



# Agenda

Ordinary Meeting of Council  
Tuesday, 19 November 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,

19 November 2024

Commencing at 6.00pm

Located in the Council Chambers

Ravensthorpe Cultural Precinct

Matthew Bird  
Chief Executive Officer

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## **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

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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.

# 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: \_\_\_\_\_

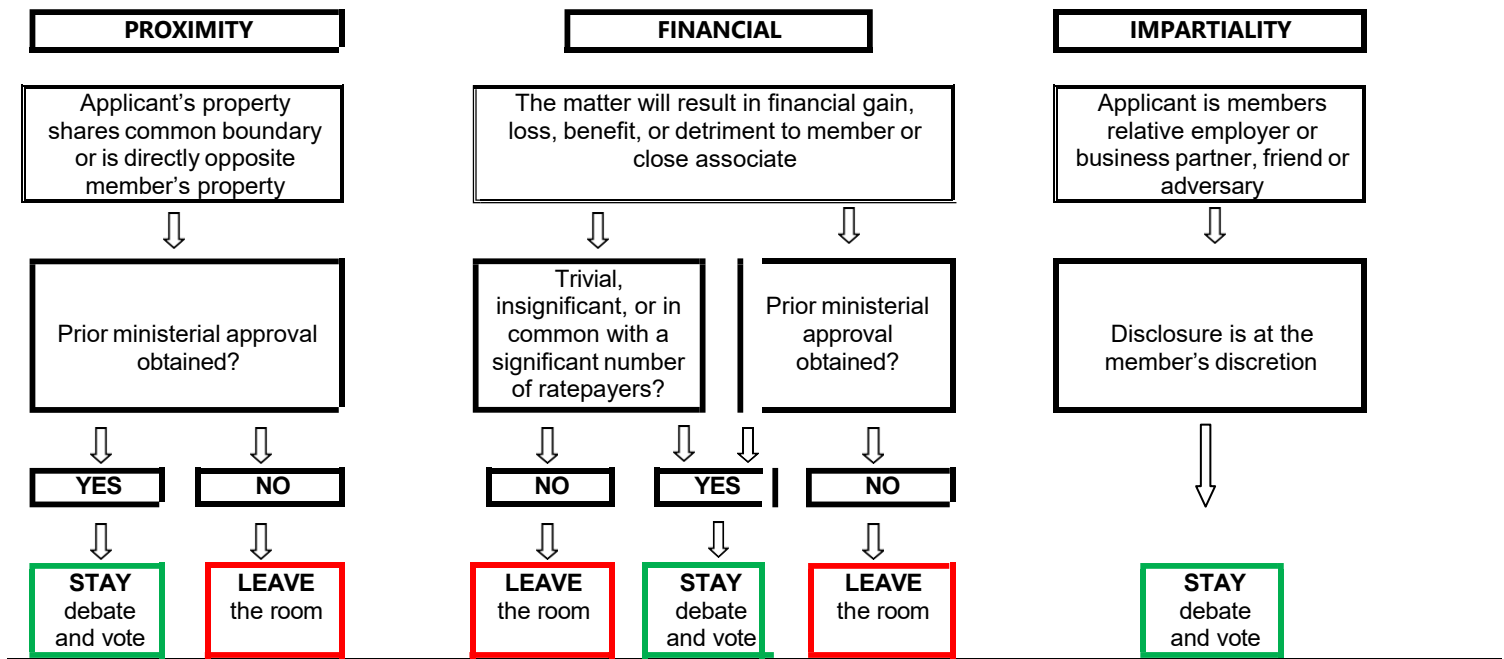
Date: \_\_\_\_\_

## OFFICE USE ONLY

Particulars recorded in Minutes

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

The following questions were asked by Mr. Larry Baker at the Ordinary Council Meeting held on 15<sup>th</sup> October 2024.

Q1. Can the Shire please make available a recycling bin at the Hopetoun groyne and a set of bins at the black water dump site located at the entrance to the Hopetoun waste transfer station?

#### Shire response

The Shire team have reviewed the request including site inspections at the Hopetoun groyne and entrance to waste site. The Shire does not typically provide recycle bins at public locations due to the large incidence of contamination. After reviewing the groyne location, it was noted that there are existing container for change recycle bins managed by local not for profit groups already available at the Hopetoun groyne and therefore not necessary. Shire officers also determined that sufficient general waste bins are already made available at public locations and additional bins at the entry to the waste site are not required.

Q2. Is it legal to charge fees to absent owners for bin collection?

#### Shire response

Yes, bin collection is an annual service fee that is charged to provide sanitary services under the Health Act within a bin collection area for developed properties and is charged regardless of frequency of use.

Q3. Has the Council or Shire put in a submission for the sheep industry?

#### Shire response

No. The Ravensthorpe Council has not provided a submission.

Q4. Regarding the Genestreams Sculpture, was there any consultation? What was the procurement? Why wasn't the public informed?

#### Shire response

Yes, extensive community engagement was undertaken for this project dating back to year 2022 and has included feedback from representatives from community groups including the Ravensthorpe Wildflower Show, Herbarium, Hopetoun Progress Association, the Ravensthorpe Historical Society, Raveabout Arts and the two local Community Resource Centres. The project has been coordinated by Gondwana Link Ltd and the Shire has been very fortunate to be included in this sculpture trail initiative. The Shire has correctly followed its procurement policy and procedures.

Q5. Is the WALGA item re elections open for public comment? Why isn't it put out to the public? Would Council consider back filling, in house elections, first past the post?

Shire response

No, a local public comment period was not considered necessary and was not possible within the timeframes asked from the Western Australian Local Government Association (WALGA). Council were asked to provide its endorsed position back to WALGA on a number of issues at the October Council meeting and Council believes it has a strong understanding of the issues being canvassed. Council's endorsed position is as per resolution number 83/24.

Q6. Schedule 12.2.2 Accounts for Payment, what does "Green" mean?

Shire response

This refers to the colour of the page divider for ease of reference.

Q7. I remind Council to observe Remembrance Day at both towns.

