



## **MINUTES**

of the Council Meeting held on

Thursday 22 March 2012  
commencing at 5 p.m.

in the Council Chambers, Ravensthorpe .

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**ORDINARY MEETING OF COUNCIL**  
HELD IN THE Council Chambers, Ravensthorpe  
ON 22 MARCH 2012, COMMENCING AT 5PM

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<b>CONTENTS</b>	<b>PAGE NO</b>
1 DECLARATION OF OPENING /ANNOUNCEMENTS OF VISITORS	3
2 RECORD OF ATTENDANCE	3
3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4 PUBLIC QUESTION TIME	3
5 APPLICATIONS, FOR AND PREVIOUSLY APPROVED LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST	3
6 PETITIONS/DEPUTATIONS/ PRESENTATIONS	3
7 CONFIRMATION OF MINUTES	4
7.1 COUNCIL MEETING 19 MARCH 2012	4
8 SUSPENSION OF STANDING ORDERS	4
9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSIONS	4
10 REPORTS OF OFFICERS	4
<b>10.1 DEPUTY CHIEF EXECUTIVE OFFICER</b>	4
10.1.1 FINANCIAL STATEMENT FOR THE PERIOD ENDING 29 FEBRUARY 2012	4
10.1.2 SCHEDULE OF ACCOUNT PAYMENTS – FEBRUARY 2012	6
10.1.3 SCHEDULE OF ACCOUNT PAYMENTS – FEBRUARY 2012	8
10.1.4 REVIEW OF FINANCE POLICIES F2 AND F4	10
<b>10.2 MANAGER OF PLANNING &amp; DEVELOPMENT</b>	12
10.2.1 PROPOSED POLICY TP 18	12
<b>10.3 MANAGER OF ENGINEERING SERVICES</b>	14
NIL	
<b>10.4 CHIEF EXECUTIVE OFFICER</b>	14
10.4.1 LEASE OF 26 DUNN STREET, RAVENSTHORPE	14
10.4.2 REVIEW OF DELEGATIONS	16
10.4.3 SITE AND FUNDING APPROVAL FOR SKATE PARK	18
10.4.4 NATIONAL LANDSCAPE	19
10.4.5 TENDER 1/2011 – REFURBISHMENT OF JERDACCUTTUP HALL	21
10.4.6 RAVENSTHORPE TOWNSITE ENTRY STATEMENTS	23
10.4.7 INTEGRATED PLANNING – ADDITIONAL FUNDING	25
10.4.8 AIRPORT SECURITY SCREENING PROPOSAL	27
11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	29
12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	29
13 MATTERS BEHIND CLOSED DOORS	29
14 CLOSURE OF MEETING	29

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.07pm – The Presiding Person, Cr Ian Goldfinch, declared the meeting open.

## 2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

MEMBERS: Cr Ian Goldfinch (Shire President)  
Cr Dunlop (Deputy Shire President)  
Cr Don Lansdown  
Cr Jan Field  
Cr Julianne Townsend  
Cr Ken Norman  
Cr Andrew Duncan

STAFF: Pascoe Durtanovich (Chief Executive Officer)  
Jenny Rutter (Executive Assistant)

APOLOGIES:  
Nil

ON LEAVE OF ABSENCE:  
Nil

ABSENT:  
Nil

## 3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

## 4. PUBLIC QUESTION TIME

### 4.1 Mrs Helen Cooper – Re Recycling and Reuse

Presented a letter to Council advising of the establishment of a Reuse Education Group and seeking opportunity for the group to be involved in recycling and reuse at the Ravensthorpe Landfill.

### 4.2 Mrs Christine Rowe Ravensthorpe Progress Association - Re Item 10.4.6

Presented further details as to the structure and longevity of the proposed Entry Statement.

5.45pm – There being no further speakers Public Question Time concluded.

