

Notice of Meeting



65 Morgans Street, Ravensthorpe
Western Australia 6346
Telephone: (08) 9839 0000
Facsimile: (08) 9838 1282
shire@ravensthorpe.wa.gov.au

Dear Elected Member

Special Council meeting of the Shire of Ravensthorpe will be held on Thursday 2 April 2020 in Shire of Ravensthorpe Council Chambers commencing at 12.00 noon.

Schedule

12.00 noon Special Council Meeting

Gavin Pollock
Chief Executive Officer

31 March 2020

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Ravensthorpe for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of Ravensthorpe disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Ravensthorpe during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Ravensthorpe. The Shire of Ravensthorpe warns that anyone who has an application lodged with the Shire of Ravensthorpe must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Ravensthorpe in respect of the application.

AGENDA

Shire of Ravensthorpe
Special Council Meeting
2 April 2020

MISSION STATEMENT

To Grow Our Community through the provision of leadership, services and infrastructure.

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Councils decision.

Meeting Procedures:

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".
2. Members of the public may ask a question at an ordinary Council Meeting under "public question time".
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council's standing orders, policies and decision of the Shire of Ravensthorpe.

Council Meeting Information:

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report back to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters under "confidential items". On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the presiding member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and the response is included in the meeting minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next ordinary meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the presiding member of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the *Local Government Act 1995*, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by a Shire Officer. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Friday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available at the Shire of Ravensthorpe Office and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view a copy at the Shire Office.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 2).

Public Inspection of Unconfirmed Minutes (Regulation 13).

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of Ravensthorpe Office and the Shire of Ravensthorpe website within ten (10) working days after the Meeting.

A handwritten signature in blue ink, appearing to be 'G. Pollock', written in a cursive style.

Gavin Pollock
Chief Executive Officer



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

(1) I, _____
wish to declare an interest in the following item to be considered by council at its meeting
to be held on (2) _____

Agenda item (3) _____

The type of interest I wish to declare is;

- ☐ Financial pursuant to Sections 5.60A of the *Local Government Act 1995*.
- ☐ Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.
- ☐ Indirect Financial pursuant to Section 5.61 of the *Local Government Act 1995*.
- ☐ Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007.

(2) The nature of my interest is

(3) The extent of my interest is

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

DECLARATION BY:

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

- (1) Insert you name.
- (2) Insert the date of the Council Meeting at which the item it to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box to indicate the type of interest.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act).

DISCLOSURE OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR INTEREST AFFECTING IMPARTIALITY

Financial pursuant to Sections 5.60A of the Local Government Act 1995

5.60A – Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995

5.60B – Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

5.61 – Indirect financial interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

11 – Disclosure of interest

- (1). In this regulation –

Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose nature of the interest –

- (a). in a written notice given to the CEO before the meeting;
or
 - (b). at the meeting immediately before the matter is discussed.
- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)

5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter;
or
 - (II) is common to a significant number of electors or ratepayers.
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.

- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.

SHIRE OF RAVENSTHORPE

Agenda for the Special Meeting of Council to be held in Shire of Ravensthorpe Council Chambers on Thursday, 2 April 2020 – commencing at 12.00 noon

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EXTRACT FROM LOCAL GOVERNMENT ACT 1995

5.5. CONVENING COUNCIL MEETINGS

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) **The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.**

1. Declaration of Opening / Announcements of Visitors

The Presiding Member to declare the meeting open.

2. Attendance / Apologies / Approved Leave of Absence

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

STAFF: Gavin Pollock (Chief Executive Officer)
 Les Mainwaring (Director of Corporate and Community Services)
 Graham Steel (Director Technical Services)
 Kim Bransby (Acting Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

MEMBER OF THE PUBLIC:

3. Announcements by the Presiding Member

4. Disclosures of Interest

5. Special Business

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

5.1. Resignation and Vacant Elected Members Position

File Reference: GV.CC1 & GV.EL.11
Location: Shire of Ravensthorpe
Applicant: Shire of Ravensthorpe
Author: Chief Executive Officer
Authorising Officer: Chief Executive Officer
Date: 1 April 2020
Disclosure of Interest: Nil
Attachments: Email Resignation 24 March 2020 and Signed Letter of Resignation 31 March 2020 (Attachment Red)
Previous Reference: Nil

Summary:

Following the resignation of Cr Ken Norman the Council needs to notify the Electoral Commissioner of its intention to hold an extraordinary election for the vacated position and engage the electoral commission to administer and run the election process.

