



MINUTES

For the Council Meeting held on

Thursday 17 December, 2015

Commencing at 5.10 p.m.

In the Council Chambers, Ravensthorpe.

ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE
ON 17 DECEMBER 2015, COMMENCING AT 5.10PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.10pm – the presiding person, Cr Dunlop, declared the meeting open.

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

MEMBERS: Cr Keith Dunlop (Shire President)
Cr Angela Kelton (Deputy Shire President)
Cr Kerry Dickinson
Cr Sharyn Gairen
Cr Ian Goldfinch
Cr Ken Norman
Cr Peter Smith

STAFF: Ian Fitzgerald (Chief Executive Officer)
Craig Pursey (Manager Planning)
Jenny Goodbourn (Manager Community and Recreation
Development)
Portia Ridout (Executive Assistant)

APOLOGIES: Darryn Watkins (Manager Engineering Services)
Keith White (Deputy Chief Executive Officer)

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 – 19 NOVEMBER, 2015**

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.1
Moved: Cr Gairen	Seconded: Cr Dickinson
That the minutes of the meeting of council held on 19 November, 2015 be confirmed as a true and correct record of proceedings.	
Carried: 7/0	Res: 138/15

7.2 SPECIAL MEETING – 3 DECEMBER, 2015

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.2
Moved: Cr Gairen	Seconded: Cr Goldfinch
That the minutes of the special meeting of council held on 3 December, 2015 be confirmed as a true and correct record of proceedings.	
Carried: 7/0	Res: 139/15

8. SUSPENSION OF STANDING ORDERS

NIL

9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

NIL

10. REPORTS OF OFFICERS

10.1 DEPUTY CHIEF EXECUTIVE OFFICER

10.1.1 MONTHLY FINANCIAL REPORT – 30 NOVEMBER 2015

File Ref:

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	04 December, 2015
Author:	Keith White – Deputy Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Yes – Monthly Financial Report–November 2015

Summary:

This report presents the monthly financial reports for November 2015 to Council which is provided as an attachment to the agenda. The recommendation is to receive the November 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 2015/2016 Budget adopted by Council on 20 August 2015. 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.

Following the Fair Value adjustments the new depreciation amounts have been applied and are included in the November statements.

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 10.1.1
Moved: Cr Goldfinch	Seconded: Cr Gairen
That Council receive the Monthly Financial Reports for the period ending 30 November 2015 in accordance with Section 6.4 of the Local Government Act 1995.	
Carried: 7/0	Res: 140/15

10.1.2 WRITE OFF OF RATES**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 1 December, 2015**Author:** Stacey Addis – Senior Finance Officer**Authorising Officer:** Keith White – Deputy Chief Executive Officer**Attachments:**

Summary:

This report recommends the write off of outstanding Pensioner Rebate Claims, totalling \$3,834.29, carried over during the conversion to SynergySoft in January 2012.

Background:

While reconciling the Pensioner Rebate Claim account at end of financial year in 2014/15, a long outstanding reconciliation discrepancy of \$51,564.21 from the conversion to SynergySoft (January 2012) was brought to our attention. After significant research in the previous rates software, PropertyWise, we have been able to claim a total of \$47,814.36 of these old rebates from the Office of State Revenue. It is our belief that the remaining \$3,834.29 may relate to conversions from older software and as such is not able to be located or defined. Due to the timing of receiving these rebates, we were unable to fully reconcile the account until after rates were due.

Comment:

Given the age and nature of the reconciliation discrepancy and the fact that a significant amount of the initial discrepancy has been located after detailed research, Officers are of the view that the remaining debt is unrecoverable. It is recommended that the debt be written off in accordance with provisions of the Local Government Act.

Consultation:

Not Applicable.

Statutory Obligations:

Local Government Act 1995 – section 6.12 allows Council write –off any amount of money.

Policy Implications:

Nil.

