



Agenda

Ordinary Meeting
of Council

Tuesday, 21 May 2024

Commencing at 6.00pm

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NOTICE OF MEETING

Notice is hereby given that the

Shire of Ravensthorpe

Ordinary Council Meeting

Will be held on

Tuesday, 21 May 2024

Commencing at 6.00pm

Council Chambers

Ravensthorpe Cultural Precinct

Matthew Bird

Chief Executive Officer

Disclaimer

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations which have not yet been adopted by Council.

No responsibility whatsoever is implied or accepted by the Shire of Ravensthorpe for any act, omission, statement or intimation occurring during the Council/Committee meetings or during formal/informal conversations with staff. The Shire of Ravensthorpe disclaims any liability for any loss whatsoever and however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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

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DISCLOSURE OF INTEREST FORM
(Elected Members/Committee Members/Employees/Contractors)

Local Government Act 1995 (Section 5.65, 5.70, 5.71 & 5.71(B))

To: _____
Name _____

Elected Member Committee Member Employee Contractor

- Ordinary Council Meeting held on _____
- Special Council Meeting held on _____
- Committee Meeting held on _____
- Other _____

Report No _____
Report Title _____

Type of Interest (**see overleaf for further information*)

Proximity Financial Impartiality

Nature of Interest

Extent of Interest (if intending to seek Council approval to be involved with debate and/or vote)

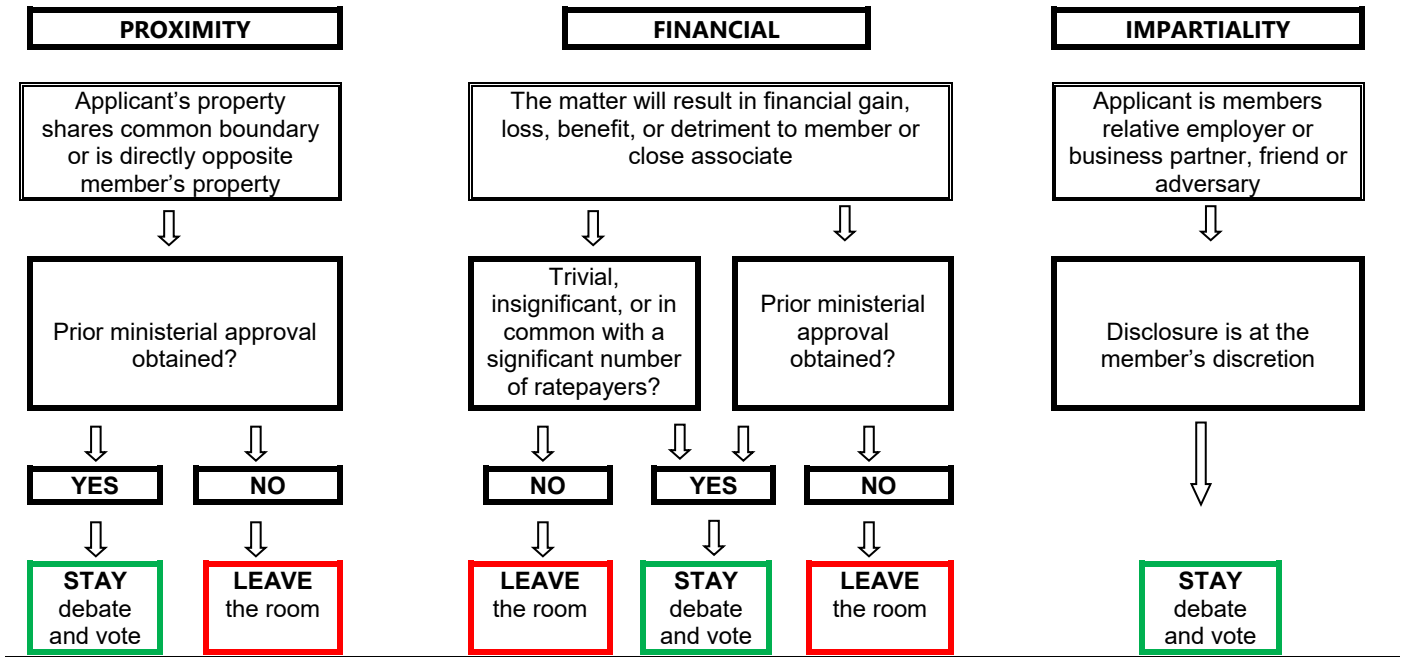
Signed: _____ Date: / /

- **Note 1** - Elected Members/ Committee Members/Employees refer to the Disclosure of Interest Declaration card when disclosure is being read out at Council or Committee Meeting.
- **Note 2**: For Ordinary meetings of the Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.
- **Note 3**: Employees or Contractors disclosing an interest in any matter apart from at meetings, where there is a conflict of interest including disclosures required by s5.71 are required to submit this form to the CEO as soon as practicable.

