



MINUTES

For the Council Meeting held on

Thursday 18 December, 2014

Commencing at 5.06 p.m.

In the Council Chambers, Ravensthorpe.

ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE
ON 18 DECEMBER 2014, COMMENCING AT 5.06PM

CONTENTS	PAGE
1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	3
2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE	3
3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	3
4. PUBLIC QUESTION TIME	3
5. APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST... 4	
5.1 DISCLOSURE OF INTEREST	4
6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS.....	4
7. CONFIRMATION OF MINUTES.....	4
7.1 COUNCIL MEETING – 20 NOVEMBER, 2014.....	4
8. SUSPENSION OF STANDING ORDERS.....	4
9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	4
10. REPORTS OF OFFICERS.....	5
10.1 DEPUTY CHIEF EXECUTIVE OFFICER	5
10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – NOVEMBER 2014	5
10.1.2 MONTHLY FINANCIAL REPORT – 30 NOVEMBER 2014.....	8
10.2 MANAGER OF PLANNING AND DEVELOPMENT.....	11
10.3 MANAGER OF ENGINEERING SERVICES	11
10.4 CHIEF EXECUTIVE OFFICER	11
10.4.1 SHIRE OF RAVENSTHORPE, PREMIERS AUSTRALIA DAY, ACTIVE CITIZENSHIP AWARD. 11	
10.4.2 RAVENSTHORPE CHILD CARE CENTRE (THE CUB HOUSE) – MANAGEMENT SUPPORT	14
10.4.3 HAMERSLEY INLET RESERVE MANAGEMENT PLAN	19
10.4.4 OCTOBER LOCAL EMERGENCY MANAGEMENT COMMITTEE	22
10.4.5 HOPETOUN COMMUNITY CENTRE – SOLAR POWER.....	24
10.4.6 MOUNT SHORT AERODROME – FENCING CONTRIBUTION	27
10.4.7 FITNESS FOR WORK – DRAFT POLICY	30
10.4.8 RAVENSTHORPE ENTERTAINMENT CENTRE MANAGMENT COMMITTEE (RECMC)	32
10.4.9 2014/2015 INFRASTRUCTURE CONSTRUCTION PROGRAM BUDGET CHANGE	35
11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	37
12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	37
12.1 ELECTED MEMBERS	37
12.2 OFFICERS	37
12.2.1 MATTHEW HUNT – MANAGER RECREATION AND COMMUNITY SERVICES	37
13. MATTERS BEHIND CLOSED DOORS	37
14. CLOSURE OF MEETING – 6.35PM.....	37

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.06pm – the presiding person, Cr Goldfinch, declared the meeting open.

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

MEMBERS: Cr Ian Goldfinch (Shire President)
Cr Keith Dunlop (Deputy Shire President)
Cr Ken Norman
Cr Andrew Duncan
Cr Julianne Belli
Cr Angela Kelton
Cr Sharyn Gairen

STAFF: Ian Fitzgerald (Chief Executive Officer)
Keith White (Deputy Chief Officer)
Darryn Watkins (Manager Engineering Services)
Matthew Hunt (Manager of Recreation and Community Services)
Portia Ridout (Executive Assistant)

APOLOGIES:

NIL

ON LEAVE OF ABSENCE:

NIL

ABSENT:

NIL

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

NIL

4. PUBLIC QUESTION TIME

NIL

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

5.1 DISCLOSURE OF INTEREST

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Cr Kelton	10.4.2	Impartiality	Has a child enrolled at the Childcare Centre
C Belli	10.4.6	Indirect Financial	Husband has submitted the request for Council funds.

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

5.07pm Marie Anne and Peter Smith from 4 Rivers Plumbing and Gas -
Peter Smith brought up his concerns that the Prequalified Goods and Service Providers that were adopted in November 2013 were not being used.

Cr Ian Goldfinch told Peter that the Shire will look into this and have a response for him in the New Year.

5.17pm Marie Anne and Peter Smith left the meeting.

