



MINUTES

Special Council Meeting

Tuesday, 4 August 2020

Commencing at 5.00pm

**Council Chambers
Ravensthorpe**

SHIRE OF RAVENSTHORPE

Minutes for the Special Meeting of Council held in the Council Chambers, Ravensthorpe on Tuesday, 4 August 2020 – commencing at 5.00pm.

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1. Declaration of Opening / Announcements of Visitors

The Presiding Member declared the meeting open at 5.04pm.

2. Attendance / Apologies / Approved Leave of Absence

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

STAFF: Gavin Pollock (Chief Executive Officer)
 Les Mainwaring (Director Corporate and Community Services)
 Graham Steel (Director Technical Services)
 Mark Ridgwell (Senior Governance and Policy Officer)
 Kim Bransby (Executive Assistant)

APOLOGIES: Cr Graham Richardson

ON LEAVE OF ABSENCE:

Nil.

ABSENT:

Nil.

MEMBERS OF THE PUBLIC:

Colin Hughes
Keith Rowe - JP

3. Swearing in of Newly Elected Councillor

s.2.29 of the *Local Government Act 1995* requires the newly Elected Councillor to make a declaration prior to performing the duties of a Council Member.

"2.29 Declaration

- (1) A person elected as an elector mayor or president or as a councillor has to make a declaration in the prescribed form before acting in the office.*
- (2) A person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.*
- (3) A declaration required by this section is to be taken or made before a prescribed person.*
- (4) A person who acts in an office contrary to this section commits an offence."*

Mr Keith Rowe JP officiated the swearing in of the newly Elected Councillor Sue Leighton.

4. Disclosure of Interest

4.1 Cr Goldfinch signed declaration in relation to Item 5.1.

Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.
Nature of Interest – Proximity he lives on Tamarine Road, Hopetoun.

5. Special Business

Cr Goldfinch left the Chambers at 5.11pm due to Proximity Interest in this Item.

5.1 Local Roads and Community Infrastructure Program – Grant Agreement

File Reference:	GS.GR.3
Location:	Shire of Ravensthorpe – Administration
Applicant:	N/A
Author:	Senior Governance and Policy Officer
Authorising Officer:	Chief Executive Officer
Date:	29 July 2020
Disclosure of Interest:	Nil
Attachments:	Letter of Offer – Local Roads and Community Infrastructure Program and Program List (Attachment Blue)
Previous Reference:	Nil

Summary:

The Shire of Ravensthorpe has received an offer for an Australian Government Grant under the Local Roads and Community Infrastructure (LRCI) Program (Attachment Blue). A fully funded grant of \$513,120 (excluding GST) would be provided to undertake infrastructure construction within the Ravensthorpe District.

Background:

The objective of the LRCI Program is to stimulate additional infrastructure construction maintenance and improvements activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The LRCI Program is administered by the Department of Infrastructure, Transport, Regional Development and Communications (Department). Eligible projects under this program include;

- Local road projects that involve the construction or maintenance of roads managed by local governments.
- Community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

If the offer is accepted and the grant agreement executed, the Chief Executive Officer will develop a work schedule that will be considered by the Department prior to implementation of the infrastructure construction schedule.

All works need to be completed by 30 June 2021.

Comment:

The provision of this Australian Government Grant is a great opportunity to support our community and provide a local stimulus package to our community impacted by the COVID-19 global pandemic.

Consultation:

Shire President
 Deputy Shire President
 Councillors
 Executive Team

Statutory Environment:

Strict compliance by the Shire of Ravensthorpe to the obligations under the Local Roads and Community Infrastructure Grant Agreement will be necessary to ensure full acquittal and payment of the grant funding.

Policy Implications:

Council Policy F4 – “Purchasing Policy” identifies local suppliers as being the first priority in the order of suppliers, specifically it states;

“Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.”

Council has also adopted Policy F5 – “Regional Price Preference” which allows for a 5% to 10% price preference to businesses located within the Shire of Ravensthorpe as allowed for under the *Local Government Act 1995*.

Financial Implications:

The Draft 2020/21 Shire of Ravensthorpe Budget has included a provision for \$513,120 grant funding income and a corresponding expense amount for projects to be attributable to the approved project outcomes.

Strategic Implications:

This Australian Government funding enables the Shire to deliver to on one of its core strategic objectives, being *“Adequate services and infrastructure to cater for the community”* as outlined in the Strategic Community Plan.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** The grant objective is to create a stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of COVID-19.
- **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.

