



SHIRE OF RAVENSTHORPE

MINUTES

**Special Meeting of Council to be held in the
Council Chambers, Ravensthorpe,
Monday 13 August, 2018
Commencing at 1.00 PM**

SPECIAL MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE, ON MONDAY
13 AUGUST 2018 AT 1.00 PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE

MEMBERS: Cr Keith Dunlop (Shire President)
Cr Julianne Belli (Shire Deputy President)
Cr Kerry Dickinson
Cr Thomas Major
Cr Graham Richardson

STAFF: Ian Fitzgerald Chief Executive Officer
Darryn Kennedy Manager Corporate and Community
Services
Darryn Watkins Manager Engineering Services

APOLOGIES:

ON LEAVE OF ABSENCE:

Cr Ian Goldfinch
Cr Peter Smith

ABSENT:

VISITORS:

3. PUBLIC QUESTION TIME

4. DISCLOSURE OF INTEREST

5. SPECIAL BUSINESS

5.1 TENDERS- WANDRRA ROAD REPAIRS- RFT 1/2018, 2/2018, 3/2018

File Ref:**Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 31nd July 2018**Author:** Simon Russell – Technical Services Officer**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** 5.1.1 WSP Tender Evaluation Report

Summary:

A series of tenders have been called for works packages for repairs to the shires road network as a result of the February 2017 flood event. The event has been declared a natural disaster which has triggered funding that being WANDRRA AGRN 743.

The tender submissions for the advertised works packages 1/2018 to 3/2018 have been assessed by Council's engineering consultant's against the criteria outlined in the tender documentation and a report on the tender evaluation prepared for Council consideration.

Background:

The flood event of February 2017 severely impacted some 90 local governments including the Shire of Ravensthorpe. The event was declared a natural disaster and as such is eligible for disaster relief funding under WANDRRA.

Once the event was declared a natural disaster the process of assessing and recording each area of damage was required along with a cost estimate for the road repairs. All this documentation is presented to Main Roads WA for the assessment and subsequent approval.

Comment:

The evaluation report from WSP Consultants is attached which details the tender process, submissions received and recommendation's for award.

Consultation:

Chief Executive Officer
Manager Engineering Services
Technical Services Officer

Statutory Obligations:

Local Government Act 1995 and associated regulations

Policy Implications:

Nil

Budget / Financial Implications:

Council will be required to fund the repair works and then through a complex time consuming process claim the funds back through Main Roads WA.

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 5.1

Moved: Cr Dickinson

Seconded: Cr Richardson

That Council awards the tenders as outlined below:

Tender No.	Recommended Contractor	Price (Inc GST)
1/2018	Fulcher Contractors Pty Ltd	\$961,158.00
2/2018	Phoenix Civil & Earthmoving Pty Ltd	\$597,445.76
3/2018	ACH Contractors Pty Ltd	\$1,269,514.40

Carried: 5/0

Res: 96/18

5.2 ADOPTION OF THE 2018/2019 BUDGET**File Ref:****Applicant:**

N/A

Location:

Shire of Ravensthorpe

Disclosure of Officer Interest:

Financial interest as salary and conditions of officers incorporated within the municipal budget.

Date:7th August 2018**Author:**

Darren Kennedy – Manager of Corporate & Community Services

Authorising Officer:

Ian Fitzgerald – Chief Executive Officer

Attachments:5.2.1 Statutory Draft Budget 2018/2019
5.2.2 Note 4 Supplementary Information
5.2.3 Draft Fees & Charges 2018/2019

Summary:

To consider and adopt the Municipal Fund Budget for the 2018/2019 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, setting of elected members fees for the year and other consequential matters arising from the budget papers.

Background:

The draft 2018/19 budget has been compiled based on the principles contained within the Strategic Community Plan and prepared in accordance with the presentations made to councillors at the 2 budget workshops held in June and July 2018.

The draft differential general rates were approved by the council on 19 April 2018 and advertised for public comment. 15 submissions were received and were considered by Council on 21 June 2018.

Ministerial approval has been obtained for the GRV – Transient Workforce / Short Stay Accommodation and UV Mining differential rates, which are more than twice the lowest rate of the 'Unimproved Valuation' and the 'GRV Residential' categories.

