



MINUTES

For the Council Meeting held on

Thursday June 25, 2015

Commencing at 5.25 p.m.

In the Progress Association Building, Hopetoun.

ORDINARY MEETING OF COUNCIL
HELD IN THE PROGRESS ASSOCIATION BUILDING HOPETOUN
ON 25 JUNE 2015, COMMENCING AT 5.25PM

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5.05pm - Ryan Wilson from the City of Kalgoorlie Boulder and Erin Cunningham from Mango Promotions gave a presentation to Council on the GVROC LED Street Light installation that is happening in Hopetoun.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.25pm – 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 Andrew Duncan	
	Cr Sharyn Gairen	
	Cr Ian Goldfinch	
	Cr Ken Norman	
STAFF:	Ian Fitzgerald	(Chief Executive Officer)
	Keith White	(Deputy Chief Executive Officer)
	Darryn Watkins	(Manager Engineering Services)
	Portia Ridout	(Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE:
Cr Angela Kelton

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

5.1 APPLICATION FOR LEAVE OF ABSENCE - CR BELLI HAS REQUESTED LEAVE FOR THE ORDINARY COUNCIL MEETING ON THE 16 JULY 2015

OFFICER RECOMMENDATION	ITEM 5.1
Moved: Cr Gairen	Seconded: Cr Dunlop
That the leave of absence be granted to Cr Belli for the Ordinary Council Meeting to be held on 16 July, 2015.	
Carried: 6/0	Res: 48/15

5.2 DECLARATION OF INTEREST

Councillor/Officer	Item	Nature of Interest	Extent of Interest
MES Darryn Watkins	10.4.6	Financial	MES Contract Extension

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

6.1 Kerry Dickinson

Kerry spoke to Council regarding her concerns which she had also expressed in an open letter that was published in the local paper.

She told Council about the good relationship the Shire used to have with the medical service providers and their previous involvement with the hospital issues. Regular meetings with both parties were a usual occurrence and everyone knew what was going on all the time. She felt this was no longer the situation.

She believes that the attack on the Doctor by a patient really shook up the town, and Cr Goldfinch has tried to get the Councils attention regarding the issues we are having with the hospital.

She is concerned that some hospital staff are tarnishing the hospitals reputation and that some residents are, and will, leave the area due to lack of adequate health services.

Cr Duncan corrected Kerry in stating that it is not a hospital it is a Medical Centre.

Shire President advised there had been meetings at different times with President, CEO, WACHS, Doctor and St Johns (not always with everyone present) on health

services in the Ravensthorpe Shire and these meetings will continue to be held on a regular basis.

6.2 Brenda Tilbrook

Brenda informed Council that she has put in a nomination application to the District Health Advisory Committee (DHAC) and intends to join the committee. If successful she will be representing our community and use her position on the Committee to try and resolve our issues and make appropriate changes.

6.3 Merle Bennett

Merle said she believes as a community we must continue to have dialogue with W.A.C.H.S to improve our local hospital, and where possible to extend the supporting facilities. Previous discussions with the Health Department and community forums with Graham Jacobs and Rick Wilson have not so far provided any obvious improvement in the situation. We need a happily practising G.P and a community orientated hospital working on the same wave length.

She thanked Council for allowing her to express her thoughts.

Cr Goldfinch responded to some comments made by the gallery and wished Brenda Tilbrook well on her endeavour to join the District Health Advisory Committee.

6.04pm with no further presentations the gallery left the meeting.

7. CONFIRMATION OF MINUTES

7.1 COUNCIL MEETING – 21 MAY, 2015

OFFICER RECOMMENDATION AND COUNCIL DECISION		ITEM 7.1
Moved: Cr Gairen		Seconded: Cr Dunlop
That the minutes of the meeting of council held on 21 May, 2015 be confirmed as a true and correct record of proceedings.		
Carried: 6/0		Res: 49/15

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 SCHEDULE OF ACCOUNT PAYMENTS – MAY 2015****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 30th May, 2015**Author:** Stacey Addis – Senior Finance Officer**Authorising Officer:** Keith White – Deputy Chief Executive Officer**Attachments:** Schedule of Payments to 31st May, 2015
Credit Card Transactions to 25th May, 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:**30st May 2015**

FUND	PAYMENT	VOUCHERS	AMOUNTS
Municipal Account	EFTs	EFT4196-EFT4305	\$409,340.45
		39552-39609	\$97,905.52
	Municipal Fund Cheques		
Payroll	Dates	13/05/2015 – 27/05/2015 - 29/05/2015	\$165,082.52
Bank Fees			\$483.08
Municipal Account Total			\$672,811.57
Shire Credit Card Facility	Westpac VISA	26/04/2015-25/05/2015	\$4,144.82
Trust Account Payments	EFTs	EFT4294-EFT4295, EFT4306	\$40,617.17

	Trust Cheques	1305-1309	\$3,992.44
Grand Total			\$721,566.00

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 10.1.1**

Moved: Cr Goldfinch

Seconded: Cr Gairen

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

Carried: 6/0

Res: 50/15

10.1.2 MONTHLY FINANCIAL REPORT – 31 MAY 2015**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 16 June, 2015**Author:** Keith White – Deputy Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Monthly Financial Report – May 2015

Summary:

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

This report contains annual budget amounts, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the budget and

actual amounts where they are not associated to timing differences for the purpose of keeping Council abreast of the current financial position.

