

MINUTES

For the Council Meeting held on

Thursday 16 March 2017

Commencing at 5:00pm

At Hopetoun Community Centre.

ORDINARY MEETING OF COUNCIL
HELD AT HOPETOON COMMUNITY CENTRE
ON 16 MARCH 2017, COMMENCING AT 5:00PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.00pm – the presiding person, Cr K Dunlop, declared the meeting open.

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
 Cr Ian Goldfinch
 Cr Ken Norman

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

APOLOGIES: Darryn Watkins (Manager of Engineering Services)

ON LEAVE OF ABSENCE:

ABSENT:

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

5:10pm Karen Campbell – Ravensthorpe Regional Chamber of Commerce.

Mrs Campbell outlined what the Chamber was doing to support local businesses adversely impacted by the February flood event. There will be a campaign to support “Shop Local” and Mrs Campbell encouraged the Shire to support local businesses where possible.

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

COUNCIL DECISION	ITEM 5.1
Moved: Cr S Gairen	Seconded: Cr P Smith
That the leave of absence be granted to Cr K Dunlop and Cr I Goldfinch for the ordinary Council meeting to be held on 27 April 2017 and 18 May 2017.	
Carried: 5/0	Res: 12/17

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

Nil

7. CONFIRMATION OF MINUTES**7.1 COUNCIL MEETING: 16 FEBRUARY 2017**

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.1
Moved: Cr P Smith	Seconded: Cr K Dickinson
That the minutes of the meeting of council held on 16 February 2017 be confirmed as a true and correct record of proceedings.	
Carried: 7/0	Res: 13/17

8. SUSPENSION OF STANDING ORDERS

Nil

9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Nil

10. REPORTS OF OFFICERS**10.1 MANAGER OF CORPORATE AND COMMUNITY SERVICES****10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – 28 FEBRUARY 2017****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 28 FEBRUARY, 2017**Author:** Eimear Guidera – Payroll/Creditors Officer**Authorising Officer:** Ashleigh Stade – Senior Finance Officer**Attachments:** Schedule of Payments to 28 February, 2017
Credit Card Transactions to 01 March, 2017**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:**28 FEBRUARY 2017**

FUND	PAYMENT	VOUCHERS	AMOUNTS
Municipal Account	EFTs	EFT6765-EFT6848	\$989,296.38
	Municipal Fund Cheques	000042 – 000053	\$21,845.59
Payroll	Dates	01/02/2017 15/02/2017 22/02/2017	\$176,605.01
Superannuation		Direct Debit	\$25,097.55
Bank Fees			\$441.87
Municipal Account Total			\$1,213,286.40
Shire Credit Card Facility	Westpac VISA	02/02/2017-01/03/2017	\$3,173.38

Trust Account Payments	EFTs	EFT6785 – EFT6791	\$320.00
	Cheques		\$0
Grand Total			\$1,216,779.78

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 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:

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 AND COUNCIL DECISION:	ITEM 10.1.1
Moved: Cr K Dickinson	Seconded: Cr G Richardson
That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of February 2017, be noted.	
Carried: 7/0	Res: 14/17

10.1.2 MONTHLY FINANCIAL REPORT – 28 FEBRUARY 2017**File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	7 March 2017
Author:	Jenny Goodbourn - MCCS
Authorising Officer:	Not applicable
Attachments:	Yes – Monthly Financial Report– February 2017

Summary:

This report presents the monthly financial reports for February 2017 to Council which is provided as an attachment to the agenda. The recommendation is to receive the February 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 AND COUNCIL DECISION	ITEM: 10.1.2
Moved: Cr I Goldfinch	Seconded: Cr P Smith
That Council receive the Monthly Financial Report for the period ending 28 th February 2017 in accordance with Section 6.4 of the Local Government Act 1995.	
Carried: 7/0	Res: 15/17

10.1.3 COMPLIANCE AUDIT RETURN - 2016

File Ref:	Audit
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	02 March, 2017
Author:	Jenny Goodbourn – Manager Corporate & Community Services
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Yes – Completed Compliance Audit Return 2016

Summary:

This report deals with the Local Government Compliance Audit Return for the period 1 January 2016 to 31 December 2016 and recommends adoption of same.

Background:

The Local Government Act, 1995 requires each Local Government to complete a Compliance Audit Return each year.

The document is produced by the Department of Local Government and is designed to be a tool for Local Government, allowing it to identify areas where compliance with the Local Government Act, 1995 and other legislation has not been met and then to implement processes to ensure that instances of non-compliance do not continue.

Comment:

Through the audit process no instances of non-compliance were identified.

Officer Comment:

.The Compliance Audit Return for 2016 continues in a reduced format as it has over the past few years. The areas of compliance were restricted to those considered high risk, including such areas as Delegations, Disclosure of Interest, Disposal of Property, Elections, Finance, Official Conduct and Tender processes.

As per the regulations the Compliance Audit Return has to be presented to the audit committee for their consideration and report to council. The audit committee met on Monday 13th March, 2017 to review the return.

Their resolution will be available following the meeting on the 13th March, 2017 and will be presented to council at this meeting.

Consultation:

Audit Committee.

Statutory Obligations:

Regulations 14 and 15 of the Local Government (Audit) Regulations provide for the completion, adoption and certification of the Return. The Regulations require the certified return to be submitted to the Department of Local Government by 31 March each year.

Policy Implications:

Nil

Budget / Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.3
Moved: Cr S Gairen	Seconded: Cr P Smith
That the Local Government Compliance Audit Return for the period 1 January 2016 to 31 December 2016 be adopted as per the Audit Committees recommendation	
Carried: 7/0	Res: 16/17

10.1.4 ANNUAL BUDGET REVIEW - 2016 / 2017 FINANCIAL YEAR**File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	8 March 2017
Author:	Jenny Goodbourn – M CCS
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Yes – Budget Review – Budget Review Schedules 2 to 14

Summary:

This item addresses Council's annual statutory budget review and gives an indication and projection of the end of year financial position. Based on current expenditure patterns and review of major projects Council is projected to carry forward a small surplus into 2016/2017.

