



# **MINUTES**

## **Council Meeting**

**Tuesday 19 November, 2019**

**Commencing at 6.03 p.m.**

**Council Chambers  
Ravensthorpe**

# SHIRE OF RAVENSTHORPE

Minutes of Ordinary Meeting of Council to be held in the Council Chambers, Hopetoun on Tuesday 19 November 2019 – commencing at 6.00pm.

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Presiding Member to declare the meeting open at 6.10pm.

**2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE**

COUNCILLOR'S: Cr Keith Dunlop (Shire President)  
Cr Julianne Belli (Deputy Shire President)  
Cr Ian Goldfinch  
Cr Thomas Major  
Cr Mark Mudie  
Cr Ken Norman  
Cr Graham Richardson

STAFF: Gavin Pollock (Chief Executive Officer)  
Les Mainwaring (Director Corporate and Community Services)  
Graham Steel (Director Technical Services)  
Georgina Cooper (A/Executive Assistant)

APOLOGIES:

Nil.

ON LEAVE OF ABSENCE:

Nil.

ABSENT:

Nil.

MEMBER OF THE PUBLIC:

Nil.

**3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

Nil.

**3.1 COUNCIL AGENDA REPORTS**

Please note that all elected members have been provided with the relevant information pertaining to each Officers reports within today's Agenda and the Officer Recommendations are based on Council Policy and or State Acts and Legislation.

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**5. PUBLIC QUESTION TIME**

Nil.

## **6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil.

## **7. APPLICATIONS FOR LEAVE OF ABSENCE**

Moved: Cr Major      Seconded: Cr Mudie

Res: 118/19

### **Decision:**

**That Cr Norman be granted leave of absence for the period from 27 December 2019 to 11 January 2020.**

**Voting Requirements:**      Simple Majority

Carried: 7/0

## **8. DISCLOSURES OF INTEREST**

<b>Councillor/Officer</b>	<b>Item</b>	<b>Nature of Interest</b>	<b>Extent of Interest</b>
Ken Norman	13.1	Proximity	One of the nominees is a neighbour
Ken Norman	13.1	Impartiality	One of the nominees is a friend and doctor

## **9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **9.1 ORDINARY MEETING – 15 OCTOBER 2019**

#### **Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Moved: Cr Goldfinch      Seconded: Cr Richardson

Res: 119/19

### **Decision:**

**That the Minutes of the Ordinary Meeting of the Council of the Shire of Ravensthorpe held in the Council Chambers, Ravensthorpe on 15 October 2019 be confirmed.**

**Voting Requirements:**      Simple Majority

Carried: 7/0

### **9.2 SPECIAL COUNCIL MEETING – 21 OCTOBER 2019**

#### **Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Moved: Cr Richardson

Seconded: Cr Goldfinch

Res: 120/19

**Decision:**

**That the Minutes of the Special Meeting of the Council of the Shire of Ravensthorpe held in the Council Chambers, Ravensthorpe on 21 October 2019 be confirmed.**

**Voting Requirements:**

Simple Majority

Carried: 7/0

**10. REPORTS OF COMMITTEES OF COUNCIL**

Nil.

**11. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES**

11.11.19 Shire President and CEO attended the Social Economic Forum. A number of issues were raised and a couple of the matters which may directly affect the Shire if mining increased in the area is a shortage of child care workers and accommodation.

**12. REPORTS FROM COUNCILLORS**

**Cr Keith Dunlop (President)**

- 11.11.19 Regional Coordinates Group.

**Cr Julianne Belli (Deputy President)**

Nil.

**Cr Ian Goldfinch**

- Attending the Museum meeting and contacted the lotteries commission for some financial assistance for the Museum.

**Cr Thomas Major**

Nil.

**Cr Mark Mudie**

Nil.

**Cr Ken Norman**

Nil.

**Cr Graham Richardson**

- Attended 3 meetings for the Hopetoun Progress Association.
- Attended the Fitzgerald Biosphere Community Collective.

### **13. OFFICE OF THE CHIEF EXECUTIVE OFFICER**

#### **13.1 CITIZEN OF THE YEAR AWARDS FOR 2020**

**File Reference:** CR.AW.2  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Executive Assistant  
**Authorising Officer:** Chief Executive Officer  
**Date:** 8 November 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Provided to Council – Attachment Yellow  
**Previous References:** Nil

Moved: Cr Belli                      Seconded: Cr Richardson                      Res: 121/19

**Decision:**

**That item 13.1 be moved and heard behind closed doors as item 18.2.**

**Voting Requirements:**                      Simple Majority                      Carried: 7/0

#### **13.2 COUNCIL MEETING DATES 2020**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Executive Assistant  
**Authorising Officer:** Chief Executive Officer  
**Date:** 8 November 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous References:** Nil

**Summary:**

Council is required to consider and determine meeting dates for 2020.