## 5. APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST

Cr Ian Goldfinch	Impartiality	10.4.4
Cr Lansdown	Impartiality	10.4.6

## 6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

Nil

**7. CONFIRMATION OF MINUTES****7.1 Council Meeting – 19 March 2012**

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 7.1
Moved: Cr Lansdown	Seconded: Cr Norman
That the minutes of the meeting of Council held on 19 March, 2012 be confirmed as a true and correct record of proceedings.	
Carried: 7/0	Res: 38/12

**8. SUSPENSION OF STANDING ORDERS**

Nil

**9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

Nil

**10. REPORTS OF OFFICERS****10.1 Deputy Chief Executive Officer****10.1.1 MONTHLY FINANCIAL REPORT – 29 FEBRUARY 2012****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 2 March 2012**Author:** Brent Bailey – Deputy Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Yes - Monthly Financial Statements – February 2012**Summary:**

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

**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 estimates, 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

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 10.1.1
Moved: Cr Field	Seconded: Cr Lansdown
That Council receive the Monthly Financial Report for the period ending 29 <sup>th</sup> February 2012 in accordance with Section 6.4 of the Local Government Act 1995.	
Carried: 7/0	Res: 39/12

<b>10.1.2 SCHEDULE OF ACCOUNT PAYMENTS – FEBRUARY 2012</b>
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**File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	20/01/2012
<b>Author:</b>	Tahnee Gairen- Accounts Payable
<b>Authorising Officer:</b>	Brent Bailey – Deputy Chief Executive Officer
<b>Attachments:</b>	Yes - Schedule of Payments to 20 January 2012

**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:**

This item provides a schedule of payments from Council's previous financial accounting system which have not yet been submitted to Council.

<b>FUND</b>	<b>PAYMENT</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>			
	EFT	4257	<b>\$8,335.84</b>
		3386	<b>\$2,162.79</b>
		6988	<b>\$351.38</b>
		3391	<b>\$3,644.41</b>
		3583239	<b>\$103.85</b>
		3408-3410	<b>\$1,112.50</b>
		3329-3429	<b>\$54,129.16</b>
		978-980	<b>\$443.40</b>
			<b><u>\$70,283.33</u></b>
	Cheque	36919-36972	<b>159,313.83</b>
		37004-37040	
	Direct Debits		
<b>Municipal Account Total</b>			<b>\$231,973.62</b>

**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

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 10.1.2
Moved: Cr Duncan	Seconded: Cr Norman
That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of January 2012, be noted.	
Carried: 7/0	Res: 40/12

**10.1.3 SCHEDULE OF ACCOUNT PAYMENTS – FEBRUARY 2012****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	20/01/2012
<b>Author:</b>	Tahnee Gairen- Accounts Payable
<b>Authorising Officer:</b>	Brent Bailey – Deputy Chief Executive Officer
<b>Attachments:</b>	Yes - Schedule of Payments to 29 <sup>th</sup> February 2012

**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:**

<b>FUND</b>	<b>PAYMENT</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>			
	EFT	1-66	\$88,453.42
	Bank Fees		\$196.94
	Cheque	37041-37067	\$60297.34
	Direct Debits		\$778.67
<b>Municipal Account Total</b>			<b>\$149,726.37</b>
<b>Trust Account Payments</b>			<b>\$35,432.60</b>

**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

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 10.1.3
Moved: Cr Lansdown	Seconded: Cr Townsend
That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of February 2012, be noted.	
Carried: 7/0	Res: 41/12

**10.1.4 REVIEW OF FINANCE POLICIES F2 AND F4****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	The author's duties are guided by finance policies F2 and F4
<b>Date:</b>	2 <sup>nd</sup> March 2012
<b>Author:</b>	Brent Bailey – Deputy Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes - Original Finance Policies F2, F4 (Attachment A) Revised Finance Policy F2 (Attachment B)

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**Summary:**

This agenda item seeks to review Council Finance Policies F2 and F4 following a review of administration positions and to update the policies with new information.

**Background:**

The current Policy Manual was last reviewed in October 2011 and since that time there has been a change in staff and restructure of position duties within the corporate services team. The position of Manager of Finance and Administration has not been replaced following staff departure and instead the Financial Accounting Officer and Rates / Debtors Officer have been given increased responsibilities which include the capacity to act as a second signatory to Council payments.

It is important to reflect these staffing structure changes in Council's finance policies to provide the current positions with the ability to perform their roles in line with an adopted Council direction.

The review of Finance Policy F2 has incorporated content previously covered by Finance Policy F4. It is recommended therefore that Finance Policy F4 is repealed and the revised Finance Policy F2 is adopted by Council.