Background:

Under Regulation 33A (2) and (3) of the *Financial Management Regulations*, a budget review is to be undertaken by Senior Staff, the results of which are to be presented to Council within 30 days of completion and then forwarded to the Department of Local Government and Regional Development, along with Council's determination.

A budget review was undertaken by the Manager Corporate and Community Services and the Chief Executive Officer using figures to 31st January 2017. The attached financials detail the review undertaken and the results are hereby reviewed and submitted to be received by Council.

Comment:

The projections contained within the reports are estimates done to the best of the abilities of the staff involved consulting with current accounts, forecasted expenditures and current budgets. These estimates do not guarantee that the 2016/2017 projected results will match the end of year result as there are many external influences that can have a bearing on Council's capacity or expenditure.

There has been an adjustment made to remove the income and expenditure for the Solar Power installation at the Hopetoun Community Centre as this was handled by the Shire of Kalgoorlie. The weather events that have occurred this year have necessitated more maintenance work by our crew, including the Hamersley Drive crossing (Culham Inlet)

(\$199K). To accommodate this we will need to adjust some proposed capital projects down or defer them. It is hard to project how much the flood damage will amount to but most costs should be recoverable under WANDRRA; we have included the shire capped contribution of \$153,400 within the review. Apart from these major factors most areas are tracking on budget and we are still able to project a small surplus of \$26,159 as at 30th June 2017.

The review was carried out based on actuals for the period 1 July 2016 to 31st January 2017.

A summary of the financial position showing the revised budget figures is on the following page.

Full details can be found in the attached budget review schedules but the financial statement shows the final position taking into account all the proposed revisions.

SHIRE OF RAVENSTHORPE
SCHEDULE 02 - GENERAL FUND SUMMARY
Financial Statement for Period Ended
31 January 2017

MUNICIPAL FUND	Adopted Budget		YTD Actual		Forecast Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING						
General Purpose Funding	6,336,514.00	166,147.00	5,341,815.66	64,495.26	6,311,460.00	166,167.00
Governance	0.00	537,660.00	0.00	322,063.96	3,825.00	527,624.00
Law, Order, Public Safety	178,667.86	576,551.00	503,416.47	328,285.72	585,400.00	572,331.00
Health	6,000.00	251,600.07	534.55	139,308.20	6,000.00	250,048.07
Education & Welfare	150,787.00	317,623.90	71,441.46	162,035.90	150,787.00	316,659.90
Housing	10,400.00	198,214.34	6,000.00	108,894.53	10,400.00	210,200.68
Community Amenities	2,745,918.00	1,131,734.81	1,448,012.73	573,855.82	2,747,418.00	1,127,934.81
Recreation & Culture	549,734.00	1,636,142.88	151,452.06	859,193.94	367,734.00	1,633,475.85
Transport	2,163,373.26	4,056,911.12	1,028,228.43	2,786,839.09	2,159,554.00	4,948,093.20
Economic Services	138,500.00	349,634.26	41,965.00	163,994.12	120,000.00	320,920.18
Other Property & Services	164,000.00	241,373.40	98,309.12	313,848.14	169,000.00	200,575.23
TOTAL - OPERATING	12,443,894.12	9,463,592.78	8,691,175.48	5,822,814.68	12,631,578.00	10,274,029.92
CAPITAL						
General Purpose Funding	0.00	60,000.00	0.00	24,209.52	0.00	60,000.00
Governance	0.00	0.00	0.00	0.00	0.00	0.00
Law, Order, Public Safety	0.00	0.00	0.00	391,834.08	0.00	391,834.08
Health	0.00	21,800.00	0.00	56,304.40	0.00	56,304.40
Education & Welfare	0.00	0.00	0.00	0.00	0.00	0.00
Housing	0.00	59,927.03	0.00	23,287.78	0.00	59,927.03
Community Amenities	0.00	2,277,658.00	0.00	1,275,135.93	0.00	2,277,658.00
Recreation & Culture	4,408.00	744,543.73	0.00	223,266.66	4,408.00	380,347.73
Transport	200,000.00	5,000,776.29	0.00	3,013,332.28	200,000.00	4,218,301.29
Economic Services	0.00	70,000.00	0.00	0.00	0.00	70,000.00
Other Property & Services	0.00	195,095.00	0.00	165,445.69	0.00	176,717.96
TOTAL - CAPITAL	204,408.00	8,429,800.05	0.00	5,172,816.34	204,408.00	7,691,090.49
	12,648,302.12	17,893,392.83	8,691,175.48	10,995,631.02	12,835,986.00	17,965,120.41
Less Depreciation Written Back		(3,352,400.68)		(1,944,513.89)		(3,352,400.68)
Less Profit/Loss Written Back	(55,691.00)	(51,981.00)	(24,978.97)	(11,393.74)	(67,968.97)	(48,308.74)
Movement in Prov Annual Leave - Current		0.00		0.00		0.00
Movement in Prov Annual Leave - Current		0.00		0.00		0.00
Movement in Deferred Pensioner Rates		0.00		0.00		0.00
Movement in Non Current LSL Provision		0.00		0.00		0.00
Adjustment in Fixed Assets		0.00		0.00		0.00
Rounding Adjustment		0.00		0.00		0.00
Plus Proceeds from Sale of Assets	262,727.00		159,815.00		267,997.00	
TOTAL REVENUE & EXPENDITURE	12,855,338.12	14,489,011.15	8,826,011.51	9,039,723.39	13,036,014.03	14,564,410.99
Surplus/Deficit July 1st B/Fwd	1,640,840.00		1,554,556.76		1,554,556.76	
	14,496,178.12	14,489,011.15	10,380,568.27	9,039,723.39	14,590,570.79	14,564,410.99
Surplus/Deficit C/Fwd		7,166.97		1,340,844.88		26,159.80
	14,496,178.12	14,496,178.12	10,380,568.27	10,380,568.27	14,590,570.79	14,590,570.79

Rates Revenue: (See Note 6 Page 11 of the attached statement of financial activity for full details)

The rate revenue raised is as budgeted. There has been an adjustment of approx. \$22,000 to complete the corrections to last year's differential rating. Corrections done last year missed two of the categories so with approval of the auditors this has been brought to account in this financial year.

