

## **MINUTES**

for the Council Meeting held on

Monday July 15, 2013  
commencing at 5 p.m.

in the Council Chambers, Ravensthorpe.

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**ORDINARY MEETING OF COUNCIL  
HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE  
ON 15 JULY 2013, COMMENCING AT 5PM**

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

MEMBERS: Cr Goldfinch (Shire President)  
 Cr Keith Dunlop (Deputy Shire President)  
 Cr Ken Norman  
 Cr Don Lansdown  
 Cr Andrew Duncan  
 Cr Jan Field  
 Cr Julianne Belli

STAFF: Brent Bailey (Acting Chief Executive Officer)  
 Darryn Watkins (Manager Engineering Services)  
 Portia Ridout (Executive Assistant)

**APOLOGIES:**

Pascoe Durtanovich (Chief Executive Officer)  
 Craig Pursey (Manager, Planning & Development)

**ON LEAVE OF ABSENCE:****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 Declaration of Interest**

<b>Councillor/Officer</b>	<b>Item</b>	<b>Nature of Interest</b>	<b>Extent of Interest</b>
Cr Lansdown	10.4.3	Impartiality	Chairman of the Recreation Centre Management Committee

**6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS**

Nil

**7. CONFIRMATION OF MINUTES****7.1 Council Meeting – 20 June, 2013**

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 7.1
Moved: Cr Field	Seconded: Cr Dunlop
That the minutes of the meeting of Council held on 20 June, 2013 be confirmed as a true and correct record of proceedings.	
Carried: 7/0	Res:98/13

**8. SUSPENSION OF STANDING ORDERS**

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 8
Moved: Cr Field	Seconded: Cr Dunlop
That all Standing Orders be suspended for the remainder of the agenda items to enable detailed discussion, Councillors' questions and briefing by staff on the agenda items in accordance with Council's policy that the meeting on the third Monday of each month is a briefing/discussion meeting only and no decisions will be made on agenda items at this meeting. Decisions on the agenda items listed will be made at the meeting on the following Thursday.	
Carried: 7/0	Res:99/13

**9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

Nil

**10. REPORTS OF OFFICERS****10.1 Deputy Chief Executive Officer****10.1.1 AMENDMENT TO 2013/14 FEES AND CHARGES SCHEDULE****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 5 July 2013**Author:** Brent Bailey – Deputy Chief Executive Officer**Authorising Officer:** Not Applicable**Attachments:** No

**Summary:**

This item recommends that Council approve an amendment to the adopted 2013/14 Fees and Charges Schedule, specific to the Commercial Hire of the REC Meeting Room and the Vacation Swimming Pool Access charge. There is also a requirement to provide a fee and charge for the depositing of liquid waste at Council's liquid waste facility.

**Background:**

As per advice to Council on the 20<sup>th</sup> June 2013, the 2013/2014 schedule of fees and charges was formulated using the 2012/2013 year as a basis and incorporating new charges, CPI increases and input from external statutory bodies that Council collects fees on behalf of. The proposed schedule of fees and charges was reviewed by other officers for input into their particular business units. For example the Manager of Recreation and Community Services provided review and restructure of the fees and charges for Recreation and Facility units. In preparation for the 2013/2014 budget period the fees and charges were submitted for Council adoption.

Council at this time decided:

*That Council adopt the attached schedule of fees and charges for the 2013/2014 financial year effective as of 1st July 2013.*

**Comment:**

Following post review for implementation specific to the two (2) noted items of the schedule, it was noted by the Manager Recreation and Community Services that the Hall category Meeting Room figure was reflected for the REC and the Vac Swim figure comparable to the Monthly Guest (non-resident) rate. With consideration given to the Community Service nature of these venues and subsequent programming, it is thought that the higher level of these rates may be restrictive of participation and external provision.

Specifically, the Commercial Rate for the Meeting Room at the REC was set at \$27.50, as per the Halls, however this would restrict small external providers i.e. Yoga, School of Bop or Weight Watchers to utilise this small space viably. Whilst it is acknowledged that they are commercial in that they receive income from provision and run their own business, they also provide a much needed service to the community and with such a fee would not be worth their while in terms of time and benefit. It is recommended that a new fee be \$16.50, up from the 2012/13 \$11.00 per hour be implemented as the highest level of fee for this space (as the commercial rate). The Community and Not for Profit rates should remain as noted at \$11.00 and \$7.00 per hour respectively. While this is not calculated as 50% and 25% of the rates, it must be considered based on feasibility and realistic provision.

For the Vac Swim rate, under the same Community Service scenario, it is recommended the rate for 2013/14 be set at \$27.00 as opposed to the \$33.00 adopted figure. The 2012/13 rate of \$22.00 was the first year of implementation and while very reasonable (can be calculated at 8 sessions per family by \$22.00 total is only \$2.80 per use, per family) the cost to Shire for provision and maintenance is ever increasing. At the \$27.00 rate per family for the program, this is still only approximately \$3.40 per family / visit. It is thought that an increase of 50% from \$22 to \$33 is unjustified and unreasonable for only the 2<sup>nd</sup> year of implementation. This figure was brought across from the monthly guest rate as comparable, however not reasonable.

The proposed fee and charge for liquid waste is \$50 per 1000L and only applies to licensed local contractors delivering local waste. It is not recommended that Council receive waste from external regions due to the capacity of the existing facility.

**Consultation:**

Officer

**Statutory Obligations:**

As per item of 20 June 2013 Fees and Charges Schedule.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Fees and Charges make up approximately \$730,000 of annual income.

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
The setting of Local Government fees and charges is a fundamental income stream and effective fees and charges generally seek to develop a user pays system for services delivered to the community.
- **Social:**  
The proposed actions will encourage broader use of the nominated facilities and improve Community Service opportunity

**Voting Requirements:**

Absolute majority

**OFFICER RECOMMENDATION****ITEM 10.1.1**

- 1) That Council approve an amendment to the adopted 2013/14 Fees and Charges Schedule, specific to the Commercial Hire of the REC Meeting Room, to be \$16.50 per hour and the Vacation Swimming Pool Access charge to be \$27.00.
- 2) That Council adopt a fee and charge for local liquid waste disposal being \$50 plus GST per 1000L.

*Discussion*

**10.1.2 MONTHLY FINANCIAL STATEMENTS – 30 JUNE 2013****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	5 July 2013
<b>Author:</b>	Brent Bailey – Deputy Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes - Monthly Financial Report

**Summary:**

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

**Background:**

As per the Financial Management Regulation 34 each Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month with the following detail

- The annual budget estimates,
- The operating revenue, operating income, and all other income and expenses,
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period,
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

**Comment:**

This report contains annual budget estimates, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council abreast of the current financial position.

The figures presented are still subject to end of year balancing and may differ to final audited statements.

**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

ITEM 10.1.2

That Council receive the Monthly Financial Report for the period ending 30 June 2013 in accordance with Section 6.4 of the Local Government Act 1995

*Discussion***10.1.3 SCHEDULE OF ACCOUNT PAYMENTS – JUNE 2013****File Ref:****Applicant:**

Not applicable

**Location:**

Not applicable

**Disclosure of Officer Interest:**

None

**Date:**

10 July 2013

**Author:**

Tahnee Gairen- Accounts Payable

**Authorising Officer:**

Brent Bailey – Deputy Chief Executive Officer

**Attachments:**

Schedule of Payments to 30<sup>th</sup> June 2013

**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:**

<b>FUND</b>	<b>PAYMENT</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>			
	EFT and	EFT1712- EFT1823	\$462,136.71
	Cheques	38131-38189	\$100,546.22
<b>Reserve Bank Fee</b>		952	\$245.91
<b>Payroll</b>	Dates	12/06/2013 – 26/06/2013	\$120,419.05
<b>Municipal Account Total</b>			<b>\$683,347.89</b>
	Trust	EFT1732- EFT1813	\$32,221.35
	Trust	1221-1215	\$320.00
	Cheques		
<b>Trust Account Payments</b>			<b>\$32,541.35</b>
			<b><u>\$715,889.24</u></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 costings and the amounts shown have been paid.

