

MINUTES

For the Council Meeting held on

Thursday September 15, 2016

Commencing at 5 p.m.

In the Recreation Centre, Munghlinup.

ORDINARY MEETING OF COUNCIL
HELD IN THE RECREATION CENTRE, MUNGLINUP
ON 15 SEPTEMBER 2016, COMMENCING AT 5PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.00pm – the presiding person, Cr Dunlop, declared the meeting open.

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

MEMBERS: Cr Keith Dunlop (Shire President)
Cr Peter Smith (Deputy Shire President)
Cr Kerry Dickinson
Cr Sharyn Gairen
Cr Ken Norman

STAFF: Ian Fitzgerald (Chief Executive Officer)
Jenny Goodbourn (Acting Manager of Corporate and Community Services)
Darryn Watkins (Manager Engineering Services)
Portia Chambers (Executive Assistant)
Hanneke Coetzee

APOLOGIES:
Cr Ian Goldfinch

ON LEAVE OF ABSENCE:
Cr Graham Richardson

ABSENT:

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 APPLICATION FOR LEAVE OF ABSENCE

COUNCIL DECISION

ITEM 5.1

Moved: Cr Gairen

Seconded: Cr Dickinson

That the leave of absence be granted to Cr Norman and Cr Goldfinch for the ordinary Council meeting to be held on 20 October 2016.

Carried: 5/0

Res: 98/17

5.2 DECLARATION OF INTEREST

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Jenny Goodbourn	10.4.5	Financial	Salary while in Acting CEO position
Jenny Goodbourn	10.4.8	Financial	Appointment to M CCS position

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

NIL

7. CONFIRMATION OF MINUTES**7.1 COUNCIL MEETING – 18 AUGUST, 2016**

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.1
Moved: Cr Dickinson	Seconded: Cr Gairen
That the minutes of the meeting of council held on 18 August, 2016 be confirmed as a true and correct record of proceedings.	
Carried: 5/0	Res: 99/17

8. SUSPENSION OF STANDING ORDERS

NIL

9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

NIL

10. REPORTS OF OFFICERS**10.1 ACTING MANAGER OF CORPORATE AND COMMUNITY SERVICES****10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – AUGUST 2016****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 31 August, 2016**Author:** Ashleigh Stade – Senior Finance Officer**Authorising Officer:** Jenny Goodbourn – Manager of Corporate and
Community Services**Attachments:** Schedule of Payments to 31 August, 2016
Credit Card Transactions to 31 August, 2016**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:**31 August 2016**

FUND	PAYMENT	VOUCHERS	AMOUNTS
Municipal Account	EFTs	EFT6051-EFT6130	\$151,315.05
		40275 – 40278	\$46,450.44
	Municipal Fund Cheques		
Payroll	Dates	03/08/2016 17/08/2016 31/08/2016	\$244,238.00
Superannuation		Direct Debit	\$12,870.44
Bank Fees			
Municipal Account Total			\$454,873.90
Shire Credit Card Facility	Westpac VISA	26/07/2016- 25/08/2016	\$4,294.45
Trust Account Payments	EFTs	EFT6050 – EFT6050	\$20.00
	Cheques	1379 – 1379	\$40.00
Grand Total			\$459,228.40

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:

N/A

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:

N/A

Budget / Financial Implications:

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

Strategic Implications:

N/A

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 Dickinson	Seconded: Cr Smith
That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of August 2016, be noted.	
Carried: 5/0	Res:100/16

10.1.2 MONTHLY FINANCIAL REPORT – 31 AUGUST 2016**File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	5 th September 2016
Author:	Jenny Goodbourn - AMCCS
Authorising Officer:	Not applicable
Attachments:	Yes – Monthly Financial Report–August 2016

Summary:

This report presents the monthly financial reports for August 2016 to Council which is provided as an attachment to the agenda. The recommendation is to receive the August monthly financial reports.

