



Agenda

Ordinary Meeting of Council

Tuesday, 18 February 2025

Commencing at 6.00pm

This page has been intentionally left blank.

NOTICE OF MEETING

Notice is hereby given that the

Shire of Ravensthorpe

Ordinary Council

Meeting

Will be held on Tuesday,

18 February 2025

Commencing at 6.00pm

Located in the 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 meetings 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.

TABLE OF CONTENTS

| | | |
|---------------|---|-----------|
| 1. | DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS | 5 |
| 2. | RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE | 5 |
| 3. | RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE | 6 |
| 4. | PUBLIC QUESTIONS TIME | 6 |
| 5. | DECLARATIONS OF INTEREST | 6 |
| 6. | APPLICATIONS FOR LEAVE OF ABSENCE | 6 |
| 7. | CONFIRMATION OF MINUTES OF PREVIOUS MEETING | 7 |
| 7.1 | <u>OCM MEETING MINUTES 17 DECEMBER 2024</u> | 7 |
| 8. | ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS | 7 |
| 9. | ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION | 7 |
| 10. | PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS | 7 |
| 11. | MATTERS ARISING FROM COMMITTEES OF COUNCIL | 8 |
| 11.1 | <u>RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE</u> | 8 |
| 12. | REPORTS OF OFFICERS | 11 |
| 12.1 | EXECUTIVE SERVICES | 11 |
| 12.1.1 | <u>LOCAL GOVERNMENT ORDINARY ELECTIONS 2025 AND THE APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION</u> | 11 |
| 12.1.2 | <u>RAVENSTHORPE TOURISM ADVISORY GROUP TERMS OF REFERENCE</u> | 14 |
| 12.2 | CORPORATE SERVICES | 18 |
| 12.2.1 | <u>MONTHLY FINANCIAL REPORT – 31 DECEMBER 2024</u> | 18 |
| 12.2.2 | <u>MONTHLY FINANCIAL REPORT – 31 JANUARY 2025</u> | 20 |
| 12.2.3 | <u>SCHEDULE OF ACCOUNT PAYMENTS – DECEMBER 2024</u> | 22 |
| 12.2.4 | <u>SCHEDULE OF ACCOUNT PAYMENTS – JANUARY 2025</u> | 25 |
| 12.3 | INFRASTRUCTURE SERVICES | 28 |
| 12.3.1 | <u>FEES AND CHARGES – EV CHARGER</u> | 28 |

3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Ms Linda Hay asked the following questions at the December Ordinary Council Meeting, all which were taken on notice.

Q1. The Shire's recent works on the 2 Mile pathway. Why was the path clearing so wide and why was there so much destruction?

Shire response: The width of existing path was less than 2m, we need 2.5m for an all abilities path suitable for wheelchairs and for bikes to pass each other. The 150mm gravel path thickness is built on top of the underlying sand, it was necessary to build 0.5m shoulders on either side that widen the footprint to 3.5m.

Q2. Has the work on the extension now been fully completed or is there more work to be done?

Shire response: Stage one is completed, going forward there could be enhancements like seating, signage or sealing/asphalting.

Q3. What plans are in place to stop vehicles, motorbikes, quads from using the track?

Shire response: We have placed large (locally sourced) limestone rocks at the entrances to the path.

Q4. Are Shire rangers patrolling the 48 hr camping bays?

Shire response: There are currently two Shire rangers that work either a 6am start or a 6pm finish. These hours are dictated by the Shire Enterprise Bargaining Agreement (EBA). Rangers are rostered on a 10 day a fortnight roster which includes weekends. The 48hr camping rest areas are patrolled at the start of the shift and end of the shift. Rangers patrol and inspect both the Ravensthorpe and the Hopetoun rest areas.

Q5. Can the Shire look at staggering the ranger's shifts so that one patrols in the morning and the other at night?

Shire response: As per the above, the rangers shifts are staggered so that there is one ranger doing an early start, 6am, and one ranger doing a late finish, 6pm. Rangers check the 48hr rest areas as a matter of course as a first and last item on their regular rounds. All Shire staff including rangers are subject to reasonable work hours per the EBA, with rangers allocated to also work weekends.