Budget / Financial Implications:

Write off of \$3,834.29

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 10.1.2
Moved: Cr Dickinson	Seconded: Cr Goldfinch
That Council write off the \$3,834.29 from the Pensioner Rebate Claim account, in accordance with Section 6.14 of the Local Government Act 1995	
Carried by absolute majority: 7/0	Res: 141/15

10.1.3 LIBRARY SERVICE LEVEL AGREEMENTS – RAVENSTHORPE AND HOPETOUN

File Ref:	CP.LO.9
Applicant:	Not Applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	6 December 2015
Author:	Keith White – Deputy Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Draft Service Level Agreements

Summary:

This item addresses the renewal of Service Level Agreements with the Ravensthorpe and Hopetoun Community Resource Centres for the delivery of library and associated services to the community. The recommendation is to endorse the agreements and authorise the Chief Executive Officer and Shire President to execute the documents.

Background:

The Service Level Agreement for the Ravensthorpe Community Resource Centre expired on 30 June 2015 and the agreement with the Hopetoun Community Resource Centre expired on the 7 May 2015. Both have been operating on a month to month basis under the terms of the original agreements.

The Ravensthorpe Library is based at the Fitzgerald Building and the Hopetoun Library is based at the newly built/refurbished Hopetoun Community Centre.

Comment:

The renewal of the service level agreements will secure the Shire's Library services for the next three years. The funding arrangements are also covered by the service level agreements which provide Council and the CRC a greater degree of certainty for future budgeting / financial planning purposes.

Each CRC committee presented a budget for 2015/2016 and the agreement contract price is based on the submitted budgets. The budgets submitted are in line with previous years and were included in the 2015/2016 adopted budget.

Consultation:

Nil

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

The cost of providing Library Services are included in the adopted budget.

Strategic Implications:

This item relates to one of the Critical Success Factors in Council's Strategic Plan being the "determination and implementing the agreed level of services and service delivery".

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 Dickinson	Seconded: Cr Kelton
That Council;	
<ol style="list-style-type: none">1. Endorse the service level agreements provided in the agenda attachments for Library Services with the Hopetoun Community Resource Centre and Ravensthorpe Community Resource Centre for a term of three years commencing July 1st 2015.2. Authorise the Chief Executive Officer and Shire President to execute the service level agreements with the respective Community Resource Centres.	
Carried: 7/0	Res: 142/15

10.1.4 SCHEDULE OF ACCOUNT PAYMENTS – NOVEMBER 2015

File Ref:	
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	30 th November, 2015
Author:	Ashleigh Stade – Creditors/Payroll Officer
Authorising Officer:	Keith White – Deputy Chief Executive Officer
Attachments:	Schedule of Payments to 30 th November, 2015 Credit Card Transactions to 25 th November, 2015

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:**30th November 2015**

FUND	PAYMENT	VOUCHERS	AMOUNTS
Municipal Account	EFTs	EFT4903-5016	\$919,696.46
		39917-39939	\$44,181.20
	Municipal Fund Cheques		
Payroll	Dates	14/10/2015 26/10/2015 28/10/2015	\$182,160.64
Bank Fees			\$1,677.00
Municipal Account Total			\$1,147,715.30
Shire Credit Card Facility	Westpac VISA	26/10/2015-25/11/2015	\$10,261.97
Trust Account Payments	EFTs	EFT4923-5017	\$35,040.90
	Cheques	1342-1342	\$20.00
Grand Total			\$1,193,038.17

Comment:

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

Consultation:

Not applicable.

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

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

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

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

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

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

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

Policy Implications:

Nil

Budget / Financial Implications:

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

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.4
Moved: Cr Kelton	Seconded: Cr Goldfinch
That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of November 2015, be noted.	
Carried: 7/0	Res: 143/15

10.2 MANAGER OF PLANNING AND DEVELOPMENT

10.2.1 FENCING AMENDMENT LOCAL LAW 2015

File Ref:	LE.LL.1
Applicant:	Not applicable
Location:	Whole of Shire
Disclosure of Officer Interest:	None
Date:	1 December 2015
Author:	Craig Pursey, Planning Officer
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	1. Fencing Amendment Local Law 2015

Summary:

Council resolved to adopt a draft Fencing Amendment Local Law 2015 in October 2015. This 'Amendment Local Law' resulted from a number of minor late changes to the recently adopted 'Fencing Local Law' including:

- i) Clearly requiring that all dividing fences shall be sufficient fences;
- ii) Clarifying what legislation is used when considering objections and appeals on local government decisions regarding fences; and
- iii) Revising the 'sufficient fence' standard in rural and rural residential areas.