Shire response

At the 19 March 2024 Ordinary Council Meeting, Council approved the Shire's policy G12 Civic Receptions and Ceremonial Functions as per Resolution number 19/24. As per G.12.4 Anzac Day and Remembrance Day policy – *"The Shire will be responsible for the coordination and delivery (where possible with support from the Ravensthorpe Returned and Services Leagues (RSL) or a relevant Community Group or members) for the annual commemoration services for ANZAC Day (25 April) and Remembrance Day (11 November). The Shire coordinated services will alternate between the townships of Hopetoun and Ravensthorpe each year; for example ANZAC Day service in Hopetoun and Remembrance Day service in Ravensthorpe in year 1, and ANZAC Day service in Ravensthorpe and Remembrance Day service in Hopetoun in year 2, and so on"*.

Remembrance Day in 2024 will be supported by the Shire at the Hopetoun location as per adopted policy.

Q8. Has the street lighting at Cambewarra St progressed?

Shire response

No, street lighting at this location has not been reviewed and is not currently included in 2024/25 budget considerations.

Q9. Have the slip roads into Banksia and Cambewarra St progressed?

Shire response

No, the suggested slip roads have not been reviewed and not currently included in 2024/25 budget considerations.

Q10. Cr Major has made disclosures of interest for Euphorium, why was there not a disclosure in 2023? Is the Shire President's wife employed with Euphorium?

Shire response

The awarding of the consultancy contract to Euphorium was done correctly by Shire officers as per our procurement policy. Council elected members had no role in appointing the contractor. The Shire President has correctly declared any interests once known and when items presented for Council consideration.

Q11. Has the fire break been made at Hopetoun Cemetery?

Shire response

Yes, the fire breaks (hazard separation zones) around the Hopetoun new and old cemeteries have been treated.

**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**

Matthew Bird (Chief Executive Officer) – Item 12.1.3

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**7.1 ORDINARY COUNCIL MEETING MINUTES 15 OCTOBER 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 15 October 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 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES

<b>File Reference:</b>	<b>Nil</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Bush Fire Advisory Committee</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>18 October 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: Orange</b>	<b>11.1 Meeting Minutes (Unconfirmed) – BFAC 16 September 24</b>
<b>Previous Reference:</b>	<b>Nil</b>

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#### **PURPOSE**

1. The BFAC is a committee of Council, formed under Council Policy LO2 in order to promote and encourage volunteerism and to make the Shire of Ravensthorpe a safe community by managing fire risk.

#### **BACKGROUND**

2. LO2 provides for a committee meeting to be held in September. The meeting allows the Shire of Ravensthorpe Fire Control Officers to review any recommendations or reports from external stakeholders and to discuss actions and items arising post the March AGM, to recommend for Council consideration.

#### **COMMENT**

3. The minutes of the previous meeting held on 18 March 2024 were confirmed as true and correct.

#### **OFFICER & COMMITTEE DECISION**

**The minutes of the Bushfire Advisory Committee held on Monday 18 March 2024 to be confirmed as a true and correct record of proceedings.**

**Moved: Rod Daw**

**Seconded: Rian Duncan**

**Carried**

4. Business arising from the meeting for which motions were passed, and for Council endorsement.
  - a. BFAC requested Council endorsement for the BFAC Operational Working Group (OWG) to review approach to having farm firefighting units identified and decal provided for trucks. Council endorsed this recommendation at the April 2024 OCM, resolution 31/24. However, after discussion, the BFAC again requested that the OWG review the implications on compliance of private vehicles at Shire incidents.

**COMMITTEE DECISION**

**That the BFAC endorse the OWG to review the implementation of identification stickers for farm fighting units and the implications on compliance of private units at Shire incidents and report back to BFAC with a recommendation.**

**Moved: Rod Daw**

**Seconded: Mark Mudie**

**Carried**

- b. The Department of Biodiversity, Conservation and Attractions (DBCA) representative noted that it had been provided with a new dozer and ancillary equipment. This will be located in Albany but available to service the region as required. A motion was moved by Rod Daw for the Shire to request that this be based in Ravensthorpe.

**COMMITTEE DECISION**

**That the Shire writes to DBCA and requests that a dozer or other equipment, plus operators, be based in Ravensthorpe, to ensure efficient response times within the Shire but also the surrounding high fire prone areas.**

**Moved: Rod Daw**

**Seconded: Mark Mudie**

**Carried**

- c. At Regional Officers Advisory Committee meeting (ROAC) will decide at its next meeting on a working group to be formed to review regional priorities for LGGS requests.

**COMMITTEE DECISION**

**Motion that Andy Daw be nominated for the LGGS regional working group (subject to approval of ROAC).**

**Moved: Matthew Bird**

**Seconded: Paul Bell**

- d. That the Officers reports be endorsed by Council.

**Motion that Council endorse Officers reports.**

**Moved: Richard Norrish**

**Seconded: Keith Rowe**

**Carried**

**CONSULTATION**

5. Bush Fire Advisory Committee.

**STATUTORY ENVIRONMENT**

6. Bush Fires Act 1954.

## POLICY IMPLICATIONS

7. LO2 – Shire of Ravensthorpe Bush Fire Advisory Committee.

## FINANCIAL IMPLICATIONS

8. Nil.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Possible	Minor	Low	Improved communication through Operational Working Group to BFAC. Ongoing advocacy by Shire to better equip brigades Governance improvements through a more structured approach
Financial	Rare	Insignificant	Low	Ensure recommendations of BFAC are put forward after whole of committee consultation
Environmental	Rare	Insignificant	Very Low	Continue to review current fire-fighting practices to improve operational effectiveness Open to continual review of appropriate methods and options for risk reduction
Reputational	Likely	Moderate	Medium	Look at way to advance continual improvement. Promote fire safety to the community through public education and involvement Listen to community concerns

## ALTERNATE OPTIONS

10. That Council do not approve or endorse the BFAC recommendations or approve or endorse them subject to proposed changes.