**Consultation:**

Not applicable.

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

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

- 
- (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment; and

- (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
- (a) for each account which requires council authorisation in that month —
    - (i) the payee's name;
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

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

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Voting Requirements:**

Simple Majority

OFFICER RECOMMENDATION

ITEM 10.1.3

That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of June 2013, be noted.

*Discussion*

## 10.2 Manager of Planning and Development

### 10.2.1 PROTECTING AGRICULTURAL LAND

**File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Whole of Shire
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	8 <sup>th</sup> July 2013
<b>Author:</b>	Craig Pursey, Planning Officer
<b>Authorising Officer:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Attachments:</b>	Nil

**Summary:**

The Strategic Community Plan has a goal of “*retaining a diversified agricultural land base*” and a ‘measure’ that requires the drafting of a local planning policy to protect agricultural land.

This report describes the current measures in place to ensure that this goal is achieved.

The protection of rural land is enshrined in State Planning Policy, reflected throughout the Western Australian Planning Commission (WAPC) development control policies and required to be incorporated into the Shire’s Local Planning Strategy and Scheme.

The existing system appears to protect rural land adequately and no further measures are required; with one exception. The only anticipated threat to the retention of viable agricultural land for food production in the Shire of Ravensthorpe, that the land use planning system can respond to, remains the potential for widespread, uncontrolled Carbon Plantations.

**Background:**

The Council has adopted the Strategic Community Plan, a plan intended to align the Shire’s service provision to the community’s aspirations and needs.

This Plan lists a number of key themes and strategies that cascade down to goals and measurements of success. Theme 2 – “*A strong, diversified economic tourist and industrial base that provides varied employment opportunities for all age groups*” has a goal of “*retention of a diversified agricultural land base*”.

One of the measures is “*Provision of planning measures (planning policy) regarding land use is published and available online by June 2013.*”

This report discusses meeting the goal of retaining a diversified agricultural land base and what measures are already in place.

**Comment:**

It is not necessary to prepare a local planning policy specifically on the retention of a diversified agricultural land base. The planning system has already addressed this issue from the State Planning Strategy through to the Shire’s own Local Planning Scheme.

## ***The Planning System***

The land use planning system can generally control how land is used and subdivided.

### Subdivision

The WAPC controls subdivision and the Shire is a referral authority only for subdivision. The State controls subdivision of rural land through Development Control Policy 3.4 "Subdivision of Rural Land" (DC3.4). This policy is consistent with the State Planning Strategy and State Planning Policies.

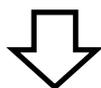
DC3.4 has a presumption against the subdivision of rural land unless it meets a number of widely accepted 'exemptions'. These include homestead lots, conservation lots, boundary realignments and subdivision of existing industries.

### Development Control

Land use is generally determined by the local government through the Local Planning Scheme (the Scheme). The Scheme is effectively the 'rule book' at the end of the Western Australian planning system. The land use planning system as it applies to local government is basically as follows, with each subsequent document being consistent with the broader vision of the proceeding document:

#### State Planning Strategy

*Broad aims and objectives for whole state*



#### State Planning Policies (SPP)

*In this case SPP2.5 "Land Use Planning in Rural Areas" is the relevant SPP.*



#### Local Planning Strategy

*20 year vision for the local government. It must reflect the objectives and be consistent with the State Strategy and SPP's.*



#### Local Planning Scheme

*Town Planning Scheme No5 is effectively the 'rule book' that has the controls required to make sure that the strategic vision painted by the proceeding documents to takes place.*



#### Local Planning Policies

*These provide more detail on specific land uses, clarifying the circumstances where the land use is acceptable and the conditions of approval that would apply. Importantly, they must be not be inconsistent in any way to the Scheme.*

## ***Shire of Ravensthorpe & Protection of Agricultural Land***

The section below attempts to show the planning framework as it relates to protection of agricultural land in the Shire:

### State Planning Strategy

A draft State Planning Strategy has recently been drafted. This has the following very broad objective for agriculture and food in WA:

*To enable the state's food supply chains to meet the projected demands of its domestic and global food and fisheries market.*

### State Planning Policy 2.5 "Agricultural and Rural Land Use Planning"

This has also been reviewed recently and the final version is still awaiting final approval by the Minister for Planning. It has the following broad objectives:

- a) *"to protect rural land from incompatible uses by:*
  - *requiring comprehensive planning for rural areas;*
  - *making land-use decisions for rural land that support existing and future primary production*
  - *and protection of rural land;*
  - *providing investment security for the existing and future primary production sector;*
- b) *to promote regional development through provision of economic opportunities on rural land;*
- c) *to promote sustainable settlement in, and adjacent to, existing urban areas;*
- d) *to protect and improve environmental, landscape and cultural assets; and*
- e) *to minimise land use conflicts that compromise rural land uses."*

### Shire of Ravensthorpe Local Planning Strategy (the Strategy)

This Strategy has also been reviewed recently and is awaiting permission to advertise. The main objective of this document in regard to rural land is:

*"To ensure that agricultural land continues into the future as a significant, environmentally and economically sustainable industry with capacity to capitalise on opportunities for intensification and diversification."*

### Shire of Ravensthorpe Local Planning Scheme (the Scheme)

The Scheme controls land use by zoning land and determining what land uses are permitted in each zone. It then goes on to control those permissible or discretionary land uses through development controls.

The Scheme acknowledges that there are a variety of land uses that may be acceptable in the rural landscape. Some are permitted and some that require more consideration by Council and a more stringent assessment of their potential impacts on the rural landscape.

The Shire of Ravensthorpe Scheme zones the rural areas 'General Agriculture'.

The permissible uses in the Scheme in rural areas include:

- Agriculture – extensive; and
- Single House

The discretionary land uses include:

- Tourist related uses that remain incidental to the main land use, usually broad acre farming;
- Home business activity including cottage industry that are once again incidental to the main activity on a rural property but allow for supplementary income;
- Civic use and service authorities;
- Extractive industry;
- Intensive agriculture (ie horticulture, wineries, etc); and
- Plantations

All other uses are not permitted.

These permitted and discretionary uses are generally acceptable and in alignment with the Strategy intentions to *“To ensure that agricultural land continues into the future as a significant, environmentally and economically sustainable industry with capacity to capitalise on opportunities for intensification and diversification.”*

### Local Planning Policies

Where a land use is listed as a discretionary land use in the Scheme then the Council has the ability to approve or refuse an application. Often Council will adopt a local planning policy to further refine the Council’s position when a discretionary land use will be considered or not.

The Council already has a policy on extractive industry and farm forestry. What is missing is policy on the permissible scale of tourism land uses in rural areas and on the relatively new land use – carbon sequestration plantations (carbon plantations).

### **Conclusion**

Therefore, by and large the protection and retention of agricultural land is well addressed from the State Planning Strategy through to the Shire’s own Local Planning Scheme.

The only permissible or discretionary land use in the ‘General Agriculture’ zone that appears to have potential to displace agricultural land uses from rural land at any scale are carbon plantations.

Carbon plantations need further controls and a policy has been planned for some time in conjunction with the Shire of Jerramungup. This policy appears to be one of the last land use planning control required by the Shire to effectively protect agricultural land as far as the land use planning system will allow.

### **Consultation:**

None required

### **Statutory Obligations:**

Nil

### **Policy Implications:**

A Carbon Plantation policy is required and should be drafted for Council’s consideration by the October 2013 meeting of Council.