Q6. Has the Shire got any NO CAMPING signs you can put up at Front Beach?

Shire response: The Shire will investigate appropriate no camping signage for the foreshore area noting the Hopetoun groyne is managed by the Department of Transport.

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.

Council Consideration Towards Public

When public questions necessitate resolutions of Council, out of courtesy and at the Shire President's discretion, the matter is to be dealt with immediately to allow the public to observe the determination of the matter (obviates the need for the public to wait an undetermined period of time).

5. **DECLARATIONS OF INTEREST**

Nil.

6. **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING
7.1 ORDINARY COUNCIL MEETING MINUTES 17 December 2024

(Attachment: Yellow 7.1) Statutory Environment:

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

OFFICER RECOMMENDATION:

That the minutes and associated attachments of the Ordinary Council Meeting held on 17 December 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

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

11.1 RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE

| | |
|--------------------------------|---|
| File Reference: | N/A |
| Location: | Shire of Ravensthorpe |
| Applicant: | Local Emergency Management Committee |
| Author: | Executive Manager Projects and Regulatory Services |
| Authorising Officer | Chief Executive Officer |
| Date: | 10 December 2024 |
| Disclosure of Interest: | Nil |
| Attachments: 11.1 | Meeting Minutes (Unconfirmed) – LEMC 5 December 2024 |
| Previous Reference: | Nil |

PURPOSE

1. For Council to receive the December 2024 Unconfirmed Minutes of the Shire of Ravensthorpe Local Emergency Management Committee (LEMC).

BACKGROUND

2. The LEMC is formed under the *Emergency Management Act 2005* which states that a Local Government must ensure that Local Emergency Management Arrangements (LEMA) are in place. The LEMC's main functions include;
 - I. Advising and assisting the Local Government in ensuring that Local Emergency Management Arrangements are established.
 - II. Liaising with public authorities and other key organisations to develop, review and test the LEMA.
3. The LEMC also carries out other activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the *Emergency Management Regulations 2006*.
4. The LEMC is supported by and reports to a district Emergency Management Committee (DEMC), which in turn reports to the SEMC.

COMMENT

5. The minutes of the previous LEMC meeting held in September were confirmed as a true and correct record.
6. The items tabled for endorsement by the LEMC in and out of session meeting were endorsed and included the;
 - I. Draft LEMC Terms of Reference.
 - II. Draft Local Emergency Management Arrangements, (5-year update and review as per the requirements of the SEMC and *Emergency Management Regulations 2006*).
 - III. Draft Local Recovery Sub Plan (update and review).
7. A motion was passed whereby the LEMC agreed to focus on securing funding for emergency management and agreed to support any Local Government application for grant funding for this purpose.
8. Agenda items included a presentation by the NBN community Wi-Fi and a desktop exercise on the activation of the LEMC Incident Support Group.

CONSULTATION

9. Local Emergency Management Committee.

STATUTORY ENVIRONMENT

10. *Emergency Management Act 2005.*

POLICY IMPLICATIONS

11. Nil.

FINANCIAL IMPLICATIONS

12. Nil.

RISK MANAGEMENT

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---------------------------|------------|-------------|---------------|--|
| Performance (Operational) | Possible | Minor | Low | Coordination and cooperation between all emergency management stakeholders |
| | | | | Look at way to advance continual improvement. |
| Reputational | Likely | Moderate | Medium | Promote safety to the community through wide stakeholder inclusion. |
| | | | | Improved response to incidents. |

ALTERNATE OPTIONS

14. Nil.

STRATEGIC ALIGNMENT

15. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 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 |
|------|--|
| 2.2 | Community groups function well with strong volunteer effort and feel supported by the community |
| 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 |

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 |
| 5.5 | The value of community owned assets is maintained |

VOTING REQUIREMENTS

16. Simple Majority

COMMITTEE RECOMMENDATION

That Council:

RECEIVE the unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 5 December 2024.