Other General Purpose Income: (see page 2-4 of attached schedules for full details)

Other general purpose funding is approx. \$15,000 higher than projected. This reflects the higher than anticipated Lehman Brothers Dividend. All other income/expenditure tracking as budgeted.

Members of Council: (see page 6 of attached schedules for full details)

All income and expenditure tracking as budgeted. Income of \$3,825 has been included to reflect the contribution from FQM towards the seniors Xmas lunch. This was omitted in the original budget.

Law Order & Public Safety: (see page 9-11 of attached schedules for full details)

Main alteration in this program is to bring to account the new Munglinup Fire Truck. This is provided by way of an 'in-kind' DFES grant to cover the cost of the vehicle so has no net effect on the budget. Following a re-valuation of all plant as part of last year's financials and review by our CESO we have also added in three fast fill trailers and an SES trailer and Comms Caravan. These had previously not been included in our asset register.

Health: (see page 13-15 of attached schedules for full details)

Income and expenditure tracking as budgeted with only one change:-

Capital purchase of computers/software original budget \$21,800 – revised budget \$56,304.

Education and Welfare: (see page 17-19 of attached schedules for full details)

All income and expenditure tracking as per original budget.

Housing: (see page 21-22 of attached schedules for full details)

All income and expenditure tracking as per original budget.

Sanitation & Sewerage: (see page 24-27 of attached schedules for full details)

All income and expenditure tracking as per original budget.

Town Planning: (see page 29 of attached schedules for full details)

All income and expenditure tracking as per original budget.

Small increase in income from \$5,000 to \$8,500 to reflect fees received to date.

Other Community Amenities: (see page 30 of attached schedules for full details)

All income and expenditure tracking as per original budget.

Public Halls and Civic Centres: (see page 32 of attached schedules for full details)

Operating income and expenditure in line with budget. Reduction in allocation of capital project expenditure as money handled by Kalgoorlie for solar power installation at Hopetoun Community Centre. Income has been reduced by the same amount as project was fully funded via GVROC so no net impact to the budget.

Original capital cost of solar installation \$172,308 new budget amount \$0.00

The budget for the Herbarium at the Town Hall has been adjusted up by \$10,000 to reflect some additional costs that had not been factored in at application stage.

Original capital budget \$197,926. Revised budget \$207,926.

Swimming Areas & Beaches: (see page 33 of attached schedules for full details)

Operating income and expenditure in line with budget.

Grant for \$32,000 for pool revitalization has been received and in the budget review this has been adjusted to reflect \$12,000 as maintenance and \$20,000 as capital works. In the original budget this was all included as maintenance.

There were some small costs at the beginning of the year to complete the Masons Bay and Starvation Bay toilet blocks – total \$3,200 that have been included in the review.

The proposed works at 2 Mile Campsite have been reduced to zero in this year's budget to help offset additional road maintenance costs.

Original budget \$74,007 budget review \$0.

Other Recreation & Sport : (see page 34 of attached schedules for full details):

There has been an increase allowed in the REC maintenance account to cover repairs to water and termite damage to the playing surface of the main indoor court area. These repairs will cost approx. \$15,000.

Income has been reduced by \$19,000 as we were unsuccessful with our grant application for the resurfacing of Hopetoun tennis courts. This represented \$10,000 of grant funding and \$9,000 tennis club contribution.

Capital expenditure of \$30,000 has been reduced to \$0.

The proposed Rangeview Park Upgrade has also been put on hold to help offset additional road maintenance costs.

Original budget \$120,000 – revised budget \$0.

Television Rebroadcasting: (see page 35 of attached schedules for full details)

Costs and income tracking in line with budget expectations.

Libraries: (see page 36 of attached schedules for full details)

Costs and income tracking in line with budget expectations.

Other Culture: (see page 37 of attached schedules for full details)

Costs and income tracking in line with budget expectations.

Transport: (see page 39 of attached schedules for full details)**Road Construction:**

Some of the proposed capital works have been adjusted down to provide a shift of costs to cover additional maintenance works undertaken.

Jobs altered are from council funded projects to ensure that works for which we attract funding-via Main Roads or Roads to Recovery – are not affected.

A budget provision to cover costs from last July to complete the Springdale Road works has also been included in the review.

Springdale Road – Original budget \$0 – revised budget \$61,745

Nindbillup Road – Original budget \$270,075 – revised budget \$0

Springdale Road – Original budget \$296,570 – revised budget \$0

Bedford harbor Road – Original budget \$252,734 – revised budget \$90,000

Veal Street Footpath – original Budget \$30,040 – revised budget \$21,000 (completed)

Esplanade Footpath – original budget \$45,875 – revised budget \$34,000 (completed)

Road Maintenance: (see page 40 of attached schedules for full details)

A Budget allocation of \$2.3m has been made to cover all expenses relating to streets, roads and bridges. This covers maintenance grades, repairs (including Hamersley Drive) and all non-construction works. Expenditure to 28th February is \$1.5m. Budget allocation was originally \$1.6m so this has been increased to cover the additional maintenance works our crew have been doing due to the severe weather events this year.