### **Budget / Financial Implications:**

Nil

**Strategic Implications:**

The protection of agricultural land is a key objective of the land use planning system in Western Australia. This is discussed in more detail in the body of this report.

**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 10.2.1
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That Council note that the existing land use controls as they apply to protection of agricultural land are largely adequate and that a separate local planning policy is not required on this matter.
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*Discussion***10.3 Manager of Engineering Services**

Nil

**10.4 Chief Executive Officer**
**10.4.1 FINANCIAL MANAGEMENT REVIEW**
**File Ref:**

**Applicant:** Not applicable

**Location:** Not applicable

**Disclosure of Officer Interest:** None

**Date:** 8 July, 2013

**Author:** Pascoe Durtanovich – Chief Executive Officer

**Authorising Officer:** Not applicable

**Attachments:** Yes- Report by UHY Haines Norton

**Summary:**

Council to consider the report titled Financial Management Review June 2013 and to note the summary of findings contained therein.

**Background:**

It is a requirement of the Local Government (Financial Management) Regulation 5(2)(c) that a local government is to receive a report from the Chief Executive Officer on the appropriateness and effectiveness of the financial management systems and procedures every four (4) years.

The Chief Executive Officer engaged the Shire's Auditors, UHY Haines Norton, to undertake the review, rather than to undertake the review himself, primarily to have an independent review.

The review was presented to the Chief Executive Officer on 25 June 2013, a copy is attached for Council's consideration.

**Comment:**

The Chief Executive Officer has noted the comments under "summary of findings" and is satisfied that the matters have been satisfactorily addressed. Overall the report confirms that the Shire of Ravensthorpe has established and maintained appropriate and effective financial management systems and procedures. Staff will ensure that the standard is maintained and where appropriate and necessary will continue to make improvements.

**Consultation:**

Not applicable.

**Statutory Obligations:**

Local Government (Financial Management) Regulation 5 is applicable and reads as follows:

**"Financial management duties of the CEO*****(1) Efficient systems and procedures are to be established by the CEO of a local government –***

- (a) for the proper collection of all money owing to the local government;*
- (b) for the safe custody and security of all money collected or held by the local government;*
- (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);*
- (d) to ensure proper accounting for municipal or trust –
  - (i) Income received or receivable;*
  - (ii) expenses paid or payable; and*
  - (iii) assets and liabilities;**
- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments;*
- (f) for the maintenance of payroll, stock control and costing records; and*

*(g) to assist in the preparation of budgets, accounts and reports required by the Act or these regulations.*

**(2) The CEO is to –**

- (a) Ensure that the resources of the local government are effectively and efficiently managed;*
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.”*

**Policy Implications:**

Finance Policies F1 to F14 are relevant to the financial management of the Shire.

**Budget / Financial Implications:**

The UHY Haines Norton report cost \$8,000 this is budgeted for.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION (1)

ITEM 10.4.1

That the report titled “Financial Management Review June 2013” be received and the observations and findings therein be noted for action by the CEO, as required.

*Discussion*

**10.4.2 RAVENSTHORPE PROGRESS ASSOCIATION – AFRICAN BOXTHORN – PEST PLANT DECLARATION**

<b>File Ref:</b>	EM PR7
<b>Applicant:</b>	Ravensthorpe Progress Association
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	8 July, 2013
<b>Author:</b>	Pascoe Durtanovich - CEO
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Priority Control Zones

**Summary:**

The Ravensthorpe Progress Association has suggested that African Boxthorn be included as a Pest Plant in the Shire of Ravensthorpe Pest Plants Local Law.

This report recommends that the Local Law not be amended to include Boxthorn and that Council make representation to State Government for the plant to be declared under State Government legislation.

**Background:**

Boxthorn is prevalent in the Ravensthorpe Shire, particularly in areas of bush.

South Coast NRM funded the Boxthorn Working Group which undertook eradication work in the Shires of Ravensthorpe and Esperance. A considerable amount of work was undertaken by the group at a considerable cost \$470,000.

In the Ravensthorpe Shire 530ha of invested area was sprayed by a local contractor and 700ha by the indigenous work team, with varying results, signs of regrowth is evident. A map of Priority Zones is attached.

**Comment:**

Declaring the plant a pest plant and including it in the Shire Local Law would provide a head of power for eradication/enforcement action, however there are a number of issues to be considered before this direction is taken, most importantly being the cost of enforcement and the cost of eradication/control on Shire managed land.

It is difficult to estimate the overall cost accurately because the eradication/control success rate is not known, particularly as the fruit on the plant can be easily spread. Apart from control costs, chemicals etc., a full time officer would be required for enforcement and eradication/control work. With salary, vehicle costs etc., this would be in the vicinity of \$100,000 per annum.

Given the cost involved and the uncertainty of control success, it may be a better option to highlight the issue to State Government with a view to the Government accepting some responsibility for the plant.

**Consultation:**

The Boxthorn Working Group has communicated with landowners and the Shire in respect to the groups control/eradication work and has highlighted the significance of the plant and the potential impact on the natural environment.

**Statutory Obligations:**

There is no statutory obligation on the Shire of Ravensthorpe to take action to control the spread of African Boxthorn.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

As commented in the report, significant financial resources would be required for the Shire to undertake eradication/control enforcement action.

**Strategic Implications:**

The control/impact of African Boxthorn has not been identified as an issue in the Shire's Strategic Plan.

**Sustainability Implications:**

- **Environmental:**  
There are recognised "biodiversity hot spots" in the Shire of Ravensthorpe and other areas in the south east of the State, therefore it is important to control the spread of invasive weeds.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple majority

**OFFICER RECOMMENDATION**

ITEM 10.4.2

That the Shire of Ravensthorpe Pest Plant Local Law not be amended to include African Boxthorn as a Pest Plant, at this time and the Chief Executive Officer write to the Minister for Agriculture and Food and the Minister for Environment seeking declaration of the plant by the State and the allocation of resources for the control/eradication of the plant.

*Discussion*

*Prior to consideration of Item 10.4.3 Cr Lansdown declared an Impartiality interest on the basis that he is the Chairman of the Recreation Centre Management Committee and made the following statement,*

*“I am a Committee Member and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on merits and vote accordingly.”*

<b>10.4.3 RAVENSTHORPE ENTERTAINMENT CENTRE MANAGEMENT COMMITTEE</b>
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**File Ref:**

**Applicant:** Not applicable

**Location:** Ravensthorpe Entertainment Centre

**Disclosure of Officer Interest:** None

**Date:** 8 July, 2013

**Author:** Matthew Hunt – Manager Recreation and  
Community Services

**Authorising Officer:** Pascoe Durtanovich – Chief Executive Officer

**Attachments:** RECMC Minutes 5 July 2013

**Summary:**

This item seeks the consideration and approval of three (3) Committee recommendations, resultant from the meeting of the Ravensthorpe Entertainment Centre Management Committee (RECMC) on the Friday 5<sup>th</sup> July 2013.

**Background:**

The Ravensthorpe Entertainment Centre Management Committee Incorporated is not a Committee of Council, and has no financial decision making authority. The RECMC is governed by its constitution and a Heads of Agreement document, signed by both the Council and the RECMC.

The RECMC strive to achieve a number of objectives outlined in the Committee Plan (2010) and meet regularly to accomplish this responsibility. The minutes of its last meeting (July 5<sup>th</sup> 2013) are attached to reference the below noted correspondence and progression of the RECMC.

**Comment:**

1. The RECMC through the Council historically resolved to permit each affiliated sporting club to receive a donation from the RECMC through Council, for an amount equal to the Bar Profits from two (2) nominated functions of their programming each financial year. All regulatory and licence requirements for the use of the Tavern Premises are to be applied by the nominated clubs i.e. Approved Bar Manager (Red Card) on site with suitably qualified Bar Staff (RSA) in service positions. The Manager for Recreation and

Community Services is to sight relevant qualifications, prior to action and will reconcile funds and stock prior to processing of funds / donation to the clubs.