Moved: _____

Seconded: _____

Carried: ____ / ____

12. REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.1 LOCAL GOVERNMENT ORDINARY ELECTIONS 2025 AND THE APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION

| | |
|--------------------------------|---|
| File Reference: | GV.EL.3 |
| Location: | N/A |
| Applicant: | N/A |
| Author: | Executive Manager Corporate Services |
| Authorising Officer | Chief Executive Officer |
| Date: | 6 February 2025 |
| Disclosure of Interest: | N/A |
| Attachments: 12.1.1 | Written Agreement 2025 Local Government Ordinary Election Cost Estimate Letter 2025 Local Government Ordinary Election |
| Previous Reference: | Nil |

PURPOSE

1. The Shire is in receipt of correspondence from the Western Australian Electoral Commissioner requesting a Council decision on the method by which it will conduct the 2025 Shire of Ravensthorpe Local Government Election. If the Council wishes to conduct the election as a postal ballot, and use the services of the Commission it will need to formally resolve to do so in accordance with Sections 4.20(4) and 4.61(2) of the Local Government Act 1995.

BACKGROUND

2. On the 9th January 2025 the Shire received correspondence from the Western Australian Electoral Commissioner enquiring if the Shire wished for the Commission to conduct the 2025 election on its behalf as well as confirming the method of election for Postal Voting.
3. Three Councillor positions have a term expiring on 18 October 2025, subsequent to the election and the formation of the new Council, there will be the elections held separately on the appointment of a Shire President and Deputy Shire President.

COMMENT

4. The use of the Commission to provide a postal ballot is the most commonly used option for local governments, and is the method used by the Shire for numerous years. At the 2023 Ordinary Elections the voter turnout was 59.9% well in excess of the State-wide average participation rate of 31.6%.

CONSULTATION

5. Elected Members.

STATUTORY ENVIRONMENT

6. The Local Government Act 1995 stipulates that Council must seek the written agreement of the Western Australian Electoral Commission prior to conducting the Ordinary Elections, and the condition placed on this agreement is that the Elections are conducted by the postal voting method.

POLICY IMPLICATIONS

7. Nil.

FINANCIAL IMPLICATIONS

8. If approved, the notional budget allocation for the 2025/2026 budget as indicated by the WA Electoral Commission is \$14,602 (excl GST).

RISK MANAGEMENT

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---------------------------|------------|---------------|---------------|------------|
| Performance (Operational) | Rare | Insignificant | Very Low | |
| Financial | Rare | Insignificant | Very Low | |
| Reputational | Rare | Moderate | Low | |
| Environmental | Rare | Insignificant | Very Low | |

ALTERNATE OPTIONS

10. N/A

STRATEGIC ALIGNMENT

11. This item is relevant to the Councils approved Strategic Community Plan 2025-2035 and Corporate Business Plan 2025-2029.

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

12. Absolute Majority

OFFICER RECOMMENDATION

That Council:

- DECLARE**, in accordance with Section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required; and
- DECIDE**, in accordance with Section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election.

3. **ENDORSE the allocation of funds in the 2025/26 annual budget to undertake the Shire of Ravensthorpe's 2025 Ordinary Postal Election.**

Moved: _____

Seconded: _____

Carried: _____ / _____

12.1 EXECUTIVE SERVICES

12.1.2 RAVENSTHORPE TOURISM ADVISORY GROUP TERMS OF REFERENCE

| | |
|--------------------------------|--------------------------------------|
| File Reference: | N/A |
| Location: | N/A |
| Applicant: | N/A |
| Author: | Chief Executive Officer |
| Authorising Officer | Chief Executive Officer |
| Date: | 11 February 2025 |
| Disclosure of Interest: | Nil |
| Attachments: 12.1.2 | Draft RTAG Terms of Reference |
| Previous Reference: | N/A |

PURPOSE

1. To request Council approve the establishment of the Ravensthorpe Tourism Advisory Group as a Committee of Council to operate as per the draft Terms of Reference in Attachment 12.1.2.