**Background:**

In accordance with the Local Government Act 1995, Council is required to advertise Council meeting dates at least once per annum.

**Comment:**

A recommended 2020 schedule of Ordinary Council meetings is as follows:

<b>DATE</b>		<b>LOCATION</b>	<b>TIME</b>
January 2020	No meetings Scheduled		
18 February 2020	Council Meeting	Ravensthorpe Council Chambers	6pm
17 March 2020	Council Meeting	Munglinup Community Centre	6pm
21 April 2020	Council Meeting	Hopetoun Council Chambers	6pm
19 May 2020	Council Meeting	Ravensthorpe Council Chambers	6pm

16 June 2020	Council Meeting	Hopetoun Council Chambers	6pm
21 July 2020	Council Meeting	Ravensthorpe Council Chambers	6pm
18 August 2020	Council Meeting	Hopetoun Council Chambers	6pm
15 September 2020	Council Meeting	Ravensthorpe Council Chambers	6pm
20 October 2020	Council Meeting	Hopetoun Council Chambers	6pm
17 November 2020	Council Meeting	Ravensthorpe Council Chambers	6pm
15 December 2020	Council Meeting	Hopetoun Council Chambers	6pm

**Consultation:**

Meeting dates will be advertised in the Community Spirit, Community Resource Centres, Council notice board, the Esperance Express and on the shire website and Facebook page.

**Statutory Environment:**

The Local Government Act 1995, Local Government (Administration Regulations, require that the meetings for the year be advertised for public information).

**Policy Implications:**

Ordinary Council Meeting date and locations are proposed as per policy G1 Meetings of Council.

**Financial Implications:**

Nil.

**Strategic Implications:**

Strategic Community Plan 2014 – 2024

Theme 4 – Civic Leadership: 4.2 High quality corporate governance, accountability & compliance.

**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.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Belli

Seconded: Cr Major

Res: 122/19

**Decision:**

**That Council Resolve**

**The meeting dates for Ordinary Council Meetings in 2020 be set as:**

DATE		LOCATION	TIME
January 2020	No meetings Scheduled		
<b>18 February 2020</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>17 March 2020</b>	<b>Council Meeting</b>	<b>Munglinup Community Centre</b>	<b>6pm</b>
<b>21 April 2020</b>	<b>Council Meeting</b>	<b>Hopetoun Council Chambers</b>	<b>6pm</b>
<b>19 May 2020</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>16 June 2020</b>	<b>Council Meeting</b>	<b>Hopetoun Council Chambers</b>	<b>6pm</b>
<b>21 July 2020</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>18 August 2020</b>	<b>Council Meeting</b>	<b>Hopetoun Council Chambers</b>	<b>6pm</b>



<b>15 September 2020</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>20 October 2020</b>	<b>Council Meeting</b>	<b>Hopetoun Council Chambers</b>	<b>6pm</b>
<b>17 November 2020</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>15 December 2020</b>	<b>Council Meeting</b>	<b>Hopetoun Council Chambers</b>	<b>6pm</b>

**Voting Requirements:** Simple Majority

Carried: 7/0



**Council has previously appointed Delegates to the following external committees:**

- Goldfields Voluntary Regional Organisation Of Councils (GVROC) Delegate – President  
Delegate – Cr  
Proxy – Deputy President
- Great Southern Regional Road Group Delegate – Cr  
Proxy - Cr
- Local Emergency Management Committee (LEMC) Delegate – President  
Proxy – Deputy President
- Development Assessment Panel (DAP) Delegate – Cr  
Delegate – Cr  
Proxy – Cr  
Proxy – Cr
- Hopetoun Progress Association Delegate – Cr  
Proxy – Cr
- Ravensthorpe Progress Association Delegate – Cr  
Proxy – Cr
- Munglinup Community Group Delegate – Cr  
Proxy – Cr
- Community Liaison Committees Delegate – President  
Delegate – Deputy President  
Proxy – CEO  
Proxy – DCCS
- Hopetoun Community Resource Centre Delegate – Cr  
Proxy – Cr
- Ravensthorpe Community Resource Centre Delegate – Cr  
Proxy – Cr
- South Coast WALGA Zone Delegate – President  
Proxy – Deputy President
- Fitzgerald River National Park Delegate – Cr  
Proxy – Cr
- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate – Cr  
Proxy – Cr
- Fitzgerald Biosphere Implementation Group Delegate – Cr  
Proxy – Cr
- Hopetoun Recreation Management (HDRA) Delegate – Cr  
Proxy – Cr
- Ravensthorpe Historical Society Delegate – Cr  
Proxy – Cr

**Comment:**

With the recent elections Council has some new elected members, it is considered to be an opportune time to review delegations to council and external committees.

