

MINUTES

For the Council Meeting held on

Thursday 21 December, 2017

Commencing at 5 p.m.

In the Community Centre, Hopetoun

ORDINARY MEETING OF COUNCIL
HELD IN THE COMMUNITY CENTRE, HOPETOUN
ON 21 DECEMBER 2017, COMMENCING AT 5PM

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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 Jules Belli (Deputy Shire President)
Cr Kerry Dickinson
Cr Ian Goldfinch
Cr Tom Major
Cr Graham Richardson
Cr Peter Smith

STAFF: Ian Fitzgerald (Chief Executive Officer)
Darryn Watkins (Manager Engineering Services)

APOLOGIES: Portia Chambers (Executive Assistant)

ON LEAVE OF ABSENCE:

ABSENT:

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

NIL

4. PUBLIC QUESTION TIME

NIL

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

NIL

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

NIL

7. CONFIRMATION OF MINUTES**7.1 COUNCIL MEETING – 16 NOVEMBER, 2017**

OFFICER RECOMMENDATION

ITEM 7.1

That the minutes of the meeting of council held on 16 November, 2017 be confirmed as a true and correct record of proceedings.

7.2 SPECIAL COUNCIL MEETING – 4 DECEMBER, 2017

OFFICER RECOMMENDATION	ITEM 7.2
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That the minutes of the special meeting of council held on 4 December, 2017 be confirmed as a true and correct record of proceedings.

7.3 SPECIAL COUNCIL MEETING – 18 DECEMBER, 2017

OFFICER RECOMMENDATION	ITEM 7.3
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That the minutes of the special meeting of council held on 18 December, 2017 be confirmed as a true and correct record of proceedings.

COUNCIL DECISION	ITEM 7.4
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Moved: Cr Smith

Seconded: Cr Richardson

That the minutes from the council meetings in item 7.1, 7.2 and 7.3 –

16 November 2017

4 December 2017 (Special Meeting)

18 December 2017 (Special Meeting)

Be confirmed as a true and correct record of proceedings.

Carried: 7/0

Res:138/17

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 MONTHLY FINANCIAL REPORT – 30TH NOVEMBER 2017

File Ref:

Applicant:

Location: Not applicable

Disclosure of Officer Interest: None

Date: 5TH December 2017

Author: Jenny Goodbourn – Manager Corporate & Community Services

Authorising Officer: Not applicable

Attachments: Yes – Monthly Financial Reports for November 2017

Summary:

This report presents the monthly financial report for November 2017 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 2017/2018 Budget adopted by Council on 17 August 2017. 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

Senior Finance Officer

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 10.1.1
Moved: Cr Belli	Seconded: Cr Smith
That Council receive the Monthly Financial Reports for the period ending 30 th November 2017 in accordance with Section 6.4 of the Local Government Act 1995.	
Carried: 7/0	Res: 139/17

10.1.2 SCHEDULE OF ACCOUNT PAYMENTS – NOVEMBER 2017
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File Ref:**Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 30 November, 2017**Author:** Eimear Guidera – Payroll/Creditors Officer**Authorising Officer:** Stacey Howard – Senior Finance Officer**Attachments:** Schedule of Payments to 30 November, 2017
Credit Card Transactions to 01 December, 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:**30 November 2017**

FUND	PAYMENT	VOUCHERS	AMOUNTS
Municipal Account	EFTs	EFT7794-EFT7943	\$1,296,598.61
		Direct Debit	\$2,807.60
	Municipal Fund Cheques	0000203 – 000216	\$36,325.38
Payroll	Dates	08/11/2017 22/11/2017	\$177,754.03
Superannuation		Direct Debit	\$24,942.99
Bank Fees			\$1,482.58
Shire Credit Card Facility	Westpac VISA	03/10/2017- 01/11/2017	\$6,093.86
			\$1,546,005.05
Municipal Account Total			
Trust Account Payments	EFTs	EFT7792-EFT7944	\$30,547.48
	Cheques	000030	\$428.50
Grand Total			\$1,576,981.03