BACKGROUND

2. Council endorsed the Shire of Ravensthorpe Tourism Strategy 2023 via resolution 70/23 at the 15 August 2023 Ordinary Council Meeting.
3. The Tourism Strategy outlines a 2 year (short term) and 10 year (long term) vision along with detailed strategic actions.
4. Council has requested Shire officers investigate strategies to lead the development of tourism in the region.
5. This report recommends the formation of a local industry and stakeholder based Tourism Advisory Group.
6. The preferred governance and operational terms of reference for this group is as per section 5.8 Local Government Act 1995 (WA) Establishment of Committees, "a local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees." A Committee of Council may comprise council members, employees and other persons and a committee of this type may have any of the local government's powers or duties delegated to it that are necessary or convenient for the proper management of the local government's property.

COMMENT

7. The Shire of Ravensthorpe recognises the significance of the tourism industry as an important contributor to the local Ravensthorpe economy.
8. The Shire has the ability to directly influence tourism outcomes via the implementation of the Tourism Strategy 2023 and its management of key assets and infrastructure and via its support for local business and groups.
9. There is now an opportunity to establish a new and more effective approach to market and develop the Ravensthorpe visitor destination.
10. It is recommended the Shire of Ravensthorpe establish the Ravensthorpe Tourism Advisory Group (RTAG) as a Committee of Council. As per the attached draft terms of reference the purpose of the RTAG will be to:

- *Provide advice to Council on tourism development, destination marketing and tourism opportunities within the Shire of Ravensthorpe in accordance with the recommendations within the Shire’s Economic Growth Strategy, Tourism Strategy and Corporate Business Plan;*
- *Represent the interests of the local tourism industry and residents, to review and prioritise the implementation of key actions identified within the Shire’s strategic documents, including destination marketing and events and make recommendations in accordance to Council;*
- *Act as the initial point of community engagement for the Shire on matters relating to economic growth for tourism related matters;*
- *Foster links with State and Federal Government departments and agencies, other local governments, tourism and business organisations, environmental stakeholder organisations and the community.*

11. Proposed membership of the RTAG is detailed in attachments and includes a broad mix of local business, tourism, community and sporting groups, arts, state government departments drawn from across the Ravensthorpe district. Shire officers and Council representative will administer and chair the meetings. A significant understanding of the tourism industry, marketing and commercial business practices will be sought.

12. The RTAG is advisory in nature. The Advisory Group proposes recommendations to the Council, which retains the decision-making authority.

CONSULTATION

13. All Councillors and Executive Team.

STATUTORY ENVIRONMENT

14. The proposed committee of council is to be established as per Part 5 Administration of the Local Government Act 1995. The proposed committee of council adheres to the following sections of the Act as per;

- a. s5.9 (2) types of committees - “a committee is to comprise (c) council members, employees and other persons”.
- b. s5.16 (1) delegation of some powers and duties to certain committees - “a local government may delegate to a committee any of its powers and duties other than this power of delegation”, and
- c. s5.17 (1) limits on delegation of powers and duties to certain committees “a local government can delegate (c) to a committee referred to in section 5.9(2)(c) any of the local government’s powers or duties that are necessary or convenient for the proper management of i) the local government’s property; or ii) an event in which the local government is involved”.

POLICY IMPLICATIONS

15. Nil.

FINANCIAL IMPLICATIONS

16. Any recommendations for expenditure made by the RTAG will be considered by Council on a case by case basis.

RISK MANAGEMENT

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|--|------------|-------------|---------------|---|
| Performance (Operational) That Shire tourism and marketing activities do not reflect local business aspirations | Possible | Moderate | Medium | Formation of the RTAG will provide Council with local business and stakeholder advice to guide tourism investments. |

ALTERNATE OPTIONS

18. Council may revise any or all of the draft Terms of Reference.

STRATEGIC ALIGNMENT

19. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 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 |
| 2.2 | Community groups function well with strong volunteer effort and feel supported by the community |
| 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 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 |
| 5.3 | 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 |