**Comment:**

There are a number of subtle differences in the new Finance Policy F2 and the changes are discussed as follows:

- 1) Review of Policy objective to align to the current Local Government (Financial Management) Regulations.
- 2) Policy statement has been reworded for clarity.
- 3) Chief Executive Officer – reworded for clarity and noted expenditure to be in accordance with annual budget provisions as required by Section 6.8 of the Local Government Act 1995. Stated that the CEO is a primary signatory to cheques and EFT payment for all Shire bank accounts in line with current procedures.
- 4) Deputy Chief Executive Officer – This position was not provided for in the original policy. Inserted into new policy with same provisions as the CEO in line with current procedures.

- 5) Financial Accounting Officer – Inserted into Policy to provide a purchasing authority for minor administration expenses such as photocopier expenses, stationary etc. Provided with the authority to be a second signatory only to cheques and electronic funds transfers which means that either the CEO or DCEO must have first signed off on the payments. The financial accounting officer is also required as part of her duties to transfer funds relating to trust payments (licensing, bonds etc) at the end of each day from the municipal account thus requires a signatory authority for efficiency purposes. These transfers are examined and audited through the bank reconciliation process.
- 6) Rates / Debtors Officer – Inserted into Policy to provide a purchasing authority for minor administration expenses relating to administrative duties such as Landgate enquiries and minor debt recovery expenses. This position is provided with the authority to be a second signatory only to cheques and electronic funds transfers which means that either the CEO or DCEO must have first signed off on the payments. The Rates / Debtors Officer provides payroll supervision in the DCEO's absence, thus requires an authority to sign off on payroll payments.
- 7) Revised position name reflecting Manager of Engineering Services.
- 8) Other positions remain with the same limits of authority however have been reworded for clarity and to insert reference to budget provisions.

The new updated Policy brings current procedures and practices in-line with Council direction and provides the required efficiencies and suitable constraints to ensure financial controls are in place and consistent with the Local Government Act 1995 and associated regulations.

**Consultation:**

Not applicable.

**Statutory Obligations:**

Local Government Act, 1995 and Financial Management Regulations

**Policy Implications:**

Policy review as recommended.

**Budget / Financial Implications:**

This policy guides the implementation of Council's budgeted expenditure.

**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

<b>COUNCIL DECISION AND OFFICER RECOMMENDATION</b>	<b>ITEM 10.1.4</b>
Moved: Cr Duncan	Seconded: Cr Norman
That Council:	
<ol style="list-style-type: none"> <li>1) Adopt the revised Finance Policy F2 - Financial Management – Payment of Accounts &amp; Purchasing Authority Limits as provided in the attachments.</li> <li>2) Repeal Finance Policy F4 noting that its contents are covered by the adoption of the revised Finance Policy F2 – Financial Management – Payment of Accounts and Purchasing Authority Limits.</li> </ol>	
Carried: 7/0	Res: 42/12

## 10.2 Manager of Planning and Development

### 10.2.1 PROPOSED POLICY TP 19

<b>File Ref:</b>	Policy Manual
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	14 March 2012
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	None

#### Summary:

Council is requested to adopt a policy on the process for dealing with rezoning and subdivision applications, in relation to fire management planning.

#### Background:

Currently fire management planning for residential, small rural holdings and rural conservation rezonings and subdivisions is almost an afterthought.

The end result is that fire management provisions in these subdivisions is ineffective in most cases. This is because the current process allows for all approvals, such as lot yields, subdivision layout in relation to topography and vegetation retention etc, to be put in place first and then for a Fire Management Plan to be developed to fit around the existing approved subdivision designs.

#### Comment:

In an effort to raise the importance of fire management planning to the most significant factor when considering rezoning or subdivision applications and hence try and address fire control issues before they arise, it is suggested that the following simple policy on process be adopted.

### TP19 Rezoning and Subdivision Applications – Fire Management Process

#### Policy objectives:

To ensure fire risk issues are identified and addressed prior to applications being considered by Council

**Policy:**

Prior to rezoning and subdivision applications for residential, small rural holding and rural conservation developments being considered by Council the application be referred to a meeting of the Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officers, Community Fire, Emergency Services Officer and Manager of Planning and Development for comment and recommendation on fire risk, fire safety and fire management issues.

