



# **MINUTES**

## **Council Meeting**

**Tuesday 17 September, 2019**

**Commencing at 6 p.m.**

**Meeting Room, Hopetoun  
Community Centre.**



## SHIRE OF RAVENSTHORPE

### DISCLAIMER

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of Ravensthorpe Shire Council during the course of any meeting is not intended to be and is not taken as notice of approval from the Ravensthorpe Shire Council. The Ravensthorpe Shire Council warns that anyone who has an application lodged with the Ravensthorpe Shire Council must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Ravensthorpe Shire Council in respect of the application.

A handwritten signature in black ink, appearing to be 'G. Pollock', is written over a horizontal line.

**Gavin Pollock**  
**Chief Executive Officer**

18/9/2019

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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 2019 to December 2019, Ordinary Council meetings of the Shire of Ravensthorpe will be held as follows:

DATE		LOCATION	TIME
January 2019	No meetings Scheduled		
18 February 2019	Council Forum	Ravensthorpe Council Chambers	1pm
<b>21 February 2019</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>5pm</b>
18 March 2019	Council Forum	Ravensthorpe Council Chambers	1pm
<b>21 March 2019</b>	<b>Council Meeting</b>	<b>Munglinup Community Centre</b>	<b>5pm</b>
15 April 2019	Council Forum	Ravensthorpe Council Chambers	1pm
<b>18 April 2019</b>	<b>Council Meeting</b>	<b>Hopetoun Community Centre</b>	<b>5pm</b>
<b>14 May 2019</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>18 June 2019</b>	<b>Council Meeting</b>	<b>Hopetoun Community Centre</b>	<b>6pm</b>
<b>16 July 2019</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>20 August 2019</b>	<b>Council Meeting</b>	<b>Hopetoun Community Centre</b>	<b>6pm</b>
<b>17 September 2019</b>	<b>Council Meeting</b>	<b>Hopetoun Community Centre</b>	<b>6pm</b>
<b>15 October 2019</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>21 October 2019</b>	<b>Special Council Meeting – Elections</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>19 November 2019</b>	<b>Council Meeting</b>	<b>Hopetoun Community Centre</b>	<b>6pm</b>
<b>17 December 2019</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>

**ORDINARY MEETING OF COUNCIL**  
**TO BE HELD IN THE MEETING ROOM, HOPETOUN COMMUNITY CENTRE HOPETOUN**  
**ON 17 SEPTEMBER 2019, COMMENCING AT 6.05PM**

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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 Thomas Major  
Cr Graham Richardson

STAFF: Gavin Pollock (Chief Executive Officer)  
Les Mainwaring (Director of Corporate and Community Services)  
Graham Steel (Director Technical Services)  
Helen Coleman (Executive Assistant)

APOLOGIES: Cr Peter Smith  
Cr Ian Goldfinch

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

**RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil.

**PUBLIC QUESTION TIME**

Nil.

**APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST**

Nil.

**PETITIONS/ DEPUTATIONS/ PRESENTATIONS**

Nil.

**CONFIRMATION OF MINUTES****7.1 COUNCIL MEETING – 20 AUGUST, 2019**

Decision:	ITEM 7.1
Moved: Cr Dickinson	Seconded: Cr Major
That the minutes of the meeting of council held on 20 August, 2019 be confirmed as a true and correct record of proceedings.	
Carried:5/0	Res: 89/19

**ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

Nil.

**REPORTS OF OFFICERS****10.1 DIRECTOR OF CORPORATE AND COMMUNITY SERVICES****10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – JUNE 2019**

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe - Administration</b>
<b>Applicant:</b>	<b>Internal</b>
<b>Author:</b>	<b>Executive Assistant</b>
<b>Authorising Officer:</b>	<b>Director Corporate and Community</b>
<b>Services Date:</b>	<b>10 August 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Schedule of Payments to 31 August 2019 (Blue) Credit Card Transactions to 31 July 2019 (Green)</b>
<b>Previous Reference:</b>	<b>Nil</b>

**Moved: Cr Major****Seconded: Cr Belli****Res: 90/19****Decision:****That Council endorse;**

**Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of July 2019 be noted.**

**Voting Requirements: Simple Majority****Carried: 5/0****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 1/7/2019 – 31/8/2020;

**2019/2020**

Month	Cheques	EFT Payments	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	670	1,739,001	135,848	3,843	1,781	1,881,144	275,274
Aug	9,391	736,269	51,773	7,094	1,260	805,788	188,496
Sep						0	
Oct						0	
Nov						0	
Dec						0	
Jan						0	
Feb						0	
Mar						0	
Apr						0	
May						0	
Jun						0	
<b>Total</b>	<b>10,062</b>	<b>2,475,270</b>	<b>187,621</b>	<b>10,937</b>	<b>3,041</b>	<b>2,686,931</b>	<b>463,770</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

**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:**

Senior Finance Officer.