On the 3<sup>rd</sup> July 2013, the Ravensthorpe Tigers Football and Sporting Club sent correspondence into the RECMC nominating the 27<sup>th</sup> July and 3<sup>rd</sup> August, as their chosen functions nights to receive the aforementioned donations. The functions to occur on both of these dates are additional activities to the standard playing fixtures of the Tigers season, requiring Club member volunteers to facilitate activities.

The RECMC voted to recommend that this request from the Tigers Football and Sporting Club to receive a donation from the REC through Council to the value of the bar Profits for their functions on 27<sup>th</sup> July and 3<sup>rd</sup> August 2013, be presented to Council for approval.

2. Through discussion of the Term 3 program and activities of the REC, changes to the fees and charges schedule were questioned. The Committee in the first instance would like to proposed to Council that all part dollar amount fees be amended to straight dollar figures i.e. \$13.10 for fitness become \$13.00. The Committee further discussed a proposed amendment to the new Meeting Room rate of \$27.00 from the Manager Recreation and Community Services (MRCS). As advised by the MRCS, the Committed supported a proposed reduction to this rate at \$16.50 in a subsequent report to Council, to ensure viability of small community service operators.
3. To ensure the provision of a safe and suitable venue for local and wider community use, the Committee tabled and agreed that the REC MC should engaged the services of St Johns on regular basis to check and restock the Centres two (2) First Aid Kits. This action is suggested to be paid for through the Bar Profits as REC MC Authorised Expenditure each quarter.

A final note on the attached RECMC minutes was a discussion on correspondence from the Tigers Football and Sporting Club regarding two (2) upcoming functions where the Club would like the support of the Committee to apply for an Occasional Licence through the DRGL. It was advised the by the MRCS that this would require the land owners consent (as the Council) through standard administration procedures.

This is not an item that requires formal Council approval through an ordinary meeting and will proceed upon request directly from the Club. It is however noted that the RECMC have no objection to this application and at the request of the RECMC, it has now been indicated to Council through this report.

Following the Special General Meeting of the RECMC in June 2013, the RECMC have resolved to commit as prescribed amount of time at each of its meetings to progress:

- Purpose and Direction of RECMC;
- RECMC Heads of Agreement; and
- RECMC Constitution.

**Consultation:**

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

**Statutory Obligations:**

Nil.

**Policy Implications:**

Nil.

**Budget / Financial Implications:**

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

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
The proposed actions will encourage broader use of the Ravensthorpe Entertainment Centre.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION (1)	ITEM 10.4.3
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That Council approve the Tigers Football and Sporting Club to receive a donation from the REC through Council to the value of the Bar Profits for their functions on the 27<sup>th</sup> July and 3<sup>rd</sup> August 2013, under the profit calculation of the Manager Recreation and Community Services and the use of qualified Approved Bar Manager and RSA Card Holders.

OFFICER RECOMMENDATION (2)	ITEM 10.4.3
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That Council amend the 2013/14 Fees and Charges Schedule to provide a straight dollar amount for all REC specific rates (i.e. \$13.00 instead of \$13.10 for fitness classes).

OFFICER RECOMMENDATION (3)	ITEM 10.4.3
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That Council approved the use of Bar Profits as RECMC Authorised Expenditure for the quarterly check and restock of two (2) First Aid kits at the REC, by St John Ambulance.

*Discussion*

**10.4.4 SEWER AND WATER SERVICE – RESERVE 7661 VEAL ST, HOPETOUN****File Ref:**

<b>Applicant:</b>	Hopetoun Seniors' Association
<b>Location:</b>	Reserve 7661, Lot 641, Veal Street, Hopetoun
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	8 July, 2013
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Sewer Connection Plan

**Summary:**

The purpose of this report is to consider the connection of facilities on Reserve 7661 to the reticulated sewer system and future billing arrangements for water rates and consumption charges for the Seniors' Association building and the Police Station building.

**Background:**

Buildings on Reserve 7661 include four aged persons units, managed by the Hopetoun Progress Association, the Hopetoun Seniors' Association Hall and associated facilities and the Hopetoun Police Station.

There are two issues for consideration, one, the buildings are not connected to the reticulated sewer system and two the water service to the Seniors' Association facility and the Police Station building is from the same water meter, the latter causing a problem with the apportionment of water consumption charges. Whilst there is a sub-meter to the Police Station building, usage readings are recorded infrequently and with the billing being in the Seniors' Association's name, the Association is concerned that they are paying the water consumption costs for the Police Station. The annual service charge is also levied against the Seniors' Association, although this is at the WA State Government discount (charitable) rate of \$537 per annum.

The average annual consumption charge is approximately \$600.

In respect to the connection to sewer there is a requirement to connect to the system within a specified time, this time has passed however there has not been pressure from the Water Corporation for the connection to occur.

The Seniors' Association has raised the issue of the connection of their premises to the sewer system because of the increased frequency in the need for septic tank pump outs.

**Comment:**

Quotes have been obtained for both the connection of all the buildings on the reserve to the reticulated sewer system and the provision of separate water meters for the Seniors' Association Hall and the Police Station.

Details are as follows:

## **Sewer Connection**

### **Stage 1**

Supply and install and provide all equipment, fittings, pipe and man power including safety fencing and signage a 150mm mainline from the boundary sewer connection to the rear blocks as highlighted on plan (please see attached plan).

**COST – STAGE 1 - \$8,700.00 + GST**

### **Stage 2**

Supply and install and provide all equipment, fittings, pipe and man power including safety fencing and signage a 100mm main pipe line connecting the Hopetoun Senior Citizens' Building and the Hopetoun Police Station to the 150mm pipe installed in Stage 1 as highlighted on the plan. Included in this stage would be a pump out of existing septic tank (PC sum of \$630.00 + GST as size of tank is unknown) and back filling and compaction of septic tank (PC sum of \$1,000.00 + GST as tank is of unknown size).

**COST – STAGE 2 - \$4,630.00 + GST**

### **Stage 3**

Supply and install and provide all equipment, fittings, pipe and man power including safety fencing and signage a 100mm main pipe line connecting the 4 houses being managed by Hopetoun Progress Association to the 150mm pipe installed in Stage 1 as highlighted on the plan. Included in this stage would be the pumping out, backfilling and compaction of 2 sets of standard septic tanks.

**COST – STAGE 3 - \$5,530.00 + GST**

## **Water Service**

(A) Supply and install and provide all equipment, fittings, pipe and man power, including safety fencing and signage a 20mm water service to the Police Station, Shire to make application 6 weeks prior to the Water Corporation to allow sufficient time to a water meter installed. Existing water service being shared with Hopetoun Senior Citizens will be disconnected to the Police Station thus providing 2 independent water services.	\$ 1,200
(B) Headworks charge and water meters.	<u>\$ 5,256</u>
<b>TOTAL WATER SERVICES</b>	<b><u>\$ 6,456</u></b>

Under the terms of the lease, for both the Seniors' Association building and the Police Station, the lessee is responsible for water consumption charges. The lease is silent on infrastructure items, such as connection to the sewer system.

The options available to resolve the water consumption issue are for the shire to pay the \$6,500 for separate meters, the Seniors' Association and the Police instigate scheduled arrangements for ascertaining the sub-meter readings or the Shire pay the consumption charges for both the Seniors' Association and the Police buildings - \$600 per annum (approx).

Contributing arrangements for the sewer connections should be as follows:

**Stage 1**

Cost of main line -  $\$8,700 \div 3 = \$2,900$  per organisation.