VOTING REQUIREMENTS

20. Absolute Majority

OFFICER RECOMMENDATION

That Council APPROVE:

- 1. The establishment of the Ravensthorpe Tourism Advisory Group as detailed in the draft Terms of Reference as per Part 5 Administration of the Local Government Act 1995; and**
- 2. The Chief Executive Officer to allocate appropriate resources and establish the new group as a priority.**

Moved: _____

Seconded: _____

Carried: _____ / _____

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 31 DECEMBER 2024

| | |
|--------------------------------|---|
| File Reference: | N/A |
| Location: | Shire of Ravensthorpe |
| Applicant: | Nil |
| Author: | Accounting Manger |
| Authorising Officer | Executive Manager Corporate Services |
| Date: | 11 February 2025 |
| Disclosure of Interest: | Nil |
| Attachments: 12.2.1 | Monthly Financial Reports for 31 December 2024 |
| Previous Reference: | Nil |

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 December 2024 Monthly Financial Reports.

COMMENT

3. The December 2024 Monthly Financial Reports are presented for view.

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 2024/2025 Annual Budget or resulting from a Council Motion for a budget amendment.

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 financial activity statements as required by S6.4 of the <i>Local Government Act 1995</i> . | 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 |
|-------|--|
| 5.1 | The Shire’s community is engaged and involved |
| 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 December 2024 Monthly Financial Reports as presented.

Moved:_____

Seconded:_____

Carried:___/ ___

12.2 CORPORATE SERVICES

12.2.2 MONTHLY FINANCIAL REPORT – 31 JANUARY 2025

| | |
|--------------------------------|--|
| File Reference: | N/A |
| Location: | Shire of Ravensthorpe |
| Applicant: | Nil |
| Author: | Accounting Manger |
| Authorising Officer | Executive Manager Corporate Services |
| Date: | 11 February 2025 |
| Disclosure of Interest: | Nil |
| Attachments: 12.2.2 | Monthly Financial Reports for 31 January 2025 |
| Previous Reference: | Nil |

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 January 2025 Monthly Financial Reports.

COMMENT

3. The January 2025 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 2024/2025 Annual Budget or resulting from a Council Motion for a budget amendment.

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 financial activity statements as required by S6.4 of the <i>Local Government Act 1995</i> . | 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 Council’s 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 |
|-------|--|
| 5.1 | The Shire’s community is engaged and involved |
| 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 January 2025 Monthly Financial Report as presented.

Moved:_____

Seconded:_____

Carried:___/ ___

12.2 CORPORATE SERVICES

12.2.3 SCHEDULE OF ACCOUNT PAYMENTS – DECEMBER 2024

| | |
|--------------------------------|---|
| File Reference: | GR.ME.8 |
| Location: | Shire of Ravensthorpe |
| Applicant: | Shire of Ravensthorpe |
| Author: | Finance Officer |
| Authorising Officer | Executive Manager Corporate Services |
| Date: | 3 February 2025 |
| Disclosure of Interest: | Nil |
| Attachments: 12.2.3 | Creditors List of Accounts Paid December 2024 Credit Card Transactions to 1 December 2024 Fuel Card Transactions December 2024 |
| Previous Reference: | Nil |

