



MINUTES

For the Council Meeting held on

Thursday 15 November, 2018

at 5 p.m.

In the Hopetoun Community Centre, Hopetoun.



SHIRE OF RAVENSTHORPE

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A handwritten signature in blue ink, appearing to read 'Ian Fitzgerald', is written over a large, faint watermark that says 'UNCONFIRMED'.

Ian Fitzgerald
Chief Executive Officer

21/11/2018

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**Shire of Ravensthorpe
Notice of Ordinary Council Meetings**

In accordance with the Local Government Act 1995 and Administration Regulation 12 (I) it, is hereby notified that as from January 2018 to December 2018, Ordinary Council meetings of the Shire of Ravensthorpe will be held as follows:

January 2018	No meetings scheduled	
12 February 2018	Ravensthorpe Council Chambers- Forum	1 pm
15 February 2018	Ravensthorpe Council Chambers	5 pm
12 March 2018	Ravensthorpe Council Chambers - Forum	1 pm
15 March 2018	Hopetoun Community Centre	5 pm
16 April 2018	Ravensthorpe Council Chambers - Forum	1 pm
19 April 2018	Ravensthorpe Council Chambers	5 pm
14 May 2018	Ravensthorpe Council Chambers - Forum	1 pm
17 May 2018	Hopetoun Community Centre	5 pm
18 June 2018	Ravensthorpe Council Chambers - Forum	1 pm
21 June 2018	Ravensthorpe Council Chambers	5 pm
16 July 2018	Ravensthorpe Council Chambers - Forum	1 pm
19 July 2018	Hopetoun Community Centre	5 pm
13 August 2018	Ravensthorpe Council Chambers – Forum	1pm
16 August 2018	Ravensthorpe Council Chambers	5pm
17 September 2018	Ravensthorpe Council Chambers – Forum	1pm
20 September 2018	Ravensthorpe Council Chambers	5pm
15 October 2018	Ravensthorpe Council Chambers - Forum	1 pm
18 October 2018	Ravensthorpe Council Chambers	5 pm
12 November 2018	Ravensthorpe Council Chambers - Forum	1 pm
15 November 2018	Hopetoun Community Centre	5 pm
17 December 2018	Ravensthorpe Council Chambers- Forum	1 pm
20 December 2018	Ravensthorpe Council Chambers	5 pm

Ratepayers and residents are welcome to attend the council meetings and participate in the Public Question time session which are held at the beginning of each Council Meeting.

**Ian Fitzgerald
Chief Executive Officer**

ORDINARY MEETING OF COUNCIL
HELD IN THE HOPETOUN COMMUNITY CENTRE, HOPETOUN
ON 15 NOVEMBER 2018, COMMENCING AT 5PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE**

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

STAFF: Ian Fitzgerald (Chief Executive Officer)
 Darren Kennedy (Manager of Corporate and Community Services)
 Helen Coleman (Personal Assistant)

APOLOGIES: Nil

ON LEAVE OF ABSENCE: Nil

ABSENT: Nil

VISITORS: Elizabeth Aberline
 Toni Arndt
 Alan Higgins

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE - Nil**4. PUBLIC QUESTION TIME-**

Elizabeth Aberline made a statement from 5.01pm to 5.10pm regarding tourism in the shire of Ravensthorpe.

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

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Ian Goldfinch	10.4.2	Impartiality	Donates to facility

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS – Nil

7. CONFIRMATION OF MINUTES**7.1 COUNCIL MEETING – 18 OCTOBER, 2018**

COUNCIL DECISION	ITEM 7.1
Moved: Cr Smith	Seconded: Cr Major
That the minutes of the meeting of council held on 18 October, 2018 be confirmed as a true and correct record of proceedings.	
Carried:7/0	Res:134/18

8. SUSPENSION OF STANDING ORDERS**9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

UNCONFIRMED

10. REPORTS OF OFFICERS**10.1 MANAGER OF CORPORATE AND COMMUNITY SERVICES****10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – OCTOBER 2018****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 7 November, 2018**Author:** Wendy Spaans – Admin/Creditors Officer**Authorising Officer:** Darren Kennedy – Manager of Corporate and Community Services**Attachments:** 10.1.1.1 Schedule of Payments to 31 October 2018
10.1.1.2 Credit Card Transactions to 31 October 2018**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:

Period 1/7/2018 – 31/10/2018

2018/19

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	1,367	2,442,344	90,290	12,115	950	2,547,065	174,327
Aug	37,082	2,032,888	225,672	5,618	688	2,301,948	212,428
Sep	10,479	887,060	53,711	5,559	2,617	959,426	173,926
Oct	10,076	1,922,570	115,844	8,636	2,049	2,059,175	123,007
Nov						0	
Dec						0	
Jan						0	
Feb						0	
Mar						0	
Apr						0	
May						0	
Jun						0	
Total	59,005	7,284,861	485,517	31,928	6,304	7,867,615	683,688
17/18	327,905	18,507,404	209,587	65,010	317,445	19,427,351	2,601,283

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:

Regulation 13 (1) – (3) of the *Local Government (Financial Management) Regulations 1996*

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

COUNCIL DECISION	ITEM 10.1.1
Moved: Cr Dickinson	Seconded: Cr Belli
That pursuant to Regulation 13 of the <i>Local Government (Financial Management) Regulations 1996</i> , the payment of accounts for the month of October 2018, be noted.	
Carried: 7/0	Res: 135/18

10.1.2 MONTHLY FINANCIAL REPORT – 31 OCTOBER 2018

File Ref:	
Applicant:	Internal
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	8 November 2018
Author:	Darren Kennedy Manager Corporate & Community Services
Authorising Officer:	Not applicable
Attachments:	10.1.2.1 – Monthly Financial Report for October 2018

Summary:

In accordance with the *Local Government Financial Management Regulations (1996)*, Regulation 34, a local government is to prepare a monthly Statement of Financial Activity for approval by Council.

Background:

Council is requested to review the October 2018 Monthly Financial Report.

Comment:

The October 2018 Monthly Financial Report is presented for review.

Consultation:

Chief Executive Officer

Statutory Obligations:

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996 apply

Policy Implications:

Nil

Budget / Financial Implications:

All expenditure has been approved via adoption of the 2017/18 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications:Strategic Community Plan 2014 – 2024

Theme 4 – Civic Leadership: 4.2 High quality corporate governance, accountability & compliance.

Risk

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept COUNCIL DECISION

Sustainability Implications:

- **Environmental**
Not applicable to this specific recurring report
- **Economic**
Not applicable to this specific recurring report
- **Social**
Not applicable to this specific recurring report.

Voting Requirements:

Simple majority

COUNCIL DECISION	ITEM 10.1.2
Moved: Cr Smith	Seconded: Cr Richardson
That Council receive the October 2018 Monthly Financial Report as presented.	
Carried: 7/0	Res:136/18

10.1.3 LIBRARY CONTRACTS – RAVENSTHORPE CRC AND HOPETOUN CRC**File Ref:****Applicant:** Ravensthorpe and Hopetoun CRC's**Location:** Ravensthorpe and Hopetoun CRC's**Disclosure of Interest:** Darren Kennedy - Impartiality Interest.**Date:** 5 November 2018**Author:** Darren Kennedy – Manager Corporate & Community Services**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** 10.1.3.1 Draft Contracts x 2

Summary:

The existing 3 year contracts for Library services in Hopetoun & Ravensthorpe expired on 30 June 2018. This item recommends that the contracts be renewed for a further 3 years.

Background:

The respective Community Resource Centre's (CRC's) in Hopetoun and Ravensthorpe have been successfully providing Library services on behalf of the Shire for many years.

As both CRC's have a heavy reliance on recurrent grant funding, 3 year agreements have been used to provide a level of budget certainty.

The smaller Munglinup Library operated by the Munglinup Community Group is reliant on an annual budget allocation and does not require a formal agreement.

Comment:

The service level agreements ensure the quality of library services offered within the Shire is maintained at a high standard.

Both CRC's are renowned for providing an exceptional service which is highly valued within the community. This was most recently confirmed via the 2018 Community Scorecard presented to Council in October 2018.

From a governance perspective the CRC's furnish the Shire with annual budgets, there is Councillor representation on both CRC committees and a strong working relationship exists between Shire staff and CRC employees.

