



Agenda

Ordinary Meeting
of Council

Tuesday, 18 June 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, 18 June 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)

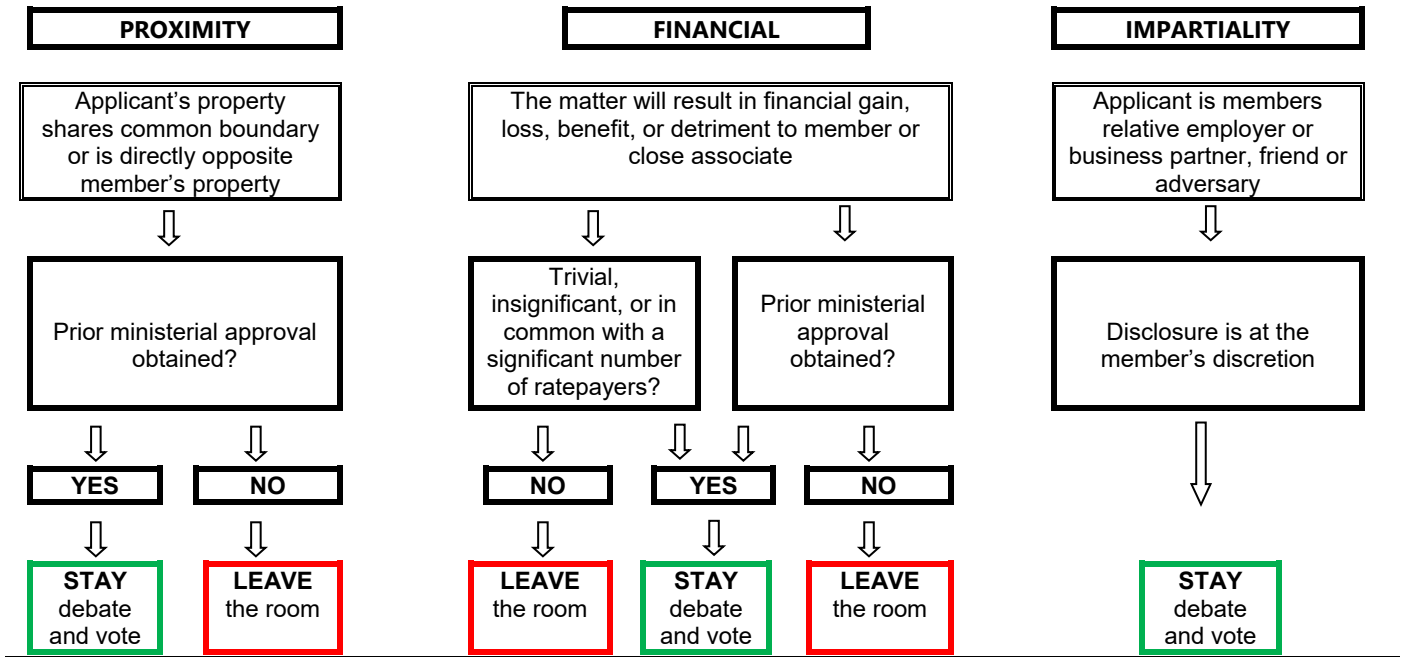
Signed: _____ Date: / /

- **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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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) (Electronic Attendance)
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)
Rod McGrath (Manager Community, Sport and Recreation)

VISITORS

Nil.

APOLOGIES

Nil.

LEAVE OF ABSENCE

Nil.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

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).

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 21 MAY 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 21 May 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

Nil.

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 WALGA ZONE MEMBERSHIP

File Reference:

Location:	Shire of Ravensthorpe
Applicant:	N/A
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	10 June 2024
Disclosure of Interest:	Nil
Attachments:	12.1.1 Minutes from Goldfields Esperance, Central Country, Great Southern Zone meetings held April 2024 WALGA letter
Previous Reference:	N/A

PURPOSE

1. The purpose of this report is to seek Council consideration for the potential joining of a Western Australian Local Government Association (WALGA) Zone.