PURPOSE

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

BACKGROUND

2. Period 1/12/2024 – 31/12/2024.

| 2024/2025 | | | | | | |
|--------------|----------------|-------------------|------------------|----------------|-------------------|------------------|
| Month | Cheques | EFT Pymts | Direct Debits | Credit Card | Total Creditors | Payroll |
| Jul | 17,790 | 1,293,044 | 105,982 | 12,502 | 1,429,318 | 377,723 |
| Aug | 11,617 | 584,755 | 137,072 | 4,563 | 738,007 | 365,425 |
| Sep | 6,118 | 699,166 | 50,146 | 8,503 | 763,934 | 440,523 |
| Oct | 10,460 | 788,134 | 64,705 | 11,999 | 875,299 | 507,921 |
| Nov | 8,520 | 632,429 | 58,225 | 13,603 | 712,777 | 369,762 |
| Dec | 8,716 | 519,297 | 47,915 | 10,646 | 586,574 | 344,413 |
| Jan | 0 | 0 | 0 | 0 | 0 | 0 |
| Feb | 0 | 0 | 0 | 0 | 0 | 0 |
| Mar | 0 | 0 | 0 | 0 | 0 | 0 |
| Apr | 0 | 0 | 0 | 0 | 0 | 0 |
| May | 0 | 0 | 0 | 0 | 0 | 0 |
| Jun | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 63,222 | 4,516,826 | 464,045 | 61,816 | 5,105,908 | 2,405,766 |
| 23/24 | 186,555 | 12,324,178 | 1,020,367 | 106,440 | 13,637,540 | 4,948,850 |
| 22/23 | 114,562 | 12,445,050 | 943,431 | 81,842 | 13,584,885 | 4,162,759 |
| 21/22 | 109,610 | 11,455,728 | 1,217,128 | 101,107 | 12,883,572 | 4,057,812 |
| 20/21 | 219,357 | 8,442,181 | 965,406 | 135,103 | 9,762,047 | 3,790,863 |

COMMENT

3. The schedule of accounts as presented, submitted to each member of 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, costings and the amounts that have been paid.

CONSULTATION

- Accountant and Executive Manager Corporate Services.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

- Nil.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|--------------|------------|---------------|---------------|--|
| Reputational | Rare | Insignificant | Very Low | That Council receives the schedule of account payments |

ALTERNATE OPTIONS

- Nil.

STRATEGIC ALIGNMENT

- This item is relevant to the Councils approved Strategic Community Plan 2020-2030 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

- 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 December 2024 be NOTED.

Moved: _____

Seconded: _____

Carried: ____/ ____

12.2 CORPORATE SERVICES

12.2.4 SCHEDULE OF ACCOUNT PAYMENTS – JANUARY 2025

| | |
|--------------------------------|---|
| File Reference: | GR.ME.8 |
| Location: | Shire of Ravensthorpe |
| Applicant: | Shire of Ravensthorpe |
| Author: | Finance Officer |
| Authorising Officer | Executive Manager Corporate Services |
| Date: | 11 February 2025 |
| Disclosure of Interest: | Nil |
| Attachments: 12.2.4 | Creditors List of Accounts Paid January 2025 Credit Card Transactions to 01 January 2025 Fuel Card Transactions January 2025 |
| Previous Reference: | Nil |

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 01/01/2025 – 31/01/2025

| 2024/2025 | | | | | | |
|------------------|----------------|-------------------|----------------------|--------------------|------------------------|------------------|
| Month | Cheques | EFT Pymts | Direct Debits | Credit Card | Total Creditors | Payroll |
| Jul | 17,790 | 1,293,044 | 105,982 | 12,502 | 1,429,318 | 377,723 |
| Aug | 11,617 | 584,755 | 137,072 | 4,563 | 738,007 | 365,425 |
| Sep | 6,118 | 699,166 | 50,146 | 8,503 | 763,934 | 440,523 |
| Oct | 10,460 | 788,134 | 64,705 | 11,999 | 875,299 | 507,921 |
| Nov | 8,520 | 632,429 | 58,225 | 13,603 | 712,777 | 369,762 |
| Dec | 8,716 | 519,297 | 47,915 | 10,646 | 586,574 | 344,413 |
| Jan | 6,386 | 1,081,650 | 619 | 3,202 | 1,091,856 | 351,326 |
| Feb | 0 | 0 | 0 | 0 | 0 | 0 |
| Mar | 0 | 0 | 0 | 0 | 0 | 0 |
| Apr | 0 | 0 | 0 | 0 | 0 | 0 |
| May | 0 | 0 | 0 | 0 | 0 | 0 |
| Jun | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 69,607 | 5,598,476 | 464,664 | 65,017 | 6,197,764 | 2,757,092 |
| 23/24 | 186,555 | 12,324,178 | 1,020,367 | 106,440 | 13,637,540 | 4,948,850 |
| 22/23 | 114,562 | 12,445,050 | 943,431 | 81,842 | 13,584,885 | 4,162,759 |
| 21/22 | 109,610 | 11,455,728 | 1,217,128 | 101,107 | 12,883,572 | 4,057,812 |
| 20/21 | 219,357 | 8,442,181 | 965,406 | 135,103 | 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

- Accountant and Executive Manager Corporate Services.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

- Nil.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT

- 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

- Nil.