Moved: Cr Major

Seconded: Cr Belli

Res: 90/20

Recommendation:

That Council;

1. **Accepts the offer for a fully funded grant of \$513,120 (excluding GST) by the Department of Infrastructure, Transport, Regional Development and Communications by entering into the Local Roads and Community Infrastructure Grant Agreement;**
2. **Endorses the Chief Executive Officer in executing the Local Roads and Community Infrastructure Grant Agreement; and**
3. **Authorises the Chief Executive Officer to implement and manage the Local Roads and Community Infrastructure Grant Agreement on behalf of the Shire of Ravensthorpe.**
4. **Endorse the attached list of Projects being submitted for consideration under the Local Roads and Community infrastructure Program and included in the adopted 2020/21 Budget.**

Voting Requirements: Simple Majority

Carried: 5/0

Cr Goldfinch re-entered the Chambers and meeting at 5.14pm.

5.2 Drought Communities Programme (DCP) Extension – Grant Agreement

File Reference:	GS.GR.3
Location:	Shire of Ravensthorpe – Administration
Applicant:	N/A
Author:	Senior Governance and Policy Officer
Authorising Officer:	Chief Executive Officer
Date:	29 July 2020
Disclosure of Interest:	Nil
Attachments:	Letter of Invitation – Drought Communities Programme (DCP) Extension and Project List (Attachment Red)
Previous Reference:	Nil

Summary:

The Shire of Ravensthorpe has received an offer from the Honourable David Littleproud MP – Minister for Water Resources, Drought, Rural Finance, Natural Disaster and Emergency Management under the Drought Communities Programme (DCP) (Attachment Red). A fully funded grant of \$1,000,000 (excluding GST) would be provided to undertake additional works that wouldn't normally be undertaken in our planned Capital Works Program in 2020/21.

Background:

The Drought Communities Programme provides funding of \$301 million to eligible councils for drought-affected regions of Australia. The program supports local community infrastructure and other drought relief projects for communities impacted by drought.

Funding targets projects that:

- provide work for people whose employment has been impacted by drought
- stimulate local community spending
- use local resources, businesses and suppliers
- provide a long-lasting benefit to communities and the agricultural industries they depend on

Eligible local governments are based on need and the economic impact of drought in the region.

We assess this using:

- rainfall deficiency data from the Bureau of Meteorology
- population and industry data – particularly reliance on agriculture

In January 2020 the Shire of Ravensthorpe was one of thirty five (35) Western Australian Local Governments to be included in an extension of the programme.

The programme will support local community infrastructure and other drought relief projects for communities who have been impacted by drought. The objectives of the program are to deliver support to targeted drought-affected regions of Australia by funding:

- Local community infrastructure; and
- Other drought relief projects.

Funding will target infrastructure and other projects that:

- provide employment for people whose work opportunities have been impacted by drought;
- stimulate local community spending;
- use local resources, businesses and suppliers; and
- provide a long-lasting benefit to communities and the agricultural industries on which they depend.

The intended outcomes of the program are to, within a three (3) year timeframe:

- increase employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought;
- improve levels of economic activity in regions;
- increase productivity in regions; and
- enable better retention of businesses, services and facilities.

If the offer is accepted and the grant agreement executed, the Chief Executive Officer will develop a project schedule that will be considered by the Department of Industry, Innovation and Science prior to implementation, noting the programme must be completed by 30 June 2021.

Comment:

The provision of this Australian Government Grant is a great opportunity to support our community and provide a local stimulus package to our community impacted by droughts.

Consultation:

Shire President
Deputy Shire President
Councillors
Executive Team

Statutory Environment:

Strict compliance by the Shire of Ravensthorpe to the obligations under the Drought Communities Programme - Extension Grant Agreement will be necessary to ensure full acquittal and payment of the grant funding.

Policy Implications:

Council Policy F4 – “Purchasing Policy” identifies local suppliers as being the first priority in the order of suppliers, specifically it states;

“Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.”

Council has also adopted Policy F5 – “Regional Price Preference” which allows for a 5% to 10% price preference to businesses located within the Shire of Ravensthorpe as allowed for under the *Local Government Act 1995*.

Financial Implications:

The Draft 2020/21 Shire of Ravensthorpe Budget has included a provision for \$1,000,000 grant funding income and a corresponding expense amount for projects to be attributable to the approved project outcomes.

