



Confirmed Minutes

Ordinary Meeting of
Council Tuesday, 19
November 2024
Commencing at 6.00pm

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AGENDA

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

Deputy Shire President Cr Mark Mudie to act as the Presiding Member for the meeting as Shire President was attending via electronic means.

1. **DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Presiding Member Cr Mudie declared the meeting open at 6.00pm.

The Presiding Member acknowledged the Traditional Owners of the land on which we meet, and pays respect to Elders past, present, and emerging.

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

ELECTED MEMBERS

Cr Thomas Major (Shire President) (Electronic Attendance)

Cr Mark Mudie (Deputy President) (Presiding Member)

Cr Sue Leighton

Cr Graham Richardson

Cr Rachel Gibson

Cr Roger Mansell (Electronic Attendance)

OFFICERS

Matthew Bird (Chief Executive Officer)

Natalie Bell (Executive Manager Projects and Regulatory Services)

Paul Spencer (Executive Manager Infrastructure Services)

Les Mainwaring (Executive Manager Corporate Services)

Rod McGrath (Manager Community, Sport & Recreation)

VISITORS

Mr Jamie Lovenbury

APOLOGIES

Cr Robert Miloseski

LEAVE OF ABSENCE

Nil

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 15th 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

Mr Jamie Lovenbury asked the following questions which were both taken on notice.

Q1. How does the Shire deal with the unauthorized building that is going on around Hopetoun?

Q2. How does the Shire deal with the people, or owners who are undertaking the unauthorized building?

5. DECLARATIONS OF INTEREST

Matthew Bird (Chief Executive Officer) – Item 12.1.3

Cr Gibson – Item 15.1.1

Cr Leighton – Item 15.1.1

6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Richardson requested a leave of absence from 7 December 2024 to 1 January 2025 for medical reasons.

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Gibson

Resolution #88/24

That Council approve Cr Richardson's request for a leave of absence from 7 December 2024 to 1 January 2025 inclusive.

Carried 6/0

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.

COUNCIL DECISION:

Moved by Cr Gibson and seconded by Cr Major

Resolution #89/24

That the minutes and associated attachments of the Ordinary Council Meeting held on 15 October 2024 be CONFIRMED as a true and correct record.

Carried 6/0

8. ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS

Cr Major; attended the following events,

- RHFF meeting- new Chair Caroline Robinson & new Community Member Karryn Duncan. Thanks to Kim Bennet for her contribution to the fund.
- CEO and I had an onsite visit at FQM RNO.
- Q & A session with the year 3/4 class at the school as part of their Civic and Citizenship /local government studies.
- Annual CEO performance review committee meeting.
- Media interview with 7News Regional WA re- the Shire's shift to the Great Southern WALGA zone.
- Monthly CEO/ Shire President catchup.
- Rod Daw's 65 + years of service recognition event to firefighting in our region.
- Attended the Esperance Converge event with Cr Gibson, Cr Leighton and the Executive team.
- Catchup with Esperance Councillors & Chamber Commerce and Industry and tourism stakeholders purpose of build relationships and explore potential tourism projects to work together on.
- Attended markets in Hopetoun, Cr Leighton took me for a drive around Hopetoun looking at various sites and discussing future opportunities.
- School colour run event (RDHS, Lake King, Hopetoun, Jerdacuttup & Munglinup).
- Attended Derek and Ann Williams farewell gathering.
- Phone call from Shire of Lake Grace President, Len Armstrong re-the Provision of Medical Services in Rural and Regional WA and invited to a meeting that they'd like the Shire to attend later this month.
- Ravensthorpe District High School student leader meeting.
- Ravensthorpe Hopetoun Future Fund meeting.
- Attended FBN 'Business after hours' session in Ravensthorpe - guest speaker Jade Malanczak, Albany Young Business Person of the Year 2024.

Cr Mansell;

- Attended the FBN Business After Hours event and enjoyed the guest speaker addresses.

Cr Gibson; attended the following events,

- The Munglinup ICAP meeting.
- Rod Daw retirement presentation event.
- Esperance Converge conference event.
- Also attended the meeting with stakeholders at the Luck Bay Brewery meeting to discuss collaborative opportunities.
- Attended the school colour run and great to see the surrounding schools participating.

Cr Richardson;

- Attended the Derek and Ann Williams farewell event. Well done to Shire President for your farewell speech.

Cr Leighton; attended the following events,

- CEO Annual Performance Review sub-committee.
- Rod Daw retirement event.
- Esperance Converge conference event. Enjoyed the keynote speakers Stephen Bradbury and the Southern Ports presentations.
- Friends of the Fitzgerald River National Park meeting.
- Ravensthorpe Wildflower Show Annual General Meeting.
- Markets in Hopetoun and accompanied the Shire President for a local tour to look at opportunities.
- Ann and Derek Williams farewell event.
- Remembrance Day event at Hopetoun.

Cr Mudie;

- Have been very busy with harvest at present.
- Was part of the CEO Annual Performance Review sub-committee.
- Hosted a visit to my farm by the Shire's executive team members for them to gain a better understanding of how agriculture sector operates.

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Mudie recognized the importance of Rod Daw's retirement and recognition of service with the following statement.

"On behalf of Council & the Shire of Ravensthorpe I would like to acknowledge the retirement of Rod Daw from his role as Chief Bush Fire Control Officer after 50 years in the role and thank him for his tremendous contribution to our community. His knowledge and experience have been vital in keeping our communities safe, and ensuring our region is prepared against the ever-present threat of bushfires".