## STRATEGIC ALIGNMENT

11. 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
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
5.5	The value of community owned assets is maintained

## VOTING REQUIREMENTS

12. Simple Majority.

## COMMITTEE RECOMMENDATION

**That Council:**

1. **RECEIVE the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 16 September 2024.**
2. **APPROVE the BFAC request that the OWG review implications for use of private farm fire-fighting units at Shire incidents.**
3. **APPROVE the BFAC recommendation that the Shire advocates for the location of the DBCA dozer within the Shire for the High Threat Period.**
4. **APPROVE the BFAC representative for the ROAC LGGS sub-committee.**
5. **APPROVE the BFAC Officers Reports.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried: \_\_\_\_/ \_\_\_\_

## 11.2. RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE

### File Reference:

<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Local Emergency Management Committee</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>18 October 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: Orange</b>	<b>11.2 Meeting Minutes (Unconfirmed) – LEMC 1 September 24</b>
<b>Previous Reference:</b>	<b>Nil</b>

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### PURPOSE

1. For Council to consider the September 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 are in place. The LEMC's main functions include;
  - a. Advising and assisting the local government in ensuring that Local Emergency Management Arrangements (LEMA) are established
  - b. 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 June 2024 were confirmed as true and correct.
6. The items tabled for endorsement by the LEMC included the;
  - a. Draft LEMC Terms of Reference
  - b. Draft Local Emergency Managements Arrangements, (5-year update and review as per the requirements of the SEMC and *Emergency Management Regulations 2006*)
  - c. Draft Local Recovery Sub Plan (update and review)
7. The LEMC recommendation was to allow further time for review and update, with the Terms of Reference and Draft LEMA and Draft Recovery sub-plan to be endorsed in an out of session meeting by 10 September 2024.
8. The Terms of Reference and LEMA (including the Recovery Sub Plan) will be presented to Council for endorsement as a separate item.

### 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 part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Possible	Minor	Low	Coordination and cooperation between all emergency management stakeholders
Reputational	Likely	Moderate	Medium	Look at way to advance continual improvement. 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 1 September 2024.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried: \_\_\_\_/ \_\_\_\_**

11.3. RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE – TERMS OF REFERENCE, LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS AND LOCAL RECOVERY SUB-PLAN

**File Reference:**

<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Local Emergency Management Committee</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>18 October 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: Orange</b>	<b>11.3 LEMC Draft Terms of Reference Draft Local Emergency Management Arrangements Draft Local Recovery Sub Plan</b>
<b>Previous Reference:</b>	<b>Nil</b>

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**PURPOSE**

1. For Council to endorse the Draft Terms of Reference, Draft Local Emergency Management Arrangements and Draft Local Recovery Sub Plan 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 are in place. The LEMC's main functions include;
  - a. Advising and assisting the local government in ensuring that Local Emergency Management Arrangements (LEMA) are established
  - b. Liaising with public authorities and other key organisations to develop, review and test the LEMA.

**COMMENT**

3. The Draft Terms of Reference, Draft Local Emergency Management Arrangements and Draft Local Recovery Sub Plan were tabled at the 1 September 2024 LEMC meeting. It was agreed that these documents would be further reviewed and updated by the LEMC with an out of session endorsement to occur on 10 September 2024. The LEMA has also been reviewed by the District Emergency Management Committee (DEMC) and the Department of Fire and Emergency Services (DFES). The LEMC now requests the endorsement of the Shire of Ravensthorpe Council.

**CONSULTATION**

4. Local Emergency Management Committee
5. Department of Fire and Emergency Services
6. District Emergency Management Committee

**STATUTORY ENVIRONMENT**

7. *Emergency Management Act 2005*

## POLICY IMPLICATIONS

8. Nil.

## FINANCIAL IMPLICATIONS

9. Nil.

## RISK MANAGEMENT

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

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

## ALTERNATE OPTIONS

11. Nil.

## STRATEGIC ALIGNMENT

12. 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**

13. Simple Majority

**COMMITTEE RECOMMENDATION**

**That Council:**

**ENDORSE the Draft Terms of Reference, Draft Local Emergency Management Arrangements and Draft Local Recovery Sub Plan of the Shire of Ravensthorpe Local Emergency Management Committee.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried: \_\_\_\_ / \_\_\_\_**

## 12 REPORTS OF OFFICERS

### 12.1 EXECUTIVE SERVICES

#### 12.1.1 ORDINARY COUNCIL MEETING DATES 2025

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 November 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>N/A</b>
<b>Previous Reference:</b>	<b>N/A</b>

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#### **PURPOSE**

1. That Council considers the proposed Ordinary Council meeting dates for 2025.

#### **BACKGROUND**

2. Councils are required to give local public notice of Ordinary Council meetings prior to the beginning of the year in which the meetings are held per reg.12(1) of the Local Government (Administration) Regulations 1996.
3. Ordinary Council meetings occur on the third Tuesday of the month commencing at 6.00 pm, except in January when no meeting will be scheduled.
4. The proposed 2025 Ordinary Council meeting dates and locations are as follows:
  - Tuesday 6pm, 18 February 2025, Ravensthorpe Council Chambers
  - Tuesday 6pm, 18 March 2025, Hopetoun Community Centre
  - Tuesday 6pm, 15 April 2025, Ravensthorpe Council Chambers
  - Tuesday 6pm, 20 May 2025, Hopetoun Community Centre
  - Tuesday 6pm, 17 June 2025, Ravensthorpe Council Chambers
  - Tuesday 6pm, 15 July 2025, Hopetoun Community Centre
  - Tuesday 6pm, 19 August 2025, Ravensthorpe Council Chambers
  - Tuesday 6pm, 16 September 2025, Hopetoun Community Centre
  - Tuesday 6pm, 21 October 2025, Ravensthorpe Council Chambers
  - Tuesday 6pm, 18 November 2025, Hopetoun Community Centre
  - Tuesday 6pm, 16 December 2025, Ravensthorpe Council Chambers

#### **COMMENT**

5. It is recommended to return to sharing OCM locations throughout the year between Ravensthorpe and Hopetoun to provide greater access to these meetings for the Ravensthorpe community. Special Council Meetings (SCMs), Annual Elector Meetings, and regular Corporate Discussion meetings will still be held at Ravensthorpe Council Chambers on dates as required.