BACKGROUND

2. WALGA is an independent, member based, not for profit organisation that represents and supports the local government sector within Western Australia.
3. The Shire of Ravensthorpe is a member of WALGA and utilises a range of support services.
4. As at February 2024, there were 139 local government authorities (LGAs) in WA. WALGA groups these into five metropolitan zones and twelve country zones.



Figure 1



Figure 2

5. The Shire of Ravensthorpe is currently an ordinary member of the WALGA Goldfields Esperance Country Zone and up until 2020 was a member of The Goldfields Voluntary Regional Organisation of Councils.
6. GVROC is a regional grouping of local governments that operate by way of a Memorandum of Understanding. The purpose of the GVROC is to *“enhance service delivery and infrastructure for collective and individual member communities and to achieve sustainable, cost effective model for sharing of resources”*. To be a member of CVROC each participating Council paid a \$10,000 start-up fee and thereafter an annual contribution of \$10,000.
7. The functions and decisions of the WALGA Goldfields Esperance Country Zone are currently incorporated into the meetings of the GVROC. By not participating in the GVROC the Shire of Ravensthorpe misses the opportunity to join the WALGA Zone meeting.
8. At the 16 June 2020 Ordinary Council Meeting Council resolved to withdraw its membership to the GVROC and has not participated as a member of any WALGA zone meetings since that time (Council resolution 71/20). It was noted in these minutes that Ravensthorpe’s withdrawal from the GVROC *“may potentially create an impediment to actively participate in WALGA Zone meetings however will not cease the Shire’s membership and access to various advocacy and support services provided by WALGA”*.
9. The Goldfields Esperance Country Zone includes the following LGAs; Coolgardie, Dundas, Esperance, Kalgoorlie-Boulder, Laverton, Leonora, Menzies, Ngaanyatarraku, Wiluna. Detailed in Figure 1 above.
10. Other potential zones that the Shire of Ravensthorpe could consider joining include (see Figure 2 above);
 - a. Central Country Zone; current 15 members include Beverley, Brookton, Corrigin, Cubaling, Dumbleyung, Kulin, Lake Grace, Narrogin, Pingelly, Quairading, Wagin, Wandering, West Arthur, Wickerpin, Williams.
 - b. Great Southern Country Zone; current 11 members include Albany, Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet, Woodanalling.
11. As per WALGA website, Zones are groups of geographically aligned Member Councils who are responsible for direct elections of State Councillors, providing input into policy formulation and providing advice on various matters.
12. Zone group meetings are scheduled 5 times per year and may require travel by Shire delegates to attend these meetings although electronic attendance is becoming more frequently used.

13. In 2023, the Goldfields Esperance Country Zone met 5 times (4 via electronic means, 1 held in Menzies), the Great Southern Country Zone met 5 times (all held at different locations), the Central Country Zone met 5 times (all held at different locations).
14. Topics for discussion at each Zone meeting can vary and typically align to geographically similar interests and may also include guest speakers from the relevant State Government agencies including Regional Development Commissions, Main Roads WA, Water Corporation, Department Local Government Sport and Cultural Industries, WA Country Health, members of parliament and the Federal government's Regional Development Australia agency.
15. Copies of the April 2024 minutes for each of the three Zones detailed above have been included in this report attachments to illustrate the agenda topics typically discussed.
16. The process for applying to transfer membership between WALGA Zones is also detailed in attached letter from WALGA. In short, the Shire of Ravensthorpe would need to make an application for change of membership and seek approval of the receiving Zone. If and when the receiving Zone approves the transfer then the State Council would need to consider the application and provide the final approval.

COMMENT

17. Council's decision via resolution 71/20 to withdraw from the GVROC has resulted in the Shire of Ravensthorpe not participating in any WALGA Zone meetings since mid 2020.
18. One of WALGA's core functions is the development of policy and advocacy work on behalf of the Local Government sector. The Shire of Ravensthorpe absence from participation at these Zone meetings may have reduced our ability to influence policy development and potential advocacy for improved infrastructure and services.
19. The WALGA Zones are based largely on geographical proximity of the member LGAs. Ravensthorpe shares common boundaries to both Zones of the Central Country (via Lake Grace) and the Great Southern (via Jerramungup) so could potentially make application to either of these two Zones.
20. A review of previous meeting minutes for both Zones reveals a common meeting agenda format including agency reports and relevant Zone business matters. As Ravensthorpe is already a member of the Great Southern Regional Roads Group there is existing commonality with the Great Southern Country Zone. Whilst Ravensthorpe shares similar industry sector interests with the Central Country, in particular broad acre farming, the coastal assets of Ravensthorpe have commonality with a number of the LGAs (Jerramungup, Albany, Denmark) within the Great Southern Zone.