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:

To provide timely financial information to the Council this report is based on the 2016/2017 Budget adopted by Council on 18 August 2016. The report contains the budget amounts, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the draft 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 Gairen	Seconded: Smith
That Council receive the Monthly Financial Reports for the period ending 31 August 2016 in accordance with Section 6.4 of the Local Government Act 1995.	
Carried: 5/0	Res: 101/16

10.2 MANAGER OF PLANNING AND DEVELOPMENT
NIL

10.3 MANAGER OF ENGINEERING SERVICES
NIL

10.4 CHIEF EXECUTIVE OFFICER

10.4.1 AIRPORT FEES & CHARGES

File Ref:**Applicant:**

Not applicable

Location:

Not applicable

Disclosure of Officer Interest:

None

Date:

31 August 2016

Author:

Steve McGuire – Airport Manager

Authorising Officer:

Ian Fitzgerald – Chief Executive Officer

Attachments:

Nil

Summary:

Council is requested to consider changes to airport charges that are proposed that reflect changes in operations and airport usage. The changes will have no negative impact to the 2016/17 budget. The proposed changes provide a clearer outline of our airport charges for any operator utilising the facility. In addition, a new 'Day Rate' and 'Hourly Rate' is proposed for users such as local farmers utilising the airport for commercial purposes (spraying etc.). This is something that has only arisen recently and whilst it provides an opportunity to increase usage and revenue from the airport it also provides the mechanism to raise charges for DPaW during their cat and fox baiting programs.

Background:

During the preparation of the 2016/17 budget it was envisaged that there would be no change to charges at Ravensthorpe Airport and no changes were included in the budget approved by Council.

Comment:

However since the budget was formulated Ravensthorpe Nickel Operations (FQM) has put their charter operation out to tender – their current contract expires on 30 September 2016. It is therefore considered timely to review the airport charges that are levied. As outlined above there may also be the opportunity to increase use of the airport for other commercial operations. The proposed changes are minimal but reflect a change in our operation from a 'Security Screened Airport' to a 'Non-screened' operation - screening of passengers no longer occurs and we do not incur that cost as an overhead.

Consultation:

Nil

Statutory Obligations:

Local Government Act 1995 s6.17 and s1.7

Local Government (Financial Management) Regulations 1996

Policy Implications:

Nil

Budget / Financial Implications:

The proposed changes have no overall impact upon the 2016/17 budget and may provide the opportunity to increase usage of the airport and therefore revenue.

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

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.1
Moved: Cr Dickinson	Seconded: Cr Gairen
That Council adopt the following amendments to the Ravensthorpe Airport Fees and Charges for 2016/2017:	
<ol style="list-style-type: none">1. Increase the Landing Fee charge for aircraft in excess of 15000Kg Maximum Take Off Weight from \$22.50 to \$26.00 (GST inclusive);2. Decrease the Passenger Handling Fee from \$40.00 per Adult to \$30.00 per Adult (GST inclusive);3. Add a 'Daily Use Rate' for utilising the airport for spraying / baiting programs of \$550.00 per day (GST inclusive);4. Add an 'Hourly Use Rate' for utilising the airport for spraying / baiting programs of \$88.00 per hour (GST inclusive).5. The new fees to come into effect as from 1 October, 2016.	
Changes are to be advertised in accordance with s6.17 and s1.7 of the Local Government Act, 1995.	
Carried by Absolute Majority: 5/0	Res: 102/16

10.4.2 RISK MANAGEMENT GOVERNANCE FRAMEWORK - UPDATED**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 1 September 2016**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** Yes - Risk Management Framework

Summary:

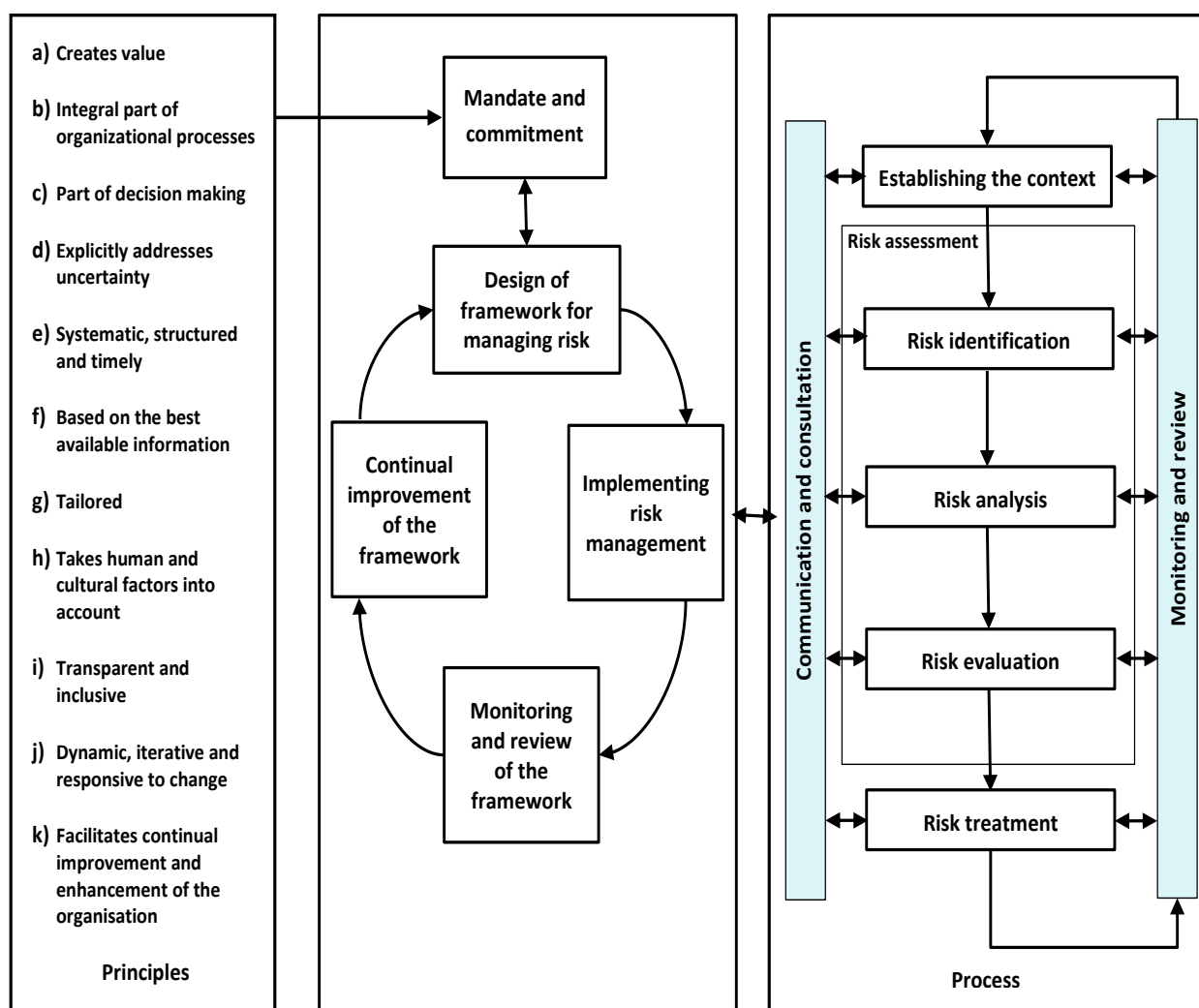
An updated Risk Management Governance Framework including a risk management policy and procedures together with a “Risk Dashboard Report” is presented for Council’s consideration.

Background:

Whilst Risk Management in Local Government is now required by law (since 2013), the principles of managing risk are not new.

The previous report was presented to Council in October 2014 and since that time staff have worked with Local Government Insurance Services to improve our position and identify others areas where risk may be a factor.