7. CONFIRMATION OF MINUTES

7.1 COUNCIL MEETING – 20 NOVEMBER, 2014

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.1
Moved: Cr Gairen	Seconded: Cr Duncan
That the minutes of the meeting of council held on 20 November, 2014 be confirmed as a true and correct record of proceedings.	
Carried: 7/0	Res: 186/14

8. SUSPENSION OF STANDING ORDERS

NIL

9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

NIL

10. REPORTS OF OFFICERS**10.1 DEPUTY CHIEF EXECUTIVE OFFICER****10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – NOVEMBER 2014****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 30 November, 2014**Author:** Stacey Addis – Senior Finance Officer**Authorising Officer:** Keith White – Deputy Chief Executive Officer**Attachments:** Schedule of Payments to 30th November 2014**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:

FUND	PAYMENT	VOUCHERS	AMOUNTS
Municipal Account			
	EFTs	EFT3487-EFT3624	\$966,478.65
		39180-39257	\$127,662.99
	Municipal Fund Cheques		
Payroll	Dates	12/11/2014- 26/11/2014	\$160,124.47
Bank Fees			\$440.81
Municipal Account Total			\$1,254,706.92

Trust Account Payments	EFTs	EFT3547, EFT3625	\$20,929.35
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Grand Total			\$1,275,636.27
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Comment:

This schedule of accounts as presented, submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costing's and the amounts shown have been paid.

Consultation:

Not applicable.

Statutory Obligations:**Local Government (Financial Management) Regulations 1996****13. Lists of accounts**

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared-

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

- (a) for each account which requires council authorisation in that month —
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
- (b) the date of the meeting of the council to which the list is to be presented.

- (3) A list prepared under subregulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications:

Nil

Budget / Financial Implications:

This item address Council's expenditure from Trust and Municipal funds which have been paid under delegated authority.

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.1
Moved: Cr Dunlop	Seconded: Cr Belli
That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of November 2014, be noted.	
Carried: 7/0	Res: 187/14

10.1.2 MONTHLY FINANCIAL REPORT – 30 NOVEMBER 2014**File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	4 December, 2014
Author:	Keith White – Deputy Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Yes – Monthly Financial Report – November 2014

Summary:

This report presents the monthly financial report for November 2014 to Council which is provided as an attachment to the agenda. The recommendation is to receive the November 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 amounts, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council abreast of the current financial position.

Consultation:

Council Financial Records

Statutory Obligations:

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

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

Policy Implications:

Nil

Budget / Financial Implications:

As detailed within the attachments

Strategic Implications:

Nil

Sustainability Implications:

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

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

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.2
Moved: Cr Duncan	Seconded: Cr Kelton
That Council receive the Monthly Financial Report for the period ending 30 November 2014 in accordance with Section 6.4 of the Local Government Act 1995.	
Carried: 7/0	Res: 188/14

10.2 MANAGER OF PLANNING AND DEVELOPMENT

NIL

10.3 MANAGER OF ENGINEERING SERVICES

NIL

10.4 CHIEF EXECUTIVE OFFICER**10.4.1 SHIRE OF RAVENSTHORPE, PREMIERS AUSTRALIA DAY, ACTIVE
CITIZENSHIP AWARD****File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	2 December 2014
Author:	Portia Ridout – Executive Assistant
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Yes - Nominations provided under separate cover

Summary:

To consider Australia Day Award Nominations.

Background:

A part of the Australia Day awards, the Premier's Australia Day Active Citizenship Awards focuses on community contribution and participation rather than personal achievement.

The awards highlight active citizenship, outstanding contribution to the local community and Australian pride and spirit. There are three categories;

- Premier's Australia Day Active Citizenship Award
- Premier's Australia Day Active Citizenship Award – for under 25 years
- Premier's Australia Day Active Citizenship Award – for a community group or event

Comment:

Councillors have been provided with a copy of the nominations. Council is now required to determine recipients of the awards for presentation on Australia Day.

Consultation:

Advertised in the Community Spirit, at the Ravensthorpe and Hopetoun Resource Centres and on the Shire of Ravensthorpe website. Nomination forms were also sent to Community Groups and Organisations.