**Stage 2**

Cost of connection of Seniors and Police Buildings -  $\$4,630 \div 2 = \$2,315$  per organisation.

**Stage 3**

Cost of connection of Aged Persons housing - \$5,530 – total cost to Hopetoun Progress Association.

**SUMMARY**

Hopetoun Progress Association	=	\$ 8,430	
Hopetoun Seniors' Association	=	\$ 5,215	
Police Station	=	<u>\$ 5,215</u>	
<b>TOTAL</b>		<b><u>\$ 18,860</u></b>	<b>+ GST</b>

It is unlikely that the Seniors' Association would have the funds to contribute to the project and given the sewer connection cost is a capital item for non income earning organisation, it would be reasonable to expect the Shire to meet this cost. The Police Department can be approached to contribute their portion, either up front or by adjustment to the annual lease fee.

**Consultation:**

The Hopetoun Progress Association has indicated support for the project and are in a position to pay their portion.

Payment has not been discussed with the Police Department and the Seniors' Association.

**Statutory Obligations:**

Under the Health Act there is an obligation to connect to the sewer system.

**Policy Implications:**

Nil.

**Budget / Financial Implications:**

As outlined in this report.

The 2013/2014 Draft Budget includes an allocation of \$11,000 for this purpose.

**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 (1) ITEM 10.4.4

That the provision of separate water meters for the Hopetoun Seniors' Association Building and the Hopetoun Police Station not be proceeded with and both organisations be advised to manage the water consumption billing themselves.

OFFICER RECOMMENDATION (2) ITEM 10.4.4

That the connection of all buildings on Reserve 7661 to the reticulated sewer system be proceeded with and be facilitated by the Chief Executive Officer, under the following funding arrangements:

Hopetoun Progress Association	-	\$ 8,430	(Approx) +GST
Shire of Ravensthorpe (Seniors' Bldg)	-	\$ 5,215	(Approx) +GST
Police Department – (payment in full or by adjustment to the annual lease fee)	-	\$ 5,215	(Approx) +GST

*Discussion***10.4.5 RAVENSTHORPE POWER SUPPLY****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 9 July, 2013**Author:** Pascoe Durtanovich - CEO**Authorising Officer:** Not applicable**Attachments:** None

**Summary:**

The purpose of this item is to consider the response from Western Power on electricity requirements for Ravensthorpe.

**Background:**

Councillors and the community are aware of the power supply issues in Ravensthorpe and the fact that for many years Council has made representation to appropriate agencies and Government Ministers for improvement to reliability and capacity.

In regard to reliability for the Ravensthorpe Townsite, Western Power installed backup diesel generators and is now modifying the infrastructure to facilitate automatic switchover.

Following continued problems with reliability the CEO invited Western Power senior management to visit Ravensthorpe to meet with Council. Western Power has been unable to coordinate a visit but has provided written comment on the authority's progress to achieve reliability of supply and adequate capacity.

**Comment:**

Western Power's comments are as follows:

*"During our recent phone conversation, you asked me to send you some high level information explaining how Western Power connects residential customers and businesses to its electricity network in accordance with its regulatory obligations and licence conditions. You also asked me to explain how this relates to planning, building and operating the distribution network to meet electricity load requirements.*

*Western Power's economic regulatory regime is administered by the independent Economic Regulation Authority (ERA). The regime is structured so that Western Power can only meet the costs of network upgrades for natural or underlying electricity load growth (i.e. load growth through normal increases in residential and small business use). All other large electricity loads can only be connected to the network on a user pays basis.*

*To help offset the costs of connection in more isolated communities, some new small commercial and residential loads are eligible for a State Government subsidy in accordance with Western Power's 'distribution headworks policy' (available on Western Power's website). The subsidy allows Western Power to draw from a pool of funds to reinforce the distribution network and facilitate smaller rural connections. However, large load connections are not eligible for the subsidy.*

*Under the economic regulatory regime, Western Power cannot invest in network upgrades until such time as it observes an increase in load on the feeder and it is clear that the capacity of that part of the network will be exceeded. This is to ensure that Western Power is not building a network which has excess spare capacity in anticipation of electrical loads which may take many years to be realised.*

*With regard to the capacity of the electricity network in Ravensthorpe, Western Power is obliged to ensure there is sufficient capacity on the network so that residents and small businesses are able to connect. However, if a large load wishes to connect – for example a*

*mine or large industrial load – then that user must contribute towards any resulting upgrade of the network as it would be more than the anticipated natural load growth mentioned above.*

*With regard to power reliability for Ravensthorpe, Western Power is continuing to work on improving reliability, including the installation of new technology for an automatic switchover from the main grid to local generation in the event of an extended interruption. This automatic switchover is being tested in June and is scheduled for commissioning in July.*

*Situated at the end of a 300km distribution powerline, Ravensthorpe is particularly susceptible to power interruptions as a result of faults occurring anywhere along the powerline. Since July 2012, Western Power has replaced and reinforced about 900 poles along the line and associated spurs.*

*Western Power is also continuing work to reduce the number of power interruptions through targeted powerline patrols, maintenance work and further investigations of the most vulnerable parts of the powerline. To date, three particularly vulnerable sections of the powerline have been investigated and a number of damaged assets have been identified and rectified. This targeted maintenance work has already resulted in fewer power interruptions to Ravensthorpe.*

*Western Power is also developing a longer term (5-10 year) plan to further tackle reliability issues affecting the powerline. Western Power will provide you with further advice regarding this plan when it is available.*

*I hope the above provides you with some useful high level information regarding how Western Power manages and plans to meet load requirements on the distribution network and in particular how this relates to Ravensthorpe.”*

It would seem that if the automatic switchover system works, the reliability of supply to the Ravensthorpe townsite will be far better than in most areas of the State.

In respect to the rural areas, continued maintenance work to the supply infrastructure, as outlined by Western Power, should see improved reliability also. In terms of capacity Western Power's obligations and commitments in this regard means that “small” business wishing to set up in Ravensthorpe should not be impeded because of electricity supply.

**Consultation:**

Western Power has consulted with the community on electricity supply and reliability for a number of years.

**Statutory Obligations:**

Not applicable.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

There are no financial or budget implications for Council apart from the lease fee payable by Western Power for the diesel generators site.

**Strategic Implications:**

The Shire of Ravensthorpe Strategic Community Plan identifies electricity supply and reliability as a key issue for the future of the Shire.

**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 10.4.5

That Western Power's comments on electricity supply and reliability initiatives for the Shire of Ravensthorpe be noted and the Authority be requested to provide regular updates to Council and the community on progress with infrastructure maintenance and replacement on the 300km distribution powerline to Ravensthorpe.

*Discussion***10.4.6 REVIEW OF WASTE MANAGEMENT SERVICES****File Ref:****Applicant:**

Not applicable

**Location:**

Not applicable

**Disclosure of Officer Interest:**

None

**Date:**

9 July, 2013

**Author:****Authorising Officer:**

Pascoe Durtanovich - CEO

**Attachments:**

Yes – Waste Audit May 2013

**Summary**

This report reviews the current waste management services currently undertaken by waste contractors and directly by the Shire.

The current charging system for commercial is reviewed and recommendations are made to make the charge fair and equitable.

The services provided by the Shire are reviewed and it is recommended that the service is put to tender through the WALGA preferred suppliers listing.

It is recommended that a specification is developed for the provision of services as currently provided and costs be requested for the provision of additional services.

### Background

The Shire currently conducts a commercial waste pickup on each Tuesday and contracts Warren Blackwood Waste services to undertake a residential kerbside pick-up on Thursdays in Ravensthorpe and on Fridays in Hopetoun.

The current contract with Warren Blackwood has expired and is currently operating on a month to month basis.