Plant Purchases: (see page 41 of attached schedules for full details)

All purchases proceeding. With some good savings on some of the larger plant against the adopted budget figures.

6 Wheel Tipper original budget \$220,000 – revised \$185,000

Prime Mover original budget \$230,000 – revised \$188,000

Side Tipper original budget \$105,000 – revised budget \$93,000

Aerodromes: (see page 43 of attached schedules for full details)

Costs and income tracking in line with budget expectations

Economic Services: (see page 47 of attached schedules for full details)

Costs and income tracking in line with budget expectations

Private Works: (see page 53 of attached schedules for full details)

Costs and income reduced to reflect actual costs and income to date. No work for the dole this year so income and expenditure reduced – no net effect on the budget.

Public Works Overheads: (see page 54 of attached schedules for full details)

Overall tracking in line with original budget.

Plant Operation Costs: (see page 55 of attached schedules for full details)

Costs and income tracking in line with budget expectations

Administration: (see page 57 of attached schedules for full details)

Overall general administration expenses are projected to be lower than budgeted with a total cost of \$1,419,928 against an original budget of \$1,466,309. Staff costs are lower than budgeted with a projected total of \$895,000 compared to the original budget of \$994,032. This is due to timing of staff appointments and maternity relief cover.

Telecommunication costs have had to be increased as the new phone system which was commissioned with Telstra last year is proving to be more expensive than budgeted.

Capital works included a budget of \$30,000 to cover new air con in the main office and a switchboard upgrade. However this can be revised to \$10,000 as following installation of the new air cons the load on the switch board has been considerably reduced and the upgrade is no longer required.

Reserves:

Reserves will be as originally budgeted with no changes anticipated.

Capital Expenditure:

A full break-up of the costs can be found under note 1, page 3 of the attached statement of financial activity. A review of any changes follows on the next page and variations have been addressed under the comments by programme as above.

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

BASED ON THE ACTUAL PERIOD 1 JULY 2016 TO 31 JANUARY 2017

	2016/17 Adopted Budget \$	2016/17 YTD Budget \$	January 2017 Actual \$	Forecast 2016/17 Actual \$	Increase/ Decrease
1. ACQUISITION OF ASSETS					
Law, Order & Public Safety					
<u>Fire Prevention & Control</u>					
Isuzu Fire Truck - Munglinup	0	0	345,834	345,834	345,834
Fast Fill Trailer - Bandalup Bfs	0	0	3,000	3,000	3,000
Fast Fill Trailer - Munglingup Bfs	0	0	7,000	7,000	7,000
Fast Fill Trailer - West River Bf	0	0	6,000	6,000	6,000
<u>Law & Order</u>					
Cliff Rescue Trailer - Ses	0	0	15,000	15,000	15,000
Comms Caravan - Ses	0	0	15,000	15,000	15,000
Health					
<u>Doctors & Other Health</u>					
Upgrade To Computer Equipment At Doctors	21,800	21,800	56,304	56,304	34,504
Recreation and Culture					
<u>Public Halls & Civic Centres</u>					
Solar Power Installation At Hopetoun	172,308	172,307	0	0	172,308
Herbarium At Ravensthorpe Hall	197,926	197,926	98,963	207,926	10,000
<u>Swimming Areas & Beaches</u>					
Masons Bay - Toilet Block	0	0	348	350	350
Starvation Bay - Toilet Block	0	0	2,826	2,850	2,850
2 Mile Campground	74,007	0	0	0	74,007
Ravensthorpe Pool Upgrade	0	0	5,769	20,000	20,000
<u>Other Recreation & Sport</u>					
Resurface Courts - Hopetoun	30,000	30,000	0	0	30,000
Hopetoun Sports Ground Access	52,229	52,229	47,350	48,000	4,229
Rangeview Park Upgrade	120,000	120,000	0	0	120,000
<u>Other Culture</u>					
Men In Sheds - Seal Car Park	35,852	35,852	38,149	39,000	3,148
Transport					
<u>Construction - Roads, Bridges, Depots</u>					
Roads Construction Council					
Nindibillup Rd Slk 1.0-11.0	270,075	0	0	0	270,075
Springdale Road Slk 12.7 – 17.7	0	0	61,742	61,745	61,745
Springdale Road Slk 15-25.0	296,570	296,568	0	0	296,570
Bedford Harbour Rd Slk 14.5-24.5	252,734	126,366	60,913	90,000	162,734
Roads To Recovery Construction					
Beatty Rd Slk 0.0 – 5.0	0	0	3,720	3,720	3,720
Ravensthorpe Streetscape - Roads To	250,000	250,000	462,260	251,083	1,083
Footpath Construction					
Veal Street - Foreshore Pathway	30,040	30,040	20,287	21,000	9,040
Purchase Buildings - Roadworks And Depots					
Esplanade Pathway Construction	45,875	45,875	33,334	34,000	11,875
<u>Road Plant Purchases</u>					
Traffic Control Utility - Hilux	47,479	47,479	45,881	46,000	1,479
Works Super Utility Hilux D/Cab	48,055	48,055	48,805	48,805	750
Ranger Utility X/Cab Hilux	46,925	46,925	47,522	47,525	600
6 Wheel Tipper	220,000	220,000	184,843	185,000	35,000
Loader	220,000	220,000	211,450	212,000	8,000
Prime Mover	230,000	230,000	187,121	188,000	42,000
Side Tipper	105,000	105,000	92,350	93,000	12,000
Radar Speed Displays	16,500	16,500	16,890	16,900	400
<u>Aerodromes</u>					
Airport Lighting	17,000	17,000	14,680	15,000	2,000
Other Property & Services					
<u>Administration</u>					
Switchboard Upgrade & New Air Con Main	30,000	30,000	8,735	10,000	20,000
Printers - Office	15,000	15,000	17,095	17,100	2,100
Computer Upgrades	15,000	15,000	12,898	12,900	2,100
Toyota Hilux Sr5 (Mgr Engineering Services)	57,230	57,230	59,401	59,401	2,171
Toyota Prado Vx (Ceo)	67,865	67,865	67,317	67,317	548
	<u>2,985,470</u>	<u>2,515,017</u>	<u>2,298,787</u>	<u>2,246,760</u>	<u>738,710</u>