Consultation:

Council Financial Records

Statutory Obligations:

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996 require that financial activity statement reports are provided each month reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month.

The report is to be presented at either the next ordinary meeting after the end of the month, or if not prepared in time to the next ordinary meeting after that meeting.

Policy Implications:

Nil

Budget / Financial Implications:

As detailed within the attachments

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION**ITEM 10.1.2**

Moved: Cr Duncan

Seconded: Cr Belli

That Council receive the Monthly Financial Reports for the period ending 31 May 2015 in accordance with Section 6.4 of the Local Government Act 1995.

Carried: 6/0

Res: 51/15

10.1.3 WRITE OFF OF RATES

File Ref:	A11565
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	16 June, 2015
Author:	Leigha Mealey – Rates Officer
Authorising Officer:	Keith White – Deputy Chief Executive Officer
Attachments:	NIL

Summary:

This report recommends the write off of rates outstanding on the Assessment A11565 – Lot P74/00239 Mining Tenement. This mining tenement is now non-rateable.

Background:

This assessment has had outstanding rates since prior to the update from Property Wise to Synergy where a take-up of \$3681.36 occurred. After multiple unsuccessful tries of Legal Action, the balance is currently at \$5, 854.02.

Comment:

Given the nature of the debt the fact that we have exhausted the various legal options to recover the debt, Officers are of the view, following advice from our Collection Agency, that the cost to continue to pursue the outstanding debt would be greater than the any benefit 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 \$5,854.02

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 10.1.3**

Moved: Cr Gairen

Seconded: Cr Duncan

That Council write off the balance outstanding rates and interest owing on A11565 in accordance with Section 6.14 of the Local Government Act 1995 as the mining lease has now expired and the property is non-rateable.

Carried by absolute majority: 6/0

Res: 52/15

10.1.4 CHANGE TO RATING**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 16 June, 2015**Author:** Keith White – Deputy Chief Executive Officer**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** List of affected properties.

Summary:

This report recommends the Council seek approval from the Minister to change the rating basis for a number of properties in Ravensthorpe and Hopetoun.

Background:

A process had commenced a number of years ago where several properties qualified, in the view of Council, for a change from being rated on their UV value to being rated based on their GRV value. Unfortunately the appropriate action had not been taken at the time and we are now catching up on these anomalies in the system. This change would come into effect from 1 July should all the approvals be gained.

Under section 6.28 of the *Local Government Act 1995*, the Minister for Local Government is responsible for determining the method of valuation of land to be used by a local government as the basis for a rate.

In determining the method of valuation, the Minister is to have regard to the principle that the basis for a rate on any land is to be:

- where the land is used predominantly for rural purposes, the UV of the land; and
- where the land is predominately for non-rural purpose, the GRV of the land.

Comment:

Whilst undertaking the revaluation of properties it came to the attention of Council that a number of properties have been incorrectly rated based on their UV value. The properties in question are located in Ravensthorpe and Hopetoun. In addition to the properties in question

being used for predominately non-rural purposes the properties in Ravensthorpe are zoned as industrial and falls within the designated town boundaries of Ravensthorpe and the properties in Hopetoun are located within the Steerdale subdivision, which was subdivided for residential purposes.

Letters advising the Property owners of the proposed change were sent on Wednesday 27 May 2015. At the time of writing this report no responses had been received.

To correct this situation Council must formally apply to the Minister for a change in the valuation of the designated land for the purpose of rating. Prior to the application being made Council must formally resolve to make application.

Under the application Council is required to provide the following

- Accurate and clear description of the affected land
- What prompted the need for the change in method
- What is the predominant use of the properties in question?
- What percentage of the land is being used for non-rural use?
- Are properties zoned, used or held for similar purposes rated in the same way?
- Is the proposed method of rating of this land consistent with the rating of equivalent land use in other local government areas?
- What is the likely impact on the rate assessments on the affected land in comparison with the quantum of last year's rates?
- Has consideration been given to phasing in significant changes?
- Details on consultation that has occurred, including the council's response.

When writing to the affected parties an estimate of the impact on the change was provided. This, however, was only an estimate and will be impacted as a result of the recent revaluation of properties. Council may wish to consider phasing in the changes to lessen the impact of the rates going up significantly in the first year of application of GRV.

Consultation:

Each affected property where contacted via letter advising them of the proposed change to the rating of their property.

Statutory Obligations:

Under section 6.8 of the *Local Government Act 1995*, Council is to apply to the Minister for Local Government for a change in the proposed method of valuation.