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

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

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

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

Voting Requirements:

Simple majority

COUNCIL DECISION	Item 10.4.1
Moved: Cr Dunlop	Seconded: Cr Belli
That Council sit behind closed doors to discuss Item 13.1 which involves a Council Officer.	
Carried: 7/0	Res: 189/14

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.1
Moved: Cr Belli	Seconded: Cr Duncan
That the Premier's Australia Day Active Citizenship Award, be awarded to _____.	
That the Premier's Australia Day Active Citizenship Award for a community group or event, be awarded to _____.	
Carried: 7/0	Res:190/14

COUNCIL DECISION	Item 10.4.1
Moved: Cr Kelton	Seconded: Gairen
That Council come out from behind closed doors.	
Carried: 7/0	Res: 191/14

Prior to any consideration of Item 10.4.2 Cr Kelton made the following declaration:

I have a child enrolled at the Ravensthorpe Cub House Child Care Centre 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.

10.4.2 RAVENSTHORPE CHILD CARE CENTRE (THE CUB HOUSE) – MANAGEMENT SUPPORT

File Ref:

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	2 December, 2014
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Nil

Summary:

Council has previously been informed of issues with the Ravensthorpe Child Care Centre and has provided financial assistance in the 2014/15 Budget. Over the past few months the Chief Executive Officer and Manager of Recreation and Community Services have attended committee meetings and provided advice and assistance and also provided support to staff.

This item recommends to Council that the management support continue and be increased to include providing assistance in managing the financial affairs of the centre but with the licence remaining with the Ravensthorpe Child Care Centre Management committee.

Background:

The Centre has previously obtained a \$10,000 loan from Council, to assist with cash flow issues, and requested a \$27,000 financial assistance this financial year.

An independent review of the Centre was recently completed and this identified a number of management issues and lack of support for staff. Council has received a copy of this report.

Comment:

A number of issues identified in the report have in part been addressed over the past 2 months including support for the committee and the staff by guidance being provided by Council staff. The committee are predominantly young mothers who have not been on a committee before and therefore are unsure of meeting procedures and how to best manage the centre and there has also been some blurring of the committee/staff roles due to both a lack of understanding and that some of the committee and staff are personal friends. The committee are now running the Centre more on a business model and whilst this has caused some staff and committee resignations the overall result appears to be positive. As a part of the grant received to allow an independent review of the centre funds were provided to start to address any issues identified. The committee will be using these funds to provide management training for the committee and training and support for the Centre Director and staff.

Council has been provided with a range of draft budgets for the Centre with a range of opening times, management time and children numbers.

Version 1.8 of the draft budgets was based on opening 5 days per week, 28 full time equivalent attendees and 10 hrs. per week of administration relief for the Director (until recently there was no administration relief provided).

There are a number of areas where potential savings could be made including cost of audit (budget allows \$2000 but current audit cost \$550), accounting/book keeper (budget of \$2400), insurances (budget of \$6800), and in this budget committee training (\$2000), and staff training (\$3000) as these finds are already in the bank through the grant. The budget also allows \$10,000 for specialised support and it may be possible to reduce this amount. Whilst this budget shows a projected loss of \$18,600 with careful management and use of the savings identified above it is possible break even or a small loss may be the end result. To a large extent this will depend on numbers attending the centre- the budget is based on 28 full time equivalents – November had an average of 29.

The committee has started a positive advertising campaign to promote the centre and dispel some of the misconceptions including that there is no “educational” component to the centres operations. This campaign together with up selling of the staff and committee and a general improvement in the “Centres” management is hoped to maintain child numbers have it has been heard that there may be new children coming to the Centre in 2015 which is very encouraging.

It is proposed that Council’s level of support include:

- Management guidance to the Committee and Director through the Chief Executive Officer and Manager of Recreation and Community Service

- Taking over the payroll and accounting functions
- Assisting in organising/arranging training for the Committee and staff.
- Obtaining better insurance pricing
- Provision of some grounds and building maintenance

The licence would remain with the Management Committee. These proposals are supported and welcomed by the Committee.

No additional finance assistance is proposed at this time with the overall running of the Centre to be reviewed no later than May 2015. It should be noted the Committee is proposing to repay the \$10,000 loan previously provided by Council in the near future.

Consultation:

Council

Ravensthorpe Day Care Committee

CSSU

Council Staff

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

There are no additional direct financial implications but indirect costs through staff time in payroll and creditor functions and provision of support and advice.