Shire President: _____ Signed: _____ Date: _____

OFFICE USE ONLY	
<input type="checkbox"/> Particulars recorded in Minutes	<input type="checkbox"/> Particulars recorded in Register

* Declaring an Interest



Local Government Act 1995 – Extract

s.5.60A - Financial Interest

A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

s.5.60B – Proximity Interest

A person has a proximity interest in a matter if the matter concerns —

- (a) a proposed change to a planning scheme affecting land that adjoins the person's land; or
- (b) a proposed change to the zoning or use of land that adjoins the person's land; or
- (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

5.65 - Members' interests in matters to be discussed at meetings to be disclosed.

(1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest:

(a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (Penalties apply).

(2) It is a defence to a prosecution under this section if the member proves that he or she did not know:

(a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.

(3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.70 - Employees to disclose interests relating to advice or reports.

(1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

(2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.

(3) An employee who discloses an interest under this section must if required to do so by the council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

5.71 - Employees to disclose interests relating to delegated functions.

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply)

5.71A. - CEOs to disclose interests relating to gifts in connection with advice or reports

(1) A CEO who has an interest relating to a gift in a matter in respect of which the CEO proposes to provide advice or a report, directly or indirectly, to the council or a committee must disclose the nature of the interest in a written notice given to the council.

(2) A CEO who makes a disclosure under subsection (1) must not provide the advice or report unless the CEO is allowed to do so under section 5.71B(2) or (6).

(3) A CEO who has an interest relating to a gift in a matter in respect of which another employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when the advice or report is provided.

Local Government (Administration) Regulations 1996 – Extract - In this clause and in accordance with Regulation 19AA "Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an association.

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16. CLOSURE 35

AGENDA

Mission Statement *To grow our community through the provision of leadership, services and infrastructure.*

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President to declare the meeting open.

The Shire President acknowledges the Traditional Owners of the land on which we meet, and pays respect to Elders past, present, and emerging.

The Shire President advises visitors in adhering to both the *Local Government Act 1995*, and the *Shire of Ravensthorpe Meeting Procedures Local Law 2022*, it is an offence to record the proceedings of this meeting and visitors are to switch off any recording devices, including phones.

2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

ELECTED MEMBERS:

Cr Thomas Major (Shire President)
Cr Mark Mudie (Deputy Shire President)
Cr Rachel Gibson
Cr Robert Miloseski
Cr Graham Richardson
Cr Sue Leighton

OFFICERS:

Matthew Bird (Chief Executive Officer)
Paul Spencer (Executive Manager Infrastructure Services)
Natalie Bell (Executive Manager Projects and Regulatory Services)
Les Mainwaring (Executive Manager Corporate Services)

VISITORS

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

The following questions were taken on notice from the April Ordinary Council Meeting.

Mr Larry Baker

Q1. Larry asked who was the land owner of a property that has dumped 44 gallon drums and IBC's (also provided a photo with location coordinates) and queried if this land holding could be cleaned up.

Shire response: Thank you for bringing this to our attention. The Shire has investigated this matter including undertaking site visits to the identified property. The site in question is part of the airport lot 196 Jerdacuttup Rd and owned by the Shire of Ravensthorpe. The disused drums and IBCs have now been included on the Shire's hazard register however the initial assessment did not identify any major risks to public health and safety. The site is not accessible by a public road but rather is located on a private laneway and some 400m back from the Jerdacuttup Road with "no unauthorised entry" signage clearly signposted. Remediation of the site is not considered a priority for the previous reasons however has now been included on the Shire's hazard register for possible future remediation.

Q2. Larry queried a payment made as part of the Report item 12.2.2 Schedule of Accounts for Payment in March, namely "EFT 18395 Scott Smalley Partnership" – "is the Shire paying contractors for providing quotes now?"

Shire response: No, this is not for the payment of provision of a quote. Payment was made to the nominated contractor for supply of services.

Q3. Larry queried why the potable water was not working at the Hopetoun groyne and suggested this could be relocated to the black water dump site located at the entry to the Hopetoun transfer station.

Shire response: The water supply at the boat ramp on the Hopetoun groyne was temporarily disconnected due to a leak which has now been rectified by the land owner Department of Transport. Thank you for your suggestion to relocate the water supply to the black water dump site however relocation is not considered a priority at this point in time.

4. PUBLIC QUESTIONS TIME

In accordance with section 5.24 of the *Local Government Act 1995*, a 15-minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them.