## CONSULTATION

6. Councillors and Executive Management Team.

## STATUTORY ENVIRONMENT

7. Local Government Act s 5.25 (1)(G) (g) the giving of public notice of the date and agenda for council or committee meetings.
8. Local Government (Administration) Regulations 1996 Reg 12(1)(2)
- (1) In this regulation — meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held — (a) ordinary council meetings; Act 1995.

## POLICY IMPLICATIONS

9. Nil.

## FINANCIAL IMPLICATIONS

10. Due to the new legislated requirements to record OCMs there will need to be upgrades to IT equipment at the Hopetoun location and estimated to be less than \$5,000.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Operational; Not meeting local government act requirements by failing to confirm and advertise future OCM dates.	Unlikely	Major	Moderate	Council to endorse the future OCM calendar for the 2025 calendar year.

## ALTERNATE OPTIONS

12. Council may amend officer recommendations.

## STRATEGIC ALIGNMENT

13. 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
5.2	The Council ensures its decisions are well informed and considered
5.7	Customer service and other corporate systems are of high quality

## VOTING REQUIREMENT

14. Simple Majority

## OFFICER RECOMMENDATION

**That Council:**

**ENDORSE the following dates and locations for Ordinary Council Meetings for the 2025 period;**

- **Tuesday 6pm, 18 February 2025, Ravensthorpe Council Chambers**
- **Tuesday 6pm, 18 March 2025, Hopetoun Community Centre**
- **Tuesday 6pm, 15 April 2025, Ravensthorpe Council Chambers**
- **Tuesday 6pm, 20 May 2025, Hopetoun Community Centre**
- **Tuesday 6pm, 17 June 2025, Ravensthorpe Council Chambers**
- **Tuesday 6pm, 15 July 2025, Hopetoun Community Centre**
- **Tuesday 6pm, 19 August 2025, Ravensthorpe Council Chamber**
- **Tuesday 6pm, 16 September 2025, Hopetoun Community Centre**
- **Tuesday 6pm, 21 October 2025, Ravensthorpe Council Chambers**
- **Tuesday 6pm, 18 November 2025, Hopetoun Community Centre**
- **Tuesday 6pm, 16 December 2025, Ravensthorpe Council Chambers**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried: \_\_\_\_/ \_\_\_\_



12.1.2 SHIRE CHRISTMAS AND NEW YEAR CLOSURE

**File Reference:** N/A  
**Location:** Shire Ravensthorpe  
**Applicant:** Nil  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 12 November 2024  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** N/A

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**PURPOSE**

1. That Council consider the closing period for Shire departments during the annual Christmas and New Year period.

**BACKGROUND**

2. In previous years Council has resolved to close the Shire Office over the Christmas and New Year period. Shire staff will take annual or accumulated leave for the days the office is closed.
3. For 2024 in addition to the public holidays, the days in question are Monday 23 December 2024, Tuesday 24 December 2024, Friday 27 December 2024, Monday 30 December 2024 and Tuesday 31 December 2024.
4. It is anticipated that the Shire Administration Offices and Depots will be closed from noon Friday 20 December 2024 and will re-open Thursday 2 January 2025.
5. Early Learning Centres will be closed from noon Friday 20 December 2024 and will re-open Monday 6 January 2025.
6. Rangers, airport, reduced works, cleaners, emergency services and waste site teams will continue to work over this period. A senior officer of the Shire will be in town during this period should an emergency arise.

**COMMENT**

7. The following table identifies the specific dates Shire departments will be closed during the Christmas/New Year period.

	Shire offices	Early Learning Centres	Ravensthorpe Waste Facility	Hopetoun Waste Facility	Depots	Airport
Friday 20/12	8.30-12.00	7.30-12.30	9.00-12.00	Change to 9-12	6.30-12.00	Regular operating hours will apply during this period
Saturday 21/12	closed	closed	9.00-12.00	9.00-12.00	closed	
Sunday 22/12	closed	closed	9.00-12.00	9.00-12.00	closed	
Monday 23/12	closed	closed	9.00-12.00	1.00-4.00	closed	
Tuesday 24/12	closed	closed	closed	closed	closed	
Wednesday 25/12	closed	closed	closed	closed	closed	
Thursday 26/12	closed	closed	closed	closed	closed	
Friday 27/12	closed	closed	9.00-12.00	1.00-4.00	closed	
Saturday 28/12	closed	closed	9.00-12.00	9.00-12.00	closed	
Sunday 29/12	closed	closed	9.00-12.00	9.00-12.00	closed	
Monday 30/12	closed	closed	9.00-12.00	1.00-4.00	closed	
Tuesday 31/12	closed	closed	closed	closed	closed	

Wednesday 1/1	closed	closed	closed	closed	closed
Thursday 2/1	8.30-4.00	closed	closed	1.00-4.00	6.30-3.00
Friday 3/1	8.30-4.00	closed	9.00-12.00	1.00-4.00	6.30-3.00
Saturday 4/1	closed	closed	9.00-12.00	9.00-12.00	closed
Sunday 5/1	closed	closed	9.00-12.00	9.00-12.00	closed
Monday 6/1	8.30-4.00	7.30-5.30	9.00-12.00	1.00-4.00	6.30-3.00

**CONSULTATION**

8. Executive Management Team.

**STATUTORY ENVIRONMENT**

9. Local Government Act 1995

**POLICY IMPLICATIONS**

10. Nil.

**FINANCIAL IMPLICATIONS**

11. Nil.

**RISK MANAGEMENT**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational); interruption to service delivery	Almost certain	Minor	High	A senior staff member on call with skeleton depot crew for town amenities, ranger services and airport teams business as usual.

**ALTERNATE OPTIONS**

13. The Shire Offices only close for the public holidays or a reduced number of days between Christmas Day and New Year’s Day.