Strategic Implications:

The Centre is providing a good service to the community and the numbers suggest it is still needed. Whilst not yet confirmed it is believed a family will be moving to the area in 2015 with one of the deciding factor being that a child care service is available so the partner can work at least part time.

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

The centre allows for partners to work at least part-time and offers a respite service for mothers with a number of young children.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.4.2

That Council authorise the Chief Executive Officer to provide a level of management advice and administrative support, as appropriate, to the Ravensthorpe Child Care Centre with regular reports to Council and a full review to be carried out no later than May 2015.

ALTERNATIVE MOTION

ITEM 10.4.2

Moved: Cr Duncan

Seconded: Cr Goldfinch

That Council authorise the Chief Executive Officer to provide a level of advice and administrative support, as appropriate, to the Ravensthorpe Child Care Centre with regular reports to Council and a full review to be carried out no later than May 2015.

Lost: 3/4

FORESHADOWED MOTION

ITEM 10.4.2

Moved: Cr Dunlop

Seconded: Cr Duncan

That the level of management advise and administrative support provided by the Shire of Ravensthorpe to the Ravensthorpe Childcare Centre remain the same as presently provided and be reassessed no later than May 2015.

Lost: 3/4

ALTERNATIVE MOTION

ITEM 10.4.2

Moved: Cr Belli

That the Shire of Ravensthorpe take over the licence and run the childcare facility.

Motion lapsed due to no seconder

COUNCIL DECISION

ITEM 10.4.2

Moved: Cr Norman

Seconded: Cr Kelton

That Council authorise the Chief Executive Officer to provide a level of management advice and administrative support, as appropriate, to the Ravensthorpe Child Care Centre with regular reports to Council and a full review to be carried out no later than May 2015.

Carried: 6/1

Res: 192/14

10.4.3 HAMERSLEY INLET RESERVE MANAGEMENT PLAN**File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	3 December, 2014
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	A copy of the final plan is provided as a separate document with this Agenda.

Summary:

After consultation with the major stakeholders Nathan McQuoid has presented the final version of the Hamersley Inlet Management Plan.

The Plan is presented to Council for their consideration and adoption.

Background:

Mr McQuoid presented the draft plan to Council in August where it was agreed the plan be revised and sent to state agency stakeholders for comment. This process has now been completed.

Comment:

The final plan has taken into consideration the comments from Council and any feedback from state agencies. The plan includes a range of immediate, primary and secondary priority actions that will be worked through, again with the relevant state agencies, should Council adopt the Management Plan. The current management process is working well and no significant issues have been identified. To date this financial year we have received camp fees of approximately \$4800 (ex GST) with expenditure of approximately \$5900 (ex GST) which includes both Ranger time and vehicle expenses as well as caretakers fees paid. As we are entering the peak tourist season it is possible income earnings may increase to a level that see a break – even point or minimal cost to Council. If the Management Plan is adopted by Council there will be some added expenditure on signage etc but provision has been made in the 2014/2015 Budget for materials.

Consultation:

Council

Nathan McQuoid

State Agencies

Statutory Obligations:

Local Government Act 1995

CALM Act 1994

Aboriginal Heritage Act 1972

Navigable Water Regulations 1958

Fish Resources Management Act 1994

Policy Implications:

Nil

Budget / Financial Implications:

Allowance is included in the 2014/15 Budget for materials some of which could be used for new signage as recommended in the Management Plan.

Based on the current expenditure levels for contract management of Hamersley Inlet it is projected some small savings will be generated during the year.

In addition, if current camp fee income rate are maintained additional income will be achieved this financial year.

Strategic Implications:

Strategic Community Plan – theme 2:

A strong, diversified economic tourist and industrial base that provides varied employment opportunities for all ages. Outcome 2.3.1 – promotion and development of the natural assets as a business opportunity.

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations other than those identified in the Management plan and Council is already aware of.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION	ITEM 10.4.3
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That Council adopts the Hamersley Inlet Reserve Management Plan as presented and authorises staff to begin addressing identified priorities as resources allow.

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 10.4.3
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Moved: Cr Duncan

Seconded: Cr Dunlop

That Council adopts the Hamersley Inlet Reserve Management Plan as presented and authorises staff to begin addressing identified priorities as resources allow.

