



MINUTES

For the Council Meeting held on

Thursday September 17, 2015

Commencing at 5.05 p.m.

In the Recreation Centre, Munglinup.

ORDINARY MEETING OF COUNCIL
HELD IN THE RECREATION CENTRE, MUNGLINUP
ON 17 SEPTEMBER 2015, COMMENCING AT 5PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.05pm – the presiding person, Cr Dunlop, declared the meeting open.

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

MEMBERS: Cr Keith Dunlop (Shire President)
Cr Julianne Belli (Deputy Shire President)
Cr Sharyn Gairen
Cr Ian Goldfinch
Cr Angela Kelton
Cr Ken Norman

STAFF: Ian Fitzgerald (Chief Executive Officer)
Keith White (Deputy Chief Executive Officer)
Portia Ridout (Executive Assistant)

APOLOGIES:
Darryn Watkins (Manager Engineering Services)

ON LEAVE OF ABSENCE:
Cr Andrew Duncan

ABSENT:
NIL

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

NIL

4. PUBLIC QUESTION TIME

Tom Walker – Rockhole Road

Rockhole Road is quite a narrow road compared to Melaleuca Road. There is only enough room for one truck and it would have been 10 years since the road had an upgrade. Tom asked if the Shire would have a look at it to see if there was anything they could do to make the road safer.

5. APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST**5.1 APPLICATION FOR LEAVE OF ABSENCE - CR GOLDFINCH HAS REQUESTED LEAVE FOR THE ORDINARY COUNCIL MEETING ON THE 15 OCTOBER 2015**

COUNCIL DECISION AND COUNCIL DECISION	ITEM 5.1
Moved: Cr Gairen	Seconded: Cr Belli
That leave of absence be granted to Cr Goldfinch for the Ordinary Council Meeting to be held on 15 October, 2015.	
Carried: 7/0	Res: 95/15

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

NIL

7. CONFIRMATION OF MINUTES**7.1 COUNCIL MEETING – 20 AUGUST, 2015**

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.1
Moved: Cr Gairen	Seconded: Cr Goldfinch
That the minutes of the meeting of council held on 20 August, 2015 be confirmed as a true and correct record of proceedings.	
Carried: 6/0	Res: 96/15

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 – 31 AUGUST 2015

File Ref:**Applicant:**

Not applicable

Location:

Not applicable

Disclosure of Officer Interest:

None

Date:

07 September, 2015

Author:

Keith White – Deputy Chief Executive Officer

Authorising Officer:

Not applicable

Attachments:

Yes – Monthly Financial Report – August 2015

Summary:

This report presents the monthly financial reports for August 2015 to Council which is provided as an attachment to the agenda. The recommendation is to receive the August 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.

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 Belli	Seconded: Cr Kelton
That Council receive the Monthly Financial Reports for the period ending 31 August 2015 in accordance with Section 6.4 of the Local Government Act 1995.	
Carried: 6/0	Res: 97/15

10.1.2 SCHEDULE OF ACCOUNT PAYMENTS – AUGUST 2015

File Ref:
Applicant: Not applicable
Location: Not applicable
Disclosure of Officer Interest: None
Date: 31st August, 2015
Author: Stacey Addis – Senior Finance Officer
Authorising Officer: Keith White – Deputy Chief Executive Officer
Attachments: Schedule of Payments to 31st August, 2015
 Credit Card Transactions to 26th August, 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:**31st August 2015**

FUND	PAYMENT	VOUCHERS	AMOUNTS
Municipal Account	EFTs	EFT4560-EFT	\$511,905.92
		39746-39793	\$49,482.65
	Municipal Fund Cheques		
Payroll	Dates	05/08/2015 19/08/2015	\$169,196.48
Bank Fees			\$264.48
Municipal Account Total			\$730,849.53
Shire Credit Card Facility	Westpac VISA	27/07/2015- 25/08/2015	\$4,384.09
Grand Total			\$751,972.47

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 10.1.2**

Moved: Cr Gairen

Seconded: Cr Kelton

That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of August 2015, is noted.