**Consultation:**

Not applicable

**Statutory Obligations:**

Nil

**Policy Implications:**

New Policy

**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

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 10.2.1
Moved: Cr Townsend	Seconded: Cr Dunlop
That the following Policy be adopted:	
<b>TP19 Rezoning and Subdivision Applications – Fire Management Process</b>	
<b>Policy objectives:</b>	
To ensure fire risk issues are identified and addressed prior to applications being considered by Council.	
<b>Policy:</b>	
Prior to rezoning and subdivision application for residential, small rural holding and rural conservation developments being considered by Council the application be referred to a meeting of at least four of the following; Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officer, Community Emergency Services Manager and Manager of Planning and Development; for comment and recommendation on fire risk, fire safety and fire management issues.	
Carried: 7/0	Res: 43/12

### 10.3 Manager of Engineering Services

Nil

### 10.4 Chief Executive Officer

#### 10.4.1 LEASE OF 26 DUNN STREET, RAVENSTHORPE

**File Ref:**

**Applicant:** Ravensthorpe Regional Arts Council

**Location:** 26 Dunn Street, Ravensthorpe

**Disclosure of Officer Interest:** None

**Date:** 5 March 2012

**Author:** Pascoe Durtanovich – Chief Executive Officer

**Authorising Officer:** Not applicable

**Attachments:** None

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**Summary:**

This report recommends that Council approve the lease of 26 Dunn Street, Ravensthorpe to the Ravensthorpe Regional Arts Council Inc.

**Background:**

The building in question was originally used by the Ravensthorpe branch of CWA.

In April 2011 the State CWA advised that CWA had no further interest in the building. At the June 2011 meeting, following a report from the Ravensthorpe District Art Group to lease the premises Council resolved as follows:

*That Council:*

- 1. Lease 26 Dunn Street, Ravensthorpe, to the Ravensthorpe District Art Group for a period of 10 years commencing 1 July 2011 with a further 10 year option, on the condition that the group is an incorporated body.*
- 2. Approve the standard draft lease, and have it signed by both the Ravensthorpe District Art Group and the Shire of Ravensthorpe and forwarded to the Minister for Lands for consent and endorsement.*

**Comment:**

The Ravensthorpe District Art Group (RDGA) has advised that the group is not incorporated and with a minimal number of members it is not intending to pursue incorporation.

Under the circumstances the RDGA has agreed to sublease the premises from the Ravensthorpe Regional Arts Council Inc (RRAC), if RRAC is prepared to enter into a lease with the Shire and if Council is prepared to approve same.

The Chief Executive Officer has delegated authority to enter into leases however given that this building lease is subject to a Council decision it is listed to Council decision.

**Consultation:**

Not applicable

**Statutory Obligations:**

Section 3.58 of the Local Government Act applies. As a community group the RRAC is an exempt body in terms of disposal of property, advertising requirements etc.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

There will be no costs to Council as the lessee will be responsible for various costs under the agreement.

**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 for the resolution to rescind the Council decision in June 2011.  
Simple Majority for the leasing to the Ravensthorpe Regional Arts Council.

**Rescission Motion**

Cr Lansdown, Cr Norman and Cr Field indicated support for a rescission motion.

COUNCIL DECISION AND OFFICER RECOMMENDATION (1)	ITEM 10.4.1
Moved: Cr Lansdown	Seconded: Cr Field
That Resolution 129/11 of 23 June 2011 Council meeting be rescinded.	
Carried by Absolute Majority: 7/0	Res: 44/12

COUNCIL DECISION AND OFFICER RECOMMENDATION (2)	ITEM 10.4.1
Moved: Cr Field	Seconded: Cr Norman
That Council approve the lease of 26 Dunn Street, Ravensthorpe to the Ravensthorpe Regional Arts Council for a period of 10 years commencing 1 July 2011 with a further 10 year option.	
Carried: 7/0	Res: 45/12

**10.4.2 REVIEW OF DELEGATIONS**

<b>File Ref:</b>	Delegation Register
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	6 March 2012
<b>Author:</b>	Pascoe Durtanovich - Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Copy of Delegations 020103 and 050105

**Summary:**

Delegations of Authority granted by Council are to be reviewed annually. This report recommends continuation of the delegations, with minor changes.

**Background:**

To assist in the effective administration of the Shire, Council has granted various delegations. Delegations made under the Local Government Act can only be made to the CEO or Council Committees. Where appropriate, the CEO delegates to other officers.

Delegations under other legislation are made direct to the officer concerned.

Council reviewed delegations in March 2011.

**Comment:**

Councillors have a current Delegation Register, however a photocopy of delegations in question have been provided with the agenda papers.