The Figure 1 below outlines the Risk management Process via Australian Standard AS/NZS 31000:2009.



Comment:

Adoption of the Policy has helped guide the Chief Executive Officer and Management in what predominate risks exist and provided guidance as to Council’s appetite for each of those risks and provide a more thorough and documented process for the administration to manage those risks, day to day.

As noted in the framework, Risk Management is not a destination, but more of a journey. In other words – risks constantly evolve and or are discovered or ‘detailed’.

It should not be expected that the organisation will document ‘every risk’ and put in place controls to manage every risk.

The attached Framework establishes processes by which the Chief Executive Officer, Management and employees can quantify or escalate risks to be managed by treatments or controls, or if unable or unwilling - to transfer or accept them.

In the first instance, higher level ‘strategic’ risks were identified and in subsequent years greater level of maturity, understanding and time will fine tune the ‘risk registers’ that will be

developed to include lower order 'operational' risks and importantly steps to help minimise or completely mitigate the risk.

Statutory Obligations:

Regulation (number 17) in the Local Government (Audit) Regulations 1996 requires the Chief Executive Officer to undertake certain additional 'new tasks' required by that legislation.

In accordance with this regulation, the first review had to be undertaken by no later than December 2014 (two calendar years) – was completed October 2014.

Local Government (Audit) Regulations 1996 states;

"17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.

Consultation:

No external community consultation is required.

The updated documentation has been reviewed by the Manager of Corporate & Community Services, Manager of Engineering Services and Manager of airport & Compliance.

The Policy and Framework is based on best practice guidance supplied by Council's Insurance Broker, Local Government Insurance Services (LGIS).

Policy Implications:

The proposed Policy and Framework is based on Australia/New Zealand Standard ISO 31000:2009 Risk Management.

The Policy proposed is outlined in the Risk Management Framework in the attachment.

Budget / Financial Implications:

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

Strategic Implications:

The report and officer recommendation is consistent with Council's adopted Mission and Vision and assists achieve the following specific adopted Strategic Objectives and Goals.

Governance Objective - The Shire of Ravensthorpe provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent and fiscally responsible decision making.

Sustainability Implications:

- **Governance:**

The updated Policy and Framework will provide a sound management platform to address compliance with the new Regulation and also makes 'good business sense'.

- **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

- **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

- **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

Voting Requirements:

Simple majority.

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.2
Moved: Cr Smith	Seconded: Cr Gairen
That Council note the updated Risk Management Governance Framework including the Risk Assessment Matrix (Appetite for Risk).	
Carried: 5/0	Res:103/16

10.4.3 COUNCIL MEETING DATES - 2017
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File Ref:**Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 5 September, 2016**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Meeting Dates**Summary:**

Council is required to determine meeting dates for 2017.

Background:

In accordance with the Local Government Act 1995, Council is required to advertise Council meeting dates at least once per annum.

Comment:

A recommended 2017 schedule of Agenda Setting Forums and Councils meetings is as follows:

DATE	VENUE	START TIME
January 2017	No meetings scheduled	
<i>13 February 2017</i>	<i>Ravensthorpe Council Chambers</i>	<i>1 pm</i>
16 February 2017	Ravensthorpe Council Chambers	5 pm
<i>13 March 2017</i>	<i>Ravensthorpe Council Chambers</i>	<i>1 pm</i>
16 March 2017	Hopetoun Community Centre	5 pm
<i>24 April 2017</i>	<i>Ravensthorpe Council Chambers</i>	<i>1 pm</i>
27 April 2017	Ravensthorpe Council Chambers	5 pm
<i>15 May 2017</i>	<i>Ravensthorpe Council Chambers</i>	<i>1 pm</i>
18 May 2017	Hopetoun Community Centre	5 pm