Carried: 6/0

Res: 98/15

10.2 MANAGER OF PLANNING AND DEVELOPMENT
NIL

10.3 MANAGER OF ENGINEERING SERVICES

10.3.1 PLANT PURCHASES – 8 WHEEL TIP TRUCK

File Ref:	
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	4 th September 2015
Author:	Darryn Watkins – Manager Engineering Services
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	None

Summary:

Council to approve the purchase of a new eight wheel tip truck.

Background:

The shire currently owns a 2005 model Iveco tip truck which is primarily used for road maintenance activities. This vehicle now has now travelled some 260,434 kms.

Comment:

The Iveco 8 wheel tip truck over time has become increasing expensive to operate due to both major and minor repairs being required and the subsequent breakdown time impacting the work's team ability to supply gravel to the maintenance graders in a timely manner. The 8 wheel truck is fitted with a hiab crane and is an integral piece of equipment in carrying out drainage maintenance activities.

It is proposed the new replacement truck will be fitted with a new hiab crane and 2 way tip body configuration. The will enable the truck to be used in a side tipper road train configuration should it be required.

Subject to a vehicle being available and body builder availability the estimated delivery of the vehicle would be at the end of October should Council approve the purchase. It is envisaged retaining the current Iveco truck until after harvest, and then be disposed of via auction. This will facilitate greater flexibility for the road crew to effectively maintain the unsealed road network this coming harvest with the availability of two 8 wheel tip trucks.

DAF Trucks are supported by a service centre in Albany and previous service levels to the Shire of Ravensthorpe's two existing DAF trucks have been very good.

CJD Trucks has submitted a quotation for the supply of a DAF CF85 8 wheel tip truck for the sum of \$318,100 excluding GST.

Consultation:

Chief Executive Officer

Works Supervisor

Statutory Obligations:

As part of compliance with the Local Government Act 1995 (WA) the Western Australian Local Government association (WALGA) have provided a procurement procedure and handbook for the purchase of goods and services without the need for long and costly tenders. CJD Trucks is a WALGA approved supplier under contract NPN 04-13

Policy Implications:

The plant purchase is in accordance with Council Vehicle Policy.

Budget / Financial Implications:

The amount of \$320,000 has been allocated in the 2015/2016 statutory budget.

Strategic Implications:

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

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.3.1
Moved: Cr Goldfinch	Seconded: Cr Kelton
That budgeted expenditure of \$318,100 excluding GST for the purchase of a new DAF 8 wheel tip truck be approved.	
Carried: 6/0	Res: 99/15

10.4 CHIEF EXECUTIVE OFFICER

10.4.1 REVIEW OF COUNCIL POLICY – F1 CREDIT CARDS AND FUEL CARDS

File Ref:	Policy Manual
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	7 September 2015
Author:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Nil

Summary:

The purpose of this item is to update Policy F1 – Credit Card and Fuel Cards to provide a fuel card and credit card for the recently appointed Community Emergency Services Officer.

Background:

The current policy is as follows

F 1 Credit and Fuel Cards

Policy Objective:

To provide details for the use, allocation, control and safe custody of corporate credit cards and fuel cards.

Policy:

Policy Definitions

“*Credit Card*” is defined as a facility allowing the cardholder to pay for goods and services on credit.

“*Fuel Card*” is defined as a facility allowing the cardholder to pay for fuel on credit.

“*Business Expense*” is defined as any expense necessary to the conduct of the business or is allowed under the terms of the employee’s contract of employment with the Shire or relevant Council policies.

“*Personal Expense*” is defined as any expense not of a business nature.

The following policy statements govern the issue and use of corporate credit cards.

