

MINUTES

For the Council Meeting held on

Monday August 19, 2013

Commencing at 5 p.m.

At the Recreation Centre, Munglinup.

ORDINARY MEETING OF COUNCIL
HELD IN THE RECREATION CENTRE, MUNGLINUP
ON 19 AUGUST 2013, COMMENCING AT 5PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.00pm - In the absence of the President and the Deputy President the Chief Executive Officer opened the meeting and called for nominations for Chairman. Cr Duncan nominated Cr Lansdown. Cr Lansdown elected unopposed and took the chair.

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

MEMBERS: Cr Ken Norman
Cr Don Lansdown
Cr Andrew Duncan
Cr Jan Field
Cr Julianne Belli

STAFF: Pascoe Durtanovich (Chief Executive Officer)
Portia Ridout (Executive Assistant)

APOLOGIES:
Cr Ian Goldfinch (Shire President)
Cr Keith Dunlop (Deputy Shire President)

ON LEAVE OF ABSENCE:

ABSENT:

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME**Mark Rawlings-**

Raised the following issues:-

- Drainage problems in Munglinup following the recent rains, subsequently erosion on gravel road verges.
- Drainage issues at the Golf Club which are emanating from around the new draught dam.
- Doyle Road signage
- Thanked the shire staff for works done in Munglinup.

The CEO advised that the matters raised will be followed up by Shire staff.

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

5.1 DECLARATION OF INTEREST

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Cr Lansdown	10.4.4	Impartiality	Chairman of the Committee
Mr Pascoe Durtanovich CEO	10.4.5	Financial	The vehicle in question is allocated for use by the CEO in accordance with the contract of employment.

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

Nil

7. CONFIRMATION OF MINUTES

7.1 COUNCIL MEETING – 18 JULY, 2013

COUNCIL DECISION	ITEM 7.1
Moved: Cr Duncan	Seconded: Cr Belli
That the minutes of the meeting of council held on 18 July, 2013 be confirmed as a true and correct record of proceedings.	
Carried: 5/0	Res: 118/13

7.2 SPECIAL MEETING - 29 JULY, 2013

COUNCIL DESICION	ITEM 7.2
Moved: Cr Belli	Seconded: Cr Duncan
That the minutes of the meeting of council held on 29 July, 2013 be confirmed as a true and correct record of proceedings.	
Carried: 5/0	Res: 119/13

8. SUSPENSION OF STANDING ORDERS

COUNCIL DECISION	ITEM 8
Moved: Cr Field	Seconded: Cr Duncan
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: 5/0	Res: 120/13

9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Nil

10. REPORTS OF OFFICERS**10.1 DEPUTY CHIEF EXECUTIVE OFFICER****10.1.1 REVIEW OF FINANCE POLICY F2**

File Ref:	Policy Manual
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	The author's duties are guided by finance policy F2
Date:	7 August, 2013
Author:	Brent Bailey – Deputy Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Yes - Original Finance Policies F2 Revised Finance Policy F2

Summary:

This agenda item seeks to review Council Finance Policy F2 following the modifications to the position description and duties undertaken by Council's Airport Manager / Compliance Officer.

Background:

In mid-2013 the Airport Manager / Compliance Officer's role was restructured to provide a higher level of autonomy and responsibility for staff supervision. As a result and to streamline purchasing arrangements and decision making it is proposed that this officer is provided with authority to undertake purchasing decisions within his area of responsibility.

It is important that staffing structure changes are reflected in Council's finance policies to provide the current positions with the ability to perform their roles in line with an adopted Council direction and annual budgets.

Comment:

The revised finance policy is presented to Council for adoption with the following addition:

Airport Manager / Compliance Officer

Authorised to incur budgeted expenditure relating to Airport related goods and services and compliance related goods and services up to the value of \$5,000.

Consultation:

Not applicable.

Statutory Obligations:

Nil

Policy Implications:

Policy review as recommended.

Budget / Financial Implications:

This policy guides the implementation of Council's budgeted expenditure.

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Absolute majority

OFFICER RECOMMENDATION

ITEM 10.1.1

That Council adopt the revised Finance Policy F2 - Financial Management – Payment of Accounts & Purchasing Authority Limits as provided in the attachments.

*Discussion***10.1.2 MONTHLY FINANCIAL STATEMENTS – 31 JULY, 2013****File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	7 th August 2013
Author:	Brent Bailey – Deputy Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	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.

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 31st July 2013 in accordance with Section 6.4 of the Local Government Act 1995

*Discussion***10.1.3 REVIEW OF FINANCE POLICY F5****File Ref:****Applicant:**

Not applicable

Location:

Not applicable

Disclosure of Officer Interest:

The author's duties are guided by finance policy F5

Date:

7 August, 2013

Author:

Brent Bailey – Deputy Chief Executive Officer

Authorising Officer:

Not applicable

Attachments:

Yes - Original Finance Policy F5
Revised Finance Policy F5

Summary:

This agenda item seeks to review Council Finance Policy F5 following advice from Council's auditor that additional clarification in Council's policy would ensure compliance with the Local Government Financial Management Regulations.

Background:

In April 2012 the Local Government Financial Management Regulations were changed to include regulation 19C which is listed below in the Statutory Obligations section. There is no impact to the operations of Council's investing activities however to specifically document Council's understanding of the regulation the auditors recommended that it be noted in the Investments Policy.

Comment:

The revised finance policy is presented to Council for adoption with the following addition to acknowledge the requirements under regulation 19C:

4.7 In accordance with Financial Management Regulation 19C the Shire of Ravensthorpe will not undertake any of the following investment activities

- Lodge deposits with an institution except an authorised institution;
- deposit funds for a fixed term of more than 12 months;
- invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;

- invest in bonds with a term to maturity of more than 3 years;
- invest in a foreign currency.

There are no other proposed changes to the existing policy.

Consultation:

Not applicable.

Statutory Obligations:

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

(1) In this regulation —

authorised institution means —

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

foreign currency means a currency except the currency of Australia.

(2) When investing money under section 6.14(1), a local government may not do any of the following —

- (a) deposit with an institution except an authorised institution;
- (b) deposit for a fixed term of more than 12 months;
- (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- (d) invest in bonds with a term to maturity of more than 3 years;
- (e) invest in a foreign currency.

Policy Implications:

Policy review as recommended.

Budget / Financial Implications:

This policy guides the implementation of Council's cash investments.

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 revised Finance Policy F5- Investments, identified as attachment 10.1.3 be adopted.