Policy Implications:

Nil

Budget / Financial Implications:

There will be an overall increase in the rate revenue derived from the various properties affected by this proposal.

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

Moved: Cr Duncan

ITEM 10.1.4

Seconded: Cr Norman

That Council make formal application to the Minister of Local Government to change the method of valuation of the listed properties in accordance with section 6.28 of the *Local Government Act 1995*.

Carried by absolute majority: 6/0

Res: 53/15

10.2 MANAGER OF PLANNING AND DEVELOPMENT

10.2.1 REVIEW OF LOCAL PLANNING POLICY 2A – ADVERTISING SIGNS

File Ref:	CR.SG.1
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	3rd June 2015
Author:	Craig Pursey, Planning Officer
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Draft Revised Policy

Summary:

Council adopted a revised version of Local Planning Policy 2A – Advertising Signs at their meeting in April 2015. The revised policy was drafted to address concerns with ‘remote signage’. Remote signs are signs that are not located within or immediately adjacent to the business to which the sign relates.

The draft policy has been advertised widely including letters to all identified owners of existing remote signage, Main Roads WA, adverts in local papers and notices on boards throughout the Shire with two responses received.

This report recommends adopting revised Local Planning Policy 2A with minor modifications.

Background:

Previous Consideration

Council has considered a local planning policy on advertising signs on three occasions recently, the last was in April 2015 where it was resolved as follows:

That Council,

- 1. In accordance with Clause 2.4.1 of Town Planning Scheme No. 5 adopts the draft revised Local Planning Policy 2A - ‘Advertising Signs’ and advertises the draft in the local newspaper for a period of 21 days for public inspection and comment.*

2. *Refers the draft revised Local Planning Policy 2A - 'Advertising Signs' to Main Roads WA for comment; and*
3. *Refers the draft revised Local Planning Policy 2A - 'Advertising Signs' to owners of existing remote signs in the Shire of Ravensthorpe and indicates to these owners that the Council intends that all existing remote signage will require:*
 - i) *The planning approval of Council assessed in accordance with the draft revised Local Planning Policy 2A - 'Advertising Signs';*
 - ii) *Separate approval of Main Roads WA; and*
 - iii) *If the sign is older than 5 years old or in a poor state of repair will be required to be renewed within 3 months of approval.*

Main Roads WA

Main Roads have a current adopted policy applied through the Main Roads Act 1930 and the Main Roads (Control of Advertisements) Regulation 1996. Main Roads term remote signage as 'roadside advertising' and it is controlled more specifically through their 'Roadside Advertising' policy. This policy:

- Allows for limited remote signage adjacent to highways following approval from the local government;
- Requires separate approval under the Main Roads legislation;
- Sets the criteria under which Main Roads will consider remote signage.

Comment:

This stage of the Local Planning Policy process requires Council to consider any submissions lodged. Two submissions have been received; one from Main Roads WA and the other from owner of the Hopetoun Ice Works, Ms Evelyn Durbidge.

Main Roads WA

Main Roads WA has reviewed the draft Policy and recommend the following changes:

1. *Main Roads request that the radius effect of the Policy shall remain at 5km or less from the Ravensthorpe and Hopetoun Town Sites to remain consistent with Main Roads policy.*

As separate approval from Main Roads is required for all roadside signage, aligning the Shire policy with the Main Roads policy makes sense. This would effectively allow signs around the Shire's towns as follows:

Ravensthorpe

- West to the Meridian parking area;
- East to Carlingup Road
- South along the Hopetoun-Ravensthorpe Road to Cordingup Road

Hopetoun as far north as Springdale Road.

2. *Tourist and Services signs shall be managed under existing the Main Roads guidelines and the WA Tourism Commission guidelines for these types of signs.*

Tourist and Service signs are addressed through the Shire's Local Planning Policy 2B - Directional Signs which is completely in alignment with Main Roads policy. No change is recommended.

3. *Main Roads request the Shire of Ravensthorpe undertake a review of all existing roadside advertising signs to ensure compliance to existing Main Roads Policy and the Main Roads Act Section 33C1.*

This review will effectively occur as this report recommends that a planning application will be required from all existing sign owners. This would require referral to Main Roads WA for separate approval.

Hopetoun Ice Works:

Ms Evelyn Durbidge, the owner of Hopetoun Ice Works, made enquiries and followed up with the email reproduced below:

I would like to have the Shire Council recognise that the signs for Hopetoun Ice Works on the roundabout coming into Hopetoun.

My late Husband Jack, had spoken personally to a Shire Councillor and was given verbal permission that it was okay to have the signs in the position on the roundabout, as they are today for the past 7-8 years. Without the signs and as we are a small business and trying to make a living, visitors to the town will not know that we exist. Also as we are off the highway in the Industrial area, we are not easily seen. The visitors to the town say that is wonderful to have the signs in the position and with the arrow, they see them as soon as they come into town.

Regarding the signs on the verge outside of our property – they have been peg into the ground as the wind howls down Tamar Street, (which is very often) if not they end up running down the road and the signs are destroyed. They are far too heavy for me to move.