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

11.1. RAVENSTHORPE BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES

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

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.

COUNCIL DECISION

Moved by Cr Gibson and seconded by Cr Major

Resolution #90/24

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.**

Carried 6/0

11.2. RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE

File Reference:

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

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

COUNCIL DECISION

Moved by Cr Gibson and seconded by Cr Richardson
That Council:

Resolution #91/24

RECEIVE the Unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 1 September 2024.

Carried 6/0

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

File Reference:

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

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
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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

COUNCIL DECISION

Moved by Cr Richardson and seconded by Cr Leighton

Resolution #92/24

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.

Carried 6/0

12 REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.1 ORDINARY COUNCIL MEETING DATES 2025

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:	N/A
Previous Reference:	N/A

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

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Gibson

Resolution #93/24

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**

Carried 6/0

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

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

COUNCIL DECISION**Moved by Cr Gibson and seconded by Cr Major****Resolution #94/24****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	

Carried 6/0

12.1.3 CEO ANNUAL PERFORMANCE REVIEW 2023/24

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

Shire CEO Matthew Bird declared a financial Disclosure of Interest for this item and left the Chambers at 6.24pm

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

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Richardson

Resolution #95/24

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

Carried 6/0

Shire CEO Matthew Bird returned to Council Chambers at 6.28pm

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 31 OCTOBER 2024

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

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

COUNCIL DECISION

Moved by Cr Gibson and seconded by Cr Leighton

Resolution #96/24

That Council:

RECEIVE the October 2024 Monthly Financial Reports as presented.

Carried 6/0

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – OCTOBER 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:	06 November 2024
Disclosure of Interest:	Nil
Attachments: Green	12.2.2 Creditors List of Accounts Paid October 2024 Credit Card Transactions to 01 October 2024 Fuel Card Transactions October 2024
Previous Reference:	Nil

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

COMMENT

- 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

- 1. Simple Majority

COUNCIL DECISION

Moved by Cr Richardson and seconded Cr Major

Resolution #97/24

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.

Carried 6/0

12.2.3 DEBT WRITE OFF REQUEST

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

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 12m³ 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

COUNCIL DECISION

Moved by Cr Mansell and seconded by Cr Leighton

Resolution #98/24

That Council:

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

Carried 6/0

Cr Gibson stated although she did not like to approve the write off it is obviously not worth the time and effort to continue to chase up this debt and therefore supports the decision.

12.3 PROJECTS AND REGULATORY SERVICES

12.3.1 RAVENSTHORPE BUSH FIRE RISK MANAGEMENT PLAN

File Reference:

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

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

COUNCIL DECISION

Moved by Cr Major and seconded by Cr Gibson

Resolution #99/24

That Council:

ENDORSE attachment 12.3.1 Final Draft Bushfire Risk Management Plan of the Shire of Ravensthorpe.

Carried 6/0

Cr Major thanked the Executive Manager Projects and Regulatory Services, Natalie Bell and team for their efforts in preparing the plan.

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

File Reference:

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

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

COUNCIL DECISION

Moved by Cr Mansell and seconded by Cr Gibson

Resolution #100/24

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.**

Carried 6/0

Cr Major congratulated and thanked Malcolm and Gavin on their appointments.

12.3.3 DRAFT POLICY – TEMPORARY ACCOMMODATION

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

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

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Richardson

Resolution #101/24

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.**

Carried 6/0

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

COUNCIL DECISION

Moved by Cr Richardson and seconded by Cr Leighton Resolution #102/24

That Council go behind closed doors to consider confidential matters as listed.

Carried 6/0

The public gallery left the Council Chambers at 6.36pm

15.1.1 CONFIDENTIAL - CITIZEN OF THE YEAR AWARDS NOMINATIONS FOR 2025

Cr Leighton declared Impartiality Interests as the nominator for two nominees for the COTY awards.

Cr Gibson declared Impartiality Interests as the nominator for two nominees for the COTY awards.

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Major Resolution #103/24

That Council approve the officer recommendation as detailed in Confidential Attachment to this report item.

Carried 5/0

Cr Gibson abstained

The COTY Award Winners will be announced at the Shire's Australia Day celebration event to be held 26 January 2025.

15.1.2 CONFIDENTIAL - HONORARY FREEMAN ROD DAW RECOGNITION OF SERVICE

COUNCIL DECISION

Moved by Cr Gibson and seconded by Cr Leighton Resolution #104/24

That Council suspend meeting standing orders in order to consider the report item.

Carried 6/0

Council then considered the Officer Report and Recommendations contained in the Confidential Attachment.

COUNCIL DECISION

Moved by Cr Richardson and seconded by Cr Major **Resolution #105/24**

That Council return to meeting standing orders.
Carried 6/0

COUNCIL DECISION

Moved by Cr Richardson and seconded by Cr Mansell **Resolution #106/24**

That Council ENDORSE the recommendations as detailed in Confidential Officer Report.
Carried 6/0

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Gibson **Resolution #107/24**

That Council return from behind closed doors.
Carried 6/0

16. CLOSURE

The Presiding Member closed the meeting at 6.52pm

CONFIRMATION OF MINUTES

Signed by Shire President Date / /
The Presiding Member to declare the meeting closed.