General Observations:

The review of the maintenance and capital road works programmes to take into account the severe weather events this year have had a major impact on the budget. The full extent of the recovery phase following the February floods will take many months or years to fully realize. There will be an immediate impact on the 2017/2018 budget and careful consideration of any proposed rate increases will be need to be made in view of the hardships people are suffering. We have reviewed all schedules of the budget to ensure that works can be undertaken and costs covered and under expenditure in some areas has helped us to reduce costs and still project a small surplus.

Consultation:

Senior Officers

Council Financial Accounts

Statutory Obligations:**Local Government (Financial Management) Regulations 1996****Part 3 Annual budget — s. 6.2****33A. Review of budget**

(1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications:

Nil

Budget / Financial Implications:

End of Year Financial Forecast as attached.

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

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.4
Moved: Cr G Richardson	Seconded: Cr P Smith
That Council adopt the budget review, as presented, for the financial year 2016/2017 and amends the budget accordingly.	
Carried by Absolute Majority:7/0	Res: 17/17

5.02pm - Prior to any consideration of Item 10.2.1 Cr Keith Dunlop made the following declaration:

I am part time involved with R&L Constructions and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merit and vote accordingly.

5.03pm Cr K Dunlop left the meeting.

10.2 MANAGER OF PLANNING AND DEVELOPMENT

10.2.1 PROPOSED OVERSIZED OUTBUILDING

File Ref:	A1603
Applicant:	R&L Constructions
Location:	Lot 505 Daviesia Drive Hopetoun
Disclosure of Officer Interest:	None
Date:	7 March 2017
Author:	Craig Pursey, Planning Officer
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Application details

Summary:

- Council is to consider an application for an oversized outbuilding on Lot 505 Daviesia Drive Hopetoun.
- The application was referred to the adjacent landowners; no objections were received at the time of writing this report.
- The application involves a variation to the maximum floor area, wall height and roof height under Local Planning Policy 3 - Outbuildings.
- It is recommended that the application be approved subject to conditions restricting the size and use of the shed.

Background:

Site Description

Lot 505 Daviesia Drive, Hopetoun (Lot 505) is 4.09ha in area and developed with a single house. The property is largely cleared but with some landscaping along the boundaries and driveway.

Zoning and Scheme Requirements

Lot 505 is zoned 'Rural Small Holdings' by the Shire's Town Planning Scheme No.5.

The objective of the zone is to:

"This zone is for rural lots used for residential purposes in conjunction with a rural pursuit such as hobby farming or keeping of animals.

Outbuilding applications are guided by Local Planning Policy 3 – 'Outbuildings'.

The objectives of the Outbuildings policy is to:

*To provide clear guidelines for the development of outbuildings in the Residential, Town Centre, Rural Small Holdings, Rural Conservation and General Agriculture zones; and
To achieve a balance between providing for the various legitimate needs for outbuildings, and minimizing any adverse impacts outbuildings have on the neighbours, the streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.*

Local Planning Policy 3 – 'Outbuildings' applies and recommends the following limitations on outbuildings in the 'Rural Small Holding' zone for lots between 2 and 5 ha in area:

- Floor area of 200m²;
- Wall height of 3.8m; and
- Roof height of 4.5m.
-

Previous approvals

An outbuilding that fully complied with the Shire's Outbuildings policy was approved under delegation in 2013, this approval has since lapsed.

Comment:

Proposal

An application has been lodged for an oversized outbuilding. The outbuilding proposes a 256m² floor area with a 4.7m wall height and roof height of 6.35m. The applicant has justified the floor area for the outbuilding as follows:

- *The prime purpose of this shed is to house my plant and equipment, including but not limited to tipping truck, IT Loader, Excavator, skid steer, two light trucks, work ute and associated attachments and minor plant*
- *The floor space is required to accommodate wood working equipment such as radial arm saws bench, planners, timber thicknesser, work bench and Aluminium air operated radial arm saw bench*
- *In the way of steel operating equipment I need to house items such as Hydraulic pipe benders, 60 ton punch and shear machine, welders both mig and stick, steel work bench Metal sheet Guillotine, metal folder*
- *Both lots of equipment comes associated work area space ie. Somewhere that I can actually work, as well as some storage racks for holding stock, storing material for current and future works*
- *There are approx. 150 trees planted along the driveway which will hide the front of the shed from the road.*
- *I have very intentionally kept the shed as can be noticed from the plan 1.2 metres lower than the house so that the roof height of the shed will be the same or slightly less height than the house giving it the appearance as being of the same height when viewed from a South Easterly direction.*

Essentially the applicant wishes to bring all of his equipment and materials, currently spread around Hopetoun, under one roof.

When questioned as to whether the applicant should be running a business from this shed the applicant stated:

"... I am not running a business from here just storing equipment that has been stored in containers that are now rusted and in various sheds around town such as Keith Rowe and Keith Dunlop and down the back of Wavecrest until recently in my Ravensthorpe shed that has now been sold. I have stuff in the rain laying in the grass, borrowed peoples goodwill to store things for me etc all this time waiting for M King to complete his subdivision. This has not and I don't believe will take place so now want to consolidate my stuff in one place.

A copy of the plans and supporting letter are attached to this report.

