Regional Waste Management Approach are:

- Convert the Munglinup Landfill site to a Waste Transfer Station
- Improvements to the Hopetoun Waste Transfer Station
- Convert the Bremer Bay Landfill site to a Waste Transfer Station
- Convert the Jerramungup Landfill site to a Waste Transfer Station

These projects are funded separate from this agenda item however they form parts of the Regional Strategic Waste Management Approach.

It is anticipated that the project timeline to practical completion for this project is 14 weeks from the contactor taking possession of site.

West Coast Profilers have advised an estimated practical completion date of 31st January 2017.

Coalcliff Plant Hire and Civil have advised an estimated practical completion date of 27th February 2017.

Both companies advised dates of practical completion are subject to when the contract to construct is awarded. Both companies indicate that they are able to mobilise to site on very short notice.

It should be noted that whilst the quoted price is under the budgeted amount there are a number aspects to the project that are not included in the quoted price.

- (A) Sealing of internal roads – this is a DER works approval requirement for dust control.
- (B) Construction of the transfer station building at the Ravensthorpe site.
- (C) Construction of a machinery shed.
- (D) Construction of a Tip Shop/ Recycling Shed.
- (E) Possible variances to contract as “day works”.

Consultation:

Chief Executive Officer – Ravensthorpe
Chief Executive Officer - Jerramungup
Department of Environment Regulation
Opus Consultants

Statutory Obligations:

As part of compliance with the Local Government Act 1995 (WA) the Western Australian Local Government association (WALGA) have provided a procurement procedure and handbook for the purchase of goods and services without the need for long and costly tenders. West Coast Profilers Pty Ltd is on the preferred panel of suppliers under Road Building and Related Services Contract No C033_13.

Policy Implications:

Not applicable

Budget / Financial Implications:

An allocation of \$2,127,658 is included in the 2016-2017 adopted budget.

Strategic Implications:

Not applicable

Sustainability Implications:

- **Environmental:**
The project is based and designed on the EPA "Best Practice Environmental Management" for the siting, design, operation and rehabilitation of landfills.
- **Economic:**
Both Shires of Ravensthorpe and Jerramungup to share operational costs of the landfill facility once commissioned.
- **Social:**
There are no known significant social considerations.

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION

ITEM 10.4.4

That council accept the quotation form West Coast Profilers Civil Pty Ltd for the construction of the Ravensthorpe Regional Waste Management Facility at the quoted price of \$1,624,478.71 excluding GST.

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

12.2 OFFICERS

13. MATTERS BEHIND CLOSED DOORS

14. CLOSURE OF MEETING