



## **MINUTES**

### **SHIRE OF RAVENSTHORPE**

**Of the Special Meeting of Council held on  
30 July 2012 commencing 9.00am in the Council Chambers,  
Ravensthorpe.**

**1. Declaration of opening**

9.02am – Presiding Person, Cr Dunlop, declared the meeting open.

**2. Attendance**

MEMBERS: Cr Keith 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)  
 Brent Bailey (Deputy Chief Executive Officer)  
 Darryn Watkins (Manager Engineering Services)

**Apologies**

Cr Ian Goldfinch (Shire President)

**3. Public Question Time**

Nil

**4. Disclosures of Interest**

Cr Field	Impartiality	Item 5.2
Pascoe Durtanovich	Impartiality	Item 5.2

**5. Special Business****5.1 RAVENSTHORPE TOWNSITE ENTRY STATEMENTS****File Ref:**

**Applicant:** Ravensthorpe Progress Association

**Location:** Not applicable

**Disclosure of Officer Interest:** None

**Date:** 27 July, 2012

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

**Authorising Officer:** Not applicable

**Attachments:** None

**Summary:**

The Ravensthorpe Progress Association has requested funding of \$15,000 as Shire contribution to the provision of one town entry statement.

This report recommends that \$15,000 be included in the 2012/2013 budget and Council work with the Association to modify the extent and cost of the entry statements.

**Background:**

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

For various reasons, including public consultation, redesign and cost concerns, it was not until March, 2012 that the Association submitted a final design concept to Council.

At the meeting on 22 March, 2012 Council resolved as follows:

*That Council acknowledge the work done by the Ravensthorpe Progress Association and support the Ravensthorpe town site 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.*

Council requested further public consultation be undertaken because of the fact that there was a substantial design concept change since the first proposal was put to the community by the Association.

**Comment:**

It should be noted that Council has resolved to support the design concept, therefore this is Council's current position. If Council does not now support the concept, for whatever reason then the current resolution has to be rescinded.

Accepting that the design concept is supported, the main impediment to the project proceeding is cost, approximately \$65,000 per entry statement.

In an effort to progress the project it is recommended that Council authorize the Chief Executive Officer and the Manager Engineering Services to liaise with the Ravensthorpe Progress Association and investigate cost saving options for the construction of two entry statements and retaining the current design concept. If an outcome cannot be achieved then the option is for Council to scrap the current proposal and recommence the process of determining entry statements for the town.

**Consultation:**

Not applicable.

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

An allocation of \$15,000 has been included in the 2012/2013 draft budget as a contribution to the provision of town entry statements.

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.

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

**Voting Requirements:**  
Simple Majority

OFFICER RECOMMENDATION	ITEM 5.1
<ol style="list-style-type: none"> <li>1. That the Chief Executive Officer and Manager Engineering Services be authorized to liaise with the Ravensthorpe Progress Association to investigate cost saving options for the provision of entry statements for the Ravensthorpe town site, based on the current design concept and two entry statements.</li> <li>2. That the outcome of the investigations be reported to Council in September, 2012.</li> </ol>	

COUNCIL DECISION	ITEM 5.1
Moved: Cr Norman	Seconded: Cr Lansdown
<ol style="list-style-type: none"> <li>1. That the Chief Executive Officer and Manager Engineering Services be authorized to liaise with the Ravensthorpe Progress Association to investigate cost saving options for the provision of entry statements for the Ravensthorpe town site, based on the current design concept and two entry statements.</li> <li>2. That the outcome of the investigations be reported to Council in September, 2012.</li> <li>3. That \$15,000 towards the cost of entry statements be included in the 2012/2013 budget.</li> </ol>	
Carried: 6/0	Res: 147/12

<b>5.2 ADOPTION OF THE 2012/2013 BUDGET</b>
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<b>File Ref:</b>	
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	26 July, 2012
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Draft Budget

*Prior to any consideration of Item 10.4.2 Pascoe Durtanovich made the following declaration:  
I am a member of the Fitzgerald Coast Tourism 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.*

*Prior to any consideration of Item 10.4.2 Cr Field made the following declaration:  
I am a member of the Fitzgerald Coast Tourism Association and the Senior Citizens 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.*

**Summary:**

The 2012/2013 draft budget has been prepared in accordance with Local Government Accounting requirements and programs and directions set by Council.