<i>12 June 2017</i>	<i>Ravensthorpe Council Chambers</i>	<i>1 pm</i>
15 June 2017	Ravensthorpe Council Chambers	5 pm
<i>17 July 2017</i>	<i>Ravensthorpe Council Chambers</i>	<i>1 pm</i>
20 July 2017	Hopetoun Community Centre	5 pm
<i>14 August 2017</i>	<i>Ravensthorpe Council Chambers</i>	<i>1 pm</i>
17 August 2017	Ravensthorpe Council Chambers	5 pm
<i>18 September 2017</i>	<i>Ravensthorpe Council Chambers</i>	<i>1 pm</i>
21 September 2017	Munglinup Recreation Centre	5 pm
<i>16 October 2017</i>	<i>Ravensthorpe Council Chambers</i>	<i>1 pm</i>
19 October 2017	Hopetoun Community Centre	5 pm
23 October 2017	Ravensthorpe Council Chambers – Special Meeting post bi-annual elections	4 pm
<i>13 November 2017</i>	<i>Ravensthorpe Council Chambers</i>	<i>1 pm</i>
16 November 2017	Ravensthorpe Council Chambers	5 pm
<i>18 December 2017</i>	<i>Ravensthorpe Council Chambers</i>	<i>1 pm</i>
21 December 2017	Hopetoun Community Centre	5 pm

*Please note the April Council meeting has been proposed for the fourth Thursday due to a clash with the Easter Monday falling on the Monday Forum session.

Consultation:

Meeting dates will be advertised in the Community Spirit, Community Resource Centres, Council notice board and the Esperance Express.

Statutory Obligations:

The Local Government Act 1995, Local Government (Administration Regulations, require that the meetings for the year be advertised for public information).

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

OFFICER RECOMMENDATION AND COUNCIL DECISION			ITEM 10.4.3
Moved: Cr Smith			Seconded: Cr Gairen
DATE	VENUE		START TIME
January 2017	No meetings scheduled		
<i>13 February 2017</i>	<i>Ravensthorpe Council Chambers</i>		<i>1 pm</i>
16 February 2017	Ravensthorpe Council Chambers		5 pm
<i>13 March 2017</i>	<i>Ravensthorpe Council Chambers</i>		<i>1 pm</i>
16 March 2017	Hopetoun Community Centre		5 pm
<i>24 April 2017</i>	<i>Ravensthorpe Council Chambers</i>		<i>1 pm</i>
27 April 2017	Ravensthorpe Council Chambers		5 pm
<i>15 May 2017</i>	<i>Ravensthorpe Council Chambers</i>		<i>1 pm</i>
18 May 2017	Hopetoun Community Centre		5 pm
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15 June 2017	Ravensthorpe Council Chambers		5 pm
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<i>14 August 2017</i>	<i>Ravensthorpe Council Chambers</i>		<i>1 pm</i>
17 August 2017	Ravensthorpe Council Chambers		5 pm
<i>18 September 2017</i>	<i>Ravensthorpe Council Chambers</i>		<i>1 pm</i>
21 September 2017	Munglinup Recreation Centre		5 pm
<i>16 October 2017</i>	<i>Ravensthorpe Council Chambers</i>		<i>1 pm</i>
19 October 2017	Hopetoun Community Centre		5 pm
23 October 2017	Ravensthorpe Council Chambers – Special Meeting post bi-annual elections		4 pm
<i>13 November 2017</i>	<i>Ravensthorpe Council Chambers</i>		<i>1 pm</i>
16 November 2017	Ravensthorpe Council Chambers		5 pm
<i>18 December 2017</i>	<i>Ravensthorpe Council Chambers</i>		<i>1 pm</i>
21 December 2017	Hopetoun Community Centre		5 pm
Carried: 5/0			Res:104/16

10.4.4 WASTE COLLECTION SERVICES**File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 8 September 2016**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** None

Summary:

Warren Blackwood Waste who currently provide domestic Kerbside waste collection services are in the process of selling to Cleanaway Pty Ltd. As such a novation of contract has been prepared and Council is requested to approve the signing of the novation document.