Amendment

Moved: Cr Norman

Seconded: Cr Duncan

That part 2 be added to the motion as follows:

That a report be submitted to Council in six months.

The Amendment was put and Carried: 7/0

Res:193/14

The Amendment became part of the motion, the motion was put and Carried: 7/0

Res: 194/14

10.4.4 OCTOBER LOCAL EMERGENCY MANAGEMENT COMMITTEE**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 3 December, 2014**Author:** Steve McGuire – Airport and Compliance**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** Yes – Copy of Minutes

Summary:

Consideration of recommendation from the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 1 October, 2014.

Background:

Nil.

Comment:

The Local Emergency Management Committee recommendations are in the main procedural matters and should be supported.

Consultation:

Not applicable.

Statutory Obligations:

Emergency Management Act, 2005

Policy Implications:

Shire of Ravensthorpe Local Emergency Management Committee operational guidelines.

Budget / Financial Implications:

Nil.

Strategic Implications:

Nil.

Sustainability Implications:

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

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

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.4
Moved: Cr Norman	Seconded: Cr Kelton
That the Minutes of the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 1 October, 2014 be received and the recommendations therein be adopted.	
Carried: 7/0	Res: 195/14

10.4.5 HOPETOUN COMMUNITY CENTRE – SOLAR POWER**File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	16 June, 2014
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Yes - Solar Balance Preliminary Proposal

Summary:

Council has previously discussed at a workshop the option of installing a solar power system on the new Hopetoun Community Centre.

Staff have worked with a potential supplier (approved by Horizon Power) and received a quote for the supply and install of an 18kw solar system.

As this is an unbudgeted item it is brought to Council for consideration and direction to staff.

Background:

It is the authors understanding that during the planning stages for the new Hopetoun Community Centre the option of a solar power system was discussed but not pursued.

The matter has subsequently been raised at a Council discussion session and staff have done some preliminary investigations.

Comment:

Staff contacted Horizon Power and obtained names of suppliers approved by Horizon Power to supply and install a solar power system with generation management that meets their requirements.

Two companies were contacted and have supplied information-

One very professional and the other not so professional. Solar Balance have provided information and a quote to supply and install an 18kw solar system with a projected payback over 8.5 years. The quote for this system is \$87,284 plus GST.

It should be noted that a number of staff at Solar Balance are ex- Horizon Power so fully understand their systems and requirements.

In subsequent discussions with Solar Balance an offer has been made to prepare a preliminary design for \$1,000 which would come off the project cost should we decide to proceed. They are currently working with NDY, who did the electrical engineering for the Hopetoun Community Centre, on another project and suggest liaising with them to ensure the new switch board is suitable for a solar system.

Consultation:

Council

Horizon Power

Solar Balance

Cr Duncan

Statutory Obligations:

Local Government Act 1995

Policy Implications:

Nil

Budget / Financial Implications:

The \$1000 design cost could be met from the Hopetoun Community Centre project budget. Any decision to proceed would impact on either this years budget or next years – depending on project timing.

Strategic Implications:

The installation of a solar power system would help reduce the ongoing costs of running the Hopetoun Community Centre.

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.5
Moved: Cr Duncan	Seconded: Cr Dunlop
That Council –	
a) Authorise the Chief Executive Officer to proceed with obtaining a more detailed design and cost estimate for the installation of an 18kw solar power system for the Hopetoun Community Centre.	
b) Request a detailed report be presented to Council for consideration and adoption once the design work is completed and prior to any works commencing.	
Carried: 6/1	Res: 196/14

Prior to any consideration of Item 10.4.6 Cr Belli declared a financial interest on the basis that her husband was the one submitting the request for Council funds .

6.20pm *Cr Belli left the meeting and did not participate in discussions or vote on the matter.*

10.4.6 MOUNT SHORT AERODROME – FENCING CONTRIBUTION
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File Ref:

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	Cr Belli has declared a financial interest
Date:	3 December, 2014
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Yes - Copy of legal advice received

Summary:

Council has received a request to contribute to the cost of renewing approximately 5.4km of fencing that forms the boundary of the Mount Short Aerodrome which is vested with Council. Mr Peter Belli has submitted the request. There is no legal obligation on Council to contribute but this report recommends that Council contributes towards the cost of materials and erection.