When a matter is listed on the Agenda and member/s of the public are in attendance to observe the determination of the matter, out of courtesy and at the discretion of the Shire President, the matter is to be brought forward on the agenda and dealt with immediately to allow the public to observe the determination of the matter (again this obviates the need for the public to wait an indeterminate period of time).

5. DECLARATIONS OF INTEREST

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

The *Local Government Act 1995* (Section 2.25) provides that a Council may, by resolution, grant leave of absence to a member for Ordinary Council Meetings. A member who is absent, without first obtaining leave of the Council, throughout three consecutive Ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.

Disqualification from membership of the Council for failure to attend Ordinary Meetings of the Council will be avoided so long as the Council grants leave prior to the member being absent. The leave cannot be granted retrospectively. An apology for non-attendance at a meeting is not an application for leave of absence.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 ORDINARY COUNCIL MEETING MINUTES 16 APRIL 2024

(Attachment 7.1)

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

That the Minutes and associated attachments of the Ordinary Meeting of the Shire of Ravensthorpe held on 16 APRIL 2024 be CONFIRMED as a true and correct record.

Moved: _____

Seconded: _____

Carried: / _____

8. ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

Nil

12. REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.1 SHIRE OF RAVENSTHORPE RESPONSE TO WA STATE GOVERNMENT PROPOSED SOUTH COAST MARINE PARK

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	N/A
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	13 May 2024
Disclosure of Interest:	Nil
Attachments:	12.1.1 Confidential – Draft Shire response letter
Previous Reference:	N/A

PURPOSE

1. The WA State Government's proposed South Coast Marine Park (SCMP) is currently open for public comment.
2. The purpose of this report is to seek Council consideration for the Shire of Ravensthorpe draft response to the SCMP as proposed in the two draft management plans relevant to the Shire of Ravensthorpe region, namely;
 - a. *"Proposed Wudjari Marine Park indicative joint management plan 2024"*.
 - b. *"Proposed Mamang Maambakoort Marine Park indicative joint management plan 2024"*

BACKGROUND

3. The WA State Government is proposing the establishment of the South Coast Marine Park (SCMP) stretching from Bremer Bay to Eucla.
4. The SCMP forms part of the State Government's "Plan for Our Parks" initiative which aims to create 5 million hectares of new national and marine reserves across WA. The SCMP will add 801,350 hectares.
5. The SCMP is divided into 4 separate areas each with its own draft joint management plan. Joint management refers to the Department of Biodiversity Conservation & Attractions (DBCA) and the respective Traditional Owner groups.