**Statutory Environment:**

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

**Policy Implications:**

N/A.

**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.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix**

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



A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

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**10.1.2 MONTHLY FINANCIAL REPORT – 30 JUNE 2019**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe - Administration  
**Applicant:** Internal  
**Author:** Senior Finance Officer  
**Authorising Officer:** Director of Corporate and Community Services  
**Date:** 10 July 2019  
**Disclosure of Interest:** Nil  
**Attachments:** 10.1.3.1 – Monthly Financial Reports for July and August 2019 (Pink)  
**Previous Reference:** Nil

**Moved:** Cr Richardson      **Seconded:** Cr Major      **Res:** 91/19

**Decision:**

That Council endorse;

That Council receive the July and August 2019 Monthly Financial Reports as presented.

**Voting Requirements:** Simple Majority      **Carried:** 5/0

**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 July and August 2019 Monthly Financial Reports.

**Comment:**

The July and August 2019 Monthly Financial Reports are presented for review.

**Consultation:**

Chief Executive Officer.

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

All expenditure has been approved via adoption of the 2018/19 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.

**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.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

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**10.1.3 COMMUNITY DEVELOPMENT FUND 2019/2020**

**File Reference:** GS.PR.4  
**Location:** Nil  
**Applicant:** Nil  
**Author:** Executive Assistant  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 11 September 2019  
**Disclosure of Interest:** Nil  
**Attachments:** 10.1.3 Community Development Fund Guidelines and Jerdacuttup Community Association Applications (Yellow)  
**Previous Reference:** Nil

**Moved: Cr Major**                      **Seconded: Cr Richardson**                      **Res:93/19**

**Decision:**

**That Council endorse;**

That the following projects be included in the Draft 2019/20 Budget and the Chief Executive Officer then advising the Jerdacuttup Community Association of the status of their application.

ORGANISATION	PROJECT	AMOUNT
Jerdacuttup Community Association	Insurance and Electricity	\$4355.00
Jerdacuttup Community Association	New Tables and Chairs	\$5000.00
	TOTAL	\$9355.00

**Voting Requirements: Simple Majority**

**Lost: 0/5**

**Alternate motion and Decision:**

**Moved: Cr Dickinson**

**Seconded: Cr Belli**

**Res: 94/19**

**That Council endorse;**

That the following project be included in the Draft 2019/20 Budget and the Chief Executive Officer then advising the Jerdacuttup Community Association of the status of their application.

ORGANISATION	PROJECT	AMOUNT
Jerdacuttup Community Association	Insurance and Electricity	\$4355.00
	TOTAL	\$4355.00

**Voting Requirements: Simple Majority**

**Carried: 5/0**

**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 community groups to apply for a grant of up to \$5000. The Jerdacuttup Community Association had sent these applications in on time, they were however unfortunately missed when the previous Community Development item went to council in July 2019.

**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.

**Comment:**

The Community Development Fund will be allocated from within Council's general revenue budget each year with applications closing this year on 31st May 2019 for funding available after adoption of the financial year budget.

ORGANISATION	PROJECT	AMOUNT
Jerdacuttup Community Association	Insurance and Electricity	\$4355.00
Jerdacuttup Community Association	New Tables and Chairs	\$5000.00
	TOTAL	\$9355.00

**Consultation:**

All Councillors and Executive Team.

**Statutory Environment:**

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 2019/20 it is anticipated 1% of rate revenue would equate to approximately \$40,000. Note: 2018/19 allocation was \$41,000.

**Financial Implications:**

Any application approved by Council will be listed for funding in the draft 2019/20 budget for Council's formal adoption. At the July Council Meeting a total of \$22,432.00 was approved to be added into the Draft 2019/20 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.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
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Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

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**10.2      MANAGER OF PLANNING AND DEVELOPMENT**

Nil.

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**10.3      DIRECTOR OF TECHNICAL SERVICES**

Nil.

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**10.4 CHIEF EXECUTIVE OFFICER**

Nil.

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**ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**12.1 ELECTED MEMBERS**

**12.2 OFFICERS**

**MATTERS BEHIND CLOSED DOORS**

**CLOSURE OF MEETING : 6.16 pm**

These minutes were confirmed at the meeting of the \_\_\_\_\_

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_

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