Background:

On the 24 March 2020 Cr Norman forwarded an email of resignation (attached) to the Chief Executive Officer stating the resignation was effective immediately. The Chief Executive Officer notified the Shire President followed by all Councillors of Cr Norman's resignation. On the 31 March 2020 Cr Norman provided a formal signed letter of resignation (attached) to the Chief Executive Officer.

Comment:

Cr Norman's resignation was effective immediately on the 24 March 2020.

Council are required to nominate a suitable date to hold the extraordinary election for the vacated position and engage the electoral commission to administer and run the election process. The extraordinary election date can't be more than 4 months from the resignation date.

Given the current situation regarding COVID-19 (Coronavirus) it would be recommended to hold the extraordinary election in July 2020.

Consultation:

Shire President
Western Australian Local Government Association (WALGA)
Executive Team

Statutory Environment:

Local Government Act 1995 - Division 4 — Extraordinary elections

4.8. Extraordinary elections

- (1) *If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32 an election to fill the office is to be held.*
- (2) *An election is also to be held under this section if section 4.57 or 4.58 so requires. **(4.57 Less candidates than vacancies or 4.58 death)***
- (3) *An election under this section is called an **extraordinary election**.*

[Section 4.8 amended: No. 2 of 2012 s. 10.]

4.9. Election day for extraordinary election

- (1) *Any poll needed for an extraordinary election is to be held on a day decided on and fixed —*
 - (a) *by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or*
 - (b) *by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).*
- (2) *The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.*
- (3) *If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —*
 - (a) *fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and*
 - (b) *advise the CEO of the day fixed.*

4.10. Extraordinary election can be held before resignation has taken effect

If a member resigns —

- (a) *the vacancy is to be regarded for the purposes of sections 4.8(1) and 4.9 as occurring when the CEO receives the notice of resignation even if the resignation takes effect on a later day; but*
- (b) *the election day fixed for the extraordinary election cannot be earlier than one month before the resignation actually takes effect.*

Policy Implications:

Nil.

Financial Implications:

That an allowance be made in the 2020/21 annual budget to engage the Electoral Commission to conduct the required extraordinary election in July 2020.

Strategic Implications:

It is important to note during this time Council will be operating with 6 councillors until the extraordinary election is conducted.

Sustainability Implications:

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

Risk Implications:

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

Risk Matrix:

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute Majority.

Recommendation:

That Council:

1. thank Cr Ken Norman for his service as a Councillor since October 2019.
2. approve the Chief Executive Officer advising the Electoral Commissioner of Cr Ken Norman's resignation and to request approval to conduct an extraordinary election on the 14 July 2020.
3. request the Chief Executive Officer to engage the electoral commission to administer and run the extraordinary election process via a postal vote only.
4. request the Chief Executive Officer to include an allocation in the 2020/21 annual budget for expenditure to engage the electoral commission to administer and run the extraordinary election process.

Moved: _____

Seconded: _____

5.2 Purchasing Policy F6 – Emergency Purchases

File Reference:	PE.AC.1
Location:	Shire of Ravensthorpe
Applicant:	Chief Executive Officer
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	1 April 2020
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Nil

Summary:

Council to consider revising the definition of section 3.10 Emergency Purchases within the current policy F6 Purchasing Policy.

Background:

Currently section 3.10 Emergency Purchases of policy F6 only relates to Section 6.8(1)(c) of the *Local Government Act 1995* allowing the Shire President to approve unanticipated and unbudgeted Emergency Purchases.

Due to the current State of Emergency surrounding the COVID-19 Coronavirus a number of items have become short on supply and become very hard to source.

It is for this reason Council is requested to revise the definition of section 3.10 Emergency Purchases within the current policy F6 Purchasing Policy.