If any of these signs are looking tacky, I will be happy to replace them with a new sign if you think they are needed, this we do on a regular basis. If I need a permit, I will be happy to fill in permit.

Whilst the Hopetoun Ice Works signs at the corner of Tamar and Veal Streets have been in place for many years, there is no record of any planning approval being issued.

Being located in the road reserve, the signs do not comply with the Directional Signs policy of Council and it is recommended that they be removed. If Hopetoun Ice Works are allowed signage in this location, other business should be afforded the same opportunity.

Therefore, given the background to the signs, it is proposed that blue and white directional signs on the existing sign stack at this intersection be provided to the Hopetoun Ice Works.

The signs at the front of the Hopetoun Ice Works are located in the road reserve and it is recommended that they are either relocated to within the property boundary or taken in each night to comply with the Shire's policies.

Consultation:

The revised policy was advertised for a period of 21 days during which time two submissions were received. These submissions are addressed in the comments section of this report.

Statutory Obligations:

Part 2 of the Scheme deals with Local Planning Policies; the pertinent clauses of this part of the Scheme include:

2.2 The local government may prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply -

- a) generally or for a particular class or classes of matters; and*
- b) throughout the Scheme area or in one or more parts of the Scheme area, and may amend or add to or rescind a Policy so prepared.*

2.3.2 A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

2.4.2 After the expiry of the period in which submissions may be made, the local government is to –

- a) Review the proposed Policy in light of Any submissions made; and*
- b) Resolve the adopt the Policy with or without modification, or not to proceed with the Policy.*

Policy Implications:

Explained in the body of this report.

Budget / Financial Implications:

The cost of advertising and referral of the draft policy were met within the existing budget.

Strategic Implications:

The drafting of local planning policies aligns with Theme 4 "Civic Leadership" of the 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:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION		ITEM 10.2.1
Moved: Cr Norman		Seconded: Cr Goldfinch
That Council,		
<ol style="list-style-type: none">1. In accordance with Clause 2.4 of Town Planning Scheme No. 5 adopts the revised Local Planning Policy 2A - 'Advertising Signs' with the following modification:<ol style="list-style-type: none">a) That a remote sign is located within 5km of a townsite rather than 10km to be consistent with Main Roads WA policy.2. Publish a public notice in an official newspaper circulating in the area to notify the public that Council has adopted a revised Local Planning Policy No 2A (in accordance with Clause 2.4.3 (a) of the Shire of Ravensthorpe Town Planning Scheme No 5).3. Advises the owners of existing remote signs in the Shire of Ravensthorpe that a planning application is required for their sign and if the sign is older than 5 years old or in a poor state of repair it will be required to be renewed within 3 months of approval.4. Agrees to provide blue and white directional signage for the Hopetoun Ice Works at the intersection of Tamar Street and Veal Street free of charge.		
Carried: 6/0		Res: 54/15

10.3 MANAGER OF ENGINEERING SERVICES
NIL

10.4 CHIEF EXECUTIVE OFFICER

10.4.1 BUSHFIRE ADVISORY COMMITTEE AGM MINUTES

File Ref:**Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 5 June, 2015**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Yes – Copy of Minutes

Summary:

Minutes of the Shire of Ravensthorpe Bush Fire Advisory Committee Annual General Meeting held on 8 April, 2015 are presented for Councils information.

Background:

Nil.

Comment:

Nil.

Consultation:

Not applicable.

Statutory Obligations:

Bushfires Act 1954

Shire of Ravensthorpe Bushfire Brigades Local Law 2010.

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 Belli	Seconded: Cr Goldfinch
That the Minutes of the Shire of Ravensthorpe Bush Fire Advisory Committee Annual General Meeting held on 8 April, 2015 be received.	
Carried: 6/0	Res: 55/15

10.4.2 BUSHFIRE ADVISORY COMMITTEE MINUTES**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 5 June, 2015**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Yes – Copy of minutes

Summary:

Consideration of recommendations from the Shire of Ravensthorpe Bush Fire Advisory Committee meeting held on 8 April, 2015.

Background:

Nil

Comment:

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

Consultation:

Not applicable

Statutory Obligations:

Bushfires Act 1954

Shire of Ravensthorpe Bushfire Brigades Local Law 2010.

Policy Implications:

Shire of Ravensthorpe Bush Fire Advisory Committee operational guidelines.

Budget / Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION**ITEM 10.4.2**

Moved: Cr Gairen

Seconded: Cr Goldfinch

That the Minutes of the Shire of Ravensthorpe Bush Fire Advisory Committee meeting held on 8 April, 2015 be received and the recommendations therein be adopted.

Carried: 6/0

Res: 56/15

10.4.3 RAVENSTHORPE HOPETOUN FUTURE FUND TRUST DEED AMENDMENTS**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 12 June, 2015**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Deed of Variation Ravensthorpe Hopetoun Future Fund

Summary:

Over a period of time the Board of the Ravensthorpe Hopetoun Future Fund and the Trustee (Shire of Ravensthorpe) have been dealing with amendments to the Future Fund Trust Deed.