The only changes recommended are as follows:

**Delegation 020103**

Under on delegation delete:

- Manager Finance and Administration
- Manager Planning and Development

And include:

- Deputy Chief Executive Officer
- Manager Engineering Services
- Financial Accounting Officer
- Rates/Debtors Officer

**Delegation 050105**

Delete – not required

**Consultation:**

Not applicable.

**Statutory Obligations:**

Local Government Act, 1995 Town Planning and Development Act.  
Shire of Ravensthorpe Town Planning Scheme No.5.

**Policy Implications:**

Nil



**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**• **Environmental:**

There are no known significant environmental considerations.

• **Economic:**

There are no known significant economic considerations.

• **Social:**

There are no known significant social considerations.

**Voting Requirements:**

Absolute majority.

**COUNCIL DECISION AND OFFICER RECOMMENDATION** **ITEM 10.4.2**

Moved: Cr Lansdown

Seconded: Cr Townsend

That

## 1) Delegation 020103 be amended as follows:

Under on delegation delete

- Manager Finance and Administration
- Manager Planning and Development

And include

- Deputy Chief Executive Officer
- Manager Engineering Services
- Financial Accounting Officer
- Rates/Debtors Officer

## 2) Delegation 050105 be deleted.

## 3) That delegations 010101 to 010106, 020101, 020102, 020104 to 020117, 030101 to 030106, 040101 and 040102, 050101 to 050104, 050106 to 050111, 060101 to 060106 and 070102, be adopted.

Carried by Absolute Majority: 7/0

Res: 46/12

**10.4.3 SITE AND FUNDING APPROVAL FOR SKATE PARK****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Portion Reserve 35584
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	14 March 2012
<b>Author:</b>	Angela Kelton, Manager Recreation and Services
<b>Authorising Officer:</b>	Pascoe Durtanovich, Chief Executive Officer
<b>Attachments:</b>	Yes – Site/Locality Plan

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**Summary:**

Council is asked to consider site approval for a skate park in Hopetoun on Recreation Reserve 35584 located at the Hopetoun Sporting Grounds.

Additionally, Council is asked to support an application to the Ravensthorpe Hopetoun Future Fund (RHFF), to partly fund this project.

**Background:**

The construction of a skate/bike park, with lighting, is identified as a priority infrastructure item in the Shire of Ravensthorpe, Youth Activity Plan 2011-2016.

In the last quarter of 2011, a volunteer group formed and a separate bike track was constructed near the proposed Skate Park site. This same group is now working with the Manager of Recreation Services toward the construction of a skate park.

The Ravensthorpe Hopetoun Future Funding round for 2012 is currently open and closes on the 30<sup>th</sup> April.

**Comment:**

The proposed site is favoured as it is central to the community, is alongside the bike track and forms part of the sporting precinct. The proposed site is sloping and the proposed skate park will be built to utilise this gradient.

A plan and costing for the proposed park is still being finalised although based on a similar model recently built in the Shire of Plantagenet, a cost of \$150,000 is expected.

**Consultation:**

A number of meetings have been held with the "Hopetoun Skate Park Project" volunteer group, and consultation and comparisons with other Local Government Authorities.

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Funding for this project would be pursued through the Ravensthorpe Hopetoun Future Fund, the Department of Sport and Recreation (up to 1/3) and Lotterywest. The Shire's contribution will be plant and labour for the required site works.

**Strategic Implications:**

Shire of Ravensthorpe Youth Activity 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

COUNCIL DECISION AND OFFICER RECOMMENDATION		ITEM 10.4.3
Moved: Cr Field		Seconded: Cr Dunlop
That:		
1. The use of portion of reserve 35584 Hopetoun as identified on attachment 10.4.3, be approved for a skate park.		
2. Council support this project and express support for funding through the Ravensthorpe Hopetoun Future Fund and other suitable funding bodies.		
Carried: 7/0		Res: 47/12

**10.4.4 NATIONAL LANDSCAPE**

<b>File Ref:</b>	8559.18
<b>Applicant:</b>	Great South West Edge
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	12 March 2012
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Becoming a National Landscape document

*Prior to any consideration of Item 10.4.4 Cr Goldfinch made the following declaration: I am a on National Landscape Management Committee and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merit and vote accordingly.*

**Summary:**

The Great South West Edge (GSWE) has progressed the application to become a National Landscape and is now seeking a contribution from all Shires in the subject area, towards the Experiences Development Strategy. The request is for \$5,000.