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 10.1.2
Moved: Cr Richardson	Seconded: Cr Smith
That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of November 2017, be noted.	
Carried: 7/0	Res: 140/17

10.1.3 2016/2017 ANNUAL REPORT AND GENERAL MEETING OF ELECTORS**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 13th December 2017**Author:** Jenny Goodbourn – Manager Corporate & Community Services**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** Yes – Annual Report 2016/2017

Summary:

In accordance with section 7.12A(3) of the Local Government Act 1995, Council is required to examine the Auditors report for the year ending 30 June 2017 and is to determine if any matters raised by the Auditors require action to be taken.

A copy of the Auditors Report and the Annual Financial Report for the year ending 30 June 2017 forms part of the content of the 2016/2017 Annual Report, which is presented for adoption.

Council is required to set a date for the Annual General Meeting of Electors.

Background:

Nil

Comment:

Councils Auditors, Lincolns, have completed the annual audit for the year ending 30 June 2017.

The Auditor has provided comments on Councils financial performance for the year, which is measured by the seven ratios prescribed in the Local Government (Financial Management) Regulations 1996. The ratios are reported at Note 19 (page 41 and page 60) in the financial statements for further details please refer to the auditors comments in Annexure 1 of the Management Letter attached to the end of the annual financial statements:

The following table compares your financial ratios (note 19) to the standards prescribed by the Local Government Regulations:

Ratio	Description	Result	Prescribed Standard
<i>Current Ratio</i>	<i>Indicates the Shire's ability to meet short term debt obligations.</i>	<i>2.54</i>	<i>The standard is met if the ratio is greater than 1.</i>
<i>Asset Sustainability Ratio</i>	<i>Indicates that the Shire is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.</i>	<i>0.407</i>	<i>The standard is met if the ratio is 0.9 or higher.</i>
<i>Debt Service Cover Ratio</i>	<i>Indicates the Shire's ability to repay its debt including lease payments.</i>	<i>10.48</i>	<i>A basic standard is met if the ratio is greater than or equal to 2. An advanced standard is met if the ratio is greater than 5.</i>
<i>Operating Surplus Ratio</i>	<i>Indicates the Shire's ability to cover its operational costs and have revenues available for capital funding or other purposes.</i>	<i>(0.02)</i>	<i>A basic standard is met between 0.01 and 0.15. An advanced standard is met if the ratio is greater than 0.15.</i>
<i>Own Source Revenue Coverage Ratio</i>	<i>Indicates the Shire's ability to cover its costs through its own revenue efforts.</i>	<i>0.56</i>	<i>A basic standard is met if the ratio is between 0.4 and 0.6. Intermediate standard is between 0.6 and 0.9. An advanced standard is met if the ratio is greater than 0.9.</i>
<i>Asset Consumption Ratio</i>	<i>Measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost</i>	<i>0.26</i>	<i>The standard is met if the ratio is 0.5 or greater. The standard is improving if the ratio is between 0.6 and 0.75.</i>
<i>Asset Renewal Funding Ratio</i>	<i>Measures the ability of the Shire to fund its projected asset renewal/replacements in the future.</i>	<i>0.69</i>	<i>The standard is met if the ratio is between 0.75 and 0.95. The standard is improving if the ratio is between 0.95 and 1.05.</i>

In relation to the Annual Report the Local Government Act 1995 section 5.53 states that the Annual Report must contain the following:

- A report from the President
- A report from the Chief Executive Officer
- An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year
- The financial report for the financial year

- Such information as may be prescribed in relation to the payments made to employees
- The auditor's report for the financial year
- A matter on which a report must be made under section 29(2) of the Disability Services Act 1993
- details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - the number of complaints recorded in the register of complaints; and
 - how the recorded complaints were dealt with; and
 - any other details that the regulations may require; and
- Such other information as may be prescribed

In accordance with the Local government Act, the general meeting of electors is to be held on a day no later than 56 days after Council has adopted the Annual Report.

Therefore Council is required to hold the annual meeting of electors no later than Thursday 15th February 2018.