A simple audit has been conducted of all three waste runs and a report has been developed (Attached). The report has assessed various aspects of the service which can be summarised as follows and discussed in more detail in this report.

1. Occupational Health and Safety
2. Commercial waste
3. Residential waste
4. Charging regime
5. Specific pick ups
6. Community organisations

The regional waste strategy is being developed and should be implemented in about two to three years' time. Any recommendation of this report is mindful of the implications of that strategy as well as working with the Shire of Jerramungup.

The current waste pick-ups are summarised in the following table.

**Table 1 Overall Statistics**

Type of Service	240lt	660lt	Total
<b>Commercial</b>	114 (10.67%)	52 (4.87%)	166 (15.54%)
<b>Mine (FQM)</b>	90 (8.43%)	5 (0.47%)	95 (8.90%)
<b>Shire/Community</b>	122 (11.42%)	5 (0.47%)	127 (11.89%)
<b>Residential</b>	680 (63.67%)		680 (63.67%)
<b>Total</b>	<b>1,006 (94.19%)</b>	<b>62 (5.81%)</b>	<b>1068 (100.00%)</b>

*Residential Bins numbers increase by 100 in summer*

*Shire/Community are street bins, park bins and bins used by community organisations, there is current no charge for these bins.*

The numbers do fluctuate from week to week as not all bins are placed for pick up every week.

The current Cost of the residential service provided by Warren Blackwood is \$95,000 per annum.

The current cost of the commercial service provide by the Shire is \$60,000

## **Comment**

### **1. Occupational Health and Safety**

The Tuesday commercial run is undertaken by Council staff in a shire owned MacDonald Johnson rear loading compaction truck. The truck has a rear lifting mechanism which “grabs” the lip of the bin and tips it into the compactor; bins have to be manually placed in the correct position for them to be lifted.

This type of truck is designed for two operators. One driving and the other placing bins on the lift at the rear of the truck. Currently the Shire employs only a driver to undertake the collection.

The driver therefore has to leave the truck to position bins on the rear lifter each time a bin is collected.

There were a number of safety issues highlighted during the audit.

- The driver is constantly entering and exiting the vehicle,
- The work is sometimes undertaken on busy roads requiring constant vigilance,
- Bins have to be manually shifted which is particularly difficult with heavy bins on sandy soil,
- Operator has to work with waste of unknown origin
- Mechanical lifting mechanisms lift bins quickly requiring vigilance, and
- Work is sometimes undertaken on uneven and damaged surfaces.

The current operator is very mindful of the safety requirements required however it is an inherently risky operation and there are no documented safety procedures.

In applying Councils new risk management policy to the activity results in a risk evaluation of High, based on **possible** likelihood and **major** consequence.

To mitigate this risk two options have been considered. To reduce the risk by developing procedures, or to remove the risk to Council by transferring the service to a contractor. The development of procedures will only reduce the likelihood of the risk of injury, not remove it. The procedures would also have to be developed and a training regime developed. It is considered that the opportunity exists to remove the risk by having the service undertaken by an external contractor.

The current truck was purchased due to its ability to pick up a range of different bin types; the current commercial system includes fifty seven 660Litre capacity bins which can be emptied with a rear lifter truck. These bins cannot be emptied with a side lifting driver operated vehicle.

The presence of these bins in the system has necessitated the retention of the current truck, naturally if the truck was removed from the system the 660 litre bins would also have to be removed from the system.

The introduction of a modern side lifting truck would have a range of benefits, namely

- Single person operation,
- Driver does not need to leave the truck in most situations,
- The bins are lifted without human intervention,
- The pickup is quicker, and
- Standardised bin size.

The cost of a new truck is substantial, (around \$350,000), and to replace the current truck would certainly reduce risk, however it would not remove it. If the Shire owned the new vehicle it would only be used once a week.

The removal of the 660 litre bins from the system will allow waste contractors to deliver the service and with better plant utilisation it could undertake the service more economically than the Shire. This would remove the risk as it would now be assumed by the contractor.

The bins are owned by the commercial operator and it will be the responsibility of the owner to changeover bins.

The costs submitted through the tender process will be assessed against the current cost of providing the service and reported to Council with a recommendation.

**Recommended that:**

1. A specification be developed for a contracted commercial waste service,
2. 660lt bins be removed from the system,
3. The current waste truck is sold and waste staff be redeployed to other duties if a contractor is appointed to undertake the service.

**2. Commercial Waste**

The current commercial waste run is undertaken by Council staff on a Tuesday in Ravensthorpe and Hopetoun.

The operator picks up the following bins.

**Table 2 Business Pick Ups Commercial Run (Tuesday)**

Premises	Location	240lt	660lt	Total
Hotel	Ravensthorpe		2	2

Premises	Location	240lt	660lt	Total
True Value Hardware	Ravensthorpe		1	1
Hotel	Hopetoun	1	6	7
Country Kitchen	Ravensthorpe	3		3
Indigi Flora	Hopetoun		1	1
Ravy Fashion	Ravensthorpe	2		2
Caravan Park	Hopetoun	5	14	19
Ravy Emporium	Ravensthorpe		1	1
Chalet	Hopetoun	1	4	5
Qualup Roadhouse	Ravensthorpe	7		7
Watercorp	Hopetoun		1	1
Elders	Hopetoun		1	1
Hopetoun Glass	Hopetoun		1	1
IGA	Ravensthorpe	5	20	25
Things(Bits and Pieces)	Ravensthorpe	1		1
First Quantum Minerals	Hopetoun	40	5	43
Shire/Community Bins		63	2	65
Totals		<b>128</b>	<b>60</b>	<b>188</b>

*The Shire/Community bins are a mix of street park and community building bins; these are detailed later in this report.*

In addition to these bins it has been discovered that a number of commercial bins are being left for collection on the Thursday and Friday residential runs and are being picked up by the contractor.

The majority of these bins are not incurring a charge; the commercial bins being picked up in the residential runs are as follows.

**Table 3 Commercial and Community bins in Ravensthorpe Residential Run (Thursday)**

Premises	240lt Bins
Munglinup Roadhouse	6 bins
Country Kitchen	3 bins
Post Office	2 Bins
BP Road House	up to 6 bins
One More Stitch	1 bin
True Value Hardware	1 bin
CBH Office and bins	8 bins
Landmark	1 bin
Galaxy Mine	4 bins
FQM Mine	up to 50 bins
Shire/Community	up to 45 bins

**Table 4 Commercial and Community bins in Hopetoun Residential Run (Friday)**

Premises	240lt Bins
Fish and Chip Shop	3 bins
Bakery	4 bins
Beach café	3 bins

Premises	240lt Bins
Chemist	1 bin
Horizon power	1 bin
Little Barrens ELC	1 bin
Auto Wreckers	1 bin
Hopetoun Smash Repairs	3 bins
Tyre Service	1 bin
Roselea Trading Centre	1 bin
Southern Edge Auto	1 bin
Hopetoun Windows	1 bin
Tammer Traders	1 bin
Eagle Petrol Carwash	1 bin
Wave Crest Holiday Village	Up to 40 bins
Main Roads	2 bins
Motel (Ravensthorpe)	3 bins
Shire/Community	Up to 16 bins

*The above statistics reflect only those bins that were left out for collection; the numbers will vary from collection to collection.*

It is clear that this issue has to be addressed as the system has developed historically to a situation where the charging and service levels are inequitable.

Ideally all commercial bins should be picked up on the one day; this would allow the operator to distinguish between commercial and residential bins. It would also stop commercial operators having additional pickups without being charged.

**Recommended that** all commercial operators are advised of the designated pick up day for commercial waste and that commercial bins will not be picked up outside this time.