This report recommends the draft budget be adopted.

**Background:**

Nil

**Comment:**

The budget as presented reflects an increase in rate revenue of \$401,118 resulting in total rate revenue of \$3,187,269.

Kerbside domestic and commercial waste collection annual charges have been increased by \$50, resulting in a total waste management revenue of \$ 288,080 an increase of \$ 88,000 on 2011/2012.

**Loan Funds/ Debt Servicing**

Whilst it is likely that additional loan funds will be raised in the budget year, specifically for the Hopetoun Community Centre project, increased repayments will not occur until the 2013/2014 financial year.

Currently the debt serving level is 9% of rate revenue.

**Salaries and Wages**

The budget includes total salaries and wages of \$ 2,349,719, this is an increase of \$ 448,971 on 2011/2012. The increase is attributed to

- National Wage increase	- \$100,000
- Additional staff	
Airport Manager/Compliance Officer	- \$ 83,460
Two Plant Operators	- \$ 98,766
Tip Attendants	- \$ 35,000
REC Administration	- \$ 23,000
Recoups	- \$ 48,000
- Salary increases	- \$ 51,000

**Elected Members Meeting Fees and Allowances**

Meeting fees remain the same.

**Community Development Fund Applications**

The following applications were received and have been included in the budget.

Ravensthorpe Agricultural Initiative Network	Bird Hide and related works at Culham Inlet	\$ 3,050.00
Hopetoun Progress Association	Replace existing trailer	\$ 2,623.00
Hopetoun Community Childcare Centre	Provide training and PD to Little Barrens ELC staff and HCCC committee members.	\$ 3,709.00
Hopetoun Primary School P & C Assoc.	Development of School Garden for students to develop and nurture.	\$ 2,000.00
Hopetoun Senior Citizens and Associates	Hosting of senior games on 12 March 2013 - provide promotional material and welcome packs.	\$ 1,560.00
Fitzgerald Coast Tourism Assoc.	Signage	<u>\$ 4,999.00</u>
<b>TOTAL</b>		<b>\$17,941.00</b>

**Note:** A copy of each application is included with this agenda.

**Funding for Community Groups and Organisations Outside of the Community Development fund.**

The budget includes:

Fitzgerald Coast Tourism Association	\$20,000	\$5,000 increase
Hopetoun Progress Association	\$31,200	No increase. Council may wish to provide a CPI increase.
Hopetoun Resource Centre	\$35,000	As per agreement for library operation only.
Ravensthorpe Resource Centre	\$29,000	As per agreement for library operation only.
Munglinup Library Service	\$15,400	As per agreement for library operation only.
Ravensthorpe Regional Arts Council	\$10,000	Used to attract matching funding.
Ravensthorpe Childcare Centre	\$ 5,000	Building alterations
Hopetoun Progress Association	\$14,956	Hopetoun Foreshore Reserve funds for Council's contribution to

		engineering plans for the Hopetoun Foreshore Project.
Ravensthorpe Progress Association	\$15,000	Contribution to Town Entry Statement.
Ravensthorpe Recreation Centre	\$23,000	Contribution to 0.5 FTE (see attached summary)

In addition to the above the following projects, over and above normal operating expenditure, should be noted:

1. Commencement of detailed design and construction of the Hopetoun Community Centre.
2. Construction of a fire services shed in Jerdacuttup.
3. Completion of the Jerdacuttup Hall refurbishment.
4. Completion of asset management planning and the development of a new integrated strategic plan as required by new legislation introduced in 2012.
5. Hopetoun Skate Park.
6. Two Mile Beach boardwalk project.
7. Starvation Bay boat launching facility feasibility study.
8. Staff housing – possible disposal of older stock. – no budget allowance. Will be subject to a separate report to Council during the year.
9. Hopetoun Transfer Station - \$20,000 to man the site and restrict hours. Will be subject to a separate report to Council.
10. Playground equipment replacement/maintenance.