Each councillor is entitled to sit or represent Council on at least one or more committees.

**Consultation:**

Consultation was conducted with all councillors and executive staff at the Corporate Discussion meeting held in the Shire of Ravensthorpe Council Chambers on the 29 October 2019.

**Statutory Environment:**

Section 5.8 of the *Local Government Act* (Establishment of committees) provides that a local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Section 5.9 (Types of committees) provides that:

- (1) In this section **other person** means a person who is not a council member or an employee.
- (2) A committee is to comprise —
  - (a) council members only;
  - (b) council members and employees;
  - (c) council members, employees and other persons;
  - (d) council members and other persons;
  - (e) employees and other persons; or
  - (f) other persons only.

Section 5.10 (Appointment of committee members) provides that:

- (1) A committee is to have as its members —
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).
- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
  - (a) to be a member of the committee; or
  - (b) that a representative of the CEO be a member of the committee,the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Section 5.11A (Deputy committee members) provides:

- (1) The local government may appoint a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.
- (2) A person who is appointed as a deputy of a member of a committee is to be —
  - (a) if the member of the committee is a council member — a council member; or
  - (b) if the member of the committee is an employee — an employee; or
  - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
  - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

Section 5.11 (Tenure of committee membership)

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
  - (b) the person resigns from membership of the committee;
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day, whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the term of the person's appointment as a committee member expires;
  - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day, whichever happens first.

Section 5.12 (Election of presiding members and deputies)

- (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —
  - (a) to "office" were references to "office of presiding member";
  - (b) to "council" were references to "committee"; and
  - (c) to "councillors" were references to "committee members".
- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —
  - (a) to "office" were references to "office of deputy presiding member";
  - (b) to "council" were references to "committee";
  - (c) to "councillors" were references to "committee members"; and
  - (d) to "mayor or president" were references to "presiding member".

Section 5.15 (Reduction of quorum) provides that the local government may reduce\* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

Section 5.16 (Delegation of some powers and duties to certain committees) provides that:

- (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

- (3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
  - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

Section 5.17 (Limits on delegation of powers and duties to certain committees)

- (1) A local government can delegate —
  - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
    - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
    - (ii) any other power or duty that is prescribed;
  - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
  - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
    - (i) the local government's property; or
    - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

Section 5.19 (Quorum for meetings) provides that the quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

Section 7.1A (Audit committee) provides that:

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed \* by the local government and at least 3 of the members, and the majority of the members are to be council members.
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

Section 67 of the *Bush Fires Act* provides that:

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —
  - (a) make rules for the guidance of the committee;
  - (b) accept the resignation in writing of, or remove, any member of the committee; and

- (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section —
- (a) may from time to time meet and adjourn as the committee thinks fit;
  - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
  - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

Section 5.8 of the *Local Government Act 1995* and section 38 of the *Emergency Management Act 2005*, establishes the Shires of Pingelly and Wandering Joint Local Emergency Management Committee;

1. In accordance with provisions of Section 5.9 of the *Local Government Act 1995* resolves that the Local Emergency Management Committees are to comprise of Councillors, Staff and Other Persons;

**Policy Implications:**

Nil.

**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.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)





- Hopetoun Community Resource Centre Delegate – Cr Dunlop  
Proxy – Cr Richardson
- Ravensthorpe Community Resource Centre Delegate – Cr Belli  
Proxy – Cr Norman
- South Coast WALGA Zone Delegate – President  
Proxy – Deputy President
- Fitzgerald River National Park Delegate – Cr Richardson  
Proxy – Cr Mudie
- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate – Cr Major  
Proxy – Cr Mudie
- Fitzgerald Biosphere Implementation Group Delegate – Cr Richardson  
Proxy – Cr Mudie
- Hopetoun Recreation Management (HDRA) Delegate – Cr Dunlop  
Proxy – Cr Goldfinch
- Ravensthorpe Historical Society Delegate – Cr Goldfinch  
Proxy – Cr Norman

Moved: Cr Goldfinch

Seconded: Cr Belli

Res: 123/19

**Cr Goldfinch nominated Cr Mudie for the CEO Performance Review Committee**

**Voting Requirements:** Simple Majority

Carried: 7/0

Moved Cr Norman

Cr Norman nominated himself for the CEO Performance Review Committee.