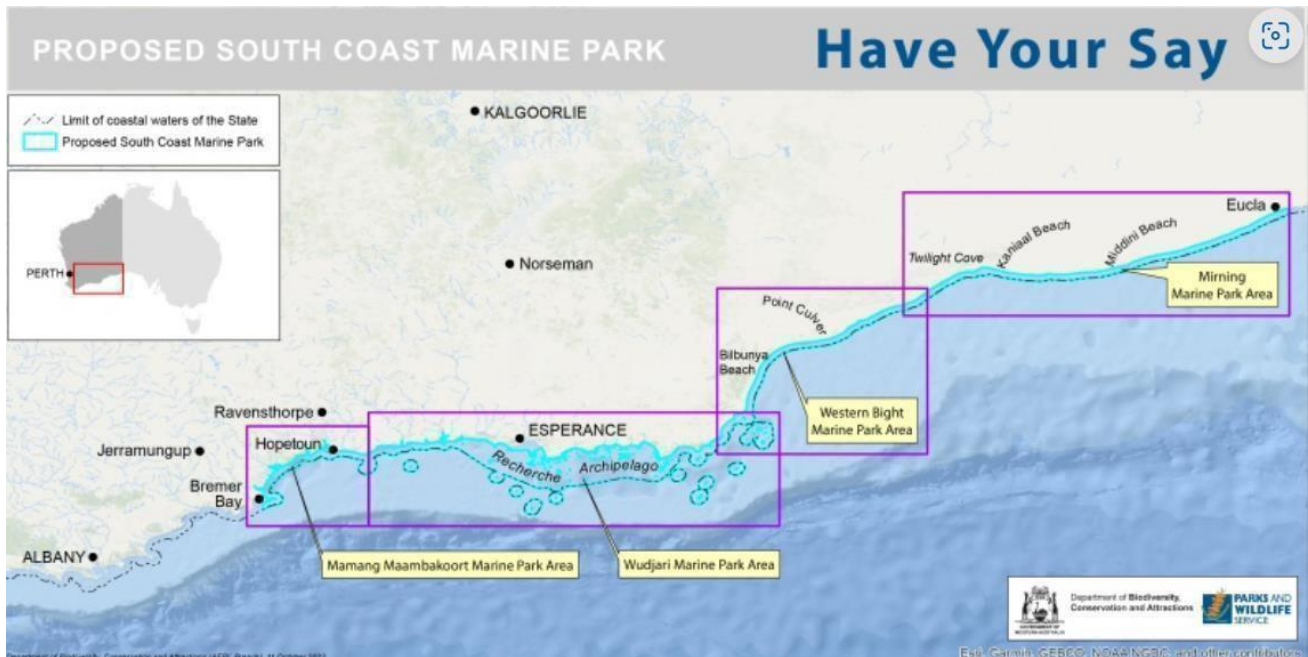


Figure 1 - Proposed SCMP areas - source DBCA

6. The SCMP areas impacting the Shire of Ravensthorpe include;
 - a. Mamang Maambakoort Marine Park Area (west area of the Shire of Ravensthorpe)
 - b. Wudjari Marine Park Area (east area of Shire of Ravensthorpe)
7. DBCA have opened for public comment on these plans for a four month period with the current deadline being Sunday 16 June 2024. Link to full copies of these plans can be found at www.dbca.wa.gov.au/pscmp
8. Online submissions from community are invited and can be made online via the following survey link; <https://www.surveymonkey.com/r/GPZNPC7>
9. In addition to the above online survey, organisations such as the Shire of Ravensthorpe are able to make written submission via email to pscmp@dbca.wa.gov.au. The Shire officer recommendation is for Council to provide a written submission outlining its agreed position to the two plans via email.
10. The draft Shire response will remain confidential until submitted to the DBCA where upon receipt it will become a public document.

COMMENT

11. The two draft management plans that affect the Shire of Ravensthorpe are extensive documents and as stated in the plans, their purpose is to *"detail how the parks will be jointly managed to preserve, study, manage and promote culture and heritage, enhance nature conservation, and allow for ongoing sustainable recreational and commercial use."*

12. The proposed SCMP initiative has generated significant public debate with strong arguments presented from both those supporting the establishment of a marine park, and from those against the proposal.
13. Whilst the draft management plans are extensive and focus heavily on respective Traditional Owner matters and responsibilities, DBCA is seeking public comment largely around its proposed zoning schemes within the SCMP. In particular proposed "sanctuary zones" where no extractive activities will be permitted, and Special Purpose Zones for cultural protection or management. This is where greatest community focus and commentary has currently been drawn to date.
14. As a summary of the entire proposed SCMP area;
 - 31 Sanctuary Zones covering approximately 330k hectares or 25% of the entire SCMP,
 - 20 Special Purpose Zones (cultural protection/cultural management) covering approximately 172k hectares or 13% of the park,
 - 3 Special Purpose Zones (whale conservation) covering 76k hectares or 6% of the park,
 - 1 Special Purpose Zone (wildlife conservation) covering 3.3k hectares or less than 1% of the park, and
 - General Use in the remaining 724k hectares or 55% of the park
15. A summary of the Areas impacting the Shire of Ravensthorpe are as follows;
 - 7 Sanctuary Zones (SZ) totalling approximately 38,981 hectares (*see pages 92-93 of draft Mamang Maambakoort Marine Park Management Plan and page 95 of draft Wudjari Marine Park Management Plan for detailed descriptions and permitted uses*);
 1. Cheadanup SZ (Point Ann) 834 hectares
 2. Point Charles to Red Island SZ – 12,287 hectares
 3. Hamersley Inlet Offshore SZ – 2,930 hectares
 4. Hopetoun East SZ – 1,052 hectares
 5. Mason Bay and West Island Offshore SZ – 10,367 hectares
 6. Munglinup SZ – 5,489 hectares
 7. Investigator Island SZ – 6,022 hectares
 - 4 Special Purpose Zones (SPZ) (cultural protection/management)
 1. Hamersley Inlet SPZ - 444 hectares (protection)
 2. Coujinup Wardan SPZ (Starvation Bay/Lake Shaster) - 3,914 hectares (management)
 3. Munglinup Wardan SPZ (Mung/Oldfield Estuary) - 474 hectares (management)
 4. Coujinup Kubitj SPZ (Investigator Island) – 5,526 hectares (management)
16. The Management Plans impacting the Shire include references to the importance of tourism as well as identifying the risks to visitor safety that increased visitation and use of the marine based assets may trigger.

17. A clear objective in the proposed creation of the SCMP is to maintain the current natural and cultural values whilst also fostering the activation of economic return.