**STRATEGIC ALIGNMENT**

15. 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
5.2	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
5.7	Customer service and other corporate systems are of high quality

**VOTING REQUIREMENT**

16. Simple Majority

**OFFICER RECOMMENDATION**

**That Council:**

**APPROVES THE Shire Christmas Operation Plan as shown in the table below:**

	Shire offices	Early Learning Centres	Ravensthorpe Waste Facility	Hopetoun Waste Facility	Depots	Airport
Friday 20/12	8.30-12.00	7.30-12.30	9.00-12.00	Change to 9-12	6.30-12.00	Regular operating hours will apply during this period
Saturday 21/12	closed	closed	9.00-12.00	9.00-12.00	closed	
Sunday 22/12	closed	closed	9.00-12.00	9.00-12.00	closed	
Monday 23/12	closed	closed	9.00-12.00	1.00-4.00	closed	
Tuesday 24/12	closed	closed	closed	closed	closed	
Wednesday 25/12	closed	closed	closed	closed	closed	
Thursday 26/12	closed	closed	closed	closed	closed	
Friday 27/12	closed	closed	9.00-12.00	1.00-4.00	closed	
Saturday 28/12	closed	closed	9.00-12.00	9.00-12.00	closed	
Sunday 29/12	closed	closed	9.00-12.00	9.00-12.00	closed	
Monday 30/12	closed	closed	9.00-12.00	1.00-4.00	closed	
Tuesday 31/12	closed	closed	closed	closed	closed	
Wednesday 1/1	closed	closed	closed	closed	closed	
Thursday 2/1	8.30-4.00	closed	closed	1.00-4.00	6.30-3.00	
Friday 3/1	8.30-4.00	closed	9.00-12.00	1.00-4.00	6.30-3.00	
Saturday 4/1	closed	closed	9.00-12.00	9.00-12.00	closed	
Sunday 5/1	closed	closed	9.00-12.00	9.00-12.00	closed	
Monday 6/1	8.30-4.00	7.30-5.30	9.00-12.00	1.00-4.00	6.30-3.00	

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried: \_\_\_\_/ \_\_\_\_**

### 12.1.3 CEO ANNUAL PERFORMANCE REVIEW 2023/24

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Manager Human Resources</b>
<b>Authorising Officer</b>	<b>Shire President</b>
<b>Date:</b>	<b>5 November 2024</b>
<b>Disclosure of Interest:</b>	<b>Chief Executive Officer</b>
<b>Attachments: Blue</b>	<b>12.1.3 Confidential - CEO Performance Review Subcommittee report</b>
<b>Previous Reference:</b>	<b>N/A</b>

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#### **PURPOSE**

1. For Council to approve the recommendations contained within the CEO performance review subcommittee report as detailed in Confidential Attachment.

#### **BACKGROUND**

2. At a Special Council Meeting held 17 December 2021 Council approved the appointment of Mr Matthew Bird as Chief Executive Officer for the Shire of Ravensthorpe (Resolution 160/21). The Chief Executive Officer commenced a five-year contract with the Shire of Ravensthorpe on 21 March 2022, with a six-month probationary period ending 30 September 2022.
3. At its October 2023 meeting, Council adopted the CEO Key Performance Indicator criteria for the 2023/24 period (Resolution 96/23).
4. The CEO Performance Review sub-committee comprises the Shire President Cr Major, Deputy President Cr Mudie, and Cr Leighton and the sub-committee's recommendation has been formed following meeting and review with the CEO. The matter was also workshopped with full council at the 5 November Corporate Discussion meeting.

#### **COMMENT**

5. The CEO's annual review has been conducted in accordance with Council's statutory and contractual (employment) obligations for the period of review 1 July 2023 to 30 June 2024.
6. The CEO Performance Review sub-committee work included review areas being;
  - CEO performance review for the 2023/24 period against agreed KPIs and review of survey results from elected members and shire middle management team, and
  - CEO request for review of remuneration package based on 2023/24 performance.
7. A copy of the sub-committee review report and recommendations are included as Confidential Attachment.

#### **CONSULTATION**

8. Councillors.

#### **STATUTORY ENVIRONMENT**

9. Local Government Act 1995, Part 5, Division 4, s 5.38 and Division 2, s5.23 (2)

## POLICY IMPLICATIONS

10. Council Policy G24 CEO Recruitment, Performance and Termination.

## FINANCIAL IMPLICATIONS

11. Any approved increases to CEO remuneration.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) Council does not conduct the CEO performance review to required standards.	Possible	Moderate	Medium	Council implemented sub-committee review with report recommendations

## ALTERNATE OPTIONS

13. Council may amend any of the sub-committee report recommendations for the CEO performance period.

## STRATEGIC ALIGNMENT

14. 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
5.2	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 REQUIREMENT

15. Absolute Majority

## CEO PERFORMANCE REVIEW SUB COMMITTEE RECOMMENDATION

**That Council:**

**ENDORSE the recommendations as detailed in Confidential CEO Performance Review sub-committee Report Attachment.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried: \_\_/**

## 12.2 CORPORATE SERVICES

### 12.2.1 MONTHLY FINANCIAL REPORT – 31 OCTOBER 2024

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Accounting Manager</b>
<b>Authorising Officer</b>	<b>Executive Manager Corporate Services</b>
<b>Date:</b>	<b>11 November 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment: Purple</b>	<b>12.2.1 Monthly Financial Reports for 31 October 2024</b>
<b>Previous Reference:</b>	<b>Nil</b>

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#### **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 October 2024 Monthly Financial Reports.

#### **COMMENT**

3. The October 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 2024/2025 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;

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
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.