*Discussion***10.1.4 SCHEDULE OF ACCOUNT PAYMENTS – JULY 2013****File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	31 July, 2013
Author:	Tahnee Gairen- Accounts Payable
Authorising Officer:	Brent Bailey – Deputy Chief Executive Officer
Attachments:	Yes - Schedule of Payments to 31st July 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:

FUND	PAYMENT	VOUCHERS	AMOUNTS
Municipal Account	EFT and	EFT1825- EFT1901	\$258,094.63
	Cheques	38190-38230	\$65,916.33
Reserve Bank Fee	953		\$248.93
Payroll	Dates	10 July 2013 24 July 2013	\$136,308.03
Municipal Account Total			\$460,567.92
	Trust	EFT1732- EFT1813	\$42,679.40
	Trust Cheques	1222	\$20.00
Trust Account Payments			\$42,699.40
			<u>\$503,267.32</u>

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:

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 subregulation (1) or (2) is to be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Policy Implications:

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 10.1.4

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

*Discussion***10.2 MANAGER OF PLANNING AND DEVELOPMENT****10.2.1 PROPOSED CHANGE OF ROAD NAME – GORDON ROAD, RAVENSTHORPE****File Ref:****Applicant:**

Not applicable

Location:

Gordon Road, Ravensthorpe

Disclosure of Officer Interest:

None

Date:

2 August, 2013

Author:

Craig Pursey, Planning Officer

Authorising Officer:

Pascoe Durtanovich - CEO

Attachments:

Nil

Summary:

Gordon Road has recently been realigned to fix an accident black spot intersection at South Coast Highway.

The realigned portion of road needs formal naming. It is proposed to name this portion of road as an extension of Gordon Road and rename the former road "Jubilee Road" after a nearby closed mine.

The road naming is required to complete the road dedication process.

Background:

The Shire recently completed the realignment of Gordon Road, to the west of the Ravensthorpe townsite.

The new road reserve has been created and surveyed but requires naming before it can be dedicated as a public road.

Comment:

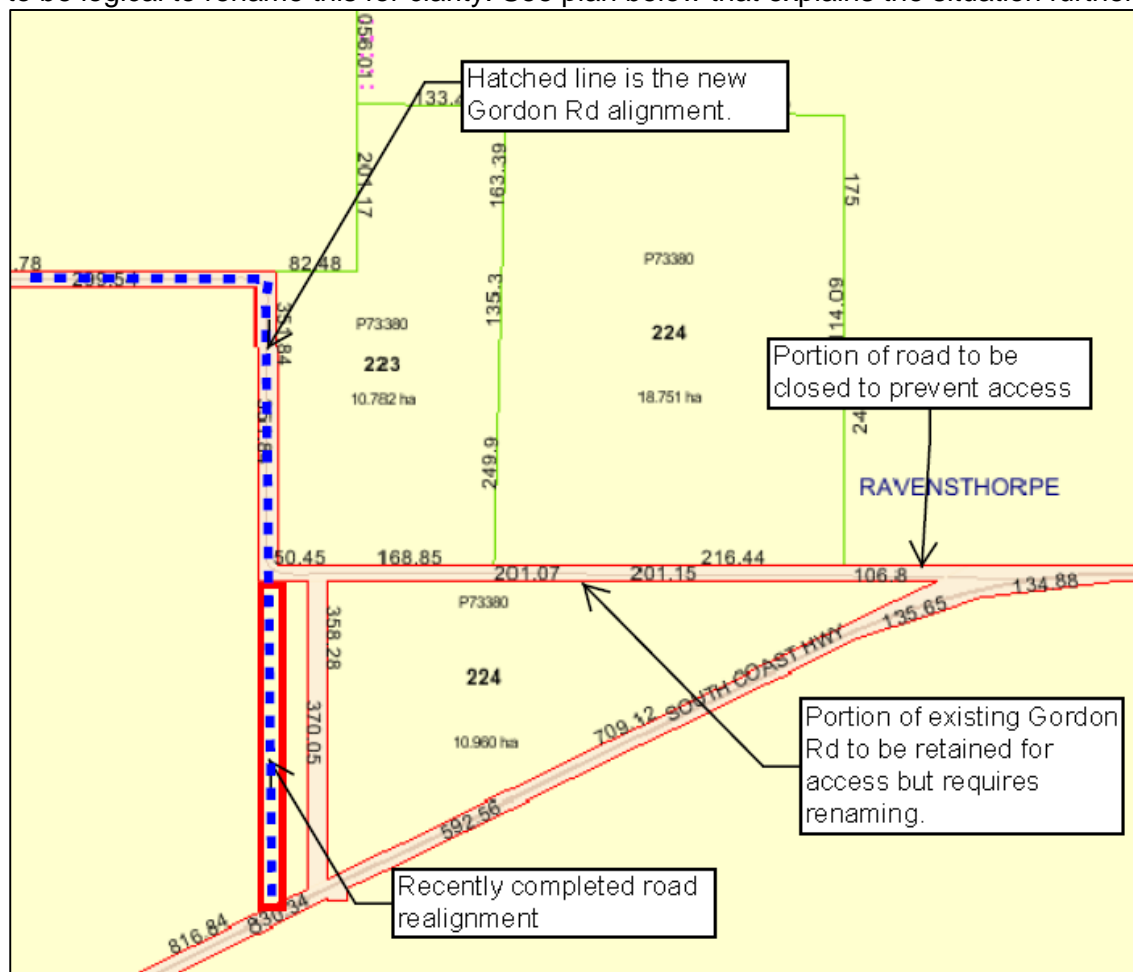
It is proposed to name the new section of road, Gordon Road, as it is a logical extension of the existing Gordon Road.

This would result in a portion of the existing Gordon Road that runs down to South Coast Highway having to be renamed.

The portion of Gordon Road where it meets South Coast Highway is intended to be closed in the near future (to be brought to Council later after negotiations with the adjoining landowner

have been resolved). Therefore this portion of Gordon Road will only ever service a small number of lots (currently in the same ownership)

This portion of road now forms a T-junction to the new Gordon Road alignment and it appears to be logical to rename this for clarity. See plan below that explains the situation further.



Proposed Name

The Council has adopted a reserve list of road names to apply to new roads throughout the Shire. There are no names adopted specifically for rural roads. However, Council has adopted a reserve list of road names specifically for the Ravensthorpe townsite that uses a list of mines from the region, but none of these mines appear to have been close to the subject site.