Consultation:

CRC Managers

Statutory Obligations:

Local Government Act 1995 however it does commit the Shire to funding via the 2019/20 & 2020/21 budget process.

Policy Implications:

Nil

Budget / Financial Implications:

The cost of providing the Library Services is included in the adopted 18/19 budget and it does commit the Shire to funding via the 2019/20 & 2020/21 budget process.

The Hopetoun agreement is \$45,000 and the Ravensthorpe agreement \$47,100 for 2018/19 with annual CPI increments for Year 2 & Year 3 of the agreement.

The reason for the small difference is that Ravensthorpe had the cost of additional projects such as the study with a buddy, school holiday programs and a housebound delivery service funded by Council from 15/16.

Strategic Implications:

Strategic Community Plan – Theme 3: Adequate services and infrastructure

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 10.1.3
Moved: Cr Dickinson	Seconded: Cr Richardson
That Council;	
<ol style="list-style-type: none">1. Approve the contracts for the provision of Library and Customer Services for the Hopetoun Community Resource Centre Incorporated and the Ravensthorpe Community Resource Centre Incorporated for a term of three years commencing from 1 July 2018.2. Note the contact amount for 2018-2019 is \$45,000 for Hopetoun and \$47,000 for Ravensthorpe to be increased in the 2 subsequent years by Consumer Price Index.3. Authorise the Chief Executive Officer and Shire President to execute the contracts with the respective Community Resource Centres.4. Requests the Chief Executive Officer to facilitate a full review of the provision of Library services prior to commencing the 2021/22 Municipal Budget.	
Carried: 7/0	Res: 137/18

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10.1.4 RAVENSTHORPE COMMUNITY CHRISTMAS TREE**File Ref:****Applicant:** Not Applicable**Location:** Not Applicable**Disclosure of Officer Interest:** None**Date:** 8/11/2018**Author:** Darren Kennedy – Manager Corporate & Community Services**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** Nil

Summary:

To recommend to Council that the Ravensthorpe Community Christmas Tree Committee (an unincorporated volunteer group) not be required to take out additional Public Liability Insurance for the Community Christmas tree to be held in Jubilee Park on Saturday 6th December 2018

Background:

The Ravensthorpe Community Christmas Tree Committee, enquired as to whether they would be required to hold a separate Public Liability insurance policy for this community event.

In the ever increasing litigious society that we live, Public Liability Insurance has become a default risk mitigation/expense for just about everything and a confusing subject for community groups

Unfortunately because of the complex nature of insurance, the question of whether it is actually needed is often overlooked. In simple terms a basic risk assessment should be completed in accordance with in this case the Shire's Risk Management Framework.

If the residual risk is within the adopted risk appetite of the Council then the risk can be accepted without the need for further controls.

Comment:

A risk rating is determined by considering the potential consequence and the likelihood of and event occurring.

The Shire's Risk Management Framework has the following definitions:

Shire of Ravensthorpe Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	First aid injuries	Less than \$10,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries	\$10,001 - \$25,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non-compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury <30 Days	\$25,001 - \$100,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury >30 Days	\$100,001 - \$750,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$750,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Shire of Ravensthorpe Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Shire of Ravensthorpe Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Once an assessment has been completed the Shire has adopted the following Risk Acceptance Criteria.

Shire of Ravensthorpe Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME (16-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council
Shire of Ravensthorpe Existing Controls Ratings			
Rating	Foreseeable	Description	
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.	
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.	
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.	

Christmas Tree Event

For a claim of Public Liability to be successful the complainant has to prove gross negligence. With adequate demonstrable controls in place this is an onerous legal argument to mount.

In terms of risk controls for the Christmas Tree event the following will be in place:

- The Shire maintains Public Liability cover for the public use of Jubilee Park.
- The Ravensthorpe Youth Club who will be selling alcohol as a fundraiser will be covered by their own Public Liability Policy.
- The Shire will conduct and document a thorough playground inspection prior to the event.

With the above controls in place the consequence of an event occurring is considered minor and the likelihood possible. This provides a Moderate Risk rating that is acceptable with adequate controls at an operational level.

It is therefore recommended that Council accept the risk and not require the Ravensthorpe Community Christmas Tree committee to take out additional Public Liability coverage for this one off event.