Strategic Implications:

This Australian Government funding enables the Shire to deliver to on one of its core strategic objectives, being *“Adequate services and infrastructure to cater for the community”* as outlined in the Strategic Community Plan.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** The grant objective is to create a stimulus to protect and create employment opportunities through funded projects following the impacts of drought.
- **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
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Moved: Cr Major

Seconded: Cr Belli

Res: 91/20

Recommendation:

That Council;

1. **Accepts the invitation for a fully funded grant of \$1,000,000 (excluding GST) by the Department of Infrastructure, Transport, Regional Development and Communications for the Drought Communities Programme - Extension;**
2. **Endorses the Chief Executive Officer executing the Drought Communities Programme - Extension Grant Agreement and if required the Shire President and Chief Executive Officer in affixing the Common Seal; and**

3. **Authorises the Chief Executive Officer to implement and manage the Drought Communities Programme - Extension Grant Agreement on behalf of the Shire of Ravensthorpe.**
4. **Endorse the attached list of projects being submitted for consideration under the Drought Communities Programme (DCP) Extension and included in the adopted 2020/21 Budget.**

Voting Requirements: Simple Majority

Carried: 6/0


6. Matters Behind Closed Doors

Nil.

7. Closure of Meeting

The Presiding Member declared the meeting closed at 5.16pm.

These minutes were confirmed at the meeting of the 18 August 2020.

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

Date: 24 August 2020



ATTACHMENTS

Special Council Meeting

Tuesday

4 August 2020

5.00pm

Council Chambers

Ravensthorpe

ATTACHMENT



THE HON MICHAEL MCCORMACK MP
Deputy Prime Minister
Minister for Infrastructure, Transport and
Regional Development

THE HON MARK COULTON MP
Minister for Regional Health, Regional
Communications and Local Government

Ref: MS20-000934

Cr Keith Dunlop
Shire of Ravensthorpe
PO Box 43
RAVENSTHORPE WA 6346

Dear President

Letter of Offer – Local Roads and Community Infrastructure Program

We are writing to offer you, Shire of Ravensthorpe ABN 52 674 538 418, an Australian Government Grant under the Local Roads and Community Infrastructure (LRCI) Program.

The offer is for a grant of \$513,120 total, excluding GST, (the 'Grant') to undertake the Grant Activity as set out in the attached Grant Agreement.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities. Program guidelines are included with this letter and can also be accessed through the Department's website at www.investment.infrastructure.gov.au/lrci.

To accept this offer in relation to the Grant, please sign the attached Grant Agreement and send or email a scanned copy to IIP@infrastructure.gov.au by 31 July 2020, otherwise this offer will lapse. A legally binding agreement will be created once the Grant Agreement has also been signed by the Commonwealth, represented by the Department of Infrastructure, Transport, Regional Development and Communications ABN 86 267 354 017.

In agreeing to and signing the Grant Agreement, you confirm that you have read and understood the Program Guidelines and Grant Agreement.

Yours sincerely

MICHAEL MCCORMACK

MARK COULTON

Enc



Local Roads and Community Infrastructure Program - Grant Agreement Draft - Project Budget Allocation 2020/21

List No	Project Name	Project Location	Schedule	GL Account	Job No	Budget Amount ex GST
275	Fitzgerald Road Floodway Sealing	SLK54.7 Fitzgerald Road	12	12101	C163	\$ 38,000.00
231	Solar Hot Water	Ravensthorpe Rec Centre	11	11303	AB801	\$ 25,000.00
112	Painting	Little Barrens Childcare	08	08112	BM810	\$ 10,000.00
229	Painting & Deck Sealing	Hopetoun Sports Pavilion	11	11302	AB551	\$ 20,400.00
234	Undercroft Ceiling	Hopetoun Sports Pavilion	11	11305	BM104	\$ 5,500.00
227	Building Improvements	Hopetoun Sports Pavilion	11			\$ 258,000.00
276	Cowel Road Floodway Sealing	Cowel Road SLKM3.8	12	12101	C163	\$ 14,000.00
281	Patch and Seal Repairs	Tamarine Rd	12	12101		\$ 75,000.00
282	Coxall Road	SLK 18.92	12	12107	AD002	\$ 15,000.00
283	Coxall Road	SLK 23.30	12	12107	AD002	\$ 15,000.00
290	Pavement Overlay	Cambewarra Drive	12	12101		\$ 33,250.00
222	Beach Shelter Installation	Hopetoun Foreshore	11	11200	R105	\$ 3,970.00

Subtotal \$ 513,120.00

ATTACHMENT



The Hon. David Littleproud MP

Minister for Water Resources, Drought, Rural Finance,
Natural Disaster and Emergency Management
Federal Member for Maranoa

MS20-000071

Cr Keith Dunlop
President
Shire of Ravensthorpe
65 Morgans St
RAVENSTHORPE WA 6346

Dear Cr Dunlop

I am writing to inform you that the Shire of Ravensthorpe is eligible to apply for up to \$1,000,000 in project funding under the Drought Communities Programme (DCP) Extension.