Discussions with the Ravensthorpe Historical Society show that there were two mines in the area which may be able to lend their name to the road; Jubilee and Annabel. Both names do not appear to have been used in the region and both meet the Geographical Naming Committee guidelines.

Annabel is already the name of a nearby creek so Jubilee is proposed for the renamed portion of road.

Consultation:

The Ravensthorpe Historical Society was approached for advice on the proposed road renaming.

The adjoining landowner was approached and has no objection to the proposed road name.

The Geographic Naming Committee (GNC) guidelines recommend that road names changes have the support of affected residents.

Statutory Obligations:

Council is required to adopt road names before recommending them to the Geographic Naming Committee for approval.

The Minister for Lands then makes the final decision on any road naming proposals under the Land Administration Act 1997.

The Geographic Naming Committee has guidelines for the naming of roads, the relevant part is reproduced below:

CHANGES OF NAMES

The changes of names of roads, localities and features should conform to the relevant policy and in addition, should have broad community support. Road name changes should have the support of those residents affected by the name change. Proposals require the support of local government, but the Minister for Land Information is the final authority in all such matters. It is incumbent on local government to ensure there is community support for a change of name. Non-essential road name changes also incur a service charge.

Policy Implications:

Nil

Budget / Financial Implications:

Council will bear the cost of replacing street signage and some administrative costs in amending internal records.

Strategic Implications:

The proposed road naming is consistent with Theme 1 of the Strategic Community Plan; *...a vibrant, supportive and socially connected community* with the goal of being a Council that proactively engages with all elements of its community in order to make decisions that reflect positively on the future of Ravensthorpe.

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

That Council,

1. Adopt the name "Gordon Road" for the recently constructed portion of north-south road connecting to South Coast Highway; and
2. Rename the east-west portion of Gordon Road that now T-junctions with the realigned road "Jubilee Road;" and
3. The Manager Planning and Development submit the names to the Geographic Names Committee for approval.

*Discussion***10.2.2 PROPOSED CARETAKER'S RESIDENCE**

File Ref:	A741
Applicant:	Ms Wendy Draffin
Location:	Lot 500 Esplanade, Hopetoun
Disclosure of Officer Interest:	Nil
Date:	15 August 2013
Author:	Craig Pursey, Planning Officer
Authorising Officer:	Pascoe Durtanovich – Chief Executive Officer
Attachments:	Yes - Application Plans

Summary:

Council has received a planning application for a new caretaker's residence for the Hopetoun Caravan Park.

The proposed caretaker's residence meets the requirements of the Town Planning Scheme. The current lease requires all new development at the caravan park to have the approval of Council in their role as the land manager.

Background:

Reserve 25270, Lot 500 Esplanade, Hopetoun is 6.7927ha in area and developed with the Hopetoun Caravan Park.

Lot 500 is zoned as 'Special Use – Caravan Park' in Town Planning Scheme No.5.

The Shire is the manager of this reserve with the power to lease.

A lease has been issued and all development is required to be approved by the lessor (i.e. the Council). No delegated authority has been extended to the CEO to administer this function.

Comment:

The existing caretaker's residence at the Hopetoun Caravan Park is in a poor state of repair and the manager of the Caravan Park wishes to replace it with a new chalet designed and built by WBS Modular. A copy of the proposed plans is attached to this report.

The existing caretaker's residence would then be either demolished or refurbished on application to Council.

The proposed caretaker's residence is proposed to be located in an underutilised portion of the Park, near to the Park entry and close by the office and storage yards.

The proposal meets the requirements of the Town Planning Scheme and may be handled under delegated authority.

Council is being requested to determine whether to approve the proposed caretaker's residence in their role as the lessor. The lease agreement does not provide any further guidance to decision making.

Consultation:

None required

Statutory Obligations:

The current lease states:

3.14 Alterations and Improvements

- (1) *Not without the prior written consent of the Lessor to make or permit to be made any alteration on or additions to the Premises or any building of which the Premises form part or to remove from the Premises or such building any improvement or to cut maim or injure or suffer to be cut maimed or injured any of the walls floors ceilings plumbing gas or electrical fixture or fittings therein or timbers thereof.*
- (2) *If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 3.14(1)** the Lessor may:*
 - (a) *give such consent subject to conditions; and*
 - (b) *require that the works be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and*
 - (c) *require that any works be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant.*
- (3) *If the Lessor consents to any matter referred to in **clause 3.14(1)**:*
 - (a) *the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and*
 - (b) *the Lessor must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.*

Both a planning approval and a building permit are also required to be issued.

Policy Implications:

Nil

Budget / Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION

ITEM 10.2.2

That Council approve the proposed Caretaker's Residence at Lot 500 Esplanade, Hopetoun subject to the works being carried out in accordance with the plans and details submitted with the planning application.

*Discussion***10.3 MANAGER OF ENGINEERING SERVICES**

Nil

10.4 CHIEF EXECUTIVE OFFICER**10.4.1 RAVENSTHORPE SWIMMING POOL MANAGEMENT COMMITTEE****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 30 July, 2013**Author:** Matthew Hunt – Manager Recreation and Community Services**Authorising Officer:** Pascoe Durtanovich – Chief Executive Officer**Attachments:** Yes - RSPMC Minutes July 2013

Summary:

This item seeks the consideration and approval of Committee recommendations, resultant from the meeting of the Ravensthorpe Swimming Pool Management Committee (RSPMC) on Tuesday 2nd July 2013. This report further advises Council of the outcomes of the recent Pool Audit (Council Report April 2013) and requested financial contributions from the Department of Education.

Background:

Under a 20 year Agreement between the Shire of Ravensthorpe and Minister for Education (confirmed in 1995), a Management Committee for the Swimming Pool located on Reserve 7716 (vested in the Minister), was formulated comprising the following members:

- 2 persons chosen by the School;
- 2 persons from the Ravensthorpe community chosen by the Shire; and
- 1 person from the Shire.

Through this Agreement and under the mutual direction of the Shire and the Minister, the Committee is to facilitate the effective operation of the facility, for both school and community recreational purposes. The Committee meets regularly to progress the aims and objectives of the Committee, as set out in the aforementioned Agreement. Minutes from the July 2013 meeting are attached for reference.