21. Based on the available information the Shire officer recommendation is for Council to consider applying for membership to the WALGA Great Southern Country Zone.

CONSULTATION

22. Councillors and Executive Team

STATUTORY ENVIRONMENT

23. Nil

POLICY IMPLICATIONS

24. Nil

FINANCIAL IMPLICATIONS

25. Nil

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) Not being a member of a WALGA Zone could limit the Shire's access to advocacy, infrastructure and service improvements.	Possible	Major	Medium	Shire to seek approval for membership to the most appropriate WALGA Country Zone

ALTERNATE OPTIONS

27. Council may decide alternate approaches including;

- a. Not joining any WALGA Zone
- b. Apply to re-join the GVROC/Goldfields Esperance Country Zone
- c. Apply to Central Country Zone

STRATEGIC ALIGNMENT

28. This item is relevant to the Councils approved Strategic Community Plan 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
5.2	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

29. Simple Majority

OFFICER RECOMMENDATION

That Council ENDORSE;

- 1. The Shire of Ravensthorpe applying for membership to the WALGA Great Southern Country Zone,**
- 2. If approved above, then seek WALGA State Council approval to transfer from the Goldfields Esperance Country Zone to the Great Southern Country Zone, and**
- 3. REPORT back to Council if and when State Council approval received.**

Moved: _____

Seconded: _____

Carried: /__

12.1 EXECUTIVE SERVICES

12.1.2 COMMUNITY DEVELOPMENT FUND APPLICATIONS 2024/25

File Reference:

Location: N/A

Applicant: N/A

Author: Manager Community, Sport and Recreation

Authorising Officer: Chief Executive Officer

Date: 10 June 2024

Disclosure of Interest: Nil

Attachments: Confidential Item 12.1.2 – Officer Recommendation
Confidential CDF Applications

Previous Reference: Nil

PURPOSE

1. The report seeks Council consideration for the awarding of grants under the 2024/25 Community Development Fund.

BACKGROUND

2. Each year the Shire of Ravensthorpe makes available a local community grant scheme called the Community Development Fund (CDF) as per Council Policy G20.
3. At the February 2023 Ordinary Council Meeting, Council endorsed a revised Policy G20 as per Resolution number 02/23.
4. The revised policy included an increase in funds allocation equivalent to up to 1.5% of the rate revenue of the previous year. Other amendments included the creation of four categories for funding with each category having a specific community focus, maximum funding level, and application and acquittal requirements. The categories considered as part of this annual funding round include;
 - 4.1 **General Community Grants;** local community groups and not for profit organisations may apply for funding for projects and activities that benefit communities within the Shire up to a maximum of \$3,500.
 - 4.2 **Community Events;** local community groups may apply for up to a maximum of \$5,000 for events that are targeted primarily at a local audience. Community events may create increased vibrancy, activate local places, and/or target specific groups within the local community.
 - 4.3 **Major Events;** event organisers may apply for up to a maximum of \$10,000 for events that are delivered within the Shire and have significant economic benefit to the Ravensthorpe community during non-peak visitor periods to encourage additional economic visitor spend during shoulder and low seasons. Eligible events include, but not limited to sporting, recreational, music, cultural, food

and wine, special interest, and business meetings that have the potential to attract visitation from outside the region.

5. In addition, under the **Shire President Donations** category local community groups may apply for up to \$750 at any time of the year and to cover any applications that may not qualify for the other CDF categories.
6. Applicants are limited to only apply for one of the above categories in any one year.
7. The CDF program was open to receive applications in March 2024. The CDF program was promoted via Shire communication channels and included information workshops held in both Ravensthorpe and Hopetoun.