Comment:

Current wording of section 3.10 Emergency Purchases:

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase dose not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Proposed NEW wording of section 3.10 Emergency Purchases:

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided under section 6.8(1)(c) of the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

If the Shire is experiencing a shortage or difficulties in obtaining supplies, resources or services due to an emergency situation the Chief Executive Officer can exercise discretion to suspend section 3.5 Purchasing Thresholds. The Chief Executive Officer can only exercise discretion to suspend section 3.5 Purchasing Thresholds up to the value of \$75,000 as any expenditure above this amount can only be actioned under section 6.8(1)(c) of the *Local Government Act 1995*.

An emergency purchase or shortage or difficulty in obtaining supplies, resources or services does not relate to supplies, resources or services that have not been planned for and are just effected by time constraints. Every effort must be made to anticipate purchases relating to supplies, resources or services required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Consultation:

Shire President

Executive Team

Statutory Environment:

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

Policy Implications:

The existing Policy F6 Purchasing Policy will be updated to reflect the new wording for section 3.10 Emergency Purchases as stated above.

Financial Implications:

Nil.

Strategic Implications:

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

Sustainability Implications:

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

Risk Implications:

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

Risk Matrix:

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute Majority.

Recommendation:

That Council:

endorse the Chief Executive Officer updating Policy - F6 Purchasing Policy section 3.10 Emergency Purchases as follows;

3.10 Emergency Purchases;

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided under section 6.8(1)(c) of the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

If the Shire is experiencing a shortage or difficulties in obtaining supplies, resources or services due to an emergency situation the Chief Executive Officer can exercise discretion to suspend section 3.5 Purchasing Thresholds. The Chief Executive Officer can only exercise discretion to suspend section 3.5 Purchasing Thresholds up to the value of \$75,000 as any expenditure above this amount can only be actioned under section 6.8(1)(c) of the *Local Government Act 1995*.

An emergency purchase or shortage or difficulty in obtaining supplies, resources or services dose not relate to supplies, resources or services that have not been planned for and are just effected by time constraints. Every effort must be made to anticipate purchases relating to supplies, resources or services required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Moved: _____

Seconded: _____

5.3 Budget Amendments 2019/2020 as at 2 April 2020

File Reference:	GR.RE.2
Location:	Shire of Ravensthorpe
Applicant:	N/A
Author:	Director Corporate and Communities
Authorising Officer	Chief Executive Officer
Date:	02 April 2020
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Nil

Summary:

Approval is sought for the purchase of a compliant Grave Shoring system that can be used now and in the future if we unfortunately have a larger than usual number of funerals. The new unit will allow for larger coffins that currently cannot be accommodated.

Background:

Recent experience has found that we do not have a Grave Shoring system that can accommodate a wide range in coffin sizes. This situation has led to a situation of inconvenience, delay and further stress on grieving loved ones.

Comment:

In the event that we have an increase in the number of burials, the Shire would not be in a position to handle all burials efficiently and effectively if there is a variation in coffin sizes. The purchase of a compliant Grave Shoring system would provide the capacity for Shire to manage all coffin sizes in a timely manner for the benefit of the community.

The multi component Grave Shoring system consists of a base unit, variable stacking units, aluminium decking and a tread plate safety lid, plus freight to the value of \$14,000 plus GST.

No previous Capital Budget has been provided therefore it is recommended that an allocation of \$14,000 be approved to capital account 10703.

Consultation:

Nil.

Statutory Environment:

Local Government Act 1995

Section 6.8. Expenditure from municipal fund not included in annual budget.

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

Policy Implications:

Nil.

Financial Implications:

The proposed addition of \$14,000 capital expenditure will reduce the current end of year forecast surplus to \$136,035.

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 implications.

Risk Implications:

Risk	
Risk Likelihood (based on history and with existing controls)	Likely (4)
Risk Impact / Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control)	High (12)
Principal Risk Theme	
Risk Action Plan (Controls or Treatment Proposed)	Purchase suitable system

Risk Matrix:

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute Majority.

Recommendation:

That Council:

Approve Capital Expenditure of \$14,000 against account 10703 for the purchase of a compliant Grave Shoring system.

Moved: _____

Seconded: _____

6. Matters Behind Closed Doors

7. Closure of Meeting

The Presiding Member to declare the meeting closed.