Comment:

1. The Ravensthorpe Swimming Pool has historically been opened to the public each season in late October early November, in preparation for the warmer (summer) temperatures. This is generally aligned with the early to mid-way point of term 4 in the School calendar. With temperatures rising earlier in recent years and to align more effectively with the School holiday periods, the Pool Committee recommends that the Pool be opened on the 5th October for 2013/14, which is a few weeks earlier than last year (2012/13) to allow for Community use during the last week of the Term 3 School Holidays. This will also allow for use of the facility by the community during the potentially warmer periods of mid spring.

Further to this, the Committee recommend a Free Community Open Day to be facilitated by the Committee be planned for the weekend of 26th and or 27th October for a few hours during the day tbc. This Open Day will allow free use of the facility by the wider Community with a Life Guard on Duty, two Pool Inductions held for non-members and an 'EOI' table for potential community service activities. Detailed planning for this event, including written School support for the day, will be progressed by Committee representatives for presentation at the August/September Pool Committee meeting, should it be approved by Council.

This style of Open Day has been held in previous years and reportedly quite successful for the communication of membership processes and awareness of facility provisions. The budget for the day will not exceed the previous year's allocation of funds for the conduction of Pool Induction Courses.

2. At the April 2013 Ordinary Council Meeting Council resolved as follows:-

That an unbudgeted expenditure of up to \$3,500 be authorized for the assessment and audit of the water usage and operational repairs required at the Ravensthorpe Swimming Pool site and the Education Department is required to contribute \$1,750.00.

Pool Remedies was contracted to undertake the aforementioned audit and report of works required at the Ravensthorpe Swimming Pool site. The Education Department as requested by Council, also contributed 50% of this cost.

The summary outcome of this report was for approximately \$100,000.00 of major and minor works to the Pool Liner and Pump Station to ensure future viability and sustainability of the facility. The impact of not undertaking these works is highly likely to cause undue closure of the facility and an increased cost to rectify higher level damages.

3. For Council information and as per the attached minutes, the current 'Agreement' and 'Risk Management / Operational Plans' for the facility are currently under review by the Committee and the Shire's Manager Recreation and Community Services, for presentation to Council in coming months.

Consultation:

This has occurred with the Ravensthorpe Swimming Pool Management Committee, the Ravensthorpe District High School, and external stakeholders.

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

State Government has agreed to contribute \$75,000 to the renewal project. The Shires contribution is \$25,000 and will be funded from the Swimming Pool Reserve Fund.

Strategic Implications:

Shire of Ravensthorpe Strategic Plan: Action No 3.5 (B) and Action No 6.5 (126),

Sustainability Implications:

- **Environmental:**
There are no known significant environmental considerations.
- **Economic:**
There are no known significant economic considerations.
- **Social:**
The proposed actions may encourage broader and safer use of the Ravensthorpe Swimming Pool.

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION

ITEM 10.4.1

That the renewal works on the Swimming Pool pump station and pool liner as outlined in the report be proceeded with.

Discussion

10.4.2 LOCAL GOVERNMENT ENERGY EFFICIENCY PROGRAM (LGEEP)**File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	30 July, 2013
Author:	Matthew Hunt – Manager Recreation and Community Services
Authorising Officer:	Pascoe Durtanovich – Chief Executive Officer
Attachments:	Yes - Enigin WA LGEEP Application

Summary:

This report recommends that Council approve the attached LGEEP Application for submission, including amendment from Council Item of May 2013 and reduction in allocation / contribution of funds.

Background:

At its Ordinary Meeting May 2013, Council resolved as follows:-

That Council allocate a contribution of \$12,533 (exc gst) into the 2013/14 annual budget, in accordance with the LGEEP grant application, towards the local installation of solar collector systems for efficient hot water at the Ravensthorpe Entertainment Centre and a high efficiency heat pump system at the Ravensthorpe Swimming Pool for hot showers and should the grant not be successful the \$12,533 be allocated to the provision of two 250 litre high efficiency heat pumps at the Ravensthorpe swimming pool.

The LGEEP application in point was developed through use of a cost: benefit report completed by Enigin WA, for the both the Ravensthorpe Entertainment Centre and Ravensthorpe Community Swimming Pool facilities.

Comment:

Through liaison with LGEEP at the Department of Resources, Energy and Tourism, the Manager of Recreation and Community Services was advised that the Shire of Ravensthorpe for the purposes of the LGEEP, is categorised as 'small', not a 'medium' Council, (based on population of under 2000 persons). The grouping of local governing authorities for this program is based on the categories listed in the Australian Classification of Local Governments (Local Government National Report **2007/08**, Department of Infrastructure, Transport, Regional Development and Local Government, 2010).

As a 'small' Council, the Shire is only eligible for a grant of up to \$20,000. The previous project's total cost was \$41,777 with a request from LGEEP for \$29,244. To proceed with the application, the Council is required to either reduce the scope of the project by reducing the number of systems or by increasing Council's co-contribution.

As such, a revised report and application has been developed in conjunction with Enigin (at no extra cost to Council). This new application has kept the Swimming Pool system as was presented in the previous project report and amended the number of solar collector systems

at the Ravensthorpe Entertainment Centre, to be mounted on the best available roof space for energy efficiency, with full tempering installed.

The most significant implication from the reduction in scope (halved) of the systems at the Ravensthorpe Entertainment Centre is the 'Return on Investment' (ROI) and improvements to the existing gas process efficiency. With consideration given to the capital costs (Council contribution) for installation and the ongoing maintenance and replacement costs of these systems, it was noted that a ROI may be seen at one (1) and two (2) years from installation, however with the revised scope this ROI may not be evident for up to three (3) years. Further to this, the actual on site improvements, speed and efficiency of hot water supply within the showers and kitchens at the REC will not yield the previously expected savings and or output, yet will still be evident (see attached application).

As confirmed through receipt of amended quotes, the total cost of the project is now equal to \$35,774 minus an STC value* of \$4,785 (down from \$9,405) leaving \$30,989. The maximum amount of \$20,000 will be sought from LGEEP with the remaining \$10,989 (exc gst) being Council's contribution (down from \$12,533), which if successful with the application is allocated in this 2013/14 financial year. The installation of the systems will be undertaken by local small business, to ensure compliance with funding guidelines and continue the Council's support of the local economy.

*STCs to be claimed by preferred quote (Enigin) on behalf of the Council at completion of installation and certification

Consultation:

This has previously occurred with the Ravensthorpe Swimming Pool Management Committee, the Ravensthorpe Entertainment Centre Management Committee, the Ravensthorpe District High School, local plumber / installer and external industry professionals.