COMMENT

8. A total of 16 applications were received from eligible local community groups as per the below Table 1 with six (6) General Community, six (6) Community Event and four (4) in the Major Event category application.

TABLE 1 – 2024/25 CDF GRANT APPLICATIONS SUMMARY

CDF category	Applicant Organisation	Project Description	\$ requested
General Community	Community Spirit Newspaper	Assistance with insurance fees	\$2,000.00
General Community	Hopetoun Primary School Parents & Citizens	Undertaking coastal awareness and coastal safety skills/knowledge education with Surf Lifesaving WA and 2024 Wildflower Show experience activities	\$3,500.00
General Community	Jerdacuttup Community Association	Subsidies to help defray electricity and insurance costs for the Community Hall	\$3,500.00
General Community	Ravensthorpe Historical Society	Installation of security partitioning in Dance Cottage	\$2,956.00
General Community	Ravensthorpe Youth Club	To purchase equipment for different types of activities	\$3,500.00
General Community	Windspray Arts	Payment of Shire rates for Windspray Arts and heating of the venue	\$3,417.00
Community Event	Hopetoun CRC & Youth and Arts	YEKi Garden Activation	\$3,500.00
Community Event	Hopetoun Progress Association	Support towards events held during Marine Week in August/September 2024	\$5,000.00

Community Event	Jerdacuttup Pilates Group	To assist in paying for the costs of holding weekly Pilates classes over six months	\$1,500.00
Community Event	Munglinup Community Group	Munglinup Football Exhibition Match in July 2024	\$5,000.00
Community Event	Ravensthorpe CRC	A series of lifestyle and wellbeing events to promote and enhance community connection	\$5,000.00
Community Event	Wildflower Show	To pay for the hire of the Town Hall for the 2024 Wildflower Show and assistance with key note speaker fees	\$1,500.00
Major Events	Hopetoun Senior Citizens	Organising and hosting the 2025 Seniors Games in March/April 2025	\$7,500.00
Major Events	Rave About Arts	Two-day Music Festival in Jerdacuttup in late March, 2025	\$10,000.00
Major Events	Ravensthorpe Equestrian Club	Ravensthorpe Endurance Ride in August 2024 and Ravensthorpe Endurance Ride in May-June 2025	\$5,688.00
Major Events	Southerners Sporting Club	Southerners 31 st Fishing Classic in February/March 2025	\$10,000.00

9. Council reviewed and assessed the CDF applications at the Corporate Discussion Meeting held on 4 June 2024, which formed the basis of the Officer Recommendation contained as Confidential Attachment 12.1.2 within this report.
10. Once approved by Council, Shire officers will publish details of the applications received, inform applicants on the outcome of their applications, and budget for the 2024/25 period accordingly.

CONSULTATION

11. Councillors, Executive team and applicants where further information was requested by Council.

STATUTORY ENVIRONMENT

12. Nil

POLICY IMPLICATIONS

13. The Community Development Fund is administered as per Council Policy G20 – Community Development Fund.

FINANCIAL IMPLICATIONS

14. As per Council Policy G20 up to 1.5% of the rate revenue of the previous financial year (2023/2024) is to be made available under the Community Development Fund. For the 2024/25 period this equates to \$85,600 ex GST. Council may award up to more or less than this amount as part of the adoption of the annual budget process.
15. A total of \$73,561 in funds were requested under the 2024/25 CDF grant application process. Any remaining funds may be used via the Shire President Donations grant source category in the 2024/25 period with \$10,000 proposed to be allocated.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational & Financial; The awarding of the CDF program and budget allocation is not formally endorsed by Council.	Unlikely	Moderate	Medium	The CDF is an annual funding program expected from the local community groups. Council to consider application and endorse awarding.