Assessment

The proposal has two elements that must be considered:

1. The outbuilding itself and its compliance with the Scheme and adopted Outbuildings Policy; and
2. The proposed use of the outbuilding.

The table below shows the applicable specific requirements of Local Planning Policy 3 - Outbuildings:

	Maximum Wall Height (metres)	Maximum Ridge Height (metres)	Maximum floor area (aggregate)
Requirements for Rural Residential 2-5ha lot size	3.8	4.5	200m ²
Proposed	4.7	6.35	256m ²

The proposed outbuilding seeks a variation on the maximum floor area, wall height and roof height.

In favour of the proposal is that the shed will use the natural fall of the land to appear no higher than the adjacent house in the landscape;

- The end wall of the shed faces Daviesia Drive which reduces the size when viewed from the road;
- Screening landscaping has been put in place and more could be required to assist in screening the development from the road;
- The Policy works on a sliding scale permitting larger outbuildings on larger properties. In this case the floor area maximum is 200m² for lots between 2 & 5ha in area. The floor area maximum increases to 250m² for lots greater than 5ha in area. Lot 505 is 4.09 ha and backs onto farmland to the north which limits the number of directly abutting rural small holdings zoned neighbours;

- The house is built up on a 1.2m high retaining wall which means that the proposed shed height would appear to be a similar height to the house which would soften the impact of a larger shed when view from the road; and
- There appears to be a need for additional space which can be proved by the applicant.

Points against the proposal include:

- The size of the proposed outbuilding is well beyond what the policy recommends and could be seen to be less residential and more commercial in character;
- The proposed uses, vehicles and materials to be stored are usually associated with a business rather than for domestic storage. The proposal includes space for "wood working and steel operating equipment" that if used in this setting have potential to cause noise issues in the immediate area.
- Whilst it could be argued that Council has approved variations to the outbuilding policy elsewhere in Steeredale based on merit of the individual application, the current proposal is substantially bigger than the limits set by the policy and may set an undesirable precedent; and
- The parking of commercial vehicles in the outbuilding means that there could be a commercial operation occurring from the proposed outbuilding.

In the background section of the Outbuildings policy it states:

" The Shire is also aware that in some instances outbuildings may result in problems including:

- *Use of outbuildings for unapproved commercial or industrial purposes, which may result in adverse noise, traffic, and visual impacts for neighbours and the locality. With the exception of those used for commercial farming purposes on rural lots, or approved home businesses, outbuildings may only be used for domestic purposes."*

Conclusion

The size of the proposed outbuilding is greater than the recommended maximums on the Shire's Policy. Discussions with the applicant have resulted in an acceptance that the outbuilding floor space will need to be reduced to 200m². However, the height of the proposed outbuilding could be seen to be of a scale with the adjacent house and its impact could be softened with additional landscaping.

The land uses for the proposed outbuilding are of more concern and the use of the outbuilding should be for 'domestic purposes' like the storage and goods and recreational vehicles.

The storage of a "...*tipping truck, IT Loader, Excavator, skid steer, two light trucks, etc*" plus space to use wood working and steel operating equipment is an indication that the outbuilding may be more commercial in nature and inconsistent with the intentions for the zone. When this issue was raised with the applicant he responded that these vehicles would be in the outbuilding for storage and that he doesn't run an earth business other than for his own use.

Therefore, the size of the outbuilding may be accommodated given the property's characteristics and the use may be restricted to domestic uses only.

Consultation:

The application was referred to all adjoining landowner with no submissions received at the time of writing this report.

Statutory Obligations:

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

Policy Implications:

Local Planning Policy 3 - Outbuildings

Budget / Financial Implications:

None for Council

Strategic Implications:

The proposal is to do with the following theme of the Strategic Community Plan:

Theme 1:

A healthy, strong and connected community that is actively engaged and involved;
Outcome 1.2 "Vibrant & attractive townsite".

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 10.2.1
Moved: Dr K Dickinson	Seconded: Cr G Richardson
THAT Council,	
<p>1. Approve the planning application for an outbuilding at Lot 505 Daviesia Drive, Hopetoun subject to the following conditions:</p> <ul style="list-style-type: none"> a) The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), including any notes placed thereon in red by the Shire and except as may be modified by the following conditions. b) The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the Shire (generally in the building permit application) and have been approved in writing: <ul style="list-style-type: none"> • The maximum floor area of the outbuilding being reduced to a maximum of 200m². c) The outbuilding being used for domestic use only and not for commercial or industrial use or human habitation. d) All runoff from impervious surfaces being contained within the property and disposed of to the Shire's satisfaction. e) The development shall be constructed of materials which blend with the natural landscape. Please note that unpainted zincalume, white and off white colours are not permitted. 	
Advise the applicant that;	
<ul style="list-style-type: none"> i) Planning approval should not be construed as an approval to commence works as a separate building permit is also required. ii) No planning approval has been issued for a business or home business on this property. If the vehicles and materials proposed for storage in the approved outbuilding are used regularly in conjunction with a business being operated in the locality then further applications will be required. 	
Carried: 6/0	Res: 18/17

5.04pm Cr K Dunlop returned to the meeting.

10.2.2 CREATION OF ST JOHNS NORTH RAVENSTHORPE SUB-CENTRE

File Ref:	CP.LO.1
Applicant:	St John's Ravensthorpe Sub-centre
Location:	Lot 2947 Beatty Road, Ravensthorpe
Disclosure of Officer Interest:	None
Date:	2 March 2017
Author:	Craig Pursey, Planning Officer
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Applicant's letter

Summary:

Council is being asked to support the development of a St John's ambulance sub-centre at Lot 2974 (Reserve 30633) Beatty Road, Ravensthorpe.

St John's have requested that this be co-located with the North Ravensthorpe Tennis Courts and Club.