Statutory Obligations:

Nil

Policy Implications:

F 7: Local Government Purchasing and Tender Guide Model Purchasing Policy –*Sustainable Procurement*

Budget / Financial Implications:

Adequate funds have been allocated in the 2013/14 financial year.

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**
Through local authorities (such as the Shire of Ravensthorpe), the Australian Government is implementing a raft of energy efficiency measures which will help improve the productivity of our economy and move Australia towards a prosperous low-carbon future.
- **Economic:**
The use of local suppliers where suitable will further improve economic position of our business community. The outlined (Analysis) medium to long term cost savings of the Shire represents sustainable financial management and allows future expenditure on Council priorities.

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.4.2

That Council approve the amendment LGEEP application pertaining to the REC solar systems and swimming pool hot water system, with a total revised contribution of \$10,989 (exc gst) from the 2013/14 annual budget.

Discussion

**10.4.3 COMMUNITY SPORT & RECREATION FACILITIES FUND (CSRFF) –
SUMMER SMALL GRANTS ROUND**

File Ref:

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	30 July, 2013
Author:	Matthew Hunt – Manager Recreation and Community Services
Authorising Officer:	Pascoe Durtanovich – Chief Executive Officer
Attachments:	Nil

Summary:

This report recommends that Council endorse the submission of one (1) CSRFF grant application to the Department of Sport and Recreation's (DSR) 2013/14 Summer Small Grants Round. This single application from the Munglinup Pony Club does not request any financial contribution from Council.

As a key component of the standard CSRFF process, the Shire of Ravensthorpe performs the initial assessment of all applications, including ranking the relative importance and priority of project submissions and determining their ability to meet identified community need. This report recommends that the single application for submission in this round be ranked 1 B, in that it is the top priority and well planned and needed by applicant.

Background:

The purpose of the CSRFF program is to provide an avenue for the State Government to provide financial assistance to community sporting clubs, community groups and local government authorities, to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.

The maximum CSRFF grant approved by DSR will be no greater than one-third of the total estimated project cost (excluding GST). The DSR contribution must be at least matched by the applicant's own contribution, with the balance of funds required being sourced by the applicant e.g. sponsorship, Lotterywest, Healthway, Shire etc.

Applicants must be either a not for profit sport, recreation or community organisation, incorporated under the WA Associations Incorporation Act 1987 or a local government authority. The type of projects which may be considered for funding include (but is not limited to):

- Construction of new facilities - Ovals, Play spaces, Courts, Greens, Change Rooms etc, to meet actual sport and active recreational needs;
- Upgrades and additions to existing facilities where they will lead to an increase in physical activity or more rational use of facilities;
- Construction of cricket pitch and practice wickets and safety fences for sport and recreation facilities, i.e. motor sports,
- Minor upgrade to swimming pool;
- Floodlighting projects;
- Co-location projects; and or
- Facility planning projects.

To ensure program and planning compliance is sufficient, all projects must be discussed with the Shire's Manager Recreation and Community Services and the DSR's Regional Manager (Goldfields), prior to submission to both the Shire and subsequently DSR. Prior to submission to DSR, the Shire is required to assess relevant applications and rank them in priority order for the municipality. This must be done and endorsed by Council (by way of Council Minutes attached to a Project Assessment Sheet), before DSR will assess the applications.

The Shire's acceptance of applications for the Summer Small Grants Round has now closed with applications due by the end of July 2013. Grants in this round are for project completion in the 2013/14 financial year. For the larger 'Annual Grants Round' applications are to be submitted to the Shire by August 2013 for submission to DSR in September, for funds and project implementation in 2014/15. Annual grants are projects with a cost of between \$151,000 and \$500,000. It is suggested and encouraged by the Shire that all applications of this nature be justified through the use of individual Club and or Group planning documents.

Submissions for funding applications are annually advertised by the DSR in the West Australian and Regional Newspapers and were further electronically and directly promoted to all Sporting and Recreational Clubs within the Shire earlier this year.

Comment:

The Shire endeavours to obtain grants to augment Council funding for community, sport and recreation facilities wherever possible and provides an annual community funding program for external application, and where relevant, preference for funding support through the Shire is given to jointly funded projects providing facilities in areas of low or minimal provision, developments of a multifunctional nature, projects where significant community need and demand is justified and or for major renovations that fall outside the range of normal maintenance.

On this occasion, although a number of projects were discussed with the Shire only one (1) application was submitted, being from the Munglinup Pony Club (MPC). This project is of a collaborative nature for the construction of a multifunctional shed style pavilion at the Munglinup Equestrian Grounds. The Munglinup Bushman's Association (MBA) is the supporting key stakeholder (along with the Shire) in this project and is the named applicant for a Lotterywest Grant, to ensure the viability and completion of the same project.

The construction of a new Pavilion will ensure adequate secured and safe spaces for all equestrian sports (Bushmans, Pony and other Club's) functions, meetings, and events. These

facilities are required for members, riders and spectators, with disabled access and disabled toilets a priority. Ablutions, office space, storage needs, catering areas, meeting room, club room and crèche areas are included in the project. The erection of this facility will ensure sustainability in both clubs, for the region, and the future development for juniors, tourism and increased shared use of the infrastructure by Munglinup Bushman's Association, Munglinup Pony Club, community members and other equestrian groups.

The project will be funded as follows:

Clubs cash:	\$17,784.00 – Confirmed MBA and MPC
Clubs In-Kind:	\$17,784.00 – Confirmed MBA and MPC
Lotterywest:	\$31,657.30 – Pending, with initial support from Grant Manager
CSRFF:	\$33,612.20 – Pending submission and approval
Shire:	\$Nil

Total Project Funding:\$100,837.50 (exc gst)

It is recommended that this application be supported by Council without financial contribution and ranked as 1 of 1 and at a level B, being *well planned and needed by applicant*.

Consultation:

This has occurred with the DSR – Goldfields Regional Manager, Munglinup Bushmans Association, Munglinup Pony Club, Lotterywest Grants Manager, the Shire's Manager Recreation and Community Services, and external industry professionals.

Statutory Obligations:

Nil

Policy Implications:

G19 – Community Consultation & A10 – People with Disabilities: Access,

Budget / Financial Implications:

There are no Council funds requested for this project from the 2013/14 financial year.