ALTERNATE OPTIONS

17. Council may endorse the officer recommendation or elect to support or not support its own selections.

STRATEGIC ALIGNMENT

18. 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 REQUIREMENT

19. Absolute Majority

OFFICER RECOMMENDATION

That Council ENDORSE BY AN ABSOLUTE MAJORITY:

- 1. The CDF Officer Recommendation for support as per Confidential Attachment 12.1.2**
- 2. The Chief Executive Officer to advise each group of the status of their application.**

Moved: _____

Seconded: _____

Carried BY AN ABSOLUTE MAJORITY: __/__

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 31 MAY 2024

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Accounting Manager
Authorising Officer	Executive Manager Corporate Services
Date:	10 June 2024
Disclosure of Interest:	Nil
Attachment:	12.2.1 Monthly Financial Reports for 31 May 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 May 2024 Monthly Financial Reports.

COMMENT

3. The May 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 May 2024 Monthly Financial Reports as presented.

Moved: _____

Seconded: _____

Carried: __ / __

12.2 CORPORATE SERVICES

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – MAY 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: 11 June 2024
Disclosure of Interest: Nil
Attachments: 12.2.2 Creditors List of Accounts Paid May 2024
Credit Card Transactions to 01 May 2024
Fuel Card Transactions to 31 May 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 Management) Regulations 1996.

BACKGROUND

2. Period 01/05/2024 – 31/05/2024

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	8,288	1,346,703	75,167	9,851	0	1,440,009	530,697
Jun	0	0	0	0	0	0	0
Total	176,486	11,434,311	954,486	94,766	0	12,660,049	4,566,574
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:

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

Moved: _____

Seconded: _____

Carried: __ / __

12.3 PROJECTS AND REGULATORY SERVICES

12.3.1 COUNCIL REPRESENTATIVE FOR BUSHFIRE RISK MANAGEMENT PLAN - REQUEST FOR NOMINEE

File Reference:

Location:	Shire of Ravensthorpe
Applicant:	N/A
Author:	Executive Manager Projects and Regulatory Services
Authorising Officer	Chief Executive Officer
Date:	13 June 2024
Disclosure of Interest:	Nil
Attachments:	12.3.1 Draft Terms of Reference BRMP Guidelines
Previous Reference:	Nil

PURPOSE

1. For Council to nominate a Representative to participate in the Community and Stakeholder Consultative Committee (CSCC) for the review and update of the Shires Bushfire Risk Management Plan (BRMP).

BACKGROUND

2. The BRMP provides contextual information to inform a structured approach to identifying, assessing, prioritising, monitoring and treating bushfire risk
3. The BRMP is to be undertaken through consultation with land and asset managers throughout its development to ensure an informed and collaborative approach to planning.
4. The BRMP is to be prepared with due consideration of the principles of risk management as described in *ISO 31000:2018 Risk Management* and the Plan Guidelines (attached) published by the Office of Bushfire Risk Management.
5. The Shire has engaged the Services of BioDiverse Solutions to facilitate and Chair the Committee. A draft Terms of Reference is attached.

COMMENT

6. The following land and asset managers will be invited to be included in the CSCC - Department of Fire and Emergency Services, Department of Biodiversity Conservation and Attractions, Wagyl Kaip and Southern Noongar Aboriginal Corporation, and Shire Emergency Services representatives. A representative from local groups, the Ravensthorpe Wildflower Show, and the Cocanarup Conservation Association, plus two local community representatives will also be invited to participate.

CONSULTATION

7. Executive Team
8. Office of Bushfire Risk Management

STATUTORY ENVIRONMENT

9. *Emergency Management Act 2005*
10. *State Hazard Plan - Fire*

POLICY IMPLICATIONS

11. G6 Risk Management

FINANCIAL IMPLICATIONS

12. The 2024-2025 draft budget has been based on the requirements for the update of the BRMP

RISK MANAGEMENT

13. The main risk associated with this project is financial:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Environmental	Unlikely	Minor	Very Low	Subject matter experts on the committee who are informed by the Terms of Reference and Risk Management
Reputational	Possible	Minor	Low	Engagement of suitably qualified committee members and community members

ALTERNATE OPTIONS

14. Council Chooses not to have a representative on the CSCC.

STRATEGIC ALIGNMENT

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

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
5.5	The value of community owned assets is maintained