This report recommends supporting the proposal in principle and amending the reserve purpose to allow for the future development of the sub-centre.

Background:***Site Description***

Reserve 30633 consists of Lots 2947 & 2958 Beatty Road, Ravensthorpe. The reserve is currently developed with tennis courts and a small clubroom. The remainder of the reserve is covered in native vegetation.



Reserve 30633, Lot 2947 Beatty Road, Ravensthorpe

Zoning and Scheme Requirements

Reserve 30633 is a Local Scheme reserve for recreation under Town Planning Scheme No.5 (the Scheme). Council is required to have 'due regard' for a reserve purpose in the Scheme but is not bound by this designation.

The Certificate of Title for Reserve 30633 lists the purpose of the reserve as 'recreation' and has the Shire of Ravensthorpe as the managing body with the power to lease.

Comment:

Proposal

Council received a request from the St John's Ravensthorpe sub-centre to:

- Support the creation of a Ravensthorpe North sub-centre located with the North Ravensthorpe Tennis Courts and Club;
- Have a long term lease on part of the land; and
- Indicated that there may be opportunity to share the site with a North Ravensthorpe Bushfire Brigade branch at some time in the future.

The proposal is justified as follows:

- The large distance between Ravensthorpe and Lake King could be better covered by another sub-centre in this location;
- It would enable the better deployment of resources; and
- Many of the current Ravensthorpe volunteers live in this location and often assist Lake King and Varley on their call outs.

A copy of St John's letter is attached to this report.

Assessment

The proposal is seeking in principle support at this stage with no formal plans lodged for consideration.

The local Ravensthorpe sub-centre would appear to be best placed to determine the need for the service and have a feel for the distribution of resources, volunteers and ability to provide a speedy ambulance service for the locality.

If the proposal is to be supported then the Minister for Lands would need to be requested to amend the purpose of the reserve to accommodate the sub-centre.

This is the very beginning of a process that would see details of leases and development applications being prepared over time. In principle support at this time would give St John's the ability to move plans forward with a reasonable degree of certainty.

Consultation:

No consultation is required but if this proposal progresses then it may be desirable to seek an indication from St John's and the local community of any issues around this proposal before finalising it.

Statutory Obligations:

N/A

Policy Implications:

N/A

Budget / Financial Implications:

None for Council

Strategic Implications:

The proposal is to do with the following theme of the Strategic Community Plan:

Theme 1:

A healthy, strong and connected community that is actively engaged and involved;

In particular:

Outcome 1.4.1 *A Shire who has a dedicated and supported volunteer base committed to serving the needs of the community.*

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 S Gairen	Seconded: Cr P Smith
That Council,	
1. Support the development of a North Ravensthorpe Sub-centre at Reserve 30633, Lot 2497 Beatty Road, Ravensthorpe in principle;	
2. Request the Minister for Lands to change the purpose of Reserve 30633 to include the land use 'emergency services'.	
Carried: 7/0	Res: 19/17

10.3 MANAGER OF ENGINEERING SERVICES

10.3.1 FLOODING IN WESTERN AUSTRALIA FEBRUARY 2017

File Ref:

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	1 st March 2017
Author:	Darryn Watkins – Manager Engineering Services
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Yes - Officer of Emergency Management WANDRRA Proclamation

Summary:

To advise Council of the outcome from the recent weather events and associated flooding from the 9th February to 11th February inclusive.

Background:

During the weather event in February 2017 extensive damage was caused to Shire infrastructure assets in particular the Shire's road network. Severe damage has been suffered in the form of loss of road formation, severe scour to unsealed pavements and drainage assets, damage to sealed roads, destruction of multiple floodway's and the loss of the Hamersley Drive causeway and subsequent loss of access into the Fitzgerald River National Park from the east.

On the 13th of February the Shire of Ravensthorpe was notified by the Regional Manager of Main Roads Western Australia that the Office of Emergency Management had proclaimed the event a natural disaster and as such activated the Western Australia Natural Disaster Relief and Recovery Arrangements. "Flooding in Western Australia January and February 2017" . AGRN 743.

Comment:

The activation of the WANDRRA provides council with funds to carry out reinstatement works on the damaged essential public assets, subject to Main Roads approval of cost estimates and compliance with the WANDRRA local government guidelines, reporting and acquittal requirements.

- At the time of writing all flood damage reinstatement works is to be carried out by contractors. (This may be subject to change where council may be able to utilise its own resources and supplement additional capacity with contractors).
- Council is to fund 25% of the cost of works to a maximum contribution of \$153,400 after which the cost of reinstatement works is 100% funded under WANDRRA.
- Works are to be completed by 30th June 2019.

Initial estimates by Shire Officers estimate the cost of reinstatement works to be in the region of \$10 - \$15 million dollars. This estimate is subject to change as floodwaters recede and the extent of damage becomes more evident.

Opus International Consultants have been engaged to commence the detailed pick up of incurred damage to shire assets, provide cost estimates and administer the WANDRRA documentation. These costs are recoverable under the WANDRRA arrangements.

Consultation:

Chief Executive Officer
Regional Manager Main Roads Western Australia

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

Council funding of \$153,400 will be required as its maximum contribution under the funding arrangements.

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**
There are no known sustainability 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 10.3.1
Moved: Cr I Goldfinch	Seconded: Cr G Richardson
That Council receive the "Flooding in Western Australia February 2017" as a briefing document for information only.	
Carried: 7/0	Res: 20/17

10.4 CHIEF EXECUTIVE OFFICER

10.4.1 DEVELOPMENT ASSESSMENT PANELS – COUNCILLORS

File Ref:

Applicant:	Department of Planning
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	8 March 2017
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	None

Summary:

Council is requested to confirm their nominations to the Development Assessment Panel (DAP) that were considered last in July 2016.