*Lapsed due to no seconder*

Moved Cr Mudie

seconded Cr Belli

Res: 124/19

**That Council endorse the appointment of Elected Members, Delegates and Proxies to the following council and external committees;**

***Council Delegates appointed to the following council committees:***

- **Audit Committee** **Full Council**
- **Bushfire Advisory Committee** **Member – Cr Major  
Deputy – Cr Mudie**
- **CEO Performance Review Committee** **Member – President  
Member – Deputy President  
Member – Cr Mudie**

***Council Delegates appointed to the following external committees:***

- **Goldfields Voluntary Regional Organisation Of Councils (GVROC)** **Delegate – President  
Delegate – Cr Goldfinch  
Proxy – Deputy President**
- **Great Southern Regional Road Group** **Delegate – Cr Mudie  
Proxy - Cr Goldfinch**
- **Local Emergency Management Committee (LEMC)** **Delegate – President  
Proxy – Deputy President**
- **Development Assessment Panel (DAP)** **Delegate – Cr Belli  
Delegate – Cr Norman  
Proxy – Cr Goldfinch  
Proxy – Cr Major**
- **Hopetoun Progress Association** **Delegate – Cr Richardson  
Proxy – Cr Goldfinch**
- **Ravensthorpe Progress Association** **Delegate – Cr Belli  
Proxy – Cr Norman**
- **Munglinup Community Group** **Delegate – Cr Norman  
Proxy – Cr Major**
- **Community Liaison Committees** **Delegate – President  
Delegate – Deputy President  
Proxy – CEO  
Proxy – DCCS**
- **Hopetoun Community Resource Centre** **Delegate – Cr Dunlop  
Proxy – Cr Richardson**
- **Ravensthorpe Community Resource Centre** **Delegate – Cr Belli  
Proxy – Cr Norman**

- **South Coast WALGA Zone** Delegate – President  
Proxy – Deputy President
- **Fitzgerald River National Park** Delegate – Cr Richardson  
Proxy – Cr Mudie
- **Ravensthorpe Agricultural Initiative Network (RAIN)** Delegate – Cr Major  
Proxy – Cr Mudie
- **Fitzgerald Biosphere Implementation Group** Delegate – Cr Richardson  
Proxy – Cr Mudie
- **Hopetoun Recreation Management (HDRA)** Delegate – Cr Dunlop  
Proxy – Cr Goldfinch
- **Ravensthorpe Historical Society** Delegate – Cr Goldfinch  
Proxy – Cr Norman

**Voting Requirements:** Absolute Majority

Carried: 7/0

**13.4 SHIRE OF RAVENSTHORPE CODE OF CONDUCT 2019 – COUNCILLORS, COMMITTEE MEMBERS AND EMPLOYEES**

**File Reference:** PL.PO.1  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 14 November 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Shire of Ravensthorpe Code of Conduct 2019 for Councillors and Committee Members and Shire of Ravensthorpe Code of Conduct 2019 for Employees – Attachment Orange  
**Previous References:** Nil

**Summary:**

Council to consider and endorse both the new Shire of Ravensthorpe Code of Conduct 2019 for Councillors and Committee Members and Code of Conduct 2019 for Employees dated the 14 November 2019.

**Background:**

Council currently has Policy G3 Code of Conduct for Council Members, Committee Members and Staff.

As part of the Local Government Act review and new regulations the Local Government is seen as best practice to have a separate code of conduct for both Councillors and Committee Members plus Employee's.

**Comment:**

Both the New Code of Conducts have been work shopped with Councillors and the Executive staff at the October Corporate Discussion.

Section 10.1 of the Code of Conduct 2019 – Councillors and Committee Members has been reworded as per the workshop as no other changes had been requested.

Policy G3 Code of Conduct for Council Members, Committee Members will be replaced with the attached NEW – Policy G3 Code of Conduct for Councillors and Committee Members dated the 14 November 2019.

The new Policy A17 Code of Conduct for Employees dated the 14 November 2019 will be added to the ADMINISTRATION section of the Policy Manual.