This report recommends that a contribution of \$5,000 be made.

**Background:**

As stated in the GSWE National Landscapes Investment Prospectus Australia's National Landscape (NL) is a partnership between Tourism Australia and Parks Australia to identify and promote Australia's most exceptional natural and cultural experiences to an international tourism audience known as the Experience Seeker. NL is not a funding programme, rather it aims to utilise existing networks and resources to provide a collaborative and sustainable regional approach to tourism planning, development and conservation.

The area of candidacy for the GSWE National Landscape encompasses a significant number of National Parks, beaches and reserves that transverse from Leeuwin – Naturalist National Park, located on the south east coast of Western Australia 261 kilometres from Perth, to Cape Arid National Park just east of Esperance.

On advice from Parks Australia and the National Landscapes Reference Committee, a joint submission was made to become a National Landscape from the South West, Great Southern and Hopetoun / Esperance regions. The GSWE National Landscapes steering committee has progressed an application to the program, passed an initial assessment and undertaken branding workshops across the landscape area and has worked with Tourism Australia in developing a brand position. This brand position will guide the next phase of the programme, the experience development strategy.

The GSWE is an incorporated body with a binding constitution.

**Comment:**

The Shire of Ravensthorpe has previously expressed support for the National Landscapes and is represented on the Steering Committee by the Shire President.

The attached Investment Prospectus provides detailed information in support of the funding request.

**Consultation:**

Fitzgerald Coast Tourism Association has expressed support for the National Landscapes project and the contribution of \$5,000 by the Shire of Ravensthorpe.

In the initial stages the National Landscapes concept was discussed at a meeting of Tourism Operators and other key stakeholders. The meeting decision was to proceed with an application to become a National Landscape.

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

There are no funds allocated in the current budget for this purpose.

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
The promotion of the Esperance Hopetoun area, as part of the National Landscape, will improve the viability of the local tourism industry.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Absolute Majority

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 10.4.4
Moved: Cr Field	Seconded: Cr Norman
That unbudgeted expenditure of \$5,000 be authorized as a contribution to the National Landscape Development Strategy.	
Carried by Absolute Majority: 5/2	Res: 48/12

**10.4.5 TENDER 1/2011 – REFURBISHMENT OF JERDACUTTUP HALL****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Reserve 22852 Jerdacuttup
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	14 March 2012
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	None

**Summary:**

Council is required to finalize its decision on Tender 1/2011 Jerdacuttup Hall.

**Background:**

Following advertising of tenders in 2011 Council received two tenders and at the meeting in February 2011 resolved as follows:

*That:*

- 1) *The tender of \$814,858.44 from Henlyn Construction not be accepted.*
- 2) *Consideration of the tender of \$407,660.00 from Ian Smartt be deferred until such time as the outcome of funding applications for the project is known.*

**Comment:**

Funding via Lottery West and the Ravensthorpe Hopetoun Future Fund has now been received, therefore Council can finalize a decision on the tender from Mr Ian Smartt.

Given the time lapse from when the tender was submitted Mr Smartt was requested to review his tender, he was also asked to submit a price excluding the provisional cost items. His revised cost is \$308,660 (Inc GST). The amended figure also includes the roof replacement. The provisional cost items, which will be sourced by Shire, amount to a total of \$125,000.

**Consultation:**

The Jerdacuttup Community Association has been consulted and has been the main facilitator of this project.

**Statutory Obligations:**

Local Government Act 1995 and Local Government (Tender) Regulations.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

The total project cost is \$400,000. To be funded as follows:

- Jerdacuttup Community Association	\$45,000
- Jerdacuttup Community Association (In kind)	\$30,000
- BHP Billiton	\$80,000
- Ravensthorpe Hopetoun Future Fund	\$20,000
- Shire of Ravensthorpe	\$73,000
- Lottery West	<u>\$152,000</u>
<b>Total</b>	<b>\$400,000</b>

**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

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 10.4.5
Moved: Cr Lansdown	Seconded: Cr Duncan
That the tender of \$308,660 (Inc GST) from Mr Ian Smartt for the refurbishment of the Jerdacuttup Hall, excluding provisional cost items, be accepted.	
Carried: 7/0	Res: 49/12

#### 10.4.6 RAVENSTHORPE TOWNSITE ENTRY STATEMENTS

**File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	South Coast Highway
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	14 March 2012
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – submission form from Ravensthorpe Progress Association

*Prior to any consideration of Item 10.4.6 Cr Landown made the following declaration:*

*I am a member of the Ravensthorpe Progress Association and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merit and vote accordingly.*

**Summary:**

The Ravensthorpe Progress Association (RPA) has submitted their proposal for Ravensthorpe townsite entry statements.