This report recommends formal adoption of the Deed of Variation so as the required amendments to the Trust Deed document can be effected.

Background:

After two years of operation the Board of the Ravensthorpe Hopetoun Future Fund reviewed its operating procedures as applicable under the Trust Deed and identified a number of amendments required to make compliance with the Trust Deed simpler and more appropriate to current circumstances.

As the Future Fund Trustee Council is required to approve the amendments, Council considered the proposed amendments, put forward by the Future Fund Board, in June, 2012 and again in November 2012. At the November meeting Council resolved as follows:-

That the Ravensthorpe Hopetoun Future Fund Deed be amended as proposed in the attached Trust Deed documentation (attachment 10.4.2).

Comment:

Whilst the changes to the Future Fund Trust deed have been approved by Council solicitors advice is that the "Deed of Variation" document should be adopted by the Future Fund Board and then by the Shire of Ravensthorpe as Trustee. The reasoning for this is that because

Council and the Board considered the proposed amendments on a number of occasions the result is that not all the proposed amendments, in their final form, have been the subject of a recommendation by the Board as required by clause 13 of the Trust Deed.

To avoid any questioning or challenge in respect to this issue the Board resolved on 10 June, 2015 to recommend to the Trustee that the Deed should be varied as set out in the draft Deed of Variation dated 17 January, 2013. Consequently a further resolution of council is required.

Consultation:

Not applicable.

Statutory Obligations:

The amendments have to be processed in accordance with the Ravensthorpe Hopetoun Future Fund Trust Deed.

Policy Implications:

Nil

Budget / Financial Implications:

There are no financial implications to the Shire of Ravensthorpe, legal costs and any expenditure resulting from the changes will be met by the Future Fund.

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 10.4.3
Moved: Cr Goldfinch	Seconded: Cr Duncan
That the Ravensthorpe Hopetoun Future Fund Trust Deed be varied as set out in the draft Deed of Variation dated 17 January, 2013.	
Carried: 6/0	Res: 57/15

10.4.4 RAVENSTHORPE ENTERTAINMENT CENTRE MANAGEMENT COMMITTEE (RECMC)**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 11th June 2015**Author:** Jenny Goodbourn – Manager of Recreation & Community Development**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** RECMC Minutes – 8th June 2015

Summary:

This item seeks the consideration and approval of one Committee recommendation, resultant from the last meeting of the Ravensthorpe Entertainment Centre Management Committee (RECMC), held on Monday 8th June 2015.

Background:

The Ravensthorpe Entertainment Centre Management Committee Incorporated is not a Committee of Council and has no direct financial decision making authority. The RECMC is governed by its constitution and Memorandum of Understanding (MOU) with the Council.

The Committee meet regularly to accomplish the outcomes and responsibilities of the MOU and the general responsibilities of the Committee through their Incorporation. The minutes of its last meeting are attached to reference the below noted recommendation of the RECMC discussions.

Comment:

As noted in the minutes the RECMC discussed the vending machine that is located at the front of the REC. This is currently stocked with sports drinks and water, but it appears it is not viable except for water – soft drinks have use by dates of only three months and many are having to be discarded as they are not being used within that time. It is believed the machine was originally leased from Coca Cola but after recent enquiry they have no record of the machine and there is no current lease in place so we are not obliged to buy stock from

Coca Cola. Main utilisation of the machine is by people attending the gym. Options considered:-

- Remove the machine
- Stock with water only

After discussion the RECMC resolved:

COMMITTEE RECOMMENDATION:

Machine to be stocked with water only.

MOVED: Jules Belli

SECONDED: Keith Rowe

CARRIED 8/0

Consultation:

With the Ravensthorpe Entertainment Centre Management Committee Incorporated (RECMC).

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

- Council is required to endorse or reject all proposed expenditure recommended by the RECMC.
- Adequate funds are available from RECMC Bar, Membership, and Authorised Expenditure budget items.

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 economic considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.4
Moved: Cr Gairen	Seconded: Cr Belli
That council endorse the recommendation of the RECMC to stock the vending machine with water only until further notice.	
Carried: 6/0	Res: 58/15

10.4.5 RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 9 March, 2015**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Yes – Copy of Minutes

Summary:

The minutes of the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 4 March, 2015 are presented for the information of Councillors. There are no recommendations for Council to consider.

Background:

Nil.

Comment:

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

Consultation:

Not applicable.

Statutory Obligations:

Emergency Management Act, 2005

Policy Implications:

Shire of Ravensthorpe Local Emergency Management Committee operational guidelines.

Budget / Financial Implications:

Nil.

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.5
Moved: Cr Gairen	Seconded: Cr Goldfinch
That the Minutes of the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 4 March, 2015 be received.	
Carried: 6/0	Res: 59/15

Prior to any consideration of Item 10.4.6 the Manager Engineering Services, Darryn Watkins declared a financial interest on the basis that the draft contract was for his position at the Shire.