STRATEGIC ALIGNMENT

- This item is relevant to the Councils approved Strategic Community Plan 2020-2030 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

- 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 January 2025 be NOTED.

Moved: _____

Seconded: _____

Carried: ____/ ____

12.3 INFRASTRUCTURE SERVICES

12.3.1 FEES AND CHARGES – EV CHARGER

| | |
|--------------------------------|--|
| File Reference: | N/A |
| Location: | N/A |
| Applicant: | N/A |
| Author: | Executive Manager Infrastructure Services |
| Authorising Officer | Chief Executive Officer |
| Date: | 11 February 2025 |
| Disclosure of Interest: | Nil |
| Attachments: | N/A |
| Previous Reference: | N/A |

PURPOSE

1. To request Council to add a new fee to the approved 2024/25 General Fees and Charges to enable customers to charge electric vehicles at the Hopetoun Shire office and the Ravensthorpe Airport.

BACKGROUND

2. The current General 2024/25 Fees and Charges were adopted on 30 July 2024.
3. On 7 March 2024, the Shire won a WALGA Charge-Up grant to install AC chargers at 3 locations: The Ravensthorpe and Hopetoun Shire office's and the Ravensthorpe Airport.
4. The installation works are complete and can be used by Shire vehicles at all three locations without needing a fees and charges item, by paying the utility bill.
5. The two chargers at the Hopetoun Shire office and the Ravensthorpe Airport can be made available for public charging for a fee via a smartphone app, but operated by the WALGA appointed agent, ChargeHub.
6. The Shire is required to inform ChargeHub of the fee it wishes to charge.
7. The Australian Electric Vehicle Association (AEVA) advises that the typical fee for AC Chargers is around \$0.35 - \$0.40 per Kw.
8. Synergy charge \$0.35 - \$0.40 per Kw.
9. The fee should cover the cost of electricity, payment agent, admin and general maintenance.

COMMENT

10. It is hoped that a reasonably priced EV charger in Hopetoun could attract tourists with electric vehicles.

CONSULTATION

11. All Councillors and Executive Team.

STATUTORY ENVIRONMENT

12. *Local Government Act 1995.*

POLICY IMPLICATIONS

13. Nil.

FINANCIAL IMPLICATIONS

14. The income generated by this fee should cover the cost of electricity supply, software administration and other maintenance costs. Usage is expected to grow over time as the local

and tourist population shifts from internal combustion engines to battery electric vehicles. The fee can be adjusted in the future Fees and Charges revision when both usage and costs are better understood.

RISK MANAGEMENT

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|--|------------|-------------|---------------|--|
| Performance (Operational) | | | | Follow Synergy pricing levels and AEVA advice. |
| That the fee could be considered inappropriate | Rare | Negligible | Very Low | The fee can be reviewed in the future when demand is better understood |

ALTERNATE OPTIONS

16. A small increase or decrease in the fee could be acceptable, but a large change to the fee could create backlash from the community.

STRATEGIC ALIGNMENT

17. 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 |
| 5.6 | Financial systems are effectively managed |

VOTING REQUIREMENTS

18. Absolute Majority

OFFICER RECOMMENDATION

That Council:

- ADOPT a fee of \$0.40/Kw for Shire electricity drawn from any AC slow chargers suitable for electronic vehicles;**
- Give local public NOTICE of the intent to introduce this EV service fee from a date to be confirmed by ChargeHub.**

Moved: _____

Seconded: _____

Carried: ____/ ____

13. MEMBERS NOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

16. CLOSURE

The Presiding Member to declare the meeting closed.