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**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 October 2024 Monthly Financial Reports as presented.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried: \_\_/**

## 12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – OCTOBER 2024

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Finance Officer</b>
<b>Authorising Officer</b>	<b>Executive Manager of Corporate Services</b>
<b>Date:</b>	<b>06 November 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: Green</b>	<b>12.2.2 Creditors List of Accounts Paid October 2024 Credit Card Transactions to 01 October 2024 Fuel Card Transactions October 2024</b>
<b>Previous Reference:</b>	<b>Nil</b>

### PURPOSE

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

### BACKGROUND

- Period 01/10/2024 – 31/10/2024

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	0	0	0	0	0	0
Dec	0	0	0	0	0	0
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
<b>Total</b>	<b>45,985</b>	<b>3,365,100</b>	<b>357,905</b>	<b>37,568</b>	<b>3,806,557</b>	<b>1,691,592</b>
<b>23/24</b>	<b>186,555</b>	<b>12,324,178</b>	<b>1,020,367</b>	<b>106,440</b>	<b>13,637,540</b>	<b>4,948,850</b>
<b>22/23</b>	<b>114,562</b>	<b>12,445,050</b>	<b>943,431</b>	<b>81,842</b>	<b>13,584,885</b>	<b>4,162,759</b>
<b>21/22</b>	<b>109,610</b>	<b>11,455,728</b>	<b>1,217,128</b>	<b>101,107</b>	<b>12,883,572</b>	<b>4,057,812</b>
<b>20/21</b>	<b>219,357</b>	<b>8,442,181</b>	<b>965,406</b>	<b>135,103</b>	<b>9,762,047</b>	<b>3,790,863</b>

### COMMENT

- 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 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 October 2024 be NOTED.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried: \_\_/**

### 12.2.3 DEBT WRITE OFF REQUEST

<b>File Reference:</b>	<b>FM.DE.3</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Executive Manager Corporate Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11/11/2024</b>
<b>Disclosure of Interest:</b>	<b>N/A</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>N/A</b>

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#### **PURPOSE**

1. To refer to Council on the proposed writing off of a Sundry Debt in the name of EKT Concrete & Rendering Services, which is now deemed uncollectable.

#### **BACKGROUND**

2. Ethan Hindmarsh was a local small business operator trading as EKT Concrete & Rendering Service (EKT). Ethan Hindmarsh does not own property in the shire.
3. On 18.04.23 EKT provided a quote for \$19,246 to provide Precinct Landscaping and Earthworks, including concrete preparation and supply, for the Ravensthorpe Cultural Precinct.
4. On 22.05.23 an invoice-0130 for \$19,246 was received and paid 08.06.23 as the works were being completed.
5. On 14.06.23 EKT were advised of an error in their invoice for the supply of 12m<sup>3</sup> of concrete at \$8,100, which had been supplied separately by Hallam's Cartage Contractors. EKT administration contact person advised that the invoice refund would be processed when the correction invoice was received.
6. On 30.06.23 a corrective invoice was raised to EKT for the recovery of \$8,100.

#### **COMMENT**

7. After the issuing of monthly statements, the invoice was resent 11.09.23 by email with a request for payment. On 03.10.24 EKT responded that they had been away working for the past month and would arrange payment.
8. On 05.10.23 EKT were advised to make payment by 12.10.23 to avoid the debt being referred to our debt collection agency. EKT phoned the office advising that he had split with their partner, who had been doing all the administration, acknowledged the debt and said he will get it sorted. EKT was advised to request a payment plan if he cannot pay by the 12.10.23.
9. The matter was referred to our debt collection agency AMPAC in October 2023 and by April 2024 AMPAC reported that they were contacted by Ethan's mother who advised he had lost his family and was in a poor financial situation and she was trying to help him out. She was unable to assist any further. AMPAC did a skip trace in January 2024 which indicated that Ethan was still in somewhere in Ravensthorpe, however whereabouts were unknown. AMPAC have attempted all forms of contact and conducted ASIC searches, however they did not have anywhere to direct a General Procedure Claim (GPC) at that point so the matter was closed. We had the option of doing more skip traces conducted at a cost of \$365.50 at a time in the hope that he has now put down roots somewhere else.

- 10. With this advice we have been reluctant to continue spending money on further skip traces and additional GPC court expenses, with the realisation that even if his whereabouts were confirmed, the likelihood of a GPC on possessions is unlikely to recover the loss.

**CONSULTATION**

- 10. AMPAC debt collection agents.

**STATUTORY ENVIRONMENT**

- 11. Local Government Act 1995 Section 6.12 Power to defer, grant discounts, waive or write off debts.

**POLICY IMPLICATIONS**

- 12. Policy F8 Debt Recovery is applied to Sundry Debtors with balances outstanding greater than 30 days. The policy objectives are for the Shire of Ravensthorpe to actively pursue all outstanding sundry debtors unless falling under the Shire's financial hardship policy. All outstanding sundry debtors will be recovered in accordance with the Local Government Act 1995 Section 6.12 and associated regulations.

**FINANCIAL IMPLICATIONS**

- 13. The debt to be considered for write off is \$8,100 (excluding GST).

**RISK MANAGEMENT**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial	Almost certain	Minor	High	To continue the debt recovery process at further cost.

**ALTERNATE OPTIONS**

- 15. To consider the business implications of continuing with the debt collection process and likelihood of recovery.

**STRATEGIC ALIGNMENT**

- 16. 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
5.6	Financial systems are effectively managed

**VOTING REQUIREMENT**

- 17. Absolute Majority

**OFFICER RECOMMENDATION**

**That Council:**

**WRITE OFF a debt of \$8,100 (excluding GST) as deemed uncollectable from Ethan Hindmarsh trading as EKT Concrete & Rendering Services.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried: \_\_\_\_/ \_\_\_\_**

## 12.3 PROJECTS AND REGULATORY SERVICES

### 12.3.1 RAVENSTHORPE BUSH FIRE RISK MANAGEMENT PLAN

**File Reference:**

<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>24 October 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: Orange</b>	<b>12.3.1 FINAL DRAFT Bushfire Risk Management</b>
<b>Plan Previous Reference:</b>	<b>Nil</b>

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#### **PURPOSE**

1. For Council to endorse the Final Draft Bushfire Risk Management Plan to go to the Office of Bushfire Risk Management for final acceptance.

#### **BACKGROUND**

2. Under the State Hazard Plan – Fire, local governments with significant bushfire risk are required to develop an integrated Bushfire Risk Management (BRM) Plan.
3. The BRM Plan is a strategic document that describes how local government intends to identify, assess, treat and monitor bushfire risks.
4. Essentially the BRM Plan establishes
  - a. Who is involved in bushfire risk management and what are their responsibilities;
  - b. What factors influence bushfire risk and treatment within the local government;
  - c. What processes are in place to assess, treat and monitor bushfire risk; and
  - d. What action/s will be taken when a bushfire risk is identified within the local government.