Background:

This item has been raised at Council discussion forums where it was suggested legal advice be sought. This advice has been obtained and has been provided to Council previously. In essence the advice has provided that whilst Council has no legal obligation to contribute if it decided to contribute it would not be setting a precedent for future possible claims/ requests.

Comment:

Mr Belli has provided a breakdown of the costs for the new fence as:

Removal of existing fence and clearing	\$ 2,500.00
Materials (quote provided)	\$12,128.20
Erection (contractor quote provided)	<u>\$ 9,911.00</u>
	<u>\$24,539.20</u>

Mr Belli has requested a 50% contribution towards the material and erection cost - \$11,019.60.

As indicated in the legal advice Council is under no legal obligation to contribute to the fencing costs but should it do so it would not be seen as setting a precedent for any future requests. The decision for Council to make is as the manager of the aerodrome land that adjoins the farm property should it make some contribution towards the fencing costs, more a neighbour sharing the fence rather than through any legal obligation.

Consultation:

Council

McLeods Solicitors

Mr P Belli

Statutory Obligations:

Local Government Act 1995

Dividing Fences Act 1961

Land Administration Act 1997

Policy Implications:

Nil

Budget / Financial Implications:

This would be an unbudgeted item but could be funded through savings on other projects.

Strategic Implications:

Provision and maintenance of recreation and community resources – Mt Short Aero Club uses the aerodrome.

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 10.4.6

That Council agree to contribute towards the construction of a new fence along the boundary of the Mt Short Aerodrome by meeting 50% of material and erection costs to a maximum of \$11,019.60.

ALTERNATIVE MOTION ITEM 10.4.6

Moved: Cr Duncan

Seconded: Cr Kelton

That Council agree to contribute towards the construction of a new fence along the boundary of the Mt Short Aerodrome by funding to a maximum of \$5,000 only.

Lost: 2/4

COUNCIL DECISION ITEM 10.4.6

Moved: Cr Dunlop

Seconded: Cr Norman

That Council do not contribute any funds towards a new fence along the boundary of the Mt Short Aerodrome.

Carried: 5/1

Res: 197/14

6.32pm *Cr Belli returned to the meeting.*

10.4.7 FITNESS FOR WORK – DRAFT POLICY**File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	9 December, 2014
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Draft Policy – Fitness for Work

Summary:

A draft policy that will inform both staff and management in relation to the fitness of staff to attend or remain at work is presented for Councils consideration and adoption.

Background:

Council currently does not have a policy on the procedures to be followed in relation to drug or alcohol testing of staff, or in the case of fatigue, and protocols to be followed testing.

Comment:

Whilst it is the employee's responsibility to attend the workplace in a fit state to carry out their designated duties Council as the employer also has a role to play. A policy has been drafted that outlines for both employees and management what the protocols and procedures are in relation to employee's fitness to attend work and/or remain in the workplace.

The policy outlines Councils rights as the employer, what is acceptable, and importantly procedures to be followed should it be suspected an employee may not be fit for work.

It had been proposed to include this policy in an overall review of the policy manual in January but due to a change in circumstances it is presented now for Council's consideration.

Consultation:

Senior Staff

Local Government Insurance Services

Statutory Obligations:

Local Government Act 1995

Occupational Safety and Health Act

Policy Implications:

A new policy – “Fitness for Work” is proposed for Council to add to their policy manual.

Budget / Financial Implications:

Council will incur the cost of conducting random testing of staff with provision made within the budget to cover these expenses.

Strategic Implications:

The adoption of this policy will give staff and management clear guidelines as to acceptable behaviour as to fitness for work of all employees and help ensure staff are able to help deliver Councils level of service expected.