6.22pm *Darryn Watkins left the meeting and did not participate in discussions.*

10.4.6 MANAGER OF ENGINEERING SERVICE – CONTRACT EXTENSION

File Ref:

Applicant: Not applicable

Location: Not applicable

Disclosure of Officer Interest: None

Date: 16 June, 2015

Author: Ian Fitzgerald – Chief Executive Officer

Authorising Officer: Not applicable

Attachments: Draft Contract – Under separate cover

Summary:

This report recommends a new Contract of Employment be entered into with Mr Darryn Watkins, Manager of Engineering Services, extending his employment with the Shire of Ravensthorpe until June 2020 (5 year contract).

Background:

Mr Watkins commenced with Council in late April 2012 on a 5 year contract.

Comment:

During his annual performance review conducted recently Mr Watkins requested consideration be given to a new 5 year contract.

The latest performance review was positive and a check of his file indicated previous reviews were also positive.

I am pleased to support a new 5 year contract being entered into.

Consultation:

Mr Watkins

Statutory Obligations:

The position of Manager of Engineering Services is deemed by Council as a Senior Officer – Section 5.37 (1) (2) and section 5.39 of the Local Government Act 1995 refers Section 5.37

(2) requires the CEO to inform Council of each proposal to employ or dismiss a senior employee and Council may accept or reject the CEO's recommendation – if it is rejected the CEO is to be informed of reasons for doing so. The employment is governed by a written contract of up to 5 years with the contract being renewable.

Policy Implications:

Nil

Budget / Financial Implications:

The initial remuneration package will come into effect 1 July 2015 and will form part of the 2015/2016 budget. There is no substantial change to the existing remuneration package.

Strategic Implications:

The Manager of Engineering Services position plays a vital role in our organisational structure and the overall performance of Council.

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 10.4.6
Moved: Cr Goldfinch		Seconded: Cr Duncan
That council endorse the Chief Executive Officer entering into a new 5 year contract of Employment with Mr Darryn Watkins, Manager of Engineering Services, with a remuneration package of \$167,381.		
Carried: 6/0		Res: 60/15

6.23pm *Darryn Watkins returned to the meeting.*

10.4.7 DIFFERENTIAL RATES 2015/16**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 16 June, 2015**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Objectives and Reasons for Proposed Differential Rates 2015/16
Copy of letter from Valuer - General

Summary:

This report recommends Council adopt a system of different rating for 2015/16 financial year to help maintain an equality in the rating of properties across the shire following the revaluations to come into effect from 1 July 2015 and as suggested by the Valuer General.

Background:

Council has not previously applied the option of differential rating using one GRV, one UV and one minimum rate each year.

Comment:

Section 6.36 of the Local Government Act 1995 allows Council to implement a system of differential rating subject to adoption by Council, public advertising, and approval from the Minister for Local Government and Communities before being applied.

The Act allows for differential rates to be applied to overcome an issue where the land use written the rating category is completely different and therefore valuations are significantly different. The use of differential rating helps to ensure equality within the rating system.

The Valuer – General completed a revaluations of GRV properties in August 2014 and we were advised of the new valuations, to be applied from 1 July 2015, in May 2015.

As advised previously the revaluation, the first for some 5 years, has provided a wide range of valuations.

Ravensthorpe	Residential	↑ 36.9%	(average)
	Commercial	↑ 7.3%	(average)
	Industrial	↑ 6.7%	(average)
Hopetoun	Residential	↑ 41.0%	(average)
	Commercial	↑ 24.9%	(average)
	Industrial	↓ 21.5%	(average)
Transient Accommodation		↓ 59%	(average)
Munglinup		↑ 6.5%	(average)

UV valuations, which are reviewed annually, have increased some 8.5% across the Shire. A random sample check of the changes has not indicated a wide variation in changed valuations as compared to the GRV valuations.

Council has no input into the GRV or UV valuations but sets the rate in the dollar that will be applied to those valuations to determine the rates to be levied.

Where there is a relatively uniform increase or decrease in valuations adjusting the rate in the dollar can be used to determine the rates to be levied, and whilst there will always be some variation in valuations, this method is usually reasonably fair across the rating category.

This year with the GRV revaluations simply adjusting the rate in the dollar would still see some significant losses and wins and it is anticipated would lead to a loud voice of anger from ratepayers.

To help smooth out the wide ranging valuation changes and still achieve the rate income required for the 2015/16 budget a system of differential rating is proposed. The Valuer – General himself has indicated the use of differential rating may be appropriate to smooth out the anomalies in the new GRV valuations and provide a more equitable distribution of the rates burden.

It is proposed that a number of new categories of rating within the GRV system be introduced in the 2015/16 – as identified above and in the attached Objectives and Reasons Statement.