“Tourism has become one of the most significant economic sectors on the south coast with popular tourism destinations including the region’s forests, coastline, national parks...

and

“It is estimated that 40% of domestic tourists visiting the south coast engage in some form of marine activity as part of their tourism experience...” (p61 – People on Country -Wudjari MP doc, p64 MM MP doc)

“Marine based tourism has the potential to make an important contribution to protection of the region’s ecosystem by fostering a greater understanding of the environment.....

and

“Management actions for tourism in the proposed MP will focus on both the management of activities consistent with protecting MP values and maintenance of a viable tourism product” (p64-65 MM MP doc).

18. Ravensthorpe Council and Shire executive management team workshopped the draft Shire response as detailed in Confidential Attachment 1 to this report at the 7 May Corporate Discussion meeting and is now seeking Council endorsement prior to submission.

CONSULTATION

19. Councillors and Executive Team

STATUTORY ENVIRONMENT

20. Nil

POLICY IMPLICATIONS

21. Nil

FINANCIAL IMPLICATIONS

22. Nil

RISK MANAGEMENT

23. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) The opportunity to provide Shire feedback to the current proposed SCMP is not undertaken	Possible	Major	Medium	Council to consider and endorse Shire submission to the current DBCA public comment period

ALTERNATE OPTIONS

24. Council may revise the draft Shire response as presented or decide not to submit a formal response.

STRATEGIC ALIGNMENT

25. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020-2024

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.1	To grow business and employment

Outcome 2: Community - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment

Outcome 3: Built Environment - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
3.4	It is easy and safe to move around and in and out of the district
3.5	The Shire's heritage structures, heritage and cultural places are valued and protected, and are integrated into community life and economic activity.

Outcome 4: Natural Environment - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
4.3	The Shire's valued natural areas and systems are protected and enhanced

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future

VOTING REQUIREMENTS

26. Simple Majority

OFFICER RECOMMENDATION

That Council;

- 1. ENDORSE the Shire of Ravensthorpe draft response letter to the WA Government proposed South Coast Marine Park as presented in Confidential Attachment 1 to this report, and**
- 2. APPROVE the Shire of Ravensthorpe CEO to submit this response before the public comment deadline of 16 June 2024.**

Moved: _____

Seconded: _____

Carried: /

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 30 APRIL 2024

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Accounting Manager
Authorising Officer	Executive Manager Corporate Services
Date:	13 May 2024
Disclosure of Interest:	Nil
Attachment:	12.2.1 Monthly Financial Reports for 30 April 2024
Previous Reference:	N/A

PURPOSE

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

BACKGROUND

2. Council is requested to review the April 2024 Monthly Financial Reports.

COMMENT

3. The April 2024 Monthly Financial Reports are presented for review.

CONSULTATION

4. Executive Team

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

6. Nil

FINANCIAL IMPLICATIONS

7. All expenditure has been approved via adoption of the 2023/24 Annual Budget, or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT:

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the financial activity statements as required by S6.4 of the LG Act 1995.	Rare	Insignificant	Very Low	That Council receives the financial activity statements as required by legislation.

ALTERNATE OPTIONS

9. Nil

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.5	The value of community owned assets is maintained
5.5.1	Assets renewals and upgrades are funded to the level required to maintain asset value and agreed service levels
5.5.2	Projects are well-planned planned and delivered on time and on budget, with effective and thorough risk management and reporting
5.6	Financial systems are effectively managed
5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting), and long-term financial planning requirements

VOTING REQUIREMENTS

11. Simple Majority

OFFICER RECOMMENDATION

That Council RECEIVE the April 2024 Monthly Financial Reports as presented.

Moved: _____

Seconded: _____

Carried: /

12.2 CORPORATE SERVICES

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – APRIL 2024

File Reference:	GR.ME.8
Location:	Shire of Ravensthorpe
Applicant:	Shire of Ravensthorpe
Author:	Finance Officer
Authorising Officer	Executive Manager of Corporate Services
Date:	10 May 2024
Disclosure of Interest:	Nil
Attachments:	Credit Card Transactions to 01 April 2024 Creditors List of Accounts Paid April 2024 BP Fuel Card Report March & April 2024
Previous Reference:	N/A

PURPOSE

1. This item presents the schedule of payments for Council approval in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