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**
The use of powered facilities as opposed to hired generators and appliances will improve energy efficiency and reduce noise and carbon pollutions.
- **Economic:**
The project demonstrates a potential to increase economic opportunity by allowing the hosting of larger events and accommodation of greater spectator and participant numbers.
- **Social:**
The project demonstrates a potential to improve physical and mental wellbeing by developing recreational environments which maintain quality of life for our residents and visitors alike.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.4.3

That Council endorse the submission from the Munglinup Pony Club for a CSRFF grant to construct a shed style Pavilion at the Munglinup Equestrian Grounds, at no cost to the Council, and rank it 1 of 1 at a level B, being *well planned and needed by applicant*.

Discussion

Prior to any consideration of Item 10.4.4 Cr Lansdown made the following declaration:

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 its merit.

10.4.4 RAVENSTHORPE ENTERTAINMENT CENTRE MANAGAMENT COMMITTEE

File Ref:**Applicant:**

Not applicable

Location:

Ravensthorpe Entertainment Centre

Disclosure of Officer Interest:

None

Date:

5 August, 2013

Author:

Matthew Hunt – Manager Recreation and Community Services

Authorising Officer:

Pascoe Durtanovich – Chief Executive Officer

Attachments:Yes - REC MC Minutes 2nd August 2013
REC Water Harvesting Correspondence**Summary:**

This item seeks the consideration and approval of three (3) Committee recommendations, from the meeting of the Ravensthorpe Entertainment Centre Management Committee (REC MC) on the Friday 2nd August 2013.

Background:

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

The REC MC strives 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 are attached to reference the below noted correspondence and progression of the REC MC.

Comment:

1. Further to the REC MC Item for Council of July 2013, the Ravensthorpe Tigers Football and Sporting Club corresponded the REC MC on Thursday 1st August 2013 requesting an amendment to their application for a donation from the REC MC through Council, for an amount equal to the Bar Profits from two (2) nominated functions. This request was for a change from the 3rd August function to the Grand Final night on September 7th 2013. The Club will be providing additional entertainment and opening the facility to the public for this function. They have further requested that the Shire apply for an extension to the Tavern Licence hours of operation for this night to allow greater participation and revenue.

The REC MC voted to recommend that this request from the Tigers Football and Sporting Club be presented to Council for approval.

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.

2. In May 2013 the REC MC received a letter from Roger Walker (Shire resident and REC Member) regarding the potential for water collection and harvesting from the REC roof and REC Complex facilities. The REC MC at its meeting of July and August 2013 discussed this opportunity and felt it best to forward this correspondence onto Council, for more in-depth consideration (letter attached).

Given the magnitude of this project and the resources (human and financial) required to develop an effective assessment of this sustainability opportunity, it is felt a Council decision as to the allocation of these resources would be appropriate. Due to the size and structure of the Shire without designated sustainability staff, priority for a project of this nature must also be considered.

The Officer's report following recommendation of the REC MC suggests Council consider an allocation of resources to this project, through the CEO, to a suitable Shire Officer or external consultant for progression, as a low priority.

3. To increase the local and wider community's awareness of the REC, its programs, services and opportunities for use, the Committee tabled and agreed that the REC MC should utilise some bar profits towards innovative strategies of this nature. Through Council, the use of bar profits is a logical resource support mechanism for the REC Secretary to explore and encourage greater participation at the REC and subsequent increased medium to long term usage and revenue for the facility.

The REC MC recommend that Council approve the use of Bar Profits as REC MC Authorised Expenditure for the Secretary to allocate up to \$250.00 per quarter, to explore and utilise marketing avenues to promote 'The REC'.

Following the Special General Meeting of the REC MC in June 2013, the REC MC resolved to commit over the following six (6) months, a prescribed amount of time at each of its meetings to progress:

- Purpose and Direction of REC MC;
- REC MC Heads of Agreement; and
- REC MC Constitution.

It has been confirmed (as per minutes attached) that the RECMC will focus on their Vision and Mission at their September meeting, to be facilitated by Cr Julianne Belli.

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 10.4.4**

That Council approve the Tigers Football and Sporting Club to receive a donation from the REC MC through Council, to the value of the Bar Profits from the 7th September 2013 as opposed to the previously endorsed 3rd August date and that the Shire apply for an extension to the licence hours, to allow the function to run until 1am. Both considerations to be under the application and profit calculation of the Manager Recreation and Community Services and the use of qualified Approved Bar Manager and RSA Card Holders.

*Discussion***OFFICER RECOMMENDATION (2)****ITEM 10.4.4**

That Council approve the use of Bar Profits as REC MC Authorised Expenditure for the Secretary to allocate up to \$250.00 per quarter, to explore and utilise marketing avenues to promote 'The REC'.

Discussion

Prior to consideration of Item 10.4.5 the Chief Executive Officer declared a financial interest as the subject motor vehicle as a condition of his employment contract.

10.4.5 REPLACEMENT OF MOTOR VEHICLE 0-RA

File Ref:**Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 12 August, 2013**Author:** Pascoe Durtanovich – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Nil

Summary:

To consider authorisation of unbudgeted expenditure for the changeover of 0-RA.

Background:

The shire owned vehicle allocated to the Chief Executive Officer has travelled 40,000KM. Initially considered for replacement in 2013/2014 it was decided to retain the vehicle for longer term because of the high change over cost of \$20,000.

Since the adoption of the 2013/2014 budget the Chrysler Company has introduced “fleet discount” for local government, reducing the changeover cost to \$11,000.

Comment:

The current vehicle, Jeep Lorado 4x4 wagon, has two years warranty remaining and is in very good condition. The only reason for a changeover at this stage is the depreciation factor.

Through the budget process officers advised Council of a \$20,000 change over, the new pricing is now brought to Council’s attention however the office is still of the opinion that the vehicle should be retained .

Consultation:

Not applicable

Statutory Obligations:

Nil

Policy Implications:

Council does not have a light vehicle replacement policy, replacement decided on market conditions prevailing at the time.

Budget / Financial Implications:

Replacement of 0-RA has not been allowed for in the 2013/2014 budget.

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Absolute Majority for the authorisation of unbudgeted expenditure.

OFFICER RECOMMENDATION

ITEM 10.4.5

That the revised net changeover cost of \$11,000 for O·RA be noted and the changeover not be proceeded with.

*Discussion***10.4.6 REGIONAL LANDFILL SITE – DESIGN CONCEPT**

File Ref:	EM: PR: 6
Applicant:	Not applicable
Location:	Reserve 7380 and 8941 Moir Road, Ravensthorpe
Disclosure of Officer Interest:	None
Date:	12 August, 2013
Author:	Pascoe Durtanovich – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Yes – Design Concept

Summary:

The Ravensthorpe Regional Landfill Site development has progressed to the design concept stage.