Consultation:

LGIS – Manager David Wood

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

Nil – The cost of a separate one off Public Liability Insurance Policy is estimated at \$300.

Strategic Implications:

Strategic Community Plan: Theme 1: A healthy, strong and connected community that is actively engaged and involved;

Outcome 1.1: Connected families

Outcome 1.3: Community engagement

Risk

Risk	Likelihood	Consequence	Risk Rating	Risk Action Plan
Failure to provide safe public space for community event.	Possible (3)	Minor (2)	Moderate (6)	Accept Risk without additional controls.

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 10.1.4
Moved: Cr Dickinson	Seconded: Cr Smith
That Council not require the Ravensthorpe Community Christmas Tree committee to take out additional Public Liability Insurance coverage for event to be held on 6 th December 2018.	
Carried: 7/0	Res: 138/18

10.2 MANAGER OF PLANNING AND DEVELOPMENT

Nil

UNCONFIRMED

10.3 MANAGER OF ENGINEERING SERVICES

Nil

UNCONFIRMED

10.4 CHIEF EXECUTIVE OFFICER

COUNCIL DECISION	ITEM 10.4.1
Moved: Cr Goldfinch	Seconded: Cr Smith
That Council consider this item at 13.1	
Carried: 7/0	Res: 139/18

10.4.1 SHIRE OF RAVENSTHORPE CITIZEN OF THE YEAR AWARDS

File Ref:	CR.AW.2
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	2 November, 2018
Author:	Helen Coleman – Personal Assistant
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Yes - Nominations provided under separate cover

Summary:

To consider the Citizen of the Year Award Nominations received.

Background:

A part of the Australia Day awards, the Citizen of the Year 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 four categories;

- Citizen of the Year
- Senior Citizen of the Year (over 65 years of age)
- Youth Citizen of the Year (under 25 years of age)
- Active Citizenship Award (to recognise 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 and facebook page.

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
That the Citizen of the Year Award Senior Citizen of the Year Award, be awarded to _____.	
That the Citizen of the Year Award Citizen of the Year Award, be awarded to _____.	
That the Citizen of the Year Award Active Citizenship Award, be awarded to _____.	

NOTE: Names of recipients to be embargoed until announced at the Australia Day function.

UNCONFIRMED

Cr Goldfinch declared an impartiality interest and but remained in the meeting.

10.4.2 COMMUNITY DEVELOPMENT FUND 2018/19

File Ref:**Applicant:**

Jerdacuttup Community Association

Location:

Not applicable

Disclosure of Officer Interest:

None

Date:7th November 2018**Author:**

Ian Fitzgerald – Chief Executive Officer

Authorising Officer:

Not applicable

Attachments:

10.4.2.1 Community Development Fund Application

Summary:

Each year before the budget adoption the Shire of Ravensthorpe opens a local community group grant scheme called the Community Development Fund. This enables groups to apply for a grant of up to \$5000. This year an application submitted by the Jerdacuttup Community Group was not actually received by the office. This has just come to our notice when asked the outcome of the 2018/19 applications.

This item recommends that Council agree to fund the application.

Background:

Minor Community Grants may be used for any purpose, including minor building construction, maintenance or repair, equipment purchase or hire, events or functions, operating expenses, relief from Council fees and charges etc. The 2018/19 applications were presented to the June 2018 Council meeting and all approved for funding with allowance made in the annual budget.

Comment:

The Community Development Fund applications for 2018/19 closed on 31st May 2018 for funding after adoption of the annual budget. In 2018/19 we received 10 applications for \$28,881.79 – less than normally funded by Council. All applications were approved by Council and subsequently included in the budget adopted.

For some reason an application emailed by the Jerdacuttup Community Association sent on the 31st May was not received by this office. At times we have difficulty in receiving emails from local organisations with the author on occasions not receiving emails from the

Ravensthorpe District High School or the Ravensthorpe Community Resource Centre – one of the joys of modern technology.

The Jerdacuttup Community Association have previously applied for and been successful in receiving CDF grant funding and have provided the required information both on application and acquittal as requested. The application this year also contains the relevant information and is for similar purposes and amounts as to the 2017/18 application.

As it would appear the lack of receipt appears to be a technical issue at the shire end of the system it is recommended that the application be approved for funding.