**Consultation:**

All Shire Councillors the Executive Staff.

**Statutory Environment:**

*Local Government Act 1995, Local Government (Rules of Conduct) Regulations 2007 and Local Government Regulations Amendment (Gifts) Regulations 2019.*

**Policy Implications:**

Policy G3 will be replaced with the new Policy G3 Code of Conduct for Councillors and Committee Members dated the 14 November 2019 and new Policy A17 Code of Conduct for

Employees dated the 14 November 2019 will be added to the ADMINISTRATION section of the Policy Manual.

**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.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Norman

Seconded: Cr Major

Res: 125/19

**Decision:  
That Council**

- 1. Endorse the new Code of Conduct for Councillors and Committee Members and the new Code of Conduct for Employees both dated the 14 November 2019.**

**Voting Requirements:** Absolute Majority

Carried: 7/0

Moved: Cr Norman

Seconded: Cr Richardson

Res: 126/19

**Decision:  
That Council**

- 2. Endorse the Chief Executive Officer updating the Policy Manual with Policy G3 Code of Conduct for Councillors and Committee Members dated the 14 November 2019 and adding new Policy A17 Code of Conduct for Employees dated the 14 November 2019.**

**Voting Requirements:** Absolute Majority

Carried: 7/0

### **13.5 F6 PURCHASING POLICY - PURCHASING AUTHORITY AND DELEGATION UPDATE**

**File Reference:** GR.LR.10  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 14 November 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous References:** Nil

**Summary:**

Council to consider adding section 1.3 Purchasing Authority to the current Policy F6 Purchasing Policy. By including the new section 1.3 this will detail the organisation position with purchasing authority and threshold amount authorised to the position.

**Background:**

Current Policy F6 Purchasing Policy has no mention of organisation position with purchasing authority. Purchasing threshold amount authorised to the position are only mentioned by delegation with no reference to a policy of procedure for consistency.

**Comment:**

The new section 1.3 Purchasing Authority would be as follows;

1.3 Purchasing Authority

The following officers are authorised to sign purchase orders and purchasing on behalf of the Shire of Ravensthorpe within the position limits stated, provided such proposed purchases are contained within the budget and are within the officer’s area of activity.

<i>Officer Position</i>	<i>Purchasing Limit (\$ excluding GST)</i>
<i>Chief Executive Officer</i>	<i>Unlimited</i>
<i>Director Corporate and Community Services</i>	<i>\$75,000</i>
<i>Director Technical Services</i>	<i>\$75,000</i>
<i>Works Supervisor</i>	<i>\$20,000</i>
<i>Engineering Technical Officer</i>	<i>\$10,000</i>
<i>Administration Technical Officer</i>	<i>\$10,000</i>
<i>Manager Childcare Services</i>	<i>\$10,000</i>
<i>Senior Mechanic</i>	<i>\$3,000</i>
<i>Executive Assistant</i>	<i>\$3,000</i>
<i>Senior Finance Officer</i>	<i>\$3,000</i>
<i>Tourism Officer</i>	<i>\$3,000</i>
<i>Building Maintenance Officer</i>	<i>\$3,000</i>
<i>Senior Ranger</i>	<i>\$1,000</i>
<i>Coordinator Development Services</i>	<i>\$1,000</i>
<i>Community Emergency Services Officer</i>	<i>\$1,000</i>

NOTE: The general principles relating to written quotations are;

1. An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
2. The request for written quotation when practical should include as a minimum:
  - a. Written Specification;
  - b. Price Schedule;
  - c. Conditions of responding;
  - d. Validity period of offer;
  - e. Shire of Ravensthorpe OSH requirements for Contractors; or
  - f. Selection Criteria to be applied.
3. Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
4. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
5. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
6. Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance as required.

**Consultation:**

All Shire Executive Staff.

**Statutory Environment:**

To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*.

**Policy Implications:**

The existing Policy F6 Purchasing policy will be updated to include section 3.1 Purchasing Authority as stated above.

**Financial Implications:**

Nil

**Strategic Implications:**

To deliver a best practice approach and procedures to internal purchasing and ensure consistency for all purchasing activities that integrates within all the Shire of Ravensthorpe operational areas.