Credit Card - General

a) An agreement shall be signed by the cardholder and the local government which sets out the cardholder’s responsibilities and legal obligations when using the credit card;

- b) A register of all current cardholders shall be kept which includes; card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;
- c) All new and existing cardholders shall be provided with a copy of the policies in relation to the use of credit cards;
- d) The card is withdrawn in the event their employment ceases, an extended period of leave is taken or they are moved to position, which does not require the use of a credit card;
- e) The cardholders need to report immediately if they lose or misplace their credit card to the Bank providing the card;
- f) Credit cards shall not be transferred to other users;
- g) Cards are the property of the bank and the Bank should be the responsible for the destruction of all surrendered credit cards; and

Where the cardholder fails to meet the policy guidelines, the CEO, or Council in the case of the CEO, may request that the card be withdrawn or a temporary disqualification from use of the credit card be enforced.

Purchasing

Corporate credit cards shall only be used for:

- a) Purchasing goods and services on behalf of the local government;
- b) Where Council has approved the purchase of fuel and oil for an officer's private use of a Council provided vehicle;
- c) Personal expenditure is prohibited;
- d) A credit card shall not be used for cash withdrawals;
- e) Maximum credit limits shall be based on the cardholder's need with Council holding a \$20,000 maximum credit card facility. Current card limits are;
\$10,000 for the Chief Executive Officer
\$ 5,000 for the Deputy Chief Executive Officer
\$ 5,000 for the Manager Engineering Services

Purchases by facsimile, telephone or over the internet need to be accompanied by a tax invoice / receipt of goods purchased.

Payments

Payments of accounts should be made monthly to ensure that credit charges are minimized (currently direct debit arrangement in place with the Bank to clear the outstanding balance); Expenditure on entertainment shall be as per CEO's pre-approval.

Fuel Cards - General

The following policy statements govern the issue and use of fuel cards.

a) Fuel Cards may be issued to the following members of staff:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Manager Engineering Services
- Manager Airport and Compliance
- Manager Recreation and Community Services
- Works Supervisor
- Building Maintenance Officer
- Ranger

b) Fuel cards may be issued for the following Works vehicles/plant:

- Hopetoun Depot truck
- Traffic Control Ute
- Hopetoun sundry plant

c) Fuel cards may be issued to the following non-members of staff:

- Doctor
- Chief Fire Officer

d) A fuel card may be issued for the use by Elected Members or staff when using a Shire vehicle for official duties.

e) Fuel cards are available for the Shire pool vehicles and are to remain in the vehicle.

f) The use of fuel cards by employees is restricted to fuel purchases only.

The Chief Executive Officer is permitted to utilise his fuel card for his personal vehicle if it is impracticable to utilise the Shire provided vehicle.

Policies are reviewed annually however some policies will be reviewed when circumstances change. The current policy does not allow for the Chief Executive Officer to issue fuel cards or credit cards to new positions without the approval of Council.

Comment:

The Credit and Fuel Cards policy has been reviewed and it is recommended to change the number of corporate credit and fuel cards that can be issued to include the Community Emergency Services Officer position.

The Community Emergency Services Officer spends time away from the area attending meetings and training courses and for ease of operation it is recommended that a Corporate Credit Card be issued to cover incidental expenditure including course registration, accommodation and meals rather than incurring the expenditure and seeking reimbursement. To account for the additional credit card it is recommended that the overall credit available be increased to **\$22,000** and that the following Officers be allocated cards with the following limits:

- | | |
|---|-----------------|
| (a) Chief Executive Officer | \$10,000 |
| (b) Deputy Chief Executive Officer | \$ 5,000 |
| (c) Manager Engineering Services | \$ 5,000 |
| (d) Community Emergency Services Officer | \$ 2,000 |

As per the policy only genuine business expenses are to be charged to the corporate credit card.

Consultation:

Consultation is not required for the policy review.

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

No impact as any expenditure paid for by credit card is within the current budget allowances.