### **Consultation**

The draft budget was prepared with input from Councillors via two budget workshops. Due consideration has been given to the Shire of Ravensthorpe Strategic Planning documents.

### **Statutory Obligations**

Sections 6.2 & 6.47 of the Local Government Act 1995  
(*Preparation of annual budget & Concessions*)

Clauses 24 & 25 of the Local Government (Financial Management) Regulations 1996  
(*Service charges & fees and charges*)

Section 67 of the Waste Avoidance and Resource Recovery Act 2007  
(*Receptacle Charges for Waste Collections*)

Clause 34(5) of the Local Government (Financial Management) Regulations 1996

### **Policy Implications**

Nil

**Budget / Financial Implications**

Budget Expenditures and Revenues as detailed in the budget.

**Strategic Implications**

Adoption of the budget will enable Council to provide the necessary services and facilities to ratepayers and residents.

**Sustainability implication**

- **Environmental**  
There are no specific environmental initiatives in this budget.
- **Economic:**  
There are no specific economic development initiatives however expenditure on capital building works and area promotion will achieve economic stimulus.
- **Social:**  
Maintenance of existing facilities, including roads, playing fields and recreation areas together with new capital works will ensure adequate facilities and services are maintained for the community.

**Voting Requirements**

Absolute Majority

**10.10am** Meeting adjourned for morning tea

**10.34am** Meeting resumed with all those present before the break returning to the meeting.

**Community Development Fund Applications**

COUNCIL DECISION	ITEM 5.2
Moved: Cr Norman	Seconded:
That all applications received under the Community Development Fund be approved and \$17,941 be included in the 2012/2013 budget for this purpose.	
Motion lapsed due to the lack of a seconder.	

COUNCIL DECISION	ITEM 5.2
Moved: Cr Duncan	Seconded: Cr Townsend
That all applications received under the Community Development Fund with the exception of the application from the Hopetoun Community Childcare Centre be approved and \$14,232 be included in the 2012/2013 budget for this purpose.	
Carried by absolute majority: 5/1	Res: 148/12



COUNCIL DECISION	ITEM 5.2
Moved: Cr Duncan	Seconded: Cr Field
That the application for funding under the Community Development Fund received from the Hopetoun Community Childcare Centre not be approved due to the fact that it is a non-conforming application to the extent that financial details requested have not been provided.	
Carried: 6/0	Res: 149/12

## ADOPTION OF 2012/2013 BUDGET

### COUNCIL DECISION AND OFFICER RECOMMENDATION ITEM 5.2

Moved: Cr Lansdown

Seconded: Cr Field

#### 1.1 Adoption of 2012/2013 Municipal Fund Budget – Section 6.2 Local Government Act 1995

That Council:

- a) Adopt the budget for the financial year ending 30 June 2013 which has been prepared in accordance with the Local Government Act 1995 and associated Financial Management Regulations 1997; with the following amendments:
  - 1) Reduce the transfer to the Building Reserve Fund by \$100,000
  - 2) Include \$100,000 in the infrastructure construction program for the asphalt surfacing of Birdwood Street, Hopetoun and
- b) Endorse the Rate Setting Statement detailing the amount to be made up from rates for the financial year ending 30 June 2013 being \$3,187,269

#### 1.2 Setting of Rates – Section 6.32 Local Government Act, 1995

That Council:

##### a) General Rates:

Impose the following rates in dollar and minimum rates for properties within the Shire of Ravensthorpe to generate a 9% yield increase in total rates.

GRV: 12.0118 cents in the dollar  
UV: 0.9335 cents in the dollar

GRV: \$754.00 minimum rate  
UV: \$754.00 minimum rate

##### b) Interest – Section 6.51 Local Government Act 1995

Apply an interest rate of 11% per annum to rates which remain unpaid beyond due dates and where no election has been made to pay rates by instalments.