The Fencing Amendment Local Law was advertised state-wide for 42 days during which time no submissions were received.

This report recommends adopting the Fencing Amendment Local Law 2015 and forwarding it to the Joint Standing Committee on Delegated Legislation for final approval.

Background:

The Shire of Ravensthorpe Fencing Amendment Local Law 2015 was adopted for final approval by Council at their meeting in October 2015. The original Local Law addresses the following matters:

1. Defines a 'sufficient fence' broadly as follows:
 - Residential areas - 1.8m, timber picket, corrugated fibre, colourbond, brick, masonry or brushwood fence;
 - Commercial & Industrial areas - up to 2.4m high galvanised or PVC coated rail-less link mesh; and

- Rural & Rural Residential areas - fence of posts and wire construction, with minimum specifications.
2. Confirms fences within the front and secondary street setback area greater than 1200mm in height require approval;
 3. Establishes acceptable fencing materials including outlining a need for approval to use barbed wire and prohibiting razor wire and use of broken glass without a licence issued by the Shire;
 4. Ensures electric fences are not used in residential areas; and
 5. Provides powers for enforcement and penalties for failure to comply with the terms of the Local Law.

At their meeting in October 2015 Council identified a number of shortcomings or refinements including:

- i) Clearly requiring that all dividing fences shall be sufficient fences;
- ii) Clarifying what legislation is used when considering objections and appeals on local government decisions regarding fences; and
- iii) Revising the 'sufficient fence' standard in rural and rural residential areas to the more commonly used fencing standard in the Shire which includes:
 - Require a minimum of seven(7) wires for a non-electrified fence.
 - Require posts to be at least 1650mm long and set 550mm into the ground leaving 1100mm above ground; and
 - Require a minimum of five (5) wires for an electrified fence

These changes were consolidated into the Amendment Local Law currently before Council for consideration.

Comment:

This stage of the consideration of the Amendment Local Law is to review any submissions and make any modifications necessary. No submissions or comments were received at the time of writing this report. No changes are proposed.

Consultation:

The Local Law was advertised state-wide for 42 days during which time no submissions were received.

Statutory Obligations:

Local Laws are enabled by the Local Government Act 1995.

Policy Implications:

The proposed Local Laws would complement the Residential Design Codes of WA and Housing Policy of the Shire of Ravensthorpe.

Budget / Financial Implications:

There are costs in advertising the draft Local Law in the Government Gazette.

Strategic Implications:

The proposal aligns with the following desired outcome of the Strategic Community Plan:

4.2.1 High quality corporate governance, accountability and 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.

Voting Requirements:

Absolute majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.2.1
Moved: Cr Kelton	Seconded: Cr Gairen
That Council,	
<ol style="list-style-type: none">1. Adopt the Shire of Ravensthorpe Fencing Amendment Local Law 2015 found at Attachment 1 of this report and process this amendment in accordance with the requirements of the Local Government Act 1995.2. Publish the adopted Fencing Amendment Local Law 2015 in the Government Gazette.3. Forward a copy of the Fencing Amendment Local Law 2015 to the Minister for Local Government and Minister for Commerce.4. Send a signed and sealed copy of the Shire of Ravensthorpe Fencing Amendment Local Law 2015 to the WA Parliament's Joint Standing Committee on Delegated Legislation.	
Carried by absolute majority: 7/0	Res:144/15

10.3 MANAGER OF ENGINEERING SERVICES
NIL

10.4 CHIEF EXECUTIVE OFFICER

10.4.1 SHIRE OF RAVENSTHORPE, PREMIERS AUSTRALIA DAY, ACTIVE CITIZENSHIP AWARD

File Ref:

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	2 December 2015
Author:	Portia Ridout – Executive Assistant
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Yes - Nominations provided under separate cover

Summary:

To consider Australia Day Award Nominations.