**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.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Norman

Seconded: Cr Goldfinch

Res: 127/19

**Decision:  
That Council**

1. **Endorse section 1.3 Purchasing Authority and the Chief Executive Officer updating the existing Policy F6 Purchasing Policy by including section 1.3 as follows;**

***1.3 Purchasing Authority***

***The following officers are authorised to sign purchase orders and purchasing on behalf of the Shire of Ravensthorpe within the position limits stated, provided such proposed purchases are contained within the budget and are within the officer's area of activity.***

<b>Officer Position</b>	<b>Purchasing Limit (\$ excluding GST)</b>
<b>Chief Executive Officer</b>	<b>Unlimited</b>
<b>Director Corporate and Community Services</b>	<b>\$75,000</b>
<b>Director Technical Services</b>	<b>\$75,000</b>
<b>Works Supervisor</b>	<b>\$20,000</b>
<b>Engineering Technical Officer</b>	<b>\$10,000</b>
<b>Administration Technical Officer</b>	<b>\$10,000</b>
<b>Manager Childcare Services</b>	<b>\$10,000</b>
<b>Senior Mechanic</b>	<b>\$3,000</b>
<b>Executive Assistant</b>	<b>\$3,000</b>
<b>Senior Finance Officer</b>	<b>\$3,000</b>
<b>Tourism Officer</b>	<b>\$3,000</b>
<b>Building Maintenance Officer</b>	<b>\$3,000</b>
<b>Senior Ranger</b>	<b>\$1,000</b>
<b>Coordinator Development Services</b>	<b>\$1,000</b>
<b>Community Emergency Services Officer</b>	<b>\$1,000</b>

**NOTE: The general principles relating to written quotations are;**

- 1. An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.**
- 2. The request for written quotation when practical should include as a minimum:
 
  - a. Written Specification;**
  - b. Price Schedule;**
  - c. Conditions of responding;**
  - d. Validity period of offer;**
  - e. Shire of Ravensthorpe OSH requirements for Contractors; or**
  - f. Selection Criteria to be applied.****
- 3. Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.**
- 4. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.**
- 5. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.**
- 6. Respondents should be advised in writing as soon as possible after the final determination is made and approved.**

**The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance as required.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

Moved: Cr Belli

Seconded: Cr Mudie

Res: 128/19

**Decision:  
That Council**

- 2. Note the Chief Executive Officer will issue purchasing authority to designated officer position under section 1.3 of Policy F6 Purchasing Policy and withdrawing all existing purchasing authority issued to staff under sub delegation number 30.**

**Voting Requirements:** Absolute Majority

Carried: 7/0

### **13.6 DELEGATION FOR DEALINGS WITH RESERVE 29342**

**File Reference:** A317  
**Location:** Reserve 29342  
**Applicant:** Richard McBeth  
**Author:** Planning Services – Shire of Ravensthorpe  
**Authorising Officer:** Chief Executive Officer  
**Date:** 15 November 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** 10.2.1 Proposed Road Closure – Melia Way, Munglinup and Access to Reserve 29342 Ordinary Meeting of Council held on 20 August, 2019

#### **Summary:**

For Council to consider delegating authority to the Chief Executive Officer to allow requests to be made regarding the care, control and management of Reserve 29342 in accordance with Section 46.(2) *Land Administration Act 1997*.

#### **Background:**

An application was received from Richard McBeth for the closure of Melia Way, Munglinup and its amalgamation with Lot 32 (14) Tubada Street, Munglinup was previously considered by Council (August OCM Res: 83/19) and is now with the Department of Planning, Lands and Heritage.

The proponent now seeking to enter into a lease on Reserve 29342.



**Comment:**

Reserve 29342 is a Shire managed reserve which has a purpose of Hall with power to lease for any term not exceeding 21 years, subject to the consent of the Minister for Lands.

The proponent has liaised with the Department of Planning, Lands and Heritage who have advised that as the Shire manages the reserve in question the Shire must be consulted as to whether they are willing to change the purpose of the reserve and sub-lease the land to the proponent.

It should be noted that on checking the Native Title Determination WAD6097/1998 Reserve 29342 has extinguished Native Title.

By delegating the power to deal with the care, control and management of Reserve 29342 in accordance with Section 46.(2) *Land Administration Act 1997* it is possible to amend the Management Orders to enable a longer term lease with appropriate land uses to all for development.

**Consultation:**

The proposal and the processes involved have been discussed with the Department of Planning, Lands and Heritage.

**Statutory Environment:**

Local Government Act 1995

Land Administration Act 1997

Land Administration Regulations 1998

**Policy Implications:**

There are no policy implications relating to this item.