Background:

In August 2010 parliament passed the *Approval and Related Reforms (No.4) Act 2010*. This Act amends the Planning and Development Act 2005 (PD Act). Part 3 of the 2010 Amendment Act introduces the basic framework for Development Assessment Panels (DAP's)

The WAPC website describes DAP's as follows:

DAP's will comprise independent decision makers including technical experts and elected local government representatives. This mix of expertise and knowledge will help balance the technical aspects of development with local concerns and interests.

DAP's will determine development applications made under local and region planning schemes, in place of the original decision maker. They will be bound by the provisions of the relevant scheme, and will only have the same discretion regarding decision-making as local governments and the Western Australian Planning commission (WAPC) currently have."

The Shire has not received any DAP applications to date.

The incumbent local members are:

Members: Cr S Gairen
Cr K Dickinson

Alternate Members: Cr P Smith
Cr K Dunlop

Comment:

The Shire of Ravensthorpe has been requested to nominate:

- Two nominated local DAP members; and
- Two alternate local members (effectively a second for each nominated member)

These members will sit on the Goldfields-Esperance Joint Development Assessment Panel (JDAP). The Minister will appoint the local government representatives in accordance with the local government's nomination.

Training:

Following appointment, untrained DAP members will be required to attend DAP training before they can sit on a panel.

All DAP members will receive a sitting fee for attending the training. Training will cover:

- Overview of the planning framework
- Development control
- Making decisions
- Development Assessment Panels, including standing orders and code of conduct.

Sitting Fees:

The WAPC have stated the following in regard to the payment of sitting fees:

“All DAP members, except those not entitled to receive sitting fees, will be paid sitting fees on a sessional basis. The presiding member will be paid \$500 per session and all other members will be paid \$400 per session.

The regulations provide that traveling costs that DAP members incur when attending DAP meetings are to be paid to all DAP Members, including accommodation and airfares...”

Responsibilities and Attendance:

Nominated local DAP members (elected members) will only attend a DAP meeting if their Council receives a DAP application.

Nominated alternate local DAP members (deputies) will only attend a DAP meeting if one or both local members are unavailable to attend the DAP meeting.

The Council's Scheme provisions and policies remain the relevant decision making tool. The regulations require DAP members (and alternate members when sitting in place of a DAP Member) to comply with similar requirements regarding behaviour and conflict of interest as local government staff and Council members are required to comply with.

Consultation:

Not applicable

Statutory Obligations:

Development Assessment Panels are the mandatory decision making body on development applications for projects greater than \$7 million – optional for developments between \$3 and \$7 million.

Policy Implications:

Nil

Budget / Financial Implications:

All costs for hosting a DAP are reimbursed to the hosting local government.

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 10.4.1
Moved: Cr K Dickinson		Seconded: P Smith
That Council re-affirm their appointments to the Development Assessment Panel:		
Members:	Cr S Gairen	
	Cr K Dickinson	
Alternate Members:	Cr P Smith	
	Cr K Dunlop	
Carried: 7/0		Res: 21/17

10.4.2 DONATIONS – FLOOD DISASTER**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 9 March 2017**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** None

Summary:

Council has received a donation to assist in the recovery from the recent flood disaster event. Whilst only one donation has been received to date, it is appropriate that a governance process to be put in place.

Background:

Where there is a large disaster event, it is not uncommon for the affected area or areas to receive donations. The Lord Mayors Appeal is quite often used to collect and distribute funds, but has not been activated for this event.

Comment:

There is currently no process in place for Council to properly manage and account for any donations that may be received.

The one donation that has been received has been placed in Council's Trust Fund in a specifically identified account.

In discussions with our auditors, Lincolns, it has been recommended that a governance process be established and adopted by Council to ensure all funds are properly accounted for and there are established guidelines as to how the funds are distributed.

The proposal discussed with the auditor and has their support is:

- Funds are received and held by Council in their Trust Fund in a clearly identified account.
- The Recovery Committee which is currently being established, draft guidelines on how any donations received are to be recommended for allocation. This would include process of requesting funds, size of allocations, purpose of allocations and use of any unallocated funds received.
- The Recovery Committee would have formal meeting procedures including agendas and minutes which would record donation details.

- Any donation recommended by the Recovery Committee would be formally endorsed by Council prior to being enacted.

Consultation:

Shire Auditors – Lincolns
Manager of Corporate and Community Services

Statutory Obligations:

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Policy Implications:

Not applicable

Budget / Financial Implications:

Nil cash cost to Council, but there will be some administration time allocated to the overall recovery process.

Strategic Implications:

Strategic Community Plan

- A healthy, strong and connected community that is actually engaged and involved
- Civic leadership

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUCIL DECISION	ITEM 10.4.2
<p>Moved: Cr S Gairen</p> <p>That Council endorse in principal the process of receiving and distributing any flood disaster donations received with formal procedures to be provided by the Recovery Committee to Council for approval.</p> <p>Carried: 7/0</p>	<p>Seconded: Cr P Smith</p> <p>Res:22/17</p>

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

Under the Local Government Act 1995, and Section 5.23, states in part: (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with a matter affecting the personal affairs of a person.

Doors Closed at 5:28pm

Moved: Cr I Goldfinch	Seconded: Cr K Norman
That Council close the meeting to the public to deal with the personal affairs of a person.	
Carried: 7/0	Res:23/17

All staff and Mrs Campbell withdraw from the meeting.

Doors Opened at 6:10pm


Moved: Cr I Goldfinch	Seconded: Cr P Smith
That Council RE-OPEN the meeting to the public.	
Carried: 7/0	Res:24/17

All staff re-joined the meeting.

14. CLOSURE OF MEETING

Meeting Closed at 6:15pm

These minutes were confirmed at the meeting of the 27 April 2017

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

Date: 27 April 2017