This report recommends that Council support the entry statements design and concept.

**Background:**

In April 2010 Council invited the Ravensthorpe Progress Association to facilitate the process to determine entry statement design for the Ravensthorpe townsite, with a design recommendation to be submitted to Council prior to the end of July 2010.

A considerable amount of work has been done by the Association on this project, including extensive public consultations etc. Through this process the Association has made a number of changes to the design and size of the statements, culminating in the attached submission.

**Comment:**

The Progress Association is seeking Council support for the design and location of the entry statements. It is the Association wish to apply to the Ravensthorpe Hopetoun Future Fund for funding in the 2012 round.

A copy of the Associations submission is attached.

One aspect of this project that has not been addressed is the ongoing maintenance and eventual replacement of the entry statements. Any support for the project given by Council should be conditional on future maintenance arrangements being resolved.

**Consultation:**

The RPA has undertaken extensive public consultation.

RPA representatives will attend the meeting and make further presentation on the project.

**Statutory Obligations:**

There are no statutory obligations apart from the location of the entry statements being approved by MRWA, this approval has been received.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Shire of Ravensthorpe Strategic Plan - Action 120, Page 23

**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

COUNCIL DECISION	ITEM 10.4.6
Moved: Cr Norman	Seconded: Cr Duncan
That all Standing Orders be suspended to enable open discussion on this Item.	
Carried: 6/1	Res: 50/12

COUNCIL DECISION	ITEM 10.4.6
Moved: Cr Norman	Seconded: Cr Duncan
That all Standing Orders be resumed.	
Carried: 7/0	Res: 51/12



**OFFICER RECOMMENDATION** **ITEM 10.4.6**

That Council acknowledge the work done by the Ravensthorpe Progress Association and adopt the Ravensthorpe townsite entry statement design and locations as submitted by the Association, subject to suitable arrangements being determined for the ongoing maintenance of the infrastructure.

**COUNCIL DECISION AND OFFICER RECOMMENDATION** **ITEM 10.4.6**

Moved: Cr Lansdown

Seconded: Cr Field

That Council acknowledge the work done by the Ravensthorpe Progress Association and support the Ravensthorpe townsite entry statement design as submitted by the Association, subject to the following:

- suitable arrangements for ongoing maintenance of the infrastructure being determined
- location be determined
- public consultation to be undertaken by the Progress Association.

Carried: 7/0

Res: 52/12

**10.4.7 INTEGRATED PLANNING – ADDITIONAL FUNDING****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 14 March 2012**Author:** Pascoe Durtanovich – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Yes – Asset Management Options Clarification**Summary:**

As a component of the Integrated Planning requirements local governments are required to prepare an Asset Management Plan.

This report recommends that Council authorize unbudgeted expenditure for this purpose.

**Background:**

Through the local government reform process Council resolved that the Shire of Ravensthorpe form part of the Goldfields Esperance Regional Collaborative Group (GERCG). GERCG consists of ten local governments. Again, resulting from the reform process, local government regulations have been amended to require local governments to have in place a number of strategic planning documents by June, 2013.

State Government provided some \$1.3 million to assist with the integrated planning requirements.

**Comment:**

KPMG was appointed to assist with development of the plans required, these include a Strategic Community, Corporate Plan, Asset Management Plan, Workforce Plan and a long term Financial Plan for individual local governments and a regional Business Plan.

In respect to the Asset Management Planning funding is required from individual local governments depending on the extent of the consultants are used.

Basically there are four options (see attached)

Option A is fully funded by the State Government grant. This amount is included in the remaining three options.

Option C best suits Ravensthorpe Shire's circumstances therefore authorization of \$45,000 unbudgeted expenditure is recommended.

**Consultation:**

Not applicable

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

This is an unbudgeted item.