**Financial Implications:**

There are potential financial implications as there may be ability to lease the reserve to the applicant which will result in rental income being received by the Shire.

**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.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Norman

Seconded: Cr Major

Res: 129/19

**Decision:**

**That Council delegate to the Chief Executive Officer authority to allow requests to be made regarding the care, control and management of Reserve 29342 in accordance with Section 46.(2) *Land Administration Act 1997*.**

**Voting Requirements:** Absolute Majority

Carried: 7/0

## **14. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES**

### **14.1 MONTHLY FINANCIAL REPORT – 31 OCTOBER 2019**

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe - Administration</b>
<b>Applicant:</b>	<b>Internal</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer:</b>	<b>Director of Corporate and Community Services</b>
<b>Date:</b>	<b>12 November 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for October 2019 - Attachment Green</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

In accordance with the *Local Government Financial Management Regulations (1996)*, Regulation 34, a local government is to prepare a monthly Statement of Financial Activity for approval by Council.

#### **Background:**

Council is requested to review the October 2019 Monthly Financial Reports.

#### **Comment:**

The October 2019 Monthly Financial Reports are presented for review.

#### **Consultation:**

Chief Executive Officer.

#### **Statutory Environment:**

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996 apply.

#### **Policy Implications:**

Nil

#### **Financial Implications:**

All expenditure has been approved via adoption of the 2019/20 Annual Budget, or resulting from a Council Motion for a budget amendment.

#### **Strategic Implications:**

##### Strategic Community Plan 2014 – 2024

Theme 4 – Civic Leadership: 4.2 High quality corporate governance, accountability & compliance.

#### **Sustainability Implications:**

- **Environmental**  
Not applicable to this specific recurring report.

- **Economic**  
Not applicable to this specific recurring report.
  
- **Social**  
Not applicable to this specific recurring report.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Belli

Seconded: Cr Goldfinch

Res: 130/19

**Decision:**

**That Council endorse:**

**That Council receive the October 2019 Monthly Financial Reports as presented.**

**Voting Requirements:** Simple Majority

Carried: 7/0



## **14.2 SCHEDULE OF ACCOUNT PAYMENTS – OCTOBER 2019**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe - Administration  
**Applicant:** Internal  
**Author:** Senior Finance Officer  
**Authorising Officer:** Director of Corporate and Community Services  
**Date:** 12 November 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 31 October 2019  
 Credit Card Transactions to 01 October 2019 – Attachment Blue  
**Previous Reference:** Nil

### **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:**

Period 01/07/2019 to 31/10/2019

### **2019/2020**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	670	1,739,001	135,848	3,843	1,781	1,881,144	275,274
Aug	9,391	736,269	51,773	7,094	1,260	805,788	188,496
Sep	21,940	428,530	144,319	<b>12,630</b>	2,857	610,277	241,584
Oct	892	490,678		9,015	420	501,005	
Nov						0	
Dec						0	
Jan						0	
Feb						0	
Mar						0	
Apr						0	
May						0	
Jun						0	
<b>Total</b>	<b>32,893</b>	<b>3,394,478</b>	<b>331,941</b>	<b>32,582</b>	<b>6,319</b>	<b>3,798,214</b>	<b>705,354</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

### **Comment:**

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

### **Consultation:**

Senior Finance Officer.

**Statutory Environment:**

Regulation 13 (1) – (3) of the *Local Government (Financial Management) Regulations*

**Policy Implications:**

Nil

**Financial Implications:**

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

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental**  
Not applicable to this specific recurring report.
- **Economic**  
Not applicable to this specific recurring report.
- **Social**  
Not applicable to this specific recurring report.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10

(considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Goldfinch

Seconded: Cr Norman

Res: 131/19

**Decision:**

**That Council endorse:**

- 1. Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of July 2019 be noted.**

**Voting Requirements:** Absolute Majority

Carried: 7/0

**15. DIRECTORATE OF TECHNICAL SERVICES**

Nil

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

Nil

**17. NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

**17.1 ELECTED MEMBERS**

Nil

**17.2 OFFICERS**

Nil

**18. MATTERS BEHIND CLOSED DOORS**

In accordance with section 5.23 (2) of the Local Government Act 1995, the meeting closed to members of the public for this item as the following subsection applied

- a. a matter affecting an employee/employees
- b. the personal affairs of any person
- c. a matter that if declared, would reveal –
  - i. a trade secret
  - ii. information that has a commercial value to a person
  - iii. information about the business, professional, commercial, financial affairs of a person.