There is a detailed process that needs to be applied prior to Council using a system of differential rating:

- a) adoption of proposed rates in the dollar and Statement of Objectives and Reasons by Council
- b) public advertising of the proposal
- c) direct contact to affected parties where they are limited in number
- d) any comments to be considered by Council
- e) approval of Minister to be obtained before rate are applied

Consultation:

No community consultation has been undertaken but will be once adopted by Council as required by section 6.36 of the Local Government Act 1995.

The Minister for Local Government will need to ratify any different rating to be applied.

Statutory Obligations:

Sections 6.33, 6.35 and 6.36 of Local Government Act 1995.

Policy Implications:

Nil

Council may wish to consider a rating Policy for future years.

Budget / Financial Implications:

It is estimated the overall rate yield, based on the proposed rates in the dollar, in 2015/16 will be \$3.78 million.

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 10.4.7
Moved: Cr Norman		Seconded: Cr Duncan
That Council		
1) Endorse the following differential rates across all categories to form the basis of the proposed rate setting for the 2015/16 budget.		
	Cost in \$	Minimum
GRV Residential Ravensthorpe	0.105800	\$900
GRV Residential Hopetoun	0.101200	\$900
GRV Commercial Ravensthorpe	0.137500	\$900
GRV Commercial Hopetoun	0.113640	\$900
GRV Industrial Ravensthorpe	0.134000	\$900
GRV Industrial Hopetoun	0.188000	\$900
GRV other Locations	0.143300	\$900
GRV – Transnet Workforce Accommodation	0.280000	\$900
UV	0.010120	\$900
2) Adopt the Objectives and Reasons for the Proposed Differential rates for 2015/16		
3) Authorise the Chief Executive Officer to advertise the differential rates and call for submissions in accordance with the Local Government Act 1995 – Section 6.36 – for a minimum of 21 days		
4) Authorise the Chief Executive Officer to seek Ministerial approval under Section 6.33 of the Local Government Act 1995 to impose the differential rates at the end of the advertising period, subject to no submissions being received.		
Carried: 6/0		Res: 61/15

10.4.8 'CUB HOUSE' COMMUNITY CHILD CARE - LICENCE**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 17 June, 2015**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable

Attachments: Yes - Attendance Numbers
- Budgets
- Financial Reports

Summary:

This item recommends that Council resolve to take over the licence to run and manage the Ravensthorpe 'Cub House' Community Child Care Centre and that a parent advisory group (similar to a school P & C Association) be established. More detailed information is supplied this month as requested by Council at the May meeting.

Background:

Over 7 years ago the local community campaigned to develop a not – for – profit community Child Care facility within the town with demand from working, stay home and farming mothers/ it took years of research and, business planning, fundraising, community consultation, site preparations and Council support to open the Centre operationally around four years ago.

The Centre is licensed for 19 places per day with hours designed to suit the users of the Centre.

In the past the then Committee worked hard to reduce costs and increase usage to help keep the Centre viable. Unfortunately the Committee needed to seek financial assistance from Council during 201/15 to ensure the Centre remained open. Over the past 6-8 months Council staff have provided more hands on management assistance and advice to the staff and committee.

Comment:

Like a number of other local committees the Cub House Committee has struggled to attract and retain members. Special General Meetings were called for 28th April and 5th of May to try and form a committee so as to meet their constitutional obligations and licence conditions. The 28th April meeting failed to attract sufficient attendance.

A second attempt was held on the 5th May with a number of Councillors and Council staff attending indicating a willingness to go on the Committee. There probably would have been sufficient numbers, just, to form the Committee but it really would have become a defacto Council run operation. Those present including the Centre director and 2 parents (other than Councillor parents) felt a better operation would be for Council to take over the licence. To encourage parents to become involved in the Centre it was considered a P & C type group be formed to assist with Centre maintenance and fundraising rather than leave everything to Council.

Council may remember that a number of options were looked at late last year including outsourcing of the management of the Centre but this was not generally supported by the then Committee with a preference for Council staff to support the Committee. This worked well and there was a general improvement in the Centres operations and user numbers stabilised, and in fact have increased to an average of over 34 children per week for the last 3 months even after public holidays are considered.

At the same time a number of budget options were prepared based on a range of opening hours and usage with a component of external paid support. The new year had brought a number of changes:

- A number of Committee members have moved on
- An increase in usage with regular numbers above what had been projected

The attached weekly attendances 2015 sheets show the number of users has increased substantially. When averaged out, including the bookings until the end of June, the average weekly user number is 34.6. These numbers are based on the Centre being open 4 days per week which is current agreed licence conditions. There has been some call for the Centre to also open on Wednesdays and this is something that will be trialled. This may result in extra numbers or it may average the numbers out over 5 days rather than the current 4 days.

Three or four current users did indicate they would look to use the Centre on a Wednesday if it was open. Obviously our costs including wages would increase if we opened for 5 days per

week. A total of 9 families supported Wednesday opening – this will commence from 1 July 2015.