This report recommends that the concept plans be adopted.

Background:

As part of the Royalties for Regions Regional project to upgrade waste management systems and facilities across the Shires of Ravensthorpe, Jerramungup, Kent, Gnowangerup and Katanning, tenders for consultancy Services were called for the progressing of the Ravensthorpe Regional Landfill Site.

On 22 November, 2013 Opus International Consultants were appointed by Council to undertake the work.

The scope of works includes:-

- Development of an overall landfill and associated infrastructure site concept plan for approval by the shire
- Based on the approval site concept plan, undertake the detailed design and documentation of the site infrastructure
- Obtain Works Approval
- Construction tender
- Closure Plan for areas of previous landfilling

- The tender requested that respondent's provide an offer of service to include the following works:
 - Development of an overall landfill and associated infrastructure site concept plan for approval by the shire; having regards to the future needs and operation of the site.

The concept plan is to typically include as a minimum:

- Site office
 - Waste transfer and recycling station
 - "Tip shop" facility (provisional item)
 - Weighbridge (provisional item)
 - Proposed future Class II petricible landfill cells for a minimum of 20 year's landfilling based on an anticipated annual airspace consumption of 10,000 tonnes of waste
 - Order in which the landfill cells would be filled
 - Leachate management infrastructure location
 - Proposed future Class I landfill cell for a minimum of 5 year's landfilling based on an anticipated annual airspace consumption of 3,000 tonnes of waste
 - Surface water management system
 - Based on the approved site concept plan, undertake the full detailed design and documentation of the necessary infrastructure in preparation for construction.
 - Leachate management infrastructure, as a minimum, to cater for the first two landfill cells, with space allocated for future leachate infrastructure
 - The first landfill cell for Class I waste acceptance for a total of two year's airspace capacity (provisional item)
 - Groundwater monitoring bores. These may need to be installed before the Works Approval will be issued. In this event, the Consultant will provide the locations and bore designs for the Shire to install.
- Obtain Works Approval. Typical activities include:
 - Develop Works Approval application documentation
 - Submit Works Approval application (application fees paid by the shire)
 - Liaise with DEC throughout the Works Approval process
 - Review draft Works Approval conditions and make recommendation to the shire on the acceptability of the draft conditions
 - Negotiate preferred Works Approval conditions if necessary
 - Construction Tender. Typical activities include:
 - Development tender documentation; including full construction drawings and design certification
 - Closure Plan for areas of previous landfilling. Typically activities include:
 - Identification of areas to be closed
 - Landfill cap design
 - Capping material potential sources
 - Landfill cap rehabilitation
 - Closure site monitoring

A concept plan has been prepared.
Copy attached.

Works approval and clearing permit applications have been submitted.

Comment:

The site will be a regional facility servicing the communities in the Shires of Ravensthorpe and Jerramungup.

Waste types include domestic (putrescible) waste from the communities, commercial waste from businesses and also will service general refuse from mining operations in the Shires.

In terms of capacity the landfill development is based on approximately 10,000 tonnes per annum, 3,000 to 4,000 from Jerramungup and the balance from Ravensthorpe.

Other relevant factors include:-

Size of initial landfill cell and capital expenditure

While the nominal capacity to be provided is 10,000 tpa, a balancing is required in terms of how much capacity is provided in the initial cell. The project is being funded through a one off State financial assistance package (Royalties for Regions) and future expansions may have to be funded through revenue. However building a large landfill base that may not be covered for several years does require specific consideration to ensure that the liners and drainage are not damaged by exposure to the elements, erosion and sedimentation.

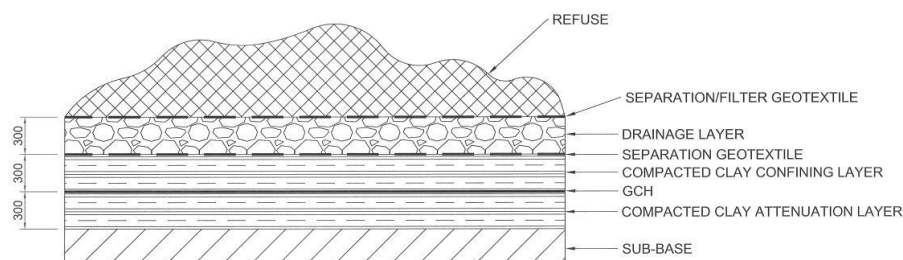
Compaction plant

Currently the Shire have a D6 dozer (28 tonne) with rippers, used for excavating refuse pits and backfilling. It is proposed to use this machine as the main landfill compaction plant for the new cell. Whilst this is not ideal for compaction being a low ground pressure tracked plant that will result in less compaction than would be achieved with a specialist landfill compactor (steel wheeled loader). Accordingly a factor of 600 kg of incoming refuse to 1 m³ of landfill void was used to calculate fill rates. Note a landfill compactor will easily achieve 700-800 kg of refuse to 1 m³ void. Compaction could be improved by using a heavy roller behind the dozer, but long term purchase/lease of a second hand refuse compactor may be the best option for the Shire.

Landfill Liners

Site soils while having a substantial clay content do not consistently achieve a permeability of 1×10^{-9} m/s as required for an engineered clay liner.

Given the size of the landfill at 10,000 tonnes it is proposed to use a GCL as the primary hydraulic barrier layer. This would be incorporated into the landfill base design generally as shown below:



Advantages of using a GCL are:-

- A factory manufactured product with a consistent and low permeability
- Speed and ease of laying
- A robust liner system

Landfill Drainage

Standard practice is to provide a 300 mm deep granular drainage blanket for leachate collection. A wide range of stone sizes can be used depending upon what is locally available. This may require a specific design of the leachate drainage based upon a herringbone of leachate drains as opposed to a full blanket. An alternative would be a thin geocomposite drainage grid product, possibly in conjunction with herringbone drains. A specific assessment of leachate leakage under this design will be required.

Leachate Management

Given the Ravensthorpe climate with low rainfall and high potential evaporation, leachate generated from the site will be relatively low in volume. Leachate would be managed by gravity flow from the base of the cell to a lined evaporation basin. An indicative size of this basin would be 1,000-2,000 m² for an operative landfill cell of say 0.5 ha.

Refuse Transfer Station

Refuse from the public accessing the site will be deposited into a bin for transfer to the landfill face.