Background:

Council resolved in April 2014 to appoint Warren Blackwood Waste for the collection of domestic kerbside waste for a 2 year period with 2 x 1 year options.

Comment:

Warren Blackwood Waste have provided a good service to the shire since 2014. The owners of Warren Blackwood Waste have been in contact and advised of their intention to sell the company to Cleanaway Pty Ltd with a proposed changeover date of 1 October 2016.

Cleanaway have also been in contact advising of the impending change and confirming their intention to meet the obligations of the Shires contract with Warren Blackwood Waste.

Cleanaway Pty Ltd are a large company who provide waste collection services to many rural and urban local governments and will have the resources to provide the same level of service as has been received from Warren Blackwood Waste.

Consultation:

Manager of Engineering Services

Warren Blackwood Waste

Cleanaway Pty Ltd

Statutory Obligations:

Local Government Act 1995

Policy Implications:

N/A

Budget / Financial Implications:

There will be no impact on the 2016/2017 budget with the transfer of domestic waste collection services from Warren Blackwood Waste to Cleanaway Pty Ltd.

Strategic Implications:

Strategic Community Plan – 3.2.1 – provision of basic services including waste management.

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 Gairen	Seconded: Cr Dickinson
That Council authorise the Shire President and Chief Executive Officer to sign under seal the novation of contracts document from Warren Blackwood Waste to Cleanaway Pty Ltd.	
Carried: 5/0	Res: 105/16

Prior to any consideration of Item 10.4.5 Jenny Goodbourn Acting Manager of Corporate and Community Services declared a financial interest on the basis that the item refers to salary whilst appointed as Acting CEO.

5.05pm Jenny Goodbourn left the meeting.

10.4.5 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

File Ref:

Applicant:

Location: Not applicable

Disclosure of Officer Interest: None

Date: 5 September, 2016

Author: Ian Fitzgerald – Chief Executive Officer

Authorising Officer: Not applicable

Attachments: None

Summary:

As Council is aware the Chief Executive Officer will be on annual leave in late October to mid November.

Council is required to appoint an Acting Chief Executive Officer for the period 24th October 2016 to 16th November 2016.

Background:

Nil.

Comment:

The Chief Executive Officer will be on leave for the period 24th October 2016 to 16th November 2016 and is required to appoint an Acting Chief Executive Officer for this period. The Manager of Corporate and Community Services Jenny Goodbourn has previously held a Chief Executive Officer role and there is no Council meetings scheduled during this period.

Consultation:

Not applicable.

Statutory Obligations:

Section 5.36 (1) (2) 23(2)(e) Local Government Act 1995 relates to the appointment of a Chief Executive Officer.

Policy Implications:

N/A

Budget / Financial Implications:

Funding has been included in the current budget for the appointment of an Acting Chief Executive Officer.

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 10.4.5
Moved: Cr Norman	Seconded: Cr Dickinson
That Mrs Jenny Goodbourn be appointed Acting Chief Executive Officer for the period of 24 th October to 16th November 2016 inclusive with a cash salary equivalent to 85% of the Chief Executive Officer's cash salary.	
Carried: 5/0	Res: 106/16

5.06pm Jenny Goodbourn returned to the meeting.

10.4.6 TRADES PANEL OF PREQUALIFIED GOODS AND SERVICE PROVIDERS - EXTENSION

File Ref:	Tender Register
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	6 September 2016
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Nil

Summary:

In November 2013 following the Procurement Consultancy Service of the Western Australian Local Government Association being engaged to undertake procurement services to engage contractors(s) to provide goods, services and works for the Shire of Ravensthorpe in a number of categories Council adopted the recommendations provided and established a panel of pre-qualified goods and service providers.

The initial panel was set for 3 years but the original report provided for a 2 year extension at Council's discretion.

This report recommends that the panel be extended for 2 years.