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 Goldfinch	Seconded: Cr Dunlop
That the Policy F1 be amended to provide for the issue of a Corporate Credit Card and fuel card to the Community Emergency Services Officer position.	
Carried: 6/0	Res: 100/15

10.4.2 RECORD KEEPING PLAN - 2015

File Ref:	
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	8 September, 2015
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Record Keeping Plan 2015

Summary:

Council is requested to adopt the revised Shire of Ravensthorpe Record Keeping Plan 2015. As a part of the review of the Policy Manual in February 2015 an updated record keeping policy was adopted and that has been incorporated into this plan.

The Recordkeeping Plan 2015 was submitted to the State Records Office and after some amendments has been approved to be put before the State Records Office Board for formal approval.

Background:

The State Records Act 2000 requires government organisations to prepare and adopt a record keeping plan.

Council's previous plan was outdated and did not encompass current principles and procedures in place at the Shire of Ravensthorpe.

Comment:

Through the good work of Councils Records Officer, Kathleen Saunders, a revised and compliant Record Keeping Plan has been developed. The plan adopted by Council at the August 2015 meeting required some amendments before acceptance by the State Records Office.

The new plan supersedes the 2009 Recordkeeping Plan (and the plan adopted at the August meeting) and reflects current procedures and the electronic record keeping software that was introduced in 2012. The plan applies to all of the Shire of Ravensthorpe including employees, elected members, and contractors.

Records staff have worked over the past few months to correctly archive records held in the office and the "morgue." This has resulted in a large number of records being approved for disposal as per the general disposal authority and freeing up considerable space.

Some records, that do not frequent reference to, will be transferred to the GVROC storage facility in Kalgoorlie. Staff are now working on the correct recording of planning and building information for each rate assessment. These records will then be placed on special storage files for safe keeping and easy access.

These latter two projects form part of meeting our record keeping requirements outlined in the Shire of Ravensthorpe Record Keeping Plan 2015.

Consultation:

State Records Office

Statutory Obligations:

State Records Act 2000

Local Government Act 1995

Policy Implications:

The Recordkeeping Plan 2015 incorporates the recordkeeping policy adopted by Council in February 2015.

Budget / Financial Implications:

There will be some expense incurred in purchase of files and storage facilities for shire records.

Strategic Implications:

The correct recording and storage of records will assist staff in retrieving information as required in the future.

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 Gairen	Seconded: Cr Kelton
That Council adopt the revised Shire of Ravensthorpe Recordkeeping Plan 2015 as presented.	
Carried: 6/0	Res: 101/15

10.4.3 RAVENSTHORPE WESTPAC IN-STORE – EARLY CLOSURE**File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 8 September, 2015**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Nil

Summary:

Council has previously been advised that Westpac are closing all of their In-Store agencies across Australia with Ravensthorpe to close in late march 2016. Westpac have now indicated their preference is to close the Ravensthorpe In-Store in mid-December 2015.

Background:

The Westpac In-Store is the only bank in Ravensthorpe or Hopetoun with the Post Offices providing limited banking services to the community. The Shire took on the In-Store to provide a service to the community when the bank withdrew their branch in town.

Comment:

Banking is changing rapidly with people now using internet banking and EFTPOS facilities at a fast growing rate as compared to the use of an agency or in-store banking facility.

That said there is still a need for a bank presence to provide service to the elderly who still prefer to talk to a person rather than a machine and business community require a bank to deposit takings and arrange change.

The number of customers using the in-store has decreased and this is the reason Westpac have made the decision to close all of their in-stores across Australia.

In their decision to close the in-store in Ravensthorpe Westpac have offered \$15,000 to help re-instate the front counter area once the bank facilities are withdrawn. Furthermore if Council was to accept the early withdrawal of the in-store (11 December is the proposed date) Westpac have indicated an additional payment of \$7,000 could be made.