Services

Reticulated power runs along Moir Road, three phase power will be provided to the site.

Fencing

General site perimeter to be provided with stock fence only.

Waste cell to be provided with litter catch fence, typically 4m height minimum with return at top.

Tip shop and recovered goods

Site to provide a "tip shop" probably to be staffed by volunteers. This to be likes of a 2-3 bay farm implement shed:

- Concrete floor
- Open one face
- Could also provide a fenced compound (metalled floor) for larger re-useable goods that don't need to be under cover.

Materials for recovery

Following materials to be handled on site:

- Asbestos – provide designated area for pits for asbestos burial
- Greenwaste. Quantities are relatively small. Currently stockpiled and burnt. Propose to continue with this DEC permitting. Large cost to establish mulcher on site.
- Scrap metal – provide metalled dump area. Smaller concrete bay at transfer area for public
- White ware – separate to general metal
- Drum Muster.
- Tyres – collection area, pending removal off site (Albany) Waste oil – collection facility incorporated.

Consultation:

Not applicable

Statutory Obligations:

Department of Environment in respect to Works Approval and Clearing Permits.

Policy Implications:

Nil

Budget / Financial Implications:

This project is being financed by Royalties for Regions and any expenses by the Shire of Ravensthorpe will be reimbursed by the Shire of Jerramungup who is carrying out the grant funding. With changes to Royalties for Regions guidelines funding beyond 2012/2013 may impact on the project. Actual development costs have not been determined at this point.

Strategic Implications:

This project has been documented in the Shire of Ravensthorpe draft integrated planning documentation.

Sustainability Implications:

- **Environmental:**
Effectively managing Council's waste management systems and processes will have a substantial impact on improving environmental conditions associated with the facilities. The Department of Environment will be involved in the approvals process for the development of the tipsite.
- **Economic:**
The regional waste management project is likely to result in local employment opportunities and the capacity to raise revenue / offset expenses through contributions for neighbouring Shires utilising the service.
- **Social:**
There are no known significant social considerations.

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION

ITEM 10.4.6

That the Ravensthorpe Regional Landfill Site development design concept, Drawing n^o AY_WA127500(1) be adopted.

Discussion

10.4.7 WASTE MANAGEMENT – LANDFILL AND TRANSFER STATION SITE OPERATION

File Ref:

Applicant: Not applicable

Location: Not applicable

Disclosure of Officer Interest: None

Date: 12 August, 2013

Author: Pascoe Durtanovich – Chief Executive Officer

Authorising Officer: Not applicable

Attachments: Yes – Site Usage

Summary:

In setting opening hours for the Ravensthorpe and Hopetoun refuse sites at the February, 2013 meeting Council resolved that the opening hours be reviewed in August, 2013. This report recommends the opening days remain the same for both sites and the opening hours be reduced from 4 to 3 per day. It is also recommended that the Chief Executive Officer be delegated authority to vary the opening times for both sites.

Background:

In February 2012 Council approved opening hours for the Ravensthorpe Landfill site, the hours are four (4) per day, six (6) days a week. At the same time the approval was given for the construction of an office/gatehouse. The site is staffed during the opening hours.

Council resolves (Res: 167/12) at the August 2012 meeting that the opening hours for the Ravensthorpe facility remain unchanged to ascertain better usage data. Council also resolved that the Hopetoun Transfer Station remain unchanged until suitable arrangements are in place regarding the disposal of fish offal and suitable opening hours determined for the peak holiday periods.

At the February, 2013 Ordinary Council meeting it was resolved as follows:-

- (1) *That the Ravensthorpe landfill facility be manned and opened on Monday and Wednesday 8am to 12 noon and Sunday 1pm to 5pm and the opening hours be reviewed in 6 months.*
- (2) *That the Hopetoun Transfer station be manned and opened on the following days.*

<i>Monday</i>	<i>1pm- 5pm</i>
<i>Wednesday</i>	<i>1pm- 5pm</i>
<i>Thursday</i>	<i>1pm- 5pm</i>
<i>Saturday</i>	<i>1pm- 5pm</i>
<i>Sunday</i>	<i>8am- 12 noon</i>

and the opening hours be reviewed in 3 months.
- (3) *Council delegate the Chief Executive Officer the authority to vary the opening hours of the Hopetoun facility during peak holiday periods.*

A review of the Ravensthorpe and Hopetoun sites daily operations from the 1 May, to 31 July was carried to determine the effectiveness of the opening hours and the service to the community. All waste including quantity/type and associated fees and charges was recorded daily by the attendant. See attached table.

Comment:

As can be seen from the usage summary the highest average usage per opening day is Sunday with an average of 8 visits. The lowest is Monday with 3 visits.

Income for the period under review is \$477 and expenditure \$5,631.48 (gate attendant) Whilst the patronage is minimal reducing the opening hours to two per week would be inappropriate however reducing the opening hours from 4 per day to 3 would seem justifiable.

The Hopetoun situation is significantly different in that the highest usage day is Monday with 20 visits and the lowest is Friday with 7.

Income for the period under review is \$884.80 and expenditure (gate attendant) \$ 12,464.41. The original decision was to have the Hopetoun site closed on Friday however after representation by commercial operators the site was opened on the Fridays, on the understanding that this may change when Council completed the review in August, 2013. Again, if the site was to remain open for six days per week Council may consider reducing the opening hours to 3.

Consultation:

Any change to opening times will be advertised on site and the Community Spirit.

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

As per usage report.

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 for recommendations 1 & 2

Absolute Majority for recommendation 3

OFFICER RECOMMENDATION (1)	ITEM 10.4.7
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That the Ravensthorpe refuse facility be manned and opened on Monday and Wednesday 8am to 11am and Sunday 1pm to 4pm.

OFFICER RECOMMENDATION (2)	ITEM 10.4.7
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That the Hopetoun refuse facility be manned and opened on:

Monday	-	1pm to 4pm
Tuesday	-	1pm to 4pm
Wednesday	-	1pm to 4pm
Thursday	-	1pm to 4pm
Friday	-	9am to 12 noon
Saturday	-	1pm to 4pm
Sunday	-	8am to 11am

OFFICER RECOMMENDATION (3)	ITEM 10.4.7
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That the Chief Executive Officer be delegated authority to approve minor variations the Ravensthorpe and Hopetoun refuse site opening times.

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 – 5.52PM

These minutes were confirmed at the meeting of the _____

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

Date: _____