In the draft budgets that were developed last year if the Centre was to open for 5 days, appropriate staff admin time and 28 users there would be a \$18,600 loss for the year – also based on fees going to \$82.00 per day before subsidy (\$10.00 increase). If Council were to take on the licence there are a number of instant savings from this projected budget - \$10,000 for external support and \$2000 for Committee training – There may be the need for some external assistance initially but is estimated to be less than the \$5,000. Further savings could be made in the areas of book keeping, insurance. IT licencing and support and minor areas such as postage. Some of these have been factored into the draft budgets attached with numbers currently around 34 per week the centre will generate a small profit.

Unless something is done in the immediate future there is the real possibility the licence may be revoked.

The extra administration duties could be handled by existing staff within their normal hours – we estimate on average 2 hours per week on payroll, creditors, reports etc plus a bit of management time. The staff administration time would “cost” approximately \$3,500 per year. In relation to the fee structure the current daily fee is \$72.00 with parents able to obtain government rebates depending on their personal financial circumstances. The budget presented propose a daily fee of \$82.00. This figure has been mentioned to some users without adverse comment. Based on this fee and the proposed budget a small profit would be generated.

At a parent / user meeting held on Wednesday 17th June 6 parents have indicated a willingness to form a P & C style committee to work with the Centre staff and Council. This group would become the interface between the users and Council and assist in small fundraising ventures and purchase of minor items for the Centre. Six people, with possibly several others, would form a strong group to support the Centre and Council.

The Manager of Community and Recreation Development, together with the Chief Executive Officer, would provide the overall “management” and guidance to the Centre Director to ensure compliance with licencing and regulatory requirements.

I have done some modelling on the continuation of the service should numbers drop. This is not a straight forward task as it will depend on the age of the children in care as age to some

extent dictates the numbers of staff required to be in attendance. There are obviously fixed overheads in operating the centre regardless of the numbers of users and other costs, particularly staff wages, will vary dependent upon user numbers. It will become clearer once Council has managed the centre for a period of time but should numbers drop to, an equivalent of 18 FTE per week (for a period of time say 6 months) it may be that the Centre will need to look seriously at closing.

Community Child Care Centre's area a valuable community and economic resource to small rural towns like Ravensthorpe. Child Care services allow new and existing families to gain and maintain employment within the community, which can enhance the town's population and ensures small business can continue to operate. The provision of Community Child Care is a key attraction to encourage new families to the region. Further to this, it is common for families to utilise this service for respite and mental health support strategies.

The loss of the Centre would negatively impact not only on the image of the town as a place to live but also the potential economic, health and community benefits that it provides.

Council staff have the capacity to provide the support that the Centre requires to help ensure it remains viable and of benefit to the community. The possible re-opening of the Galaxy mine may see more people attracted to the area and the provision of a quality day care facility will assist to attract families to town.

Consultation:

Cub House Committee and Director
Senior Staff
Councillors

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

The budget projections are such that the Centre should be self –supporting.

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

The Centre may assist in attracting families to the district

- **Social:**

Day care services provide a valuable support service to the families and add to users (children's) social skills.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION**ITEM 10.4.8**

That Council:

- 1) Agree to take over the licence and management for the Ravensthorpe Community Child Care Centre and authorise the Chief Executive Officer to initiate the appropriate actions.
- 2) That the parents advisory committee be established with a clear Terms of Reference including liaison between parents and Council and responsibility for minor centre purchases such as toys
- 3) Regularly monitor usage numbers and financial performance of the Centre with a view that the service be suspended or withdrawn should numbers drop for an extended period of time and it is no longer financially viable.

COUNCIL DECISION (1) ITEM 10.4.8
Moved: Norman Seconded: Cr Goldfinch

That Council:

- 1) Agree to take over the licence and management for the Ravensthorpe Community Child Care Centre and authorise the Chief Executive Officer to initiate the appropriate actions.
- 2) That the parents advisory committee be established with a clear Terms of Reference including liaison between parents and Council and responsibility for minor centre purchases such as toys
- 3) Regularly monitor usage numbers and financial performance of the Centre with a view that the service be suspended or withdrawn should numbers drop for an extended period of time and it is no longer financially viable.
- 4) Chief Executive Officer to report to Council quarterly on the operations and finances of the Centre.

AMENDMENT

Moved: Cr Duncan Seconded: Cr Dunlop

That point 3 of the motion be amended to delete "an extended period of time" and insert "a 6 month period of time"

Carried: 4/2

Res: 62/15

The Amendment became part of the motion, the motion was put.

Carried: 6/0

Res: 63/15

COUNCIL DECISION (2) ITEM 10.4.8
Moved: Cr Belli Carried: Cr Goldfinch

That:

- 1) The Ravensthorpe Childcare Centre open 5 days a week
- 2) The fees be \$82.00 per child per day
- 3) Morning tea and afternoon tea is to be provided by the Centre

Carried: 6/0

Res: 64/15

Council amended the recommendation to better define the period to consider in relation to withdrawal of services due to low numbers of users.

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 – 6.40PM

These minutes were confirmed at the meeting of the _____

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

Date: _____