The Audit Committee, which comprises all of Council, is to meet with the auditor during each financial year with such meeting able to held via teleconference. The Chief Executive Officer has requested an in-person meeting with the auditors this year to discuss the 2016/17 financial report. This will be the final audit conducted direct by Lincolns as changes to regulations now nominate the Auditor General as being responsible for local government audits. To date we have not received confirmation as to who our auditors will be for 2017/18.

It is proposed an audit committee meeting is held early in 2018 to discuss the 2016/17 audit and allow Council to raise queries direct with the independent auditor.

Consultation:

Not applicable.

Statutory Obligations:

Local Government Act 1995 – Part 6 Financial Management; and Local Government (Financial Management) Regulations 1996

- Defines the processes and procedures that apply to the recording and reporting of financial matters.

Local Government Act 1995 – Part 7 Audit; and Local Government (Audit) Regulations 1996

- Defines the audit of the financial accounts of local governments, including the appointment of auditors and the conduct of audits.

-

Local Government Act 1995

7.12A. Duties of local government with respect to audits

- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
- (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.

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:

Absolute majority

OFFICER RECOMMENDATION (1)

ITEM 10.1.3

That the 2016/2017 Annual Report for the year ending 30 June 2017 including the annual financial statements and auditors report as presented be accepted.

OFFICER RECOMMENDATION (2) ITEM 10.1.3

That the 2016/2017 Annual General Meeting of Electors be held on Wednesday 7th February 2018 in the Hopetoun Community Centre at 7.00pm.

OFFICER RECOMMENDATION (3) ITEM 10.1.3

That the Audit Committee conduct an in-person meeting with auditors Lincolns to discuss the 2016/17 financial audit.

COUNCIL DECISION ITEM 10.1.3

Moved: Cr Belli Seconded: Cr Smith

That items 10.1.3 – 1, 2 and 3 be adopted en bloc.

Carried by absolute majority: 7/0 Res: 141/17

10.2 MANAGER OF PLANNING AND DEVELOPMENT
NIL

10.3 MANAGER OF ENGINEERING SERVICES

10.3.1 HOPETOUN PROGRESS ASSOCIATION – DONATION OF PAVERS

File Ref:**Applicant:**

Hopetoun Progress Association

Location:

Aged Care Units, Chambers St Hopetoun

Disclosure of Officer Interest:

None

Date:7th December 2017**Author:**

Darryn Watkins - Manager Engineering Services

Authorising Officer:

Ian Fitzgerald – Chief Executive Officer

Attachments:

Yes – Letter Hopetoun Progress Association

Summary:

Council to consider the request from the Hopetoun Progress Association for the donation of paving bricks.

Background:

The Chief Executive Officer has received a written request from the Hopetoun Progress Association for the donation of 70 sqm of brick pavers to be used at the Chambers Street aged care units.

The Progress Association wish to use these paving bricks to reinstate a tenants existing carport after the completion of major plumbing works which has left the existing carport unusable.

It should be noted that the Chambers Street Aged Care units are owned and managed by the Hopetoun Progress Association.

It should also be noted that the Shire already provides financial support to the Hopetoun Progress Association with funding of \$30,000 as per the 17/18 adopted budget.

Comment:

The shire at present has a quantity of brick pavers both new and used salvaged from recent projects. A number of capital works and maintenance projects in this year's budget will have a requirement for these used brick pavers i.e. Rangeview Park upgrade.

The Shire of Ravensthorpe has recently donated 150sqm metres of used brick pavers to the Ravensthorpe Equestrian Club.

Consultation:

Chief Executive Officer

Technical Officer

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

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

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

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

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION**ITEM 10.3.1**

That Council decline the request of the donation of 70 square metres of paving bricks to the Hopetoun Progress Association as the property is not owned or vested with the Shire of Ravensthorpe.

COUNCIL DECISION**ITEM 10.3.1**

Moved: Cr Dickinson

Seconded: Cr Smith

That Council decline the request of the donation of 70 square metres of paving bricks to the Hopetoun Progress Association as the property is not owned or vested with the Shire of Ravensthorpe and stocks are currently committed to other capital projects.