**Strategic Implications:**

Shire of Ravensthorpe Strategic Plan Action No 1.2(E) Page 45

**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

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 10.4.7
Moved: Cr Field	Seconded: Cr Townsend
That unbudgeted expenditure of \$45,000 be authorized for Asset Management Planning, in accordance with Option C of the KPMG proposal.	
Carried by Absolute Majority: 7/0	Res: 53/12

**10.4.8 AIRPORT SECURITY SCREENING PROPOSAL****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	14 March 2012
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	None

**Summary:**

Council is requested to reconsider its decision to utilise an external provider to operate the screening authority for the Ravensthorpe Airport.

**Background:**

At the meeting on 22 February 2012 Council resolved as follows:

- 1) *Council note the application made for funding for screening equipment under the Strengthening Aviation Security Initiative.*
- 2) *Council endorse the utilisation of external providers to operate as the Screening Authority and provide Security Screening Services in accordance with the revised Aviation Transport Security Act 2004 and associated regulations.*
- 3) *Council authorise the Chief Executive Officer to engage suitably qualified and experienced organisations to deliver Screening Authority and Security Screening Services at the Ravensthorpe Airport.*

**Comment:**

Following further discussions with the Civil Aviation Safety Authority and restricted time lines to put in place a private provider, Council is asked to rescind parts 1&2 of Res 14/12 and apply to have the Shire of Ravensthorpe approved as the Screening Authority.

It is still the intention to outsource the Security Screening Service.

**Consultation:**

Office of Transport Security  
Airport Personnel  
Executive Team

**Statutory Obligations:**

Aviation Transport Security Act 2004  
Aviation Transport Security Amendment Regulations 2010 (No. 2).

**Policy Implications:**

Nil

**Budget / Financial Implications:**

The new screening regulations will not come into force until next financial year and as such provisions can be made through the budget process.

Fees and charges for the Airport will be reviewed later this financial year for commencement on July 1<sup>st</sup> 2012.

Consultants' expenses in line with current provisions will be required to update the transport security plan and resource the Screening Authority application for the Ravensthorpe Airport. This is expected to cost approximately \$32,000.

**Strategic Implications:**

Compliance with the new regulations is mandatory for the continued operation of commercial passenger flights through the Ravensthorpe Airport.

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
The operation of the Ravensthorpe Airport is strategically important to the local economy and community.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Absolute Majority

**Rescission Motion**

Cr Dunlop, Cr Field and Cr Duncan indicated support for a rescission motion.

COUNCIL DECISION AND OFFICER RECOMMENDATION (1)	ITEM 10.4.8
Moved: Cr Norman	Seconded: Cr Lansdown
That Parts 2 and 3 of Resolution 14/12 23 Feb 2012 be rescinded.	
Carried by Absolute Majority: 7/0	Res: 54/12

COUNCIL DECISION AND OFFICER RECOMMENDATION (2)	ITEM 10.4.8
Moved: Cr Dunlop	Seconded: Cr Lansdown
That the Shire of Ravensthorpe apply to operate as the Screening Authority and Airport Security Pty Ltd be engaged to prepare and submit the relevant application.	
Carried by Absolute Majority: 7/0	Res: 55/12

COUNCIL DECISION AND OFFICER RECOMMENDATION (3)	ITEM 10.4.8
Moved: Cr Field	Seconded: Cr Norman
That the Chief Executive Officer be delegated authority to engage a suitably qualified and experienced organization to deliver Security Screening Services at the Ravensthorpe Airport.	
Carried by Absolute Majority: 7/0	Res: 56/12

**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**

<b>COUNCIL DECISION</b>	<b>ITEM 12.1</b>
Moved: Cr Duncan	Seconded: Cr Lansdown
That Item 12.2.1 be dealt with at this meeting to enable submission of the Compliance Audit Return to the Local Government Department prior to 31 March, 2012.	
Carried: 7/0	Res: 57/12

**12.2.1 Audit Committee Meeting Minutes – 22 March, 2012**

Copy of the minutes attached.

**Voting Requirements**

Absolute Majority

<b>COUNCIL DECISION &amp; OFFICER RECOMMENDATION</b>	<b>ITEM 12.2.1</b>
Moved: Cr Lansdown	Seconded: Cr Dunlop
That the minutes of the Audit Committee Meeting held on 22 March, 2012 be received and recommendations therein be adopted.	
Carried by Absolute Majority: 7/0	Res: 58/12

**13. MATTERS BEHIND CLOSED DOORS**

Nil

**14. CLOSURE OF MEETING - 6.31PM**

These minutes were confirmed at the meeting of the \_\_\_\_\_

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

Date: \_\_\_\_\_