#### **COMMENT**

5. An external consultant, Bio Diverse Solutions (BDS), specializing in bushfire risk management was engaged by the Shire to assist with the requirements of the BRM Plan in alignment with the Department of Fire and Emergency Services (DFES) "*Bushfire Risk Management Planning Guidelines*".
6. BDS worked with DFES to establish the risk assessment within the parameters of the DFES Bushfire Risk assessment System.
7. A Community and Stakeholder Consultative Committee was formed, identifying stakeholders who were invited to participate and provide input. Input was sought through written submissions. A joint submission was received from the Cocanarup Conservation Association and Ravensthorpe Wildflower Show, the Department of Biodiversity, Conservation and Attractions (DBCA) and the Office of Bushfire Risk Management (OBRM). The BRM Plan was also provided for review and comment to the Bushfire Advisory Committee (BFAC) and the Local Emergency Management Committee (LEMC).
8. The BRM Plan also aligns with the priorities in the Strategic Community Plan.

#### **CONSULTATION**

9. Community and Stakeholder Consultative Committee
10. Bushfire Advisory Committee

11. Local Emergency Management Committee
12. Department of Fire and Emergency Services
13. Office of Bushfire Risk Management
14. Shire of Ravensthorpe Council

### STATUTORY ENVIRONMENT

15. *Emergency Management Act 2005*
16. *State Hazard Plan – Fire*

### POLICY IMPLICATIONS

17. Nil.

### FINANCIAL IMPLICATIONS

18. The BRM Plan allows funding for treatment works through the Mitigation Activity Fund grant programme.

### RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Possible	Minor	Low	Coordination and cooperation between land stakeholders
Reputational	Likely	Moderate	Low	Look at way to advance continual improvement through continual review. Clear, transparent documentation available to the community Improved response to incidents
Environmental	Possible	Minor	Medium	Clear understanding of risks and treatments to be applied to various identified vegetation types and ages. Focus to remain of 3km radius around townsites

### ALTERNATE OPTIONS

20. Nil.

### STRATEGIC ALIGNMENT

21. 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**

22. Simple Majority

**OFFICER RECOMMENDATION**

**That Council:**

**ENDORSE attachment 12.3.1 Final Draft Bushfire Risk Management Plan of the Shire of Ravensthorpe Local Emergency Management Committee.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried: \_\_\_\_\_/ \_\_\_\_\_**



### 12.3.2. RAVENSTHORPE CHIEF BUSH FIRE CONTROL OFFICER AND FIRE WEATHER OFFICERS

**File Reference:**

<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 November 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: Blue</b>	<b>12.3.2 Letter from DFES regarding Appointments of Fire Weather Officer</b>
<b>Previous Reference:</b>	<b>N/A</b>

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**PURPOSE**

1. Recommendation to Council to endorse Malcom Grant as the Shire’s Interim Chief Bush Fire Control Officer.
2. Recommendation to Council to endorse the Shire’s Interim Chief Bush Fire Control Officer, Malcom Grant, as the Shires Fire Weather Officer (FWO), and also the Deputy Bush Fire Control Officer, Gavin Gibson, as the Deputy FWO.
3. Recommendation to Council to endorse the removal of retired Chief Bush Fire Control Officer, Rod Daw, as the Shires FWO.

**BACKGROUND**

4. Under s38(1) of the *Bush Fires Act 1954* a local government may from time to time appoint such persons as it thinks necessary to be its bushfire control officers under and for the purpose of the Act, and of those officers shall, subject to section 38A(2) appoint two as the Chief Bush Fire Control Officer and the Deputy Bush Fire Control Officer who shall be first and second in seniority of those officers.
5. Under s38(8) of the *Bush Fires Act 1954* a local government that has been approved by the Fire and Emergency Services (FES) Commissioner to do so, is able to appoint to the office of Fire Weather Officer any number of senior Bush Fire Control Officers they determine necessary.
6. The power to appoint Bush Fire Control Officer/s and Fire Weather Officer has been delegated to the Shire of Ravensthorpe Chief Executive Officer (CEO) under the Shire of Ravensthorpe Delegated Authority Register, Statutory Delegations – Other Legislation, 2.1 Bush Fires Act 1954, 2.1.1 Appoint Bush Fire Control Officers and Fire Weather Officers. The CEO requests that this be endorsed by Council.
7. A local government must give notice of the appointment of any FWO to the FES Commissioner. The FES Commissioner will arrange for notice of the appointment to be published in the *Government Gazette*.

**COMMENT**

8. The appointment of the Shire Chief Bush Fire Control Officer will be recommended by the Bush Fire Advisory Committee to Council at the next Annual General Meeting to be held in March 2025.
9. An FWO may authorise a person who has received a permit under section 18(6)(a) of the *Bush Fires Act 1954* to burn bush in the district of the local government while the fire danger forecast is “catastrophic”, “extreme” or “high”.

## CONSULTATION

10. Department of Fire and Emergency Services
11. Chief Executive Officer
12. Chief Bush Fire Control Officer

## STATUTORY ENVIRONMENT

13. *Bush Fires Act 1954*

## POLICY IMPLICATIONS

14. Nil

## FINANCIAL IMPLICATIONS

15. Nil.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Possible	Minor	Low	Fire Weather Officer provides ability in coordination with senior FCO group to manage works in the restricted period.
Environmental	Rare	Insignificant	Very Low	Continue to review current agricultural practices in relation to weather events to improve operational effectiveness Continual review of appropriate methods and options for risk reduction
Reputational	Likely	Moderate	Medium	Follow legislative requirements Promote fire safety to the community Listen to community concerns

## ALTERNATE OPTIONS

17. That Council do not approve the recommendations.

## 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
1.2	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 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
5.3	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

19. Simple Majority

## OFFICER RECOMMENDATION

That Council:

1. **ENDORSE the appointment of Malcom Grant as the Shire's Interim Chief Bush Fire Control Officer.**
2. **ENDORSE the appointment of Malcom Grant (Chief Bush Fire Control Officer) as the Shire of Ravensthorpe Fire Weather Officer, and Gavin Gibson, (Deputy Chief Bush Fire Control Officer) as the Deputy Fire Weather Officer.**
3. **ENDORSE the removal of Rod Daw, (retired Chief Bush Fire Control Officer) as the Shire Fire Weather Officer.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried: \_\_\_\_/ \_\_\_\_