Details:

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards. The main features of the draft budget include:

- Operating revenue of ~\$17.1m including ~\$4.3m in rates and ~\$10m relating to ongoing flood damage repairs.
- Reduction in minimum rates across all categories
- Wages and Salaries budget of \$3.365m. The increase has been contained at 1.5% principally as a result of reduced staffing requirement at the Airport.
- Capital Works Program of \$5.3m including:

- \$2.9m Road & Footpath construction,
 - \$1.4m Heavy Plant & Light vehicle renewal,
 - \$492K Airport runway reseal,
 - \$160K Rangeview Park Upgrade,
 - \$ 60K Ultrasound machine,
 - \$ 35K Server renewal,
 - \$ 30K Gym equipment renewal.
- Building maintenance allocation of \$601K.
 - Debt Servicing costs of \$287K for existing borrowings.
 - Airport Reserve transfer of \$50,000 for ongoing asset management.
 - State Barrier Fence Reserve final transfer of \$70,000 for the Shire's \$280,000 contribution to the fence extension.
 - Leave Reserve transfer of \$25,000 to cover annual and LSL liabilities.
 - Waste and Sewerage Reserve transfer of \$35,000 for ongoing asset management.
 - Building Reserve transfer in and out of \$1,200,000 to assist with cash flow during flood reinstatement works.
 - Community Development fund allocation of \$30,000.
 - Community Groups and event funding recurring allocations:
 - \$ 2,000 Australia Day Breakfast
 - \$ 3,500 Seniors Christmas Party
 - \$ 5,000 Ravensthorpe Community Centre
 - \$ 6,000 Ravensthorpe CRC – Spring Festival Fireworks
 - \$ 10,000 Hopetoun CRC – Tourism Services
 - \$ 14,000 Munglinup Library
 - \$ 20,000 Fitzgerald Coast Tourism Association
 - \$ 20,000 Fitzgerald Biosphere Promotion (New)
 - \$ 20,000 Ravensthorpe and Districts Arts Council
 - \$ 30,000 Hopetoun Progress Association
 - \$ 49,000 Hopetoun CRC – Library
 - \$ 52,000 Ravensthorpe CRC - Library
- \$231,500
- \$30,000 for additional Bushfire mitigation
 - \$10,000 for additional CCTV cameras
 - Elected members fees and allowances contained at prior year levels.
 - Fees and Charges as reviewed by Councillors at the May 2018 meeting with the inclusion of a Commercial Contractor waste charge of \$15m3
 - An estimated surplus of \$2.3m is anticipated to be brought forward from 30 June 2018. However this is unaudited and may change. Any change will be addressed as part of a future budget review.

Consultation:

Extensive internal consultation has occurred between senior management and through briefings and workshops with elected members.

Feedback received from the advertised differential rates was also considered along with previous community consultation during the development of the Community Strategic Plan.

Statutory Obligations:

LGA S6.2 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2018/19 budget as presented is considered to meet statutory requirements.

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

Section 41 of the *Health Act 1911* for the management and maintenance of community effluent systems.

Policy Implications:

The budget is based on the principles contained in the Strategic Community Plan

Budget / Financial Implications:

Specific financial implications are as outlined in the Detail section of this report and as itemised in the draft 2018/19 budget attached for adoption.

Strategic Implications:

The draft 2018/19 budget has been developed based on the existing strategic planning documents adopted by council.

Sustainability Implications:

- **Environmental:**
The draft 2018/19 budget supports key environmental strategies and initiatives adopted by the council.
- **Economic:**
The draft 2018/19 budget has been developed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.
- **Social:**
The draft 2018/19 budget delivers social outcomes identified in various planning and community supporting strategies that have previously been adopted by the council.

Comment:

The draft 2018/19 budget continues to deliver on strategies adopted by the council and maintains a high level of service across all programs.

Flood reinstatement works will continue to be a priority for the balance of 2018/19. In the vicinity of \$30m will have been invested into the Shires road network when complete. This investment together with mature asset management renewal practices continues to enhance the Shires financial sustainability and ability to handle any unforeseen negative financial consequences.

Recruitment and retention of skilled staff will continue to be a challenge into 18/19. Predictions of a continuing improvement in the mining sector typically have a negative flow on effect to the local government sector. This is already evident with the current recruitment attempts for the Manager of Engineering position. Workforce planning will be an integral component of the review of the Shires Integrated Planning framework.