The Australian Government is taking action to meet the needs of drought-affected farmers, businesses and rural communities. This drought assistance includes the allocation of a further \$47 million under the DCP Extension to eligible councils to provide immediate economic stimulus and employment through local infrastructure and drought-related projects.

Program guidelines for the new DCP Extension funding round are currently being updated and will be released shortly via the Business Grants Hub at www.business.gov.au/dcp. In the meantime, you may wish to look at the existing guidelines on the Business Grants Hub to see the eligible project types, and start consultation and planning for your DCP Extension projects. The project completion date for your projects will be 30 June 2021.

If you have any specific questions regarding your application or the types of eligible projects, please contact the Business Grants Hub on 13 28 46 or via email at dcp@industry.gov.au.

I look forward to hearing about your DCP Extension projects in the coming months.

Yours sincerely

DAVID LITTLEPROUD MP

SHIRE OF RAVENSTHORPE RECEIVED	
File No.	GS.AP.7
Doc ID	CR20214415
12 FEB 2020	
CEO/EA	<input checked="" type="checkbox"/>
DCCS	<input type="checkbox"/>
SFO/Rates	<input type="checkbox"/>
Records	<input type="checkbox"/>
FO/Creditors	<input type="checkbox"/>
Payroll/Debtors	<input type="checkbox"/>
MCS	<input type="checkbox"/>
DTS	<input type="checkbox"/>
ETO/ATO	<input type="checkbox"/>
WS/CESO	<input type="checkbox"/>
Senior Ranger	<input type="checkbox"/>
Airport	<input type="checkbox"/>
CDS	<input type="checkbox"/>
Plan/Build/Health	<input type="checkbox"/>
Community/Tourism	<input type="checkbox"/>
CSO-R/CSO-H	<input type="checkbox"/>
Other	<input type="checkbox"/>



**Drought Communities Programme (DCP)
Extension - Grant Agreement
Draft - Project Budget Allocation
2020/21**

List No	Project Name	Project Location	Schedule	GL Account	Job No	Budget Amount ex GST
230	Entertainment Centre Balcony/Grand Stand	Ravensthorpe Entertainment Centre	11	11302	AB800	\$ 114,148.60
142	Painting - Internal	Hopetoun Senior Citizens	08	08401	BM802	\$ 16,200.00
143	Toilet Upgrade	Hopetoun Senior Citizens	08	08401	BM802	\$ 7,000.00
297	Footpath Upgrades	Hosking Street	12	12108	TBC	\$ 30,000.00
300	Street Furniture - Hopetoun	Hopetoun Town site	12	12110	AF641	\$ 10,500.00
244	McCulloch Park Improvements	McCulloch Park Hopetoun	11	11315	AI520	\$ 108,642.00
247	Basketball Hoops at Hopetoun Skate park	Between Bowls & skate park Hopetoun	11	11315	New	\$ 15,000.00
250	Maitland Street Park Playground	Maitland Street	11	11315		\$ 45,000.00
270	Shelter	Hopetoun Skate Park	11			\$ 8,000.00
205	Two Mile Ablution	Two Mile Hopetoun	10	10702		\$ 55,000.00
343	Masons Bay Upgrade	Masons Bay Campground	13	13207	R322	\$ 28,000.00
345	Starvation Bay Upgrade	Starvation Bay Campground	13	13207	R324	\$ 43,000.00
338	Hopetoun Roundabout and entry Landscaping	Hopetoun	13	13200	R302	\$ 58,500.00
248	Hopetoun Dual Irrigation	Hopetoun Oval	11	11315	New	\$ 188,283.00
214	Painting	North Ravensthorpe Hall	11	11112	BM123	\$ 9,400.00
219	Jerdacuttup Hall Ceiling	Jerdacuttup Hall	11	11112	TBC	\$ 14,000.00
267	Fitzgerald Hall Water Supply Project	Fitzgerald Hall	11			\$ 12,000.00
256	Carpet Tiles	Munglinup Community Centre	11			\$ 6,326.40
41	RRAC In The House Program	Ravensthorpe	04	04121	O180	\$ 80,000.00
42	Ravensthorpe & Districts Arts Council	Ravensthorpe	04	04121	O180	\$ 20,000.00
337	Hopetoun Information Bay	Hopetoun	13	13200	R302	\$ 6,000.00
341	Illuminating Silo Art work	CBH Morgans Street Ravensthorpe	13	13202	New	\$ 25,000.00
358	Marketing and Promotional Material	Administration	13	13200	R329	\$ 100,000.00

Subtotal \$ 1,000,000.00