Background:

A part of the Australia Day awards, the Premier's Australia Day Active Citizenship 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 three categories;

- Premier's Australia Day Active Citizenship Award
- Premier's Australia Day Active Citizenship Award – for under 25 years
- Premier's Australia Day Active Citizenship Award – for 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:

Advertised in the Community Spirit, at the Ravensthorpe and Hopetoun Resource Centres and on the Shire of Ravensthorpe website. Nomination forms were also sent to Community Groups and Organisations.

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 AND COUNCIL DECISION	ITEM 10.4.1
Moved: Cr Dickinson	Seconded: Cr Kelton
That the Premier's Australia Day Active Citizenship Award, be awarded to _____.	
That the Premier's Australia Day Active Citizenship Award for a community group or event, be awarded to _____.	
Carried: 7/0	Res: 145/15

10.4.2 RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

File Ref:	
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	2 December, 2015
Author:	Ashley Peczka – Community Emergency Services Officer
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	a) LEMC Minutes are attached b) Shire of Ravensthorpe Local Emergency Management Arrangements

Summary:

The minutes of the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 2nd December, 2015 are presented for the information of Councillors.

There is 1 x recommendation for Council to consider.

Background:

Nil.

Comment:

That the minutes of the Local Emergency Management Committee meeting held on Wednesday 2nd December 2015 be received (copy of minutes are included in the attachments) and the following recommendation be adopted;

1. That the revised Shire of Ravensthorpe Local Emergency Management Arrangements be endorsed by Council

Consultation:

LEMC Committee

Statutory Obligations:

Emergency Management Act, 2005

Policy Implications:

Shire of Ravensthorpe Local Emergency Management Committee operational guidelines.

Budget / Financial Implications:

Nil

Strategic Implications:

It is important that Council has current and regularly revised Local Emergency Management Arrangements for the protection of our 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 10.4.2
Moved: Cr Goldfinch	Seconded: Cr Gairen
That the minutes of the Local Emergency Management Committee meeting held on Wednesday 2 nd December 2015 be received	
That the revised Shire of Ravensthorpe Local Emergency Management Arrangements be endorsed by Council.	
Carried: 7/0	Res: 146/15

10.4.3 DONATION – ESPERANCE FIRE APPEAL**File Ref:**

Applicant:	N/A
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	10 December, 2015
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Nil

Summary:

Council is requested to consider making a cash donation to the Perth Lord Mayors Appeal on behalf of the Esperance fire victims.

Background:

Nil

Comment:

In the event of a major natural disaster the Perth Lord Mayors Appeal is activated to receive donations which are then distributed to the victims of the incident. In the case of the Esperance bushfires any funds donated to the appeal will be distributed in consultation with the Shire of Esperance to the victims to assist in the recovery phase.

As the Shire of Esperance is our immediate neighbour and fellow member of the Goldfields Voluntary Regional Organisation of Councils (GVROC) it is considered appropriate that a donation be made to the Perth Lord Mayors Appeal.

Consultation:

GVROC members Chief Executive Officers

Statutory Obligations:

N/A

Policy Implications:

N/A

Budget / Financial Implications:

Whilst this is a non-budget item any donation can be accommodated through the donations area of the budget.

Strategic Implications:

Whilst not directly impacted by the fires many local volunteers assisted at the fires and it is important to support our neighbours both during the incident as importantly during the recovery phase. It would nice to think that in the event of a major incident within our shire that our neighbours would rally in support.

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 10.4.3
Moved: Cr Kelton	Seconded: Cr Smith
That Council make a cash donation of \$5,000 to the Perth Lord Mayors Appeal for the victims of the Esperance bushfires.	
Carried: 7/0	Res:147/15

10.4.4 63 MORGANS STREET (OLD BANK) – LEASE**File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 10 December, 2015**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Nil

Summary:

Council is requested to endorse the actions of the Chief Executive Officer in entering into a short-term lease for the property at 63 Morgans Street Ravensthorpe (old bank building)

Background:

Nil

Comment:

The Chief Executive Officer was approached by someone wishing to lease the property at 63 Morgans Street to establish a new business in Ravensthorpe and was keen to get into the premises as early as possible so they paint the interior and set it up for the business. The plan is for the business to be open and operating prior to Christmas.