Voting Requirements:

Absolute Majority

COUNCIL DECISION	ITEM 5.2.1
	ITEM 5.2.2
	ITEM 5.2.3
	ITEM 5.2.4
	ITEM 5.2.5
	ITEM 5.2.6
Moved: Cr Dickinson	Seconded: Cr Dunlop
Carried: 5/0	Res : 97/18

ITEM 5.2.1

PART A - Municipal Fund Budget FOR 2018/19

Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in Attachment 5.2.1 of this agenda and the minutes, for the Shire of Ravensthorpe for the 2018/19 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page 28 showing a net result for that year of \$687,628
- Statement of Comprehensive Income by Program on page 30 showing a net result for that year of \$687,628
- Statement of Cash Flows on page 32
- Rate Setting Statement on page 33 showing an amount required to be raised from rates of \$4,284,288
- Notes to and Forming Part of the Budget on pages 34 to 55
- Budget Program Schedules as tabled
- Transfers to / from Reserve Accounts as detailed in page 46

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general rates and minimum payments on Gross Rental and Unimproved Values.
 - 1.1. General Rates*

• Residential (GRV)	11.2985 cents in the dollar
• Commercial (GRV)	12.6873 cents in the dollar
• Industrial (GRV)	14.8920 cents in the dollar
• Transient Workforce Accom (GRV)	30.1308 cents in the dollar
• Short Stay Accommodation (GRV)	30.1308 cents in the dollar
• Rural (UV)	00.9428 cents in the dollar
• Mining (UV)	08.0000 cents in the dollar
 - 1.2. Minimum Payments

• Residential (GRV)	\$850
• Commercial (GRV)	\$850
• Industrial (GRV)	\$850
• Transient Workforce Accom (GRV)	\$850
• Short Stay Accommodation (GRV)	\$850
• Rural (UV)	\$850
• Mining (UV)	\$300
2. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full and by instalments:

• Full payment and instalment due date	2 October 2018
• 2 nd quarterly instalment due date	4 December 2018
• 3 rd quarterly instalment due date	5 February 2019
• 4 th quarterly instalment due date	9 April 2019
3. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through the instalment option of \$10 for each instalment after the initial instalment is paid.
4. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through the instalment option.
5. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

ITEM 5.2.3

PART C – GENERAL FEES AND CHARGES FOR 2018/19

Pursuant to Section 6.16 of the *Local Government Act 1995*, council adopts the Fees and Charges included at pages 56 to 66 inclusive of the draft 2018/19 budget included as Attachment 5.2.3 of this agenda and minutes,

ITEM 5.2.4

PART D – OTHER STATUTORY FEES FOR 2018/19

1. Pursuant to Section 53 of the *Cemeteries act 1996* the council adopts the Fees and Charges for cemeteries within the Shire included at page 61 of the draft 2018/19 budget included as Attachment 5.2.3 of this minutes and agenda.
2. Pursuant to Section 245A(8) of the *Local Government (Miscellaneous Provisions) Act 1960*, the council adopts a swimming pool inspection fee of \$75.00 inclusive of GST.
3. Pursuant to Section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, council adopt the following charges for the removal and deposit of domestic waste:

Residential Premises

- 240 ltr bin per weekly collection \$297.50
- 240 ltr recycling bin per fortnightly collection \$105.30

4. Pursuant to Section 41 of the *Health Act 1911* council adopt the following effluent charges for the management and maintenance of community effluent systems within the town sites of Munglinup and Ravensthorpe:

4.1. General Rates

- Munglinup (GRV) 2.5665 cents in the dollar
- Ravensthorpe (GRV) 2.2246 cents in the dollar

4.2. Minimum Payments

- Munglinup (GRV) \$190
- Ravensthorpe (GRV) \$190

4.3. Non Rateable Properties

- First Fixture \$ 190
- Per Additional Fixture \$ 125
- Commercial Volume Sewerage (CBH sites) \$1,450

ITEM 5.2.5

PART E – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2018/19

1. Pursuant to Section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

Shire President \$19,500

Councillors \$13,000

2. Pursuant to Section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, council adopts the following annual allowances for elected members:

Telecommunications Allowance \$ 1,084

3. Pursuant to Section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

Shire President \$13,000

4. Pursuant to Section 5.98A of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

Deputy President \$ 3,250

ITEM 5.2.6

PART F – MATERIAL VARIANCE REPORTING FOR 2018/19

In accordance with regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2018/19 for reporting material variances shall be 10% or \$100,000, whichever is the lesser.

6. MATTERS BEHIND CLOSED DOORS

6.1 CONFIDENTIAL ITEM (WITHDRAWN)

7. CLOSURE OF MEETING - 1.15PM

These minutes were confirmed at the meeting of the _____

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

Date: _____