The budget provides an amount of \$30,000 for the CDF grants so there is a small unallocated amount of \$1,118 that could help fund this particular grant. In addition, the WA Local Government Grants Commission have advised that our final general purpose and road funding allocations for 2018/19 are some \$62,000 more than provided in the 2018/19 budget – advice received after Council had adopted the budget. This allows the financial capacity to fund the application without impacting the budget.

Consultation:

N/A

Statutory Obligations:

N/A

Policy Implications:

Council Policy G5 (Community Development Fund) provides for up to 1% of rate revenue to be allocated to the funding of approved Community Development Fund applications each financial year. In 2018/19 it is anticipated 1% of rate revenue would equate to approximately \$41,000.

Budget / Financial Implications:

The budget provides an amount of \$30,000 for the CDF grants so there is a small unallocated amount of \$1,118 that could help fund this particular grant. In addition, the WA Local Government Grants Commission have advised that our final general purpose and road funding allocations for 2018/19 are some \$62,000 more than provided in the 2018/19 budget. This allows the financial capacity to fund the application without impacting the budget.

Strategic Implications:

Council Policy G5 – Community Development Fund states the objectives of the fund to be:

- a) To provide financial assistance for organisations and/or projects, which benefit the community.
- b) To assist community based (not for profit) organisations to develop and maintain facilities.
- c) To provide community based (not for profit) organisations with relief from Council imposed fees and charges.

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 10.4.2

Moved: Cr Richardson

Seconded: Cr Smith

That Council resolve to fund the Community Development Fund grant application received from the Jerdacuttup Community Association for \$4,354.

Carried: 6/0

Res: 140/18

10.4.3 RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

File Ref:	
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	5 November, 2018
Author:	Ashley Peczka – Community Emergency Services Officer
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	10.4.3.1 Minutes attached

Summary:

The minutes of the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 12th September 2018 are presented for the information of Councillors. There are no recommendations for Council to consider.

Background:

Nil.

Comment:

The Local Emergency Management Committee made no recommendations for Council to consider at this meeting. The Minutes are presented to Council to be received.

Consultation:

Nil

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

COUNCIL DECISION	ITEM 10.4.3
Moved: Cr Richardson	Seconded: Cr Belli
That the Minutes of the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 12 th September, 2018 be received.	
Carried: 7/0	Res: 141/18

10.4.4 LOT 250 (21) COLEMAN ST RAVENSTHORPE - (SMALLYS BLOCK)**File Ref:**

Applicant:	Not applicable
Location:	Lot 250 Coleman Street Ravensthorpe
Disclosure of Officer Interest:	None
Date:	8 th November 2018
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	

Summary:

Council for some time has been working with Main Roads WA on the potential transfer of Lot 250 Coleman Street to the Shire of Ravensthorpe. The initial discussions were with the Regional Manager Great Southern.

Main Roads WA Perth Office has recently provided formal advice that they would be willing to sell the land to Council for \$190,000 and the matter is presented to Council for consideration.

Background:

Main Roads WA purchased the land as a part of acquiring the land necessary for the construction of the Ravensthorpe Heavy Haulage and the resulting changes required for access to the Hopetoun – Ravensthorpe Road.

During the flood recovery process post the February 2017 event the area has been used, with the consent of Main Roads, by the shire and contractors as a depot to locate both materials and equipment.

Council approached Main Roads formally in August 2016 with the idea of transferring the block to the Shire of Ravensthorpe to be developed as parkland. At no stage were any costs raised by Main Roads before the latest correspondence was received.

Comment:

The concept of the shire taking over the lot was first raised by Councillor Dickinson with a view to making the area into open parkland with trees and shrubs – an area where people could walk to and enjoy including possibly as a dog exercise area.

In addition as this lot is on the eastern entrance to Ravensthorpe townsite it would provide a more attractive entry as compared to wasteland that it currently is.

The proposal put to Main roads was always that the land be “transferred” to the Shire of Ravensthorpe with no mention of purchasing the block.

It has come as a surprise to now receive advice that Main Roads have had the land independently valued and is prepared to offer the land to the Shire of Ravensthorpe for the sum of \$190,000 exclusive of GST.

The lot is 1.5807ha in size and is a low lying area subject to water ponding during periods of heavy rain.