### 3. Residential Waste

The residential waste system is relatively straight forward, the approximate residential pick up figures are:-

- 240 in Ravensthorpe and
- 540 during peak time in Hopetoun (440 in off season),
- the total residential bins picked up are 780(peak).

As the current contract is out of date it is recommended that a new specification is developed and put to tender.

Currently residents on the Ravensthorpe Hopetoun Road are not part of the residential pick up, as the contractor passes these properties it would be able to pick up bins placed for service. Main Roads WA would have to be consulted regarding the proposal.

**Recommended that** a specification be developed for the Shires' residential kerbside waste pick up and the Shire investigate the option of including residents on the Ravensthorpe Hopetoun Road in the residential service.

### 4. Charging regime

The charging for the residential waste service operates well, each assessment is charged \$250 for the weekly 240lt waste pick up. The amount is charged and collected through the rates system.

The commercial system, however, has been poorly controlled in the past which has resulted in inequities in the system.

Modelling has been done on a number of charging systems for commercial waste, the preferred method is one based on the current residential waste charge.

Currently residents pay \$250 per a 240litre bin to be picked up weekly. If commercial operators were charged on the same basis it would result in an equitable system, if three bins were left out, the charge would be \$750. The charge would be levied through the sundry debtor system to allow flexibility when charges change. It also allows operators to make alternative arrangements for waste disposal.

Commercial operators are free to dispose of waste by any legal method which they desire; they are not committed to an annual charge like residents and some operators dispose of waste themselves at the landfill. They are also free to engage other contractors to provide the service.

So, if the Shire's system does not suit the operator they are free to make their own arrangements.

The following table details the current charge levied against commercial businesses and what the new charge would be on the basis of \$250 per 240 litres.

**Table 5 Applying a \$250 per 240lt charge to Commercial Pick-ups (All Runs)**

Premises	Location	240	660	Total	Capacity (lt.)	Current Charge (pa)	Cost on \$250 per 240 litre
Hotel	Ravensthorpe		2	2	1,320	2,111.20	1,375.00
True Value Hardware	Ravensthorpe		1	1	660	937.50	687.50
Hotel	Hopetoun	1	6	7	4,200	5,500.00	4,375.00
Country Kitchen	Ravensthorpe	3		3	720	1,205.50	750.00
Indigi Flora	Hopetoun		1	1	660	687.50	687.50
Ravy Fashion	Ravensthorpe	2		2	480	469.20	500.00
Hopetoun Caravan Park	Hopetoun	5	14	19	10,440	10,125.00	10,875.00
Ravy Emporium	Ravensthorpe		1	1	660	469.20	687.50
Chalet	Hopetoun	1	4	5	2,880	1,375.00	3,000.00
Qualup Road House	Ravensthorpe	7		7	1,680	703.75	1,750.00
Watercorp	Hopetoun		1	1	660	250.00	687.50
Elders	Hopetoun		1	1	660	250.00	687.50
Hopetoun Glass	Hopetoun		1	1	660	250.00	687.50
IGA (Mon-Fri)	Ravensthorpe	5	20	25	14,400	7,740.00	15,000.00
Things (Bits and Pieces)	Ravensthorpe	1		1	240		250.00
Centre (next to BP)	Ravensthorpe	2		2	480	469.20	500.00
BP Road House	Ravensthorpe	6		6	1,440	953.75	1,500.00
One More Stich	Ravensthorpe	1		1	240	0.00	250.00
CBH Office and Bins	Ravensthorpe	8		8	1,920	0.00	2,000.00
Landmark	Ravensthorpe	1		1	240	703.75	250.00

Premises	Location	240	660	Total	Capacity (lt.)	Current Charge (pa)	Cost on \$250 per 240 litre
Galaxy Mine	Ravensthorpe	4		4	960	0.00	1,000.00
Fish and Chips	Hopetoun	3		3	720	0.00	750.00
Bakery	Hopetoun	4		4	960	250.00	1,000.00
Beach Café	Hopetoun	3		3	720	750.00	750.00
Chemist	Hopetoun	1		1	240	0.00	250.00
Horizon Power	Hopetoun	1		1	240	0.00	250.00
Little Barrens ELC	Hopetoun	1		1	240	0.00	250.00
Smash Repairs	Hopetoun	3		3	720	429.20	750.00
Tyre Service	Hopetoun	1		1	240	250.00	250.00
Roselea Trading	Hopetoun	1		1	240	566.44	250.00
Southern Edge Auto	Hopetoun	1		1	240	0.00	250.00
Hopetoun Windows	Hopetoun	1		1	240	0.00	250.00
Tammer Traders	Hopetoun	1		1	240	0.00	250.00
Eagle Petrol Car Wash	Hopetoun	1		1	240	250.00	250.00
Wavcrest Holiday Park	Hopetoun	40		40	9,600	16,250.00	10,000.00
Main Roads	Hopetoun	2		2	480	0.00	500.00
Ravensthorpe Motel	Ravensthorpe	3		3	720	1,000.00	750.00
<b>Totals</b>		<b>114</b>	<b>52</b>	<b>166</b>	<b>61,680</b>	<b>53,946.19</b>	<b>64,250.00</b>
FQM Mine	Hopetoun	90	5	95	24,900	38,800.00	38,800.00

It is important to note that the charge is levied on the capacity of the bins left for collection, whether they are full or not. If a business can demonstrate that it requires fewer bins the charge will be amended accordingly. Businesses are required to place the bin where the truck can easily collect it without the driver leaving the vehicle.

A more detailed table is included in the attached audit.

The proposed charging regime results in some businesses paying more and some less. Those that are subject to an increase in charges of over \$750 per annum are listed below.

**Table 6 Waste Charge increases of more than \$750 per annum**

Premises	Location	Cap (lt.)	Current Charge (pa)	Cost on \$250 per 240 litre	Increase in Charge
Hopetoun Caravan Park	Hopetoun	10,440	10,125	10,875	750
Chalet	Hopetoun	2,880	1,375	3,000	1,625
Qualup Road House	Ravensthorpe	1,680	703	1,750	1,046
IGA (Mon-Fri)	Ravensthorpe	14,400	7,740	15,000	7,260
CBH Office and Bins	Ravensthorpe	1,920	0.00	2,000	2,000
Galaxy Mine	Ravensthorpe	960	0.00	1,000	1,000
Fish and Chips	Hopetoun	720	0.00	750	750

<b>Bakery</b>	Hopetoun	960	250	1,000	750
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It is recommended that all commercial businesses are advised of the new waste charges and their options.

The Shire is currently considering increasing the residential waste charge from \$250 to \$275, if this is adopted the commercial charge would also be \$275.

**Recommended that** the charge per 240 litre bin left for collection by commercial operators in the municipality be the same as the municipal waste charge for residents, and

That the commercial operators be advised that

- They can make their own arrangements for waste disposal, and
- A contractor may start at a date to be determined, and

Bins will no longer be moved a by the truck driver and should be placed accordingly.

## 5. Specific pick ups

Within the commercial picks up there are some enterprises that need to be considered separately due to their size or complexity.

### ***Ravensthorpe IGA***

The IGA is the only commercial business which has a pick-up every day. This service is provided by the Shire using its truck, if the commercial run is undertaken by a contractor this service will no longer be able to be provided

The IGA also has a number of 660lt bins which will be phased out which will mean a substantial change in the way the IGA disposes of its waste.

It is recommended that discussions be held with the IGA proprietor to discuss the changes in detail.

### ***Wavecrest Village Hopetoun***

As each of the 65 park homes in this facility is separately rated the park is charged \$250 per assessment, this results in an annual charge of \$16,250. The homes are not all permanently occupied and each facility does not place a bin out each week. Warren Blackwood confirms that the maximum number of bins placed for collection in any week is less than 40.

Although the Shire is well within its right to levy a charge against each assessment whether or not a bin is placed for pick up the current charge seems excessive.