Background:

During any financial year, Shire staff have a number of requirements for external services to assist with delivery of the Shires annual capital and operating budget operations.

There is also a requirement under the Local Government Act, 1995 for Council to comply with Tender Regulations, particularly where the value of goods or a services exceeds \$150,000, either on one occasion or over a period of years. The requirement for obtaining tendered prices for some of these services can be restrictive, costly, and may result in delays.

The advertising and award of a panel type contract gives the Shire staff greater flexibility to engage contractors and services and ensures compliance with all current Local Government purchasing regulations.

Comment:

The initial invitation for tenders were invited for the following categories of goods, works and services:-

- Building and Plant Maintenance

- Building Construction
- Plant Hire
- Landscaping and Horticultural Services

Within each category there are a range of subcategories, for example Building and Plant Maintenance includes:-

- Air-conditioning
- Plumbing
- Electrical
- Mechanical
- Painting
- Carpentry

The contract period was for three (3) years, with a further (2) year extension, **exercisable at the absolute discretion of Council.**

The Shire is under no obligation to only use the successful tenders. Separate quotes and/or tenders can be invited for particular goods and services if deemed necessary. Also contractors that have not tendered/registered are able to be engaged for works or services if the works and services amounts comply with Tender Regulations or the contractors are on the WALGA preferred suppliers panel – or if the cost is below the tender threshold.

The use of the pre-qualified panel assists reduce the time required by staff, and particularly the Manager of Engineering Services, to organise jobs and obtain pricing estimates.

Consultation:

Manager Engineering Services

Statutory Obligations:

Section 3.75(1) of the Local Government Act 1995 requires a Local Government to invite tenders before it enters into a contract for a purchase of a prescribed kind. Part 4 (Provision of Goods and Services) of the Local Government (Functions and General) Regulations 1996, Regulation 11 states this is only required for purchases worth more than \$150,000.

The initial preparation, assessment and award of the tender complied with Part 4 (Provision of Goods and Services) of the Local Government (functions and General) Regulations 1996 Division 2 – tendering for Goods and Services.

Policy Implications:

The successful tenderers are to comply with all relevant council policies.

Budget / Financial Implications:

Works undertaken by members of the pre-qualified supplier panel are included within the annual budget.

Strategic Implications:

The tender ensures sound management practices and will assist in the delivery of works and services.

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 the Council exercise their option and extend the use of the previously approved Panel of Pre-Qualified Suppliers for a further 2 years from November 2016 to October 2018.

COUNCIL DECISION

ITEM 10.4.6

Moved: Cr Norman

Seconded: Cr Gairen

That Council exercise their option and extend the use of the previously approved Panel of Pre-Qualified Suppliers for a further 2 years from November 2016 to October 2018, and review the Purchasing Policy F6 to align with the requirements of Department of Local Government and Communities Circular 16 and formalise the Shire's current purchasing practices.

Carried: 5/0

Res: 107/16

Reason for change: To comply with current standards and regulations

10.4.7 SOUTH COAST HIGHWAY PROCLAMATION**File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 8 September 2016**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:**

Summary:

The construction of the Ravensthorpe Heavy Haulage Vehicle Route is now completed and Main Roads WA is looking to the proclamation of the new road as a State Road and de-proclamation of the existing road as a State Road.

Background:

N/A

Comment:

With the construction of the heavy vehicle route completed there is a statutory requirement for that route, a portion of the South Coast Highway, to be proclaimed as a State Road.

As this route is in effect replacing the previous route that passed through the townsite as a part of the process the old route will be de-proclaimed. The “ownership” and therefore responsibility for this old route will then be transferred to the Shire of Ravensthorpe. As outlined on the attached plan Council will assume responsibility for the section of the old highway from the intersection with the heavy vehicle route on the western side of town through to the round-a-bout on the eastern side of town. In addition we will assume responsibility for the section of Coleman Street from the war memorial to just past the recreation grounds (was formerly part of the Ravensthorpe – Hopetoun Road). Council will need to add these new sections of road to their road inventory to help attract additional road funding.