Moved: Cr Belli

Seconded: Cr Richardson

Res: 132/19

***The meeting was moved to behind closed doors at 6.56***

**Voting Requirements:** Absolute Majority

Carried: 7/0

## **18.1 RFQ 02/19 WASTE AND RECYCLING COLLECTION**

**File Reference:** WM.SP.2  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Director of Technical Services  
**Authorising Officer:** Chief Executive Officer  
**Date:** 13 November 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Contract, Waste and Recycling Collection Services.  
**Previous References:** Agenda item 13.1 RFQ 02/19 Waste & Recycling Collection, Ordinary Meeting of Council, 18 June 2019

Moved Cr Goldfinch

Seconded Cr Norman

Res: 133/19

### **Decision:**

#### **That Council endorse:**

1. To award Contract CO02/11 Waste and Recycling Collection Services, to:
  - Cleanaway Pty Ltd (ABN 79 164 938)
2. The tendered Schedule of Rates for an initial contract term until 30 April 2021 with the option to extend at the Principals discretion, for a further three (3) x twelve (12) month extensions as a maximum contract term.
3. To authorise the Chief Executive Officer and Shire President signing and fixing the common seal for the purpose of this resolution, to execute the Contract agreement with the endorsed Contractor.

**Voting Requirements:** Absolute Majority

Carried: 7/0

*Cr Norman declared an interest and left the meeting at 7.08 and did not participate in discussion of this item.*

## **18.2 CITIZEN OF THE YEAR AWARDS FOR 2020**

**File Reference:** CR.AW.2  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Executive Assistant  
**Authorising Officer:** Chief Executive Officer  
**Date:** 8 November 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Provided to Council – Attachment Yellow  
**Previous References:** Nil

### **Summary:**

To consider the Citizen of the Year Award Nominations received.

### **Background:**

A part of the Australia Day awards, the Citizen of the Year Awards focuses on community contribution and participation rather than personal achievement. The awards highlight active citizenship, outstanding contribution to the local community and Australian pride and spirit. There are four categories;

- Citizen of the Year
- Youth Citizen of the Year (under 25 years of age)
- Senior Citizen of the Year (over 65 years of age)
- Active Citizenship Award (to recognise a community group or event)

### **Comment:**

Councillors have been provided with a copy of the nominations. Council is now required to determine recipients of the awards for presentation on Australia Day.

### **Consultation:**

Community nominations sought by advertising in the Community Spirit, at the Ravensthorpe and Hopetoun Resource Centres and on the Shire of Ravensthorpe website and facebook page.

### **Statutory Environment:**

Nil.

### **Policy Implications:**

Nil.

### **Financial Implications:**

An allocation has been made in the 2019/2020 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.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Belli

Seconded: Cr Mudie

Res: 134/19

**Decision:**

**That standing orders be suspended in order to discuss the item.**

**Voting Requirements:**

Simple Majority

Carried: 6/0

**Recommendation:**

That Council discuss and endorse:

That the Citizen of the Year Award, be awarded to \_\_\_\_\_.

That the Young Citizen of the Year Award, be awarded to \_\_\_\_\_.

That the Senior Citizen of the Year Award, be awarded to \_\_\_\_\_.

That the Active Citizen of the Year Award, be awarded to \_\_\_\_\_.

*Note: there were no nominations for Young Citizen of the Year Award.*

Moved: Cr Major

Seconded: Cr Belli

Res: 135/19

**Decision:**

**That standing orders be retained to vote on the following item.**

**Voting Requirements:**

Simple Majority

Carried: 6/0

*Cr Norman returned to the meeting at 7.19 and voted on the following matter.*

Moved: Cr Belli

Seconded: Cr Richardson

Res: 136/19

**Decision:**

**That Council Resolve**

**That the Citizen of the Year Award, be awarded to Jenny Chambers.**

**That the Senior Citizen of the Year Award, be awarded to Mary Robinson.**

**That the Active Citizen of the Year Award, be awarded to Hopetoun Men in Sheds Inc.**

**Voting Requirements:** Simple Majority

Carried: 7/0



Moved: Cr Major

Seconded: Cr Mudie

Res: 137/19

***The meeting was moved from behind closed doors at 7.21pm.***

**Voting Requirements:** Absolute Majority

Carried: 7/0

**19. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 7.22pm.

These minutes were confirmed at the meeting of the Meeting of the 18 December 2019.

Signed: 

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

Date: 16 March 2020