Carried: 7/0

Res: 142/17

10.4 CHIEF EXECUTIVE OFFICER

10.4.1 MINUTES BFAC – SEPTEMBER 2017

File Ref:**Applicant:**

Not applicable

Location:

Shire of Ravensthorpe

Disclosure of Officer Interest:

Not applicable

Date:10th December 2017**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 27th September 2017.

The following recommendations from the Bush Fire Advisory Committee require simple majority vote from council;

1. The Minutes are presented to Council to be received.
2. Council to consider the endorsement of Ian Thompson as a Fire Control Officer with limited powers to only a Permit Issuing Officer for the Hopetoun & surrounding areas.
3. Council to consider amending the Fire Break Notice to include the additional requirement of when burning under 0.1Ha without a fire permit between 30th April – 19th September landowners will need to take the following precautions;
 - Burn area must have a 3m wide bare earth fire break surrounding it,
 - Someone to be in attendance at all times,
 - Either a fire unit carrying minimum of 400lt is present or a hose connected to running water that can reach the burn area.

Background:

Nil

Comment:

The Bush Fire Advisory Committee recommendations are in the main procedural matters and should be supported.

Consultation:

Nil

Statutory Obligations:

Bushfires Act 1954

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 AND COUNCIL DECISION	ITEM 10.4.1
Moved: Cr Major	Seconded: Cr Smith
<ol style="list-style-type: none">1. That the Minutes of the Shire of Ravensthorpe Bush Fire Advisory Committee meeting held on 27th September 2017 be received.2. Council endorses the appointment of Mr Ian Thompson as a Fire Control Officer with powers restricted to Permit Issuing Officer for Hopetoun & Surrounding Areas.3. Council to accept amendments to the Fire Break Notice to include the additional requirements of when burning under 0.1Ha without a fire permit between 31st May – 31st August landowners will need to take the following precautions;<ul style="list-style-type: none">• Burn area must have a 3m wide bare earth fire break surrounding it,• Someone to be in attendance at all times,• For rural small holdings, and rural conservation lots a fire unit carrying a minimum of 400lt is present• For town site blocks a hose connected to running water that can reach the burn area	
Carried: 7/0	Res: 143/17

10.4.2 RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

File Ref:	
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	6 th December 2017
Author:	Ashley Peczka – Community Emergency Services Officer
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Yes – Minutes are attached

Summary:

The minutes of the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 6th September 2017 are presented for the information of Councillors. There are no recommendations for Council to consider.

Background:

Nil.

Comment:

The Local Emergency Management Committee made no recommendations for Council to consider at this meeting. The Minutes are presented to Council to be received.

Consultation:

Nil

Statutory Obligations:

Emergency Management Act, 2005

Policy Implications:

Shire of Ravensthorpe Local Emergency Management 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 AND COUNCIL DECISION	ITEM 10.4.2
Moved: Cr Dickinson	Seconded: Cr Smith
That the Minutes of the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 6 th September, 2017 be received.	
Carried: 7/0	Res: 144/17

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

COUNCIL DECISION	Item 13.1
Moved: Cr Goldfinch	Seconded: Cr Belli
That Council move behind closed doors as per Local Government Act 1995 section 5.23 (2)(a)(b)(d) to discuss a matter affecting an employee and the personal affairs of a person.	
Carried: 7/0	Res: 145/17


5.16pm Chief Executive Officer, Manager Engineering Services and Councillor Dickinson withdrew from the meeting.

6.12pm Chief Executive Officer and Cr Dickinson re-joined the meeting.

COUNCIL DECISION	Item 13.1
Moved: Cr Smith	Seconded: Cr Goldfinch
That the meeting be re-opened to the public.	
Carried: 7/0	Res: 146/17

14. CLOSURE OF MEETING – 6.13PM

These minutes were confirmed at the meeting of the 15 February 2018

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

Date: 15 February 2018