VOTING REQUIREMENTS

16. Simple Majority

OFFICER RECOMMENDATION

That Council NOMINATES:

- 1. A Shire of Ravensthorpe Councillor (insert name) to be a representative on the Bushfire Risk Management Plan Community and Stakeholder Consultative Committee.**

Moved: _____

Seconded: _____

Carried: /__

12.4 INFRASTRUCTURE SERVICES

12.4.1 UPDATE TO SHIRE POLICY A8 PLANT AND EQUIPMENT REPLACEMENT

File Reference:

Location:	Shire of Ravensthorpe
Applicant:	N/A
Author:	Executive Manager Infrastructure Services
Authorising Officer	Chief Executive Officer
Date:	10 June 2024
Disclosure of Interest:	Nil
Attachments:	12.4.1 Existing Shire Policy A8 and Proposed Shire Policy A8
Previous Reference:	Nil

PURPOSE

1. To obtain Council's endorsement on updates to Shire Policy A8.

BACKGROUND

2. The current Shire Policy A8 (attached) and is due for review in 2024.
3. The proposed Shire Policy A8 is attached and contains proposed updates to the following items.
 - a. The 4 key principles have been expanded to five, with ergonomics and useability added.
 - b. Assessment of the principles will be qualitative, not a structured test unless requested.
 - c. The replacement strategy table has been simplified and longer replacement cycles have been introduced as follows:
 - i. Staff positions have been removed as this is covered by job descriptions and contracts,
 - ii. All types of cars are under the same strategy and an upper limit on km has been introduced,
 - iii. Truck types have been standardised, with light and medium truck replacements being extended to 7 yrs,
 - iv. Graders, Loaders etc have been extended by 1yr to 8yrs,
 - v. Excavator has been added,
 - vi. Dozers are expensive machines and have lives well beyond 10yrs, and option of a major overhaul is considered as a prudent alternative, that will ensure they operate reliably into the future at a lower unit cost.

The slightly longer replacement strategies proposed will reduce the capital budget requirements in future budgets, but are not considered to have a dramatic effect on re-sale values or operator safety, they reflect what has actually occurred in the Shire in recent times due to supply chain issues since 2021.

COMMENT

4. Nil

CONSULTATION

5. Executive Team, Works Team

STATUTORY ENVIRONMENT

6. Nil

POLICY IMPLICATIONS

7. Nil

FINANCIAL IMPLICATIONS

8. The 2024-2025 draft budget has been based on the replacement strategies proposed in the new Shire Policy A8

RISK MANAGEMENT

9. The main risk associated with this project is financial:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial risks	Unlikely	Minor	Low	Good project management

ALTERNATE OPTIONS

10. Shorter replacement strategies could be considered, but would require additional capital budgets in order to adhere to them

STRATEGIC ALIGNMENT

11. 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

VOTING REQUIREMENTS

12. Absolute Majority

OFFICER RECOMMENDATION

That Council ENDORSES:

- 1. Adopting the proposed Shire Policy A8 Plant and Equipment Replacement.**

Moved: _____

Seconded: _____

Carried: _/___

12.4 INFRASTRUCTURE SERVICES

12.4.2 CLOSURE OF ACCESS BETWEEN OLD NEWDEGATE RD AND BROOKTON HIGHWAY

File Reference:

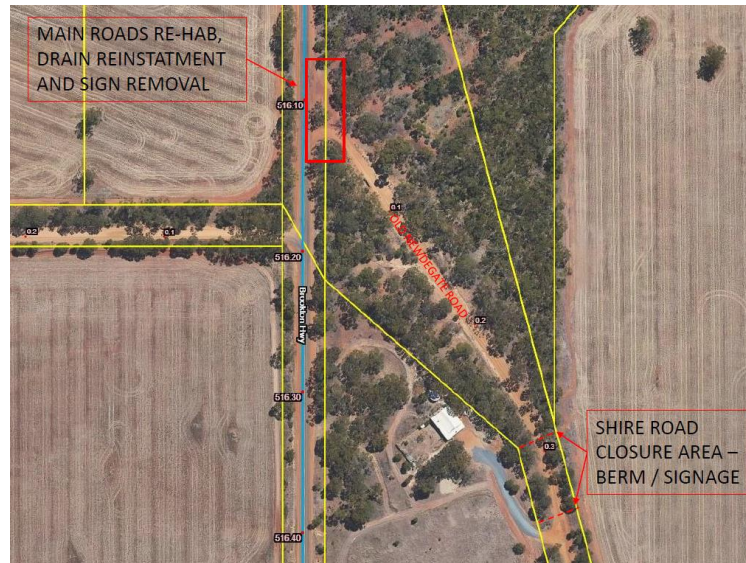
Location:	Shire of Ravensthorpe
Applicant:	N/A
Author:	Executive Manager Infrastructure Services
Authorising Officer	Chief Executive Officer
Date:	11 June 2024
Disclosure of Interest:	Nil
Attachments:	12.4.2 Arcadium Letter dated 4th July 2023
Previous Reference:	Nil

PURPOSE

1. To obtain Council's direction on the closure of access between Old Newdegate Rd and Brookton Highway.

BACKGROUND

2. MRWA raised several concerns when Lithium miner Galaxy (now Arcadium) submitted a development application for a worker's camp to be built on Old Newdegate Rd to Council in June 2023 item 12.4.1 DEVELOPMENT APPLICATION - WORKFORCE ACCOMMODATION CAMP - LOT 205 (99) OLD NEWDEGATE-RAVENSTHORPE ROAD, RAVENSTHORPE.
3. These concerns related to the safe sight distance of the intersection and previous road incidents near the intersection, subsequently MRWA requested the inclusion of Condition 14 (below) in the development approval, designed to improve road safety: *"No vehicle movements are to occur via the Brookton Highway/Old Newdegate-Ravensthorpe Road intersection."*
4. Arcadium have recently advised that they are no longer proceeding with construction of the camp, however MRWA are still keen for the access to be closed and the safety issues resolved.
5. Recent discussions between Shire Officers and MRWA have led to the development of the following plan:



6. Under this plan, the Shire will:

- Consult local land owners about the road closure (see attached letter of support from Arcadium),
- Construct a physical barrier across the Old Newdegate Road at approximately chainage 0.29 – 0.34 to prevent vehicle access to Brookton Highway, probably an earthen bank,
- Sign the road closure to prevent crashes into the physical barrier,
- Sign the intersection of old Newdegate Road and Floater Road to ensure vehicles that require a large turn around area do not enter Old Newdegate Road,
- Consider rehabilitating the section of Old Newdegate Road works at its discretion.

7. Under this Main Roads will:

- Rehabilitate the Old Newdegate Road in the vicinity of Brookton highway (rip and seed),
- Reinstate the drain on Brookton Highway across the Old Newdegate Road intersection,
- Remove all signage related to the intersection,
- Main Roads activities will be funded by Main Roads.

8. Road users and residents using Old Newdegate Rd can still gain access to the Brookton Highway via Floater Rd with minimal time loss.

COMMENT

9. The works required by the Shire are considered minor in terms of complexity and cost, and can be performed without specialist resources or additional budget.

CONSULTATION

10. Executive Team, Arcadium, MRWA

STATUTORY ENVIRONMENT

11. Nil.

POLICY IMPLICATIONS

12. Nil.

FINANCIAL IMPLICATIONS

13. Nil, the works are very minor and can be funded from the existing roads maintenance budget.

RISK MANAGEMENT

14. The main risk associated with this project is financial;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial risks	Unlikely	Minor	Low	Good project management

ALTERNATE OPTIONS

15. Major civil works to improve the intersection to an acceptable level of safety, but Main Roads considers this cost prohibitive.

STRATEGIC ALIGNMENT

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

Outcome 3: Built Environment

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

VOTING REQUIREMENTS

17. Absolute Majority

OFFICER RECOMMENDATION

That Council ENDORSES:

- 1. The CLOSURE of access between Old Newdegate Rd and the Brookton Highway.**

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

Nil.

15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

Nil.

16. CLOSURE

The Presiding Member to declare the meeting closed.