**c) Rates Instalment Payment Options**

Offer the following rates instalment options:

**Option 1**

To pay the total amount of rates and charges included on the rate notice in full by the 21<sup>st</sup> September 2012 or the 35<sup>th</sup> day after the date of issue, whichever is the latter.

OR

**Option 2**

To pay by four instalments as detailed on the rates notices with the following anticipated dates:

- First instalment due by 21<sup>st</sup> September 2012
- Second instalment due by 23<sup>rd</sup> November 2012
- Third instalment due by 25<sup>th</sup> January 2013
- Fourth instalment due by 24<sup>th</sup> March 2013

**d) Administration Charge – Section 6.45(3) Local Government Act 1995**

Impose an administration charge of \$10 per instalment and 5.5% simple interest to the amount on the rate notice where payment of a rate is made via the instalment option.

**e) Rubbish Collection Charges**

**a) Residential Properties – 240L Bin**

- i) \$250.00 per annum per occupied Lot for one 240L general rubbish bin serviced weekly.
- ii) \$275.00 per annum per additional 240L rubbish bin (GST inclusive)

**b) Commercial Collections**

- i) \$250.00 per annum per assessment for one 240L bin serviced weekly.
- ii) \$275.00 per annum per additional 240L bin (GST Inclusive) as listed on their properties bin count.
- iii) \$687.50 per annum per assessment for each 660L service collected once weekly.

**c) Other Commercial Waste Charges (based on tipping volumes)**

- i) \$1642.00 for each property classed under Commercial Tip Fee Category A.**
- ii) \$937.50 for each property classed under Commercial Tip Fee Category B.**
- iii) \$703.75 for each property classed under Commercial Tip Fee Category C.**
- iv) \$469.20 for each property classed under Commercial Tip Fee Category D.**
- v) At cost plus 15% administration fee for all other arrangements made outside the parameters above during the financial year with individual property owners.**

**f) Effluent Rates**

**a) That Council impose the following rates in dollar for GRV properties within the townsites of Munglinup and Ravensthorpe under Section 41 of the Health Act 1911 for the management and maintenance of community effluent systems.**

**GRV: 2.1222c in the dollar**

**b) That Council impose the following minimum rates for GRV properties within the townsites of Munglinup and Ravensthorpe under Section 6.35 (3) of Local Government Act 1995 for the management and maintenance of community effluent systems.**

**GRV: \$155.00 minimum rate**

**Non Rateable Properties: \$155 First Fixture & \$100.72 per additional fixture.**

**Non rateable Commercial Volume Sewerage (Co-Operative Bulk Handling Sites) Fee: \$1227.77**

**1.2 Members Meeting Attendance Fees – Section 5.99 Local Government Act 1995**

**That Council set the annual meeting attendance fee of \$7,000.00 for Council Members and \$14,000.00 for the Shire President.**

**1.3 Shire President Allowance – Section 5.98 and 5.98A Local Government Act 1995**

That Council set the Shire President's allowance of \$12,000.00 and set the Deputy Shire President's allowance of \$3,000.00

**1.4 Telecommunications Allowance – Section 5.99A Local Government Act, 1995**

That Council set a telecommunication allowance of \$1,000.00 for elected members.

**1.5 Reserve Fund**

That Council in accordance with Section 6.11 of the Local Government Act 1995 allocate funds to and from the Reserve Funds for the financial year ending June 30, 2013 as specified in the 2012/2013 budget document.

**1.6 Trust Fund Budget**

That Council adopt the Trust Fund Budget for the financial year ending June 30, 2013 as per the budget document.

**1.7 Adoption of Material Variance for Monthly Reports – Financial Management Regulation 34**

That Council adopt a material variance level of 10% with a minimum \$10,000.00 variance for the 2012/2013 financial year for monthly reporting purposes.

**1.8 Statutory Compliance**

That Council confirms that it is satisfied that the services and facilities it provides:

(a) Integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;

(b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and

(c) are managed efficiently and effectively.

In accordance with Section 3.18(3) of the Local Government Act 1995.

Carried by absolute majority: 6/0

Res: 150/12

**5. CLOSURE OF MEETING 10.45am**