Based on the maximum pickup figure of 40 the charge would be \$10,000 per annum. It is recommended that the charge be removed from the rate of each assessment and the charge be levied through sundry debtors.

### ***FQM Mine Site***

Around ninety 240lt and five 660lt bins are collected each week, the mine pays about \$39,000 per annum for the service. This equates to about \$156 per 100lt, and under the residential rate method it would be charged \$26,000 per annum.

This report is recommending that the current FQM arrangement for charging continues. The mine would have to dispose of its 660 litre bins

**Recommended that:**

- negotiations are held with the proprietor of IGA Ravensthorpe outlining the impact the changes to the commercial waste system will have on current arrangements
- the charge for commercial waste at Wavecrest village be based on 40 residential pickups charged through the sundry debtor system, and
- the charge for the FQM mine remain the same.

**6. Community Organisations**

As part of the commercial and residential waste pickups there are a number of Shire and community bins picked up, these bins do not incur a charge.

The Shire Bins are:-

**Table 7 Shire Bins currently picked up**

Premises	Location	Pick Up Run	240lt	660lt
Depot	Ravensthorpe	Tues Shire	3	
Info bay (west of town)	Ravensthorpe	Tues Shire	2	
Park Queen and Main	Ravensthorpe	Tues Shire	1	
Jubilee Park	Ravensthorpe	Tues Shire	8	
Street Bins	Ravensthorpe	Tues Shire	7	
Shire Offices	Ravensthorpe	Tues Shire		3
Sports Centre	Ravensthorpe	Tues Shire	10	
Sports Ground	Ravensthorpe	Tues Shire	3	
Tennis Club	Ravensthorpe	Tues Shire	3	
Cemetery	Ravensthorpe	Tues Shire	2	
Heritage Park	Ravensthorpe	Tues Shire	1	
Park Hosking/Morgans	Ravensthorpe	Tues Shire	4	
Street Bins	Hopetoun	Tues Shire	4	
Sporting Ground	Hopetoun	Tues Shire	5	
Recreation Centre	Ravensthorpe	Thurs Residential	10	
Street Bins	Hopetoun	Fri Residential	4	
<b>Total</b>			<b>67</b>	<b>3</b>
<b>Total Cost</b>			<b>\$18813</b>	

As these bins are viewed as Shire bins no charge is levied, the Shire does have the option to levy a charge and fund the operation from general revenue. This would recognise the true cost of the service.

The Community Bins are -

**Table 8 Community Bins currently picked up**

Premises	Location	Pick Up Run	240lt	660lt
Child Care Centre	Ravensthorpe	Tues Shire		1
Telecentre	Ravensthorpe	Tues Shire	2	
Community Centre	Ravensthorpe	Tues Shire	9	
Senior Citizens	Hopetoun	Tues Shire	2	1

Premises	Location	Pick Up Run	240lt	660lt
Ambulance	Ravensthorpe	Thurs Residential	1	
Hospital	Ravensthorpe	Thurs Residential	10	
High School	Ravensthorpe	Thurs Residential	12	
Post Office	Ravensthorpe	Thurs Residential	2	
Bowls Club	Ravensthorpe	Thurs Residential	3	
Tourist Centre	Ravensthorpe	Thurs Residential	1	
SES	Ravensthorpe	Thurs Residential	1	
Police Station	Hopetoun	Fri Residential	1	
CWA	Hopetoun	Fri Residential	1	
Community Resource Centre	Hopetoun	Fri Residential	1	
Primary School	Hopetoun	Fri Residential	7	
Golf Club	Hopetoun	Fri Residential	2	
School and Teachers House	Munglinup	Thurs Residential	6	
<b>Total</b>			61	2
<b>Total Cost</b>			<b>\$16625</b>	

Those bins listed in the above table are considered at this stage to be “community” bins and no charge is levied against the enterprise. There is no clear definition of community in this regard and therefore this list is a mix of activities undertaken by various levels of government and not for profit organisations.

The Council is to determine what in the above list are to be charged and which ones continue to have no charge levied against them.

## 7. Development of a new waste specification and undertake a tender process.

The review of the waste system has indicated that it is in the best interest of the Shire to develop a specification and call for contractors to price the service.

The term of the contract will be relatively short for this type of service as the regional strategy will be in place in around two years, it is suggested that the contract term is two years with a one year option.

It is not necessary for the Shire to undertake a full tender process. The Western Australian Local Government Association (WALGA) has developed a list of preferred suppliers which has been developed through a competitive process. This allows a municipality to award a contract to one of these suppliers without going to tender, this shortens the process and costs are less. Contractors with experience and or a presence in the region should be approached.

In view of the short term nature of the proposed contract it is recommended that the preferred supplier list be used in this instance.

**Recommended that** the term of any contract for the provision of waste services be for a two year period with a one year option, and quotes for the provision of the services as outlined in this report be requested from selected contractors on WALGA's preferred supplier list.

### Consultation

Discussions have been held with Warren Blackwood to review the current system and WALGA in relation to the procurement process.

Further consultation will be required with some commercial operators as outlined in this report.

### **Statutory Obligations**

A charge will have to be placed in the fees and charges schedule for the provision of a commercial waste service. This report recommends a charge of \$250 per 240 litres, however the Council is considering an increase of the residential waste charge to \$275, if this was approved the commercial charge will change accordingly.

### **Policy Implications**

There are no policy implications that relate to this item

### **Budget/Financial Implications**

There is a cost for the development of the audit and specification as well as a cost for WALGA managing the awarding of the contract; these costs can be met through operational expenditure.

The current contracted cost for the provision of residential kerbside pickup is not expected to change significantly. The costs for commercial collection and transfer/landfill operations are unknown at this stage and will be subject to a further report to Council once submissions are received. There will be additional costs for a verge collection if adopted by Council.

### **Strategic Implications**

The recommendations of this report have been designed not to conflict with the proposed regional waste strategy.

### **Sustainability Implications**

- **Environmental**  
The wider use of a specialised contractor and contract conditions will ensure best practice environmental management
- **Economic**  
The change to a standardised 240 litre bin is in line with industry standard and will ensure flexibility in providing the service in the future.
- **Social**  
The charging system for commercial services is consistent and equitable.

#### **OFFICER RECOMMENDATION**

**ITEM 10.4.6**

That

1. A specification be developed for a contracted commercial waste service.
2. 660lt bins be phased out of the system.
3. The current waste truck is sold and waste staff be redeployed to other duties if a contractor is appointed to undertake the service.
4. All commercial operators be advised of the designated pick up day for commercial waste and that commercial bins will not be picked up outside this time.
5. A specification be developed for the Shires' residential kerbside waste pick up.

6. The domestic waste pick up service be extended to residents on the Ravensthorpe Hopetoun Road, subject to Main Roads WA agreement.
7. The charge per 240 litre bin left for collection by commercial operators in the municipality be the same as the municipal waste charge for residents, and
8. commercial operators be advised that
  - a. They can make their own arrangements for waste disposal, and
  - b. A contractor may start at a date to be determined, and
  - c. Bins will no longer be moved a by the truck driver and should be placed accordingly.
9. The Chief Executive Officer facilitate discussions with the proprietor of IGA Ravensthorpe outlining the impact the changes to the commercial waste system will have on current arrangements.
10. The charge for commercial waste at Wavecrest village be based on 40 residential pickups charged through the sundry debtor system.
11. The charge for the FQM mine remain the same.
12. The term of any contract for the provision of waste services be for a two year period with a one year option, and
13. quotes for the provision of the services as outlined in this report be requested from selected contractors on WALGA's preferred supplier list.

#### *Discussion*

#### **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**

Nil

#### **14. CLOSURE OF MEETING – 6.15PM**

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

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

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