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.7
Moved: Cr Duncan	Seconded: Cr Kelton
That Council adopt the Fitness for Work policy as presented and issue a copy to all employees and contractors.	
Carried: 7/0	Res: 198/14

10.4.8 RAVENSTHORPE ENTERTAINMENT CENTRE MANAGEMENT COMMITTEE (RECMC)
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File Ref:

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	9 December, 2014
Author:	Matthew Hunt – Manager Recreation and Community Services
Authorising Officer:	Ian Fitzgerald - Chief Executive Officer
Attachments:	RECMC Minutes – 24 November 2014

Summary:

This item seeks the consideration and approval of one (1) Committee recommendation, resultant from the last meeting of the Ravensthorpe Entertainment Centre Management Committee (RECMC), held on Monday 24th November 2014.

Background:

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

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

Comment:

The intent of the RECMC and Council is to effectively manage and support the increased usage and financial viability of the REC. They intend that all affiliation and/or membership fees, bar profits, and programs and services revenue be applied to support and promote local sporting groups and facilitate improvements and operations of and to the REC. This distribution of funds is through recommendation of the RECMC and approval of the Council.

As noted in the minutes the RECMC was asked by the Ravensthorpe Tennis Club as an affiliated user, to contribute to the purchase of the a new fridge / freezer for fixtured events and Club functions as the current provision does not meet usage needs in terms of size and function. The new facility will allow ease of planning and implementation of Club activities.

The RECMC and Manager Recreation and Community Services have discussed this purchase informally and at Committee level. The Ravensthorpe Tennis Club have not requested facility or Club improvements as benefits from the RECMC for the last few years and have continued to participate in the REC membership program and regularly attended meetings of the RECMC, contributing to its development over recent years. The RECMC recommend contributing \$550 towards the cost of a 520L top mount fridge for Ravensthorpe Tennis Association. The Manager Recreation and Community Services is supportive of this recommendation through use of the RECMC carry forward funds balance. This balance has been accumulated through the above noted revenue lines

Consultation:

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

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

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

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.8
Moved: Cr Kelton	Seconded: Cr Gairen
That Council:	
a) Receive the minutes of the Ravensthorpe Entertainment Centre Management Committee (RECMC) meeting of 24 th November 2014	
b) Accept the recommendation of the RECMC that they contribute \$550 towards the purchase of a 520L top mount fridge for and by Ravensthorpe Tennis Association.	
Carried: 7/0	Res: 199/14

10.4.9 2014/2015 INFRASTRUCTURE CONSTRUCTION PROGRAM BUDGET CHANGE

File Ref:

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	12 December, 2014
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	None

Summary:

Council is requested to endorse an amendment to the 2014/15 Infrastructure Construction Program by deleting job RR11 Springdale Road and inserting RR117 Floater Road – the budget allocation to remain at \$147,263.

Background:

Council adopted the budget for 2017/15 on the 7 July 2014 including the proposed Infrastructure Construction Program.

Comment:

With the recent announcement of the successful tender for the construction of the heavy haulage route staff have inspected Floater Road which will be used extensively to cart material for the new road. This inspection has shown the road to be in poor condition and requiring 6km to be reformed and gravel sheeted and at least 1 culvert upgraded. This work should be done prior to the contractors commencing to help ensure the integrity of the road together with the fact that as a part of the tender the contractor is required to maintain Floater Road to the same, or better condition as the when works commenced.

An inspection will be undertaken prior to the works commencing with the report to be documented and signed off by both parties. This will help protect Councils asset and ensure at the end of the project Floater Road is “handed back” at a good standard.

Consultation:

Manager Engineering Services
Council

Statutory Obligations:

Local Government Act 1995

Policy Implications:

Nil

Budget / Financial Implications:

Nil

Strategic Implications:

The proposed change will help ensure Floater Road is maintained to a good standard road.

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.9
Moved: Cr Dunlop	Seconded: Cr Gairen
That Council approve the amending of the 2014/15 Infrastructure Construction Program by deleting job RR11 Springdale Road and inserting RR117 Floater Road.	
Carried: 7/0	Res: 200/14

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

12.2.1 MATTHEW HUNT – MANAGER RECREATION AND COMMUNITY SERVICES

The Chief Executive Officer thanked Matthew Hunt – Manager Recreation and Community Services for his time at the Shire of Ravensthorpe and wished him well at his new position in Perth.

13. MATTERS BEHIND CLOSED DOORS

NIL

14. CLOSURE OF MEETING – 6.35PM