The business venture will initially involve power equipment sales and service but in the future may be expanded to include decorating and hire or café/salad bar or clothing including second-hand with the lessee to determine this based on the success of the business and the time they are able to lease the premises. The business trading name as per the lease agreement is Attention 2 Detail Pty Ltd.

The lessees are aware that Council has plans to redevelop the area and at a point in the future and this may involve the demolition of this building. As such short term lease periods of 6 months will be negotiated with renewal based on the premises still being available.

In light of the uncertain period of time the premises would be available for lease a slightly lower monthly lease charge was negotiated plus the amount of work that was required to bring the building up to a standard acceptable was also taken into consideration.

It was seen as a positive step for Ravensthorpe to have a new business in the Main Street rather than empty premises.

Consultation:

Shire Planner

Shire contract Environmental Health Officer

Statutory Obligations:

N/A

Policy Implications:

N/A

Budget / Financial Implications:

Any rental income received will have a positive impact on the budget as no rental income was allowed for in the 2015/16 budget.

Strategic Implications:

Council's Strategic Community Plan states– Theme 2 “A thriving business and industry including tourism” – goal/strategy 2.1.1 “the Shire of Ravensthorpe is economically sustainable with a growing population outcome indicator is number of businesses.

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.4
Moved: Cr Goldfinch	Seconded: Cr Gairen
That Council endorse the actions of the Chief Executive Officer in entering into a 6 month lease with options of further 6 month extensions with Attention 2 Detail Pty Ltd for the property located at 63 Morgans Street Ravensthorpe.	
Carried: 7/0	Res: 148/15

NOTE: The monthly lease fee will be reported to Council at the meeting due its commercial significance.

10.4.5 2014/2015 ANNUAL REPORT AND GENERAL MEETING OF ELECTORS**File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	8 th December 2015
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Yes – Annual Report to be tabled

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 2015 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 2015 forms part of the content of the 2014/2015 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, were onsite over three days on 15, 16 and 17 September 2015 to undertake the annual audit for the year ending 30 June 2015.

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 18 (page 43 and page 59) in the financial statements.

The WA Local Government Grants Commission advance payment of approximately 50% of Councils Financial Assistance Grants (FAGs) significantly impacted the majority of the ratios in the financial report. The advance payment resulted in additional revenue of \$901,377 in 2014/15.

Current Ratio

This ratio is a measure of Councils short term liquidity, or its ability to meet its financial obligations as and when they fall due. The standard is met if the ratio is greater than 1.

Councils result of 2.25 meets the standard and has increased since the previous year.

Asset Sustainability Ratio

This ratio indicates whether the Council is investing in renewal/replacement of its assets, to the degree at which the assets are being consumed (depreciating). The standard is met if the ratio is greater than 0.9.

Council's result of 1.34 exceeds the standard, which can be attributed to the significant road construction and capital works program undertaken during the year. It is also an improvement on last financial year.

Debt Service Cover Ratio

This ratio measures Council's ability to service debt out of its uncommitted or general purpose fund available for its operations. A basic standard is achieved if the ratio is greater than 2, and advanced standard is met if the ratio is greater than 5.

Council's result of 4.22 in 2015 exceeds the basic standard, and is higher than previous years. The advance payment of FAGs also has had a positive impact on this ratio.

Operating Surplus Ratio

This ratio indicates Councils ability to cover its operational costs through its own source revenue efforts and have revenue available for capital funding or other purposes. A basic standard is met between 0 and 0.15. An advanced standard is met over 0.15.

This ratio is a key indicator of a Councils performance and is often used to measure financial sustainability. The 2015 result of (0.30) is an improvement from the previous year, although more work is required to improve this ratio.

Own Source Revenue Coverage Ratio

This ratio is the measurement of a local government's ability to cover its costs through its own revenue efforts. A basic standard is met if the ratio is between 0.4 and 0.6. An Intermediate standard is achieved if the ratio is between 0.6 and 0.9. An Advanced standard is achieved if the ratio is greater than 0.9.