The land is zoned General Industry - Public Purposes – Infrastructure Services under Town Planning Scheme 6 and may require rezoning if Council was to proceed with the purchase and develop as parkland.

The upgrading of the appearance of the lot would make the entrance to the townsite more appealing for both visitors and local residents however the cost of purchase, development and then on-going maintenance would all need to be considered by Council.

As it is understood it was not proposed to grass the area but even maintaining natural growth would require time and resources from the town maintenance crew.

The proposal by Main roads of Council purchasing the land has only come in recently so no provision has been made in the 2018/19 budget for any purchase or works on this land.

The purchase of this land for development of parkland when parks and ovals already exist within the townsite of Ravensthorpe is not considered a sustainable or viable project at this point in time.

Consultation:

The consideration of Council obtaining the land was first raised by Councillor Dickinson and there have been several email interactions with the Regional Manger Main Roads Great Southern.

Statutory Obligations:

Local Government Act 1995

Policy Implications:

Nil

Budget / Financial Implications:

There is no budget provision in 2018/19 for the purchase and development of the land.

Strategic Implications:

1. Vibrant and attractive townsite
2. Provision and maintenance of recreation and community resources
3. A financially sustainable local government

Risk:

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not maintaining financial viability Increased maintenance resources required	Moderate (3)	Moderate (9)	Moderate	Failure to maintain strong financial and service delivery viability	Accept COUNCIL DECISION

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 10.4.4
 Moved: Cr Belli Seconded: Cr Smith
 That Council acknowledge the offer to sell Lot 250 Coleman Street Ravensthorpe to the Shire of
 but resolve to decline the offer at this time.
 Carried: 7/0 Res: 142/18

10.4.5 RAVENSTHORPE YOUTH CLUB – 63 MORGANS ST BUILDING**File Ref:**

Applicant:	Ravensthorpe Youth Club Inc.
Location:	63 Morgans Street, Ravensthorpe
Disclosure of Officer Interest:	None
Date:	8 th November, 2018
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	10.4.3.1 request

Summary:

Further to the item presented to the September Council meeting further discussions have been held with the Ravensthorpe Youth Club in relation to both extension of their lease over the building at 63 Morgans Street Ravensthorpe and plans to carry out modifications and improvements to the building and site generally.

This item presents further information for Council to consider including a new extended lease arrangement.

Background:

Council approved the leasing of 63 Morgans Street to the Ravensthorpe Youth Club Inc. at its February 2018 full Council Meeting.

The Shire has been providing in kind support to the RYC to assist with the planning of the desired alterations and additions. Bill Auburn (Building Maintenance Officer) has provided a scope of works that addresses three main priority areas as follows:

1. Kitchen renovations
2. Toilet upgrade to meet AS-1428.1; and
3. New rear Verandah/patio

Comment:

The Ravensthorpe Youth Club (RYC) was successful in obtaining funding from Galaxy resources to help them improve the building they lease from Council to better suit their needs and as the building is owned by the Shire of Ravensthorpe need approval for any modifications.

Council has discussed providing a longer lease to the RYC as they are investing considerably in the building. The RYC is proving to be very successful and has good attendance each week and is well supported by parents and community members.

In discussions with the club it has been suggested a 5 year lease with a 5 year option would help give them security and they would welcome that support from Council.

The RYC have provided the information below as to the work they would like to carry out in order of priority as funding and resourcing allows:

- *A verandah built on the rear of the building, quoted at \$6500.00*
- *Front & rear fencing - With Council permission, our intentions are to erect a fence extending from the bottom of the ramp at the front of the building all the way across to the Shire Office brick wall. This would allow access from the front to the rear yard without fear of the children venturing out of our premises and onto the main street. We would use the same fencing already used on the ramp.*
- *We would like to ask the Shire if we were able to take possession of the old Hopetoun portable skating ramps to use in the rear yard. If our wish was granted our ground would need levelling, which a local contractor has kindly offered to do for us.*
- *With Council permission once again, we would like to erect a Basketball & Netball ring onto the Shire Office west facing brick wall.*
- *A sand pit will be made for the younger children on the west side of the Youth Club building utilising the shade of the tree as sun protection.*
- *We would like to take out one window and replace it with a sliding door on the west side so that the children can access the playroom, kitchen and toilets from the sand pit rather than having to go via our store room and out the back door. This will also give Supervisors visuals on the kids in the sandpit at all times.*
- *We need to upgrade one of the toilets into a Disabled toilet – this will make us compliant for Grant funding.*
- *An upgrade to our kitchen which will include extra cupboard storage and an oven as the children love to cook their own afternoon tea.*
- *We would like to remove part of the dividing wall between the play area and the kitchen and make a 'servery/breakfast bar'. This will give Supervisors clear vision of the children in the play room whilst in the kitchen, and also giving the children somewhere to eat and access water.*
- *We would like to enquire about allowing the children to paint the west side Shire Office brick wall with 'Positive Graffiti' under the supervision of local artists. Ravensthorpe Regional Arts Council are very supportive of our idea, and have advised that they will assist us with a Grant to get an artist visit our Youth Club and teach the children how to paint. This artist will also paint our club house signage. RYC will give the Shire the size and dimensions of our street front signage before this is carried out.*
- *It is on our agenda to create a Community Garden, hopefully funded with a successful Grant application. This garden would ideally grow between the Shire offices and the Youth Club in raised garden beds. Water is easily accessible from the tap on the rear of the club house*

The RYC have been advised that the shire will remove the asbestos boundary fence so that a sand pit area could be developed at the side of the building as part of the planned demolition of the old emporium. This will allow more of the grant funds to be put towards some of the internal alterations listed.



Item one on the above list - the proposed addition of a rear verandah/patio is being progressed with planning approval and building licence applied for.

It is pleasing to see the building being used and the vibrant nature of the activities taking place.

To help provide security for the RYC and to assist them in obtaining further grant moneys the provision of an extended lease with an option for further extension is recommended to Council.

The proposed changes to the building would not detract, and potentially increase, future leasing of the building should for some reason the RYC vacate at some stage in the future.

Consultation:

Council

Building Maintenance Officer

Ravensthorpe Youth Club

Statutory Obligations:

Local Government Act 1995

Policy Implications:

Nil

Budget / Financial Implications:

The shire, through the Chief Executive Officer and the Building Maintenance Officer, has provided in-kind support to the Ravensthorpe Youth Club. In addition the Chief Executive Officer has met the cost of planning approval and building licence through the CEO Donation Account.

The Ravensthorpe Youth Club has not requested any further financial assistance from the Shire but may seek further in-kind support through donation of sand and gravel etc. to help improve the rear of the property and to establish the gardens proposed.

Strategic Implications:

Strategic Community Plan: Theme 1: A healthy, strong and connected community that is actively engaged and involved;

Outcome 1.1: Youth are retained in the community

Outcome 1.2: Regular cultured and recreational activities

Risk

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not community expectations Closure of the RYC	Unlikely (2)	Minor (4)	Low (1-4)	Failure to meet community expectations and/or closure of the club	Accept COUNCIL DECISION

Sustainability Implications:

- **Environmental:**
There are no known significant environmental considerations.
- **Economic:**
There are no known significant economic considerations.
- **Social:**
Ravensthorpe Youth Club provides positive social opportunities for the youth of Ravensthorpe 5yrs – 15yrs.

Voting Requirements:

Simple majority

COUNCIL DECISION

ITEM 10.4.5

Moved: Cr Major

Seconded: Cr Smith

That Council:

- a) Note the correspondence from the Ravensthorpe Youth Club
- b) Approve the granting of a 5 year lease with an option to renew on 63 Morgans Street Ravensthorpe to the Ravensthorpe Youth Club with a weekly rental of \$10
- c) Approve for the works proposed on the building and block to be completed as funds become available and are authorised by the Chief Executive Officer as more satisfactory details are provided.

Carried: 7/0

Res: 143/18

11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****12.1 ELECTED MEMBERS**

COUNCIL DECISION	ITEM 12.1.1
Moved: Cr Belli	Seconded: Cr Goldfinch
That Council accept and discuss late item 12.1.1	
Carried: 7/0	Res: 144/18

12.1.1 RETENTION OF TREES AT 59 – 61 MORGANS STREET**LATE ITEM UNDER CLAUSE 4.4 of Standing Orders****File Ref:****Applicant:**

Cr Dickinson

Location:

N/A

Disclosure of Officer Interest:

None

Date:

14/11/2018

Author:

Darren Kennedy – Manager Corporate & Community Services

Authorising Officer:

Ian Fitzgerald – Chief Executive Officer

Attachments:

Summary: With the pending demolition of the “Old Emporium” located at 61 Morgans Street, a request has been received to preserve the large London Plane tree adjoining the building and a large Eucalypt near the boundary with the Senior Citizens centre.