Staff will explore the opportunity to add Morgans Street to the Roads 2030 document that will allow applications to the Regional Road Group grant funds for future works.

Consultation:

Main Roads WA

Manager of Engineering Services

Statutory Obligations:

Main Roads Act – Section 13

Local government act 1995

Policy Implications:

N/A

Budget / Financial Implications:

The transfer of ownership process will not incur any cost to Council.

The additional road length may assist in increasing marginally our road grants for future years.

Strategic Implications:

Morgans Street will continue to be the main entrance road to Ravensthorpe from the west and maintaining it to a high standard will be necessary for road users and as our entrance to the Ravensthorpe townsite.

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 Gairen	Seconded: Cr Smith
That Council endorses the proposal to proclaim the heavy vehicle route as part of the South Coast Highway and de-proclaim these sections being transferred to the Shire of Ravensthorpe.	
Carried: 5/0	Res: 108/16

Prior to any consideration of Item 10.4.8 Jenny Goodbourn Acting Manager of Corporate and Community Services declared a financial interest on the basis that item relates to appointment of herself to the role of M CCS.

5:10pm Jenny Goodbourn left the meeting.

10.4.8 APPOINTMENT OF MANAGER OF CORPORATE & COMMUNITY SERVICES

File Ref:	Personal File
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	9 September 2016
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	None

Summary:

The position of Manager of Corporate and Community Services has been advertised and this report recommends an appointment to the position.

Background:

Following the change in the organisation structure and redundancy of the Deputy Chief Executive Officer position a Manager of Corporate and Community Services position was created.

The position has been filled on an Acting basis since January 2016 and now a permanent appointment is recommended to Council.

The recruitment process was undertaken in house with advertisements placed in the West Australian and locally.

Comment:

Mrs Jenny Goodbourn has been acting in the role since January 2016. Mrs Goodbourn has previous experience as both a Deputy Chief Executive Officer and Chief Executive Officer at a number of rural local governments.

Mrs Goodbourn has fitted well into the office environment and is very well credentialed for the position.

A three (3) year contract of employment, commencing 1 October 2016 has been negotiated with Mrs Goodbourn.

Consultation:

Not applicable.

Statutory Obligations:

The position of Manager of Corporate & Community Services position is a designated Senior Officer in terms of Section 5.37(1) & (2) and Section 5.39 of the Local Government Act 1995.

Section 5.37(1):

“A local government may designate employees or persons belonging to a class of employee to be senior employees.”

Section 5.37(2):

“The CEO is to inform Council of each proposal to employ or dismiss senior employee and the Council may accept or reject the CEO’s recommendation but if Council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.”

Section 5.39:

“the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.”

For a permanent position the term of contract cannot exceed 5 years.

The Local Government Act also states that a contract is renewable.

Policy Implications:

Policy G9 and Policy G10 refers to the designation of senior officers.

Budget / Financial Implications:

Employment conditions are in accordance with the negotiated contract and advertisement lodged for the position.

Total package value of \$170,225 is provided for in the budget.

The appointment is due to commence 1 October 2016.

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 10.4.8
Moved: Cr Dickinson	Seconded: Cr Gairen
That Council endorse the Chief Executive Officer's decision to appoint Mrs Jenny Goodbourn to the position of Manager of Corporate & Community Services on the terms and conditions as outlined in the contract of employment.	
Carried: 5/0	Res: 109/16

5:11pm *Jenny Goodbourn returned to the meeting.*

**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
NIL**

13. MATTERS BEHIND CLOSED DOORS

Presentation: Prior to closing the meeting, Shire President Councillor Dunlop, made a presentation to Portia Chambers thanking her for her contribution to Council and wishing her well on her 12 month maternity leave.

14. CLOSURE OF MEETING – 5:13PM

These minutes were confirmed at the meeting of the _____

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

Date: _____