BACKGROUND

2. Period 01/04/2024 – 30/04/2024

2023/2024

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	5,390	977,241	142,831	4,180	0	1,129,643	336,369
Aug	13,517	818,548	143,285	8,366	0	983,716	327,430
Sep	5,452	523,031	59,617	4,859	0	592,960	328,547
Oct	57,624	618,676	86,149	7,850	0	770,300	347,668
Nov	44,379	1,224,065	38,625	6,417	0	1,313,486	481,171
Dec	9,173	2,956,514	55,025	17,203	0	3,037,914	427,999
Jan	6,543	998,422	39,093	8,505	0	1,052,563	425,009
Feb	11,079	701,744	160,274	9,124	0	882,222	467,711
Mar	5,250	505,555	71,348	4,214	0	586,367	382,018
Apr	9,791	763,812	83,071	14,196	0	870,870	511,955
May	0	0	0	0	0	0	0
Jun	0	0	0	0	0	0	0
Total	168,198	10,087,608	879,318	84,915	0	11,220,039	4,035,877
22/23	114,562	12,445,050	943,431	81,842	0	13,584,885	4,162,759
21/22	109,610	11,455,728	1,217,128	101,107	0	12,883,572	4,057,812
20/21	219,357	8,442,181	965,406	135,103	0	9,762,047	3,790,863

COMMENT

3. The schedule of accounts as presented, submitted to each member of the Council, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods , the performance of services, to prices computation, costing’s and the amounts that have been paid.

CONSULTATION

4. Accountant and Executive Manager Corporate Services

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

6. Nil

FINANCIAL IMPLICATIONS

7. This item discloses Council’s expenditure from Trust and Municipal funds which have been paid under delegated authority.

RISK MANAGEMENT

8. The following risks have been identified as a part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the schedule of account payments.	Rare	Insignificant	Very Low	That Council receives the schedule of account payments.

ALTERNATE OPTIONS

9. Nil

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020-2024

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.2	The right resources and infrastructure are in place to support local commerce and industry

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENTS

11. Simple Majority

OFFICER RECOMMENDATION

That Council:

Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of April 2024 be NOTED.

Moved: _____

Seconded: _____

Carried: /

12.2 **CORPORATE SERVICES**

12.2.3 REVIEW OF POLICY F2 PURCHASING POLICY

File Reference:	CM.PO.1
Location:	N/A
Applicant:	N/A
Author:	Executive Manager Corporate Services
Authorising Officer	Chief Executive Officer
Date:	11 May 2024
Disclosure of Interest:	Nil
Attachments:	12.2.3 Draft Policy F2 Purchasing Policy
Previous Reference:	N/A

PURPOSE

1. Shire has reviewed the appropriateness and completeness of the Purchasing Policy to reflect the current staff structure of the Shire.

BACKGROUND

2. It is good management practice to review policies at least once every 2 years and it was noted that the existing Purchasing Policy no longer reflected the appropriate position names of three officers in the current staff structure and operations of the Shire, namely the position of Asset Technical Officer has recently been renamed as the position called Facilities Technical Officer, Accountant to Accounting Manager, Senior Ranger / Airport Co-Ordinator to Senior Ranger / Airport Manager.

COMMENT

3. Specific changes to F2 Purchasing Policy are recommended as follows;

F2.7 Authorised Officer Approved Purchasing Limits

Asset Technical Officer Position name changed to Facilities Technical Officer

Accountant Position name changed to Accounting Manager

Senior Ranger/

Airport Coordinator Position name changed to Senior Ranger/Airport Manager

HR/Payroll Manager New Position Name to \$3,000

Manager Community,

Sport & Recreation Remove repeated reference entered twice

Purchasing authorities were reviewed to current requirements.

CONSULTATION

4. Executive Team

STATUTORY ENVIRONMENT

5. Local Government Act 1995, Section 2.7.Role of council
 - a. The council —
 - i. governs the local government's affairs; and

- ii. is responsible for the performance of the local government's functions.
- b. Without limiting subsection (1), the council is to —
 - i. oversee the allocation of the local government's finances and resources; and
 - ii. determine the local government's policies.

POLICY IMPLICATIONS

6. Council Policy F2 Purchasing Policy amended to reflect current staff structure

FINANCIAL IMPLICATIONS

7. Nil

RISK MANAGEMENT

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial Risk of Procurement	Unlikely	Insignificant	Low	Procurement is controlled by delegated authority and value for money

ALTERNATE OPTIONS

9. Nil

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.6	Financial systems are effectively managed

VOTING REQUIREMENTS

11. Absolute Majority

OFFICER RECOMMENDATION

That Council ENDORSE adoption of the amended draft F2 Purchasing Policy.

Moved: _____

Seconded: _____

Carried: _/___

12.2 **CORPORATE SERVICES**

12.2.4 **REVIEW OF POLICY F5 TRANSACTION CARD POLICY**

File Reference:	CM.PO.1
Location:	N/A
Applicant:	N/A
Author:	Executive Manager Corporate Services
Authorising Officer	Chief Executive Officer
Date:	13 May 2024
Disclosure of Interest:	Nil
Attachments:	12.2.4 Draft Policy F5 Transaction Card
Previous Reference:	Nil

PURPOSE

1. Shire has reviewed the appropriateness and completeness of the Transaction Card Policy to reflect the current staff structure of the Shire.