### 12.3.3 DRAFT POLICY – TEMPORARY ACCOMMODATION

<b>File Reference:</b>	<b>NA</b>
<b>Location:</b>	<b>Shire wide</b>
<b>Applicant:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>24 October 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: Blue</b>	<b>12.3.3 Draft Temporary Accommodation Policy</b>
<b>Previous Reference:</b>	<b>NA</b>

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#### **PURPOSE**

1. For Council to consider;
  - a. Rescind the Local Planning Policy – Tiny Houses on Wheels
  - b. Adopt the Temporary Accommodation Policy
  - c. Adopt and advertise a new application fee of \$600 for temporary accommodation greater than 30 days to a maximum of 24 consecutive months.
  - d. Adopt and advertise a new Temporary Accommodation renewal fee of \$300.

#### **BACKGROUND**

2. On 1 September 2024, the Department of Local Government, Sport and Cultural Industries (DLGSCI) introduced amendments to the *Caravan Park and Camp Ground Regulations 1997* that impact the Shires management of temporary accommodation. Previously, local governments could approve temporary accommodation on private property to a maximum of three (3) months, or twelve (12) months if the proposed arrangement was in a caravan and the applicant had a building or demolition permit. The timeframe for temporary approval has been extended from three (3) days in twenty-eight (28) to five (5) days or less, without approval, and local governments can now approve all camping applications for up to twenty four (24) consecutive months. The changes include provisions for an applicant to re-apply to the local government on expiry of an approval and empowers the local governments to revoke approvals in the event of a breach of permit conditions.
3. To implement these changes, the local government requires the development of a new policy and the revocation of the Tiny Houses on Wheels (THOW) Local Planning Policy as the THOW is now covered under the definition of a caravan in the *Caravan Park and Camp Ground Act 1995*.

#### **COMMENT**

4. On 22 August 2024, the DLGSCI announced legislative changes to the *Caravan Park and Camp Ground Regulations 1997*, effective 1 September 2024. Consultation was completed at a higher level through WALGA zone meetings however no feedback was sought from authorised officers responsible for implementing the legislative reform.

5. A temporary accommodation policy will manage the health and environmental impacts, and ensure a consistent and standardised approach to assessing applications. This will support the local governments decision-making with a consistent, transparent and accountable process.
6. The draft Environmental Health Policy – Temporary Accommodation, has been prepared to meet the following objectives:
  - a. Guide the application and approval of temporary accommodation (greater than 5 days) for a maximum of twenty-four (24) consecutive months, where health, safety and hygiene requirements are in place.
  - b. Ensure the applicant has a legal right to occupy the land on which the temporary accommodation is proposed.
  - c. Facilitate safe and environmentally sustainable temporary accommodation throughout the Shire.
  - d. Seek feedback for adjacent properties and consider valid objections to temporary accommodation applications.
  - e. Acknowledge the option for renewal of an application following the expiry of a permit.
  - f. Consider an additional application for temporary accommodation on a private lot, for up to three (3) months.
  - g. The Shires enforcement approach where a breach of a permit condition has occurred.

## **CONSULTATION**

7. The draft policy for temporary accommodation was developed in consultation with the Shire of Esperance Planning department.

## **STATUTORY ENVIRONMENT**

8. *Local Government Act 1995*
9. *Caravan Park and Camp Ground Act 1995*
10. *Caravan and Camp Ground Regulations 1997*
11. *Planning and Development Act 2005*

## **POLICY IMPLICATIONS**

12. The proposed Temporary Accommodation Policy will eliminate the need for the LPP – Tiny Houses on Wheels.

## **FINANCIAL IMPLICATIONS**

13. The introduction of a new application fee for temporary accommodation greater than thirty (30) days to a maximum of twenty-four (24) months will be required. The proposed fee will partially cover the costs of administration time, assessment by the Environmental Health Officer (EHO), internal referral to the planning and building departments, neighbour referral, an online assessment by the EHO to assess the site, and issue of the permit with enforceable conditions.
14. There may also be resourcing implications for the EHO and regulatory services team. The new \$600 application fee for applications to camp for longer than thirty (30) days up to a maximum of twenty-four (24) months, is reflective of the processing time expectations.
15. Vacant lots currently have a reduced rate levy which will be impacted by this reform due to the occupancy of vacant lots.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Likely	Moderate	Medium	Understanding potential increase in administration and compliance costs, both time and monetary.
Financial	Possible	Minor	Low	New fees and charges to be introduced to partially cover additional administration and assessment requirements
Environmental	Possible	Catastrophic Major Moderate Minor Insignificant	High Medium Low Very Low	Ensure assessment and follow through inspections Conditions to be part of permit and enforceable
Reputational	Possible	Minor	Low	State government legislated changes to be managed by local government.

## ALTERNATE OPTIONS

17. Nil.

## STRATEGIC ALIGNMENT

18. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2024 – 2028.

**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
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life

**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
3.1	The Shire of Ravensthorpe has appropriate housing choice available to the community
3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town

**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
4.2	Water conservation and water harvesting opportunities are maximised
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
5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies
5.5	The value of community owned assets is maintained
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

**VOTING REQUIREMENTS**

17. Absolute Majority

**OFFICER RECOMMENDATION**

**That Council:**

- 1. RESCIND the Local Planning Policy – Tiny Houses on Wheels.**
- 2. ADOPT the Temporary Accommodation Policy.**
- 3. ADOPT and Advertise a new fee of \$600 for temporary accommodation for greater than thirty (30) days and to a maximum of twenty-four (24) months.**
- 4. ADOPT and advertise a new temporary accommodation renewal fee of \$300.**

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**

15.1.1 CONFIDENTIAL - CITIZEN OF THE YEAR AWARDS NOMINATIONS FOR 2025

15.1.2 CONFIDENTIAL - HONORARY FREEMAN ROD DAW RECOGNITION OF SERVICE

**16. CLOSURE**

The Presiding Member to declare the meeting closed.