Councils 2015 result of 0.540 meets the basic standard. Smaller rural Councils have limited rate bases and revenue raising opportunities than larger Councils.

The following two ratios are audited to the extent that the values are accurately represented in Councils Asset Management Plan and Long Term Financial Plan. Councils Auditors are

not required to undertake a complete audit of these plans or the figures used to determine the ratios.

Asset Consumption Ratio

This ratio measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost. The standard is met if the ratio is greater than 0.5. The standard is improving if the ratio is between 0.6 and 0.75.

Council's result of 0.968 meets the standard and is improving. This has improved on the previous year and is a result of the revaluation of Assets at fair value, particularly Infrastructure which has by far had the most significant impact on the ledgers.

Asset Renewal Funding Ratio

This ratio is a measure of the ability of a local government to fund its projected asset renewal / replacements in the future. 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.

Council's result was not measured due to the lack of reliable data from the asset management plan. This will be addressed as the asset management plans are reviewed and renewed.

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 11th February 2016.

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 10.4.5
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That the 2014/2015 Annual Report for the year ending 30 June 2015 including the annual financial statements and auditors report as presented be accepted.

OFFICER RECOMMENDATION (2)	ITEM 10.4.5
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That the 2014/2015 Annual General Meeting of Electors be held on Wednesday 10th February 2016 in the Hopetoun Community Centre Meeting room commencing at 7.30pm.

COUNCIL DECISION	ITEM 10.4.5
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Moved: Cr Dickinson

Seconded: Cr Goldfinch

That Council adopts en bloc the Officer Recommendations 1 & 2.

Carried by absolute majority: 7/0

Res: 149/15

10.4.6 BANKING ARRANGMENTS – RAVENSTHORPE / HOPETOUN MEDICAL PRACTICE**File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 14 December, 2015**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Nil

Summary:

Council is requested to authorise the transfer of funds to a bank account opened for use whilst Council operates the medical practices from the time Dr Lochner retires until Dr Livingston commences in approximately mid March 2016.

Background:

At present the practices are run by Dr Lochner with Council providing support through the maintaining of the two surgeries and employment of reception staff. Dr Lochner has advised of his resignation effective 31st January 2016.

Comment:

Our new doctor is due to commence practice in Mid-March 2016 (firm date yet to be established) which will leave Council to run the practice for approximately 6 weeks. This will require Council to meet all expenses including wages for nursing staff and locum doctors, purchase of consumables and payment of utilities expenses.

The outgoings will be offset by income generated by the practice but it is expected to be some time delays in receipt of income.

As this activity is deemed a major trading undertaking, even though only for a short period, separate accounting is required. A separate bank account has been opened with Westpac with details provided to Medicare for payment of benefits. This account will be used for the payment of all expenses for the practice including the purchase of stock and hand from Dr Lochner. As this is a first for Council the amount required is unknown but an amount of \$50,000 is considered appropriate.

Consultation:

Rural Health West.

Statutory Obligations:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Implications:

N/A

Budget / Financial Implications:

This is an unbudgeted item with Dr Lochner only recently announcing his resignation. There will be almost daily expenses incurred in running the practices for the benefit of the community and hospital. The expenses incurred will be offset by income generated to fully offset expenditure incurred and a "float" is required to operate the practice. At the end of the period any surplus income will be transferred back to the main Municipal Account.

Strategic Implications:

The provision of health services is a key goal identified in Council's Strategic Community Plan.

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 10.4.6
Moved: Cr Gairen	Seconded: Cr Kelton
That Council authorise the transfer of \$50,000 from the Shire of Ravensthorpe Municipal Practice Account to the Shire of Ravensthorpe Medical Practice Account for the operation of the Ravensthorpe Hopetoun medical practices until the new permanent doctor is in place.	
Carried by absolute majority: 7/0	Res: 150/15

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

12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

12.1 ELECTED MEMBERS

12.2 OFFICERS
NIL

13. MATTERS BEHIND CLOSED DOORS

NIL

14. CLOSURE OF MEETING – 5.30PM

These minutes were confirmed at the meeting of the _____

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

Date: _____