BACKGROUND

2. It is good management practice to review policies at least once every 2 years and it was noted that the existing Transaction Card Policy no longer reflected the appropriate position names of four officers in the current staff structure and operations of the Shire, namely the position of Executive Manager Development and Community was renamed as the Executive Manager Projects and Regulatory Services; Asset Technical Officer to Facilities Technical Officer; Senior Ranger / Airport Officer to Senior Ranger / Airport Manager and Community Emergency Services Officer to Community Emergency Services Manager.

COMMENT

3. Specific changes to F5 Transaction Card Policy are recommended as follows;

F5.4 Council Approved Authorised Users Matrix

Executive Manager Development and Community	Position name changed to Executive Manager Projects and Regulatory Services
Asset Technical Officer	Position name changed to Facilities Technical Officer
Senior Ranger/ Airport Officer	Position name changed to Senior Ranger /Airport Manager Community Emergency,
Services Officer Manager	Position name changed to Community Emergency Services

No other changes to Card Limits or Cards held have been made.

CONSULTATION

4. Executive Team

STATUTORY ENVIRONMENT

5. Local Government Act 1995, Section 2.7. Role of council
- a. The council —
 - i. governs the local government’s affairs; and
 - ii. is responsible for the performance of the local government’s functions.
 - b. Without limiting subsection (1), the council is to —
 - i. oversee the allocation of the local government’s finances and resources; and
 - ii. determine the local government’s policies.

POLICY IMPLICATIONS

6. Council Policy F5 Transaction Card Policy amended to reflect current staff structure.

FINANCIAL IMPLICATIONS

7. Nil

RISK MANAGEMENT

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial risk of misuse of council property	Unlikely	Insignificant	Low	Holders of transaction cards use restricted by policy

ALTERNATE OPTIONS

9. Nil

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.6	Financial systems are effectively managed

VOTING REQUIREMENTS

11. Absolute Majority

OFFICER RECOMMENDATION

That Council ENDORSE adoption of the amended draft F5 Transaction Card Policy.

Moved: _____

Seconded: _____

Carried: /

12.4 PROJECTS AND REGULATORY SERVICES

12.4.1 DEDICATION OF ROAD WIDENING – TRUCK PARKING BAY – SOUTH COAST HIGHWAY, FITZGERALD

File Reference:	N/A
Location:	South Coast Highway, Fitzgerald
Applicant:	Main Roads WA
Author:	Peter Wilks
Authorising Officer	Chief Executive Officer
Date:	21 May 2024
Disclosure of Interest:	None
Attachments:	12.4.1
Previous Reference:	N/A

PURPOSE

1. To provide Main Roads Western Australia (MRWA) with a resolution to enable the processes associated with the widening of the South Coast Highway to enable construction of a truck parking bay.

BACKGROUND

2. MRWA is planning to construct a new truck parking bay along the South Coast Highway in the Fitzgerald Townsite. To accomplish this, MRWA needs to acquire the land shown on the Deposited Plan.
3. As part of the *Land Administration Act 1997*, to take this land for the truck parking bay, MRWA are required to obtain council endorsement. MRWA therefore seeks Council to consider the matter and provide a resolution in support.

COMMENT

4. Plans depicting the land required for the installation of the truck parking bay in the Fitzgerald townsite have been provided by MRWA. In order for the project to proceed, the land shown highlighted in green on the endorsed copy of the deposited plan is required for inclusion in the road reserve for the South Coast Highway.
5. The land required for acquisition is crown land, and MRWA has approached the relevant authorities to begin arrangements for acquisition. To enable the land to be dedicated as a road reserve, it is a requirement of the *Land Administration Act 1997* that Local Government resolve to dedicate the land as a road.

CONSULTATION

6. MRWA requesting endorsement

STATUTORY ENVIRONMENT

7. Land Administration Act 1997

POLICY IMPLICATIONS

8. None

FINANCIAL IMPLICATIONS

9. None

RISK MANAGEMENT

10. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance Operational	Unlikely	Insignificant	Very Low	Additional truck bays increase road safety in the Shire
Financial	Unlikely	Insignificant	Very Low	Costs are to be borne by MRWA
Environmental	Unlikely	Insignificant	Very Low	Land purchased in crown land that is currently unused.
Reputational	Unlikely	Insignificant	Very Low	Increased safety for heavy vehicles

ALTERNATE OPTIONS

11. Nil

STRATEGIC ALIGNMENT

12. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020 - 2024

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.1	To grow business and employment
1.2	The right resources and infrastructure are in place to support local commerce and industry.

Outcome 2: Community - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations.
2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage.