Background:

The London Plane tree was planted by Helen Joynes over 25 years ago whilst she ran the grocery store and adjoining nursery. It is believed that the tree was planted predominately to provide summer shade and to attract bird life to the main street. The London Plane tree was chosen for its popularity as a feature street tree throughout Australia and Europe.

Subsequent proprietors have continued to maintain the tree until the building was permanently vacated in approximately 2014. Based on the pictures below it would appear that the tree is in a very healthy state.

The large Eucalypt near the Senior Citizens Boundary was planted by Cr Dickinson, (a former owner of the property), to provide shade for the seniors who used this block for parking.

Like the Plane tree, the Eucalypt appears to be in excellent condition and with the proposed removal of asbestos fence and hedging at the Senior Citizens centre will become quite a feature of the main street.



Comment:

The demolition of the Old Emporium will create a void in the main street until a use for this site is determined by Council. The retention of both trees in the interim will provide some level of visual amenity and shade.

The Eucalypt may also have some potential as a display/interpretive site for future Wildflower shows that promote the Shire as a “Eucalypts Epicentre”. The Eucalypt is in keeping with the Shires’ Street Trees Policy.

The London Plane tree being deciduous does not strictly conform to the Street Trees policy due to it being hyper allergenic (large pollen distributor) and the nuisance caused by the excessive dropping of leaves in Autumn, however as previously stated retention in the interim is considered appropriate.

Consultation:

Ravensthorpe Progress Association

Statutory Obligations:

N/A

Policy Implications:

WS 9 Street Trees

Budget / Financial Implications:

Nil

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

COUNCIL DECISION	ITEM 12.1.1
Moved: Cr Dickinson	Seconded: Cr Belli
That Council request the Chief Executive Officer to preserve the London Plane tree and Eucalypt tree with best endeavours during the upcoming demolition works at 61 Morgans Street.	
Carried: 7/0	Res: 145/18

CEO to contact Asko and request that timber salvaged be donated to Hopetoun Men in Sheds.

12.2 OFFICERS**13. MATTERS BEHIND CLOSED DOORS**

COUNCIL DECISION	ITEM 13.1
Moved: Cr Smith	Seconded: Cr Goldfinch
That Council close the meeting to the public to allow discussion on a confidential matter.	
Carried: 7/0	Res:146 /18

CLOSURE OF MEETING TO THE PUBLIC – 5.30 pm gallery left and did not return. 5.35 pm staff other than the Chief Executive Officer withdrew from the meeting and did not return.

COUNCIL DECISION	ITEM 13.1.1
Moved: Cr Richardson	Seconded: Cr Smith
That Council appoint LO-GO Appointments as consultants to assist Council with the recruitment and appointment of a Chief Executive Officer	
Carried: 7/0	Res: 150/18

COUNCIL DECISION	ITEM 13.1.2
Moved: Cr Belli	Seconded: Cr Smith
That Council adopt the proposed remuneration package as presented to and amended by Council.	
Carried: 7/0	Res: 151/18

COUNCIL DECISION	ITEM 13.1.3
Moved: Cr Goldfinch	Seconded: Cr Smith
That Council formally accept the Chief Executive Officer's resignation including the proposal presented which will see the resignation effective on 26 th April 2019 and thus allowing Council time to recruit a new Chief Executive Officer and minimise disruption to normal operations.	
Carried: 7/0	Res: 152/18

COUNCIL DECISION	ITEM 13.1
Moved: Cr Smith	Seconded: Cr Goldfinch
That Council re-open the meeting to the public.	
Carried: 7/0	Res: 153/18

MEETING REOPENED TO THE PUBLIC – 6.15 pm

14. CLOSURE OF MEETING 6.16pm

These minutes were confirmed at the meeting of the _____

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

Date: _____