The last two months commission from the bank has been around \$3,500 so the \$7,000 equates to approximately 2 months commission we would loose with earlier closure – even though the closure would be some 3^{1/2} months earlier than anticipated.

It should be noted that our commissions have decreased due to both a drop in the number of transactions and the fact we are now investing funds with other financial institutions and therefore not getting 'bonus' interest income from Westpac. The rates offered by other banks have been such that Councils return is greater even allowing for the bonus if funds are deposited with Westpac.

The loss of the in-store will definitely have impacts in the community and therefore discussions are on-going with two banks at present about provision of services in Ravensthorpe – one is for an ATM and the other is for a bank agency and ATM. Unfortunately Westpac have not been able to provide a lot of information to assist in us getting another bank into town – disappointing seeing they are withdrawing themselves.

I hope to be in a position to give Council more information on a potential new banking service at the Council meeting.

As the decision has been made by Westpac to withdraw their in-store it is only the timing that needs to be agreed. With numbers declining and the receipt of appropriate compensation to assist Council in attracting either an ATM or bank agency the early closure in December may be appropriate. The Post Office is now an agent for Westpac.

Consultation:

Staff

Westpac Regional manager

Other Financial Institutions

Statutory Obligations:

Local Government Act 1995

Policy Implications:

Nil

Budget / Financial Implications:

The withdrawal of the Westpac In-Store will have minimal impact on the budget as the closure had already been foreshadowed.

There may be a request from another financial institution to assist in meeting their on-going operational costs to encourage them to have a presence in Ravensthorpe.

Strategic Implications:

The provision of a banking facility would help support the local community and businesses.

An ATM would provide access to cash 24/7 for locals and visitors alike.

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 Goldfinch		Seconded: Cr Kelton
That Council:		
a) Note the conversations with other financial institutions regarding establishing a presence in Ravensthorpe		
b) Accept the proposal from Westpac for the Ravensthorpe In-Store to close of 11 December 2015		
c) Authorise the Chief Executive Officer to negotiate appropriate compensation for the earlier than scheduled withdrawal of the In-Store.		
d) That a special comment be put in the Community Spirit advising the community of the Westpac In-Store closure.		
Carried: 6/0		Res: 102/15

COUNCIL DECISION	ITEM 10.4.4
Moved: Cr Goldfinch	Seconded: Cr Belli
That all Standing Orders be suspended for item 10.4.4 to enable detailed discussion, Councillors' questions and briefing by staff on the agenda item in accordance with Council's policy.	
Carried: 5/1	Res: 103/15

10.4.4 HOPETOUN FITNESS SHED - GYM

File Ref:

Applicant:

Location: Not applicable

Disclosure of Officer Interest: None

Date: 8 September, 2015

Author: Ian Fitzgerald – Chief Executive Officer

Authorising Officer: Not applicable

Attachments: Nil

Summary:

As requested be Council at the August Council meeting research has been conducted into the possibility of Council purchasing the gym equipment in Hopetoun and re-opening the gym.

Background:

The gym is currently privately owned and run out of a shed/unit facility in Tamar Street Hopetoun. The owner is looking to sell as he is planning to relocate.

Comment:

The gym has a reasonable amount of equipment which appears to be in reasonable condition. An independent assessment has been arranged and the results should be available for presentation to the Council meeting. The current owner advises all equipment is owned outright but this will need to be confirmed prior to Council agreeing to the purchase – should it decide to proceed.

An assessment of projected annual costs has been prepared based on the known information with some estimates made for other areas. The gym is currently located in rented premises which are an additional cost – there are no suitable Shire owned properties available to house the gym. The Future Fund Board is not supportive of a gym being established at Maitland Street.