Outcome 3: Built Environment – The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors.

Item	Objectives and Strategies
3.4	It is easy and safe to move around and in and out of the district.
3.5	The Shire’s heritage structures, heritage and cultural places are valued and protected, and are integrated into community life and economic activity.

Outcome 4: Natural Environment – Our unique world class biosphere is valued and protected for the enjoyment of current and future generations.

Item	Objectives and Strategies
4.3	The Shire’s valued natural areas and systems are protected and enhanced.

Outcome 5: Governance and Leadership – The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward.

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered.
5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies.

VOTING REQUIREMENTS

13. Simple Majority

OFFICER RECOMMENDATION

That Council RESOLVE to support the dedication of the land the subject of Deposited Plan 413339 as part of the Road Reserve for the South Coast Highway pursuant to Section 56 of the *Land Administration Act 1997*.

Moved: _____

Seconded: _____

Carried: /

12.4 PROJECTS AND REGULATORY SERVICES

12.4.2 RAVENSTHORPE AIRPORT MASTER PLAN

File Reference:	Nil
Location:	Ravensthorpe Airport
Applicant:	Executive Manager Projects and Regulatory Services
Author:	Natalie Bell
Authorising Officer	Chief Executive Officer
Date:	09 May 2024
Disclosure of Interest:	Nil
Attachments:	12.4.2 Ravensthorpe Airport Master Plan
Previous Reference:	N/A

PURPOSE

1. For Council to endorse the Airport Master Plan.

BACKGROUND

2. In September 2023 Aviation Projects were engaged under combined funding from a Regional Airport Development grant, and Shire funds, to review the airport operations and provide options and recommendations for future planning.
3. Ravensthorpe Airport is a key community infrastructure asset providing critical access to capital city facilities in Perth. In the Shire's Tourism Strategy 23 adopted on 15 August 2023, the Shire of Ravensthorpe set out the following 10 year vision:

"Sustainable RPT air services that are not reliant on the mining industry"

The Master plan provides the basis for future planning and was guided by the following principles:

<i>Principle</i>	<i>Description</i>
Aviation safety, security & legislative compliance	Promoting a safe and secure environment for all users of the airport in compliance with applicable civil aviation safety regulations and standards.
Capacity & operational efficiency	Providing appropriate (fit for purpose) infrastructure and facilities future proofed to meet the forecast demand for future airport operations.
Customer experience & community & stakeholder relationships	Providing a high level of service / customer experience and establishing and maintaining strong partnerships with the local community and key stakeholders.
Environmental responsibility & compliance	Minimising the impact of airport development and operations on the local environment.
Financial viability & sustainability	Ensuring the viability and sustainability of the airport through the application of sound financial, asset and resource management principles.

COMMENT

4. The scope of the master plan studied the following requirements:
- Situation Analysis – assessing the current facilities, land use and operations including both aviation and non-aviation usage; social demographic and economic trends; and current regulatory requirements and their implications on future operations, land use and development.
 - Future direction – working with the Shire and key stakeholders
 - Strategy development – identifying critical airport planning parameters and providing clear direction on how the Shire will achieve its strategic vision and objectives
 - Implementation – providing a schedule, recommended actions and plans to best achieve the desired objectives, including short, medium, and long-term projects and cost estimates.

CONSULTATION

5. Councillors and Executive Team
 6. Airport Staff
 7. Key Stakeholders including DBCA, RFDS, SES, St Johns, FQM, Arcadium, GEDC, FBN, CRC, DFES.

STATUTORY ENVIRONMENT

8. CASA, MOS 139

POLICY IMPLICATIONS

9. Nil

FINANCIAL IMPLICATIONS

10. Nil

RISK MANAGEMENT

11. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Unlikely	Minor	Very Low	The masterplan is future looking and no actions are required to be implemented without further consideration
Reputational	Rare	Insignificant	Very Low	The masterplan provides a basis for future planning and as a strategic review document for funding opportunities

ALTERNATE OPTIONS

12. Nil

STRATEGIC ALIGNMENT

13. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020-2024

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.1	To grow business and employment
1.2	The right resources and infrastructure are in place to support local commerce and industry

Outcome 2: Community - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment

Outcome 3: Built Environment - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
3.4	It is easy and safe to move around and in and out of the district

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.5	The value of community owned assets is maintained
5.6	Financial systems are effectively managed

VOTING REQUIREMENTS

14. Simple Majority

OFFICER RECOMMENDATION

That Council ENDORSE the Ravensthorpe Airport Master Plan as per attachment 12.4.2.

Moved: _____

Seconded: _____

Carried: / ___

13. MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

16. CLOSURE

The Presiding Member to declare the meeting closed.