Annual Expenses:

Rent	\$70 x 52 weeks	\$3,640
------	-----------------	---------

Power	\$2,000 estimated
Rates	\$2,000 estimated
Routine maintenance	\$2,000 estimated (building and equipment)
Insurances	\$ 700 estimated
Staff Time	\$5,500 estimated (cleaning)
	\$15,840

One-off Expenses:

Purchases of equipment	\$12,000 (possibly \$10,000)
Lock system (allow 24 hr. access)	\$ 3,000 estimated
	\$15,000

Based on the figures provided by the owner there would have been an income of \$37,000 per year – provided all members were active for the full 12 months. He wouldn't have the staff wages as he did the cleaning himself and he quoted a lower rental figure than we were advised. I am aware there was a loan for some equipment purchases but based on the figures provided the gym should have been profitable – I am led to believe this may not have been the case.

It is difficult to compare with the Ravensthorpe gym as not all expenditure is individually identified but some costs include

Equipment checking	– twice a year	\$ 1,400
Cleaning		\$ 6,000 estimated
Gym instructors		\$ 6,300
		\$13,700

Insurance, power maintenance are not individually allocated.

Budgeted income for 2015/16 is \$6500 for gym membership and \$3500 fitness classes - \$10,000. Based on some of the projected Hopetoun figures and annual loss of \$7 – 10,000 would appear realistic.

If we were to apply the recently adopted Ravensthorpe gym fee structure and IF all members were fully active for the full year an income of \$25,000 may be possible – if the numbers advised are still current given that number of people that have left Hopetoun recently. A break – even or small loss may be a better reflection of the position and this is not allowing for the one – off purchase and set up costs.

At this stage no formal discussions have been held with the property owner on the possibility of Council renting the unit and at what cost.

Consultation:

Albany Fitness Centre (equipment inspection)

Current Owner

Statutory Obligations:

Local Government Act 1995

Policy Implications:

Nil

Budget / Financial Implications:

There is no provision in the 2015/16 Budget for expenditure on purchase or running a gym in Hopetoun.

Strategic Implications:

Strategic Community Plan

- Strategy 1.1.1 - Supporting families to remain connected relating to health, education and work
- Strategy 1.1.2 - youth are retained in the community
- Strategy 1.2.1 - regular cultural and recreational activities

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.

COUNCIL DECISION

ITEM 10.4.4

Moved: Cr Gairen

Seconded: Cr Norman

That all Standing Orders be resumed for item 10.4.4.

Carried: 6/0

Res: 104/15

Voting Requirements:

Absolute majority – unbudgeted expenditure

OFFICER RECOMMENDATION**ITEM 10.4.4**

That subject to

- 1) Equipment being deemed suitable for a public gym
- 2) Ownership of the equipment being confirmed
- 3) A suitable lease arrangement for the current gyms location being negotiated
- 4) An appropriate purchase price being negotiated

Council agree to purchase the Hopey Fitness Shed equipment and establish a 24/7 access gym in Hopetoun with a fee structure for members the same as Ravensthorpe.

COUNCIL DECISION AND OFFICER RECOMMENDATION**ITEM 10.4.4**

Moved: Cr Norman

Seconded: Cr Gairen

That subject to

- 1) Equipment being deemed suitable for a public gym
- 2) Ownership of the equipment being confirmed
- 3) A suitable lease arrangement for the current gyms location being negotiated
- 4) An appropriate purchase price being negotiated

Council agree to purchase the Hopey Fitness Shed equipment and establish a 24/7 access gym in Hopetoun with a fee structure for members the same as Ravensthorpe.

Amendment

Moved: Cr Kelton

Seconded: Cr Gairen

That part 5 be added to the motion as follows:

- 5) Addition of a security camera to the premises.

The Amendment was put and Carried: 6/0

Res: 105/15

The Amendment became part of the motion, the motion was put and carried by absolute majority: 6/0

Res: 106/15

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

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

12.1 ELECTED MEMBERS
NIL

12.2 OFFICERS
NIL

13. MATTERS BEHIND CLOSED DOORS
NIL

14. CLOSURE OF MEETING – 5.35PM

These minutes were confirmed at the meeting of the _____

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

Date: _____