



# Agenda

Ordinary Meeting of Council  
Tuesday, 15 November 2022



# NOTICE OF MEETING

Notice is hereby given that the  
  
Shire of Ravensthorpe  
Ordinary Council Meeting

will be held on  
Tuesday, 15 November 2022  
commencing at 6.00pm

Council Chambers  
Ravensthorpe Recreational Centre  
Ravensthorpe

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 meeting is not intended to be and is not taken as notice of approval from the Shire of Ravensthorpe. The Shire of Ravensthorpe warns that anyone who has an application lodged with the Shire of Ravensthorpe must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Ravensthorpe in respect of the application.

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

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

To: Chief Executive Officer

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)

\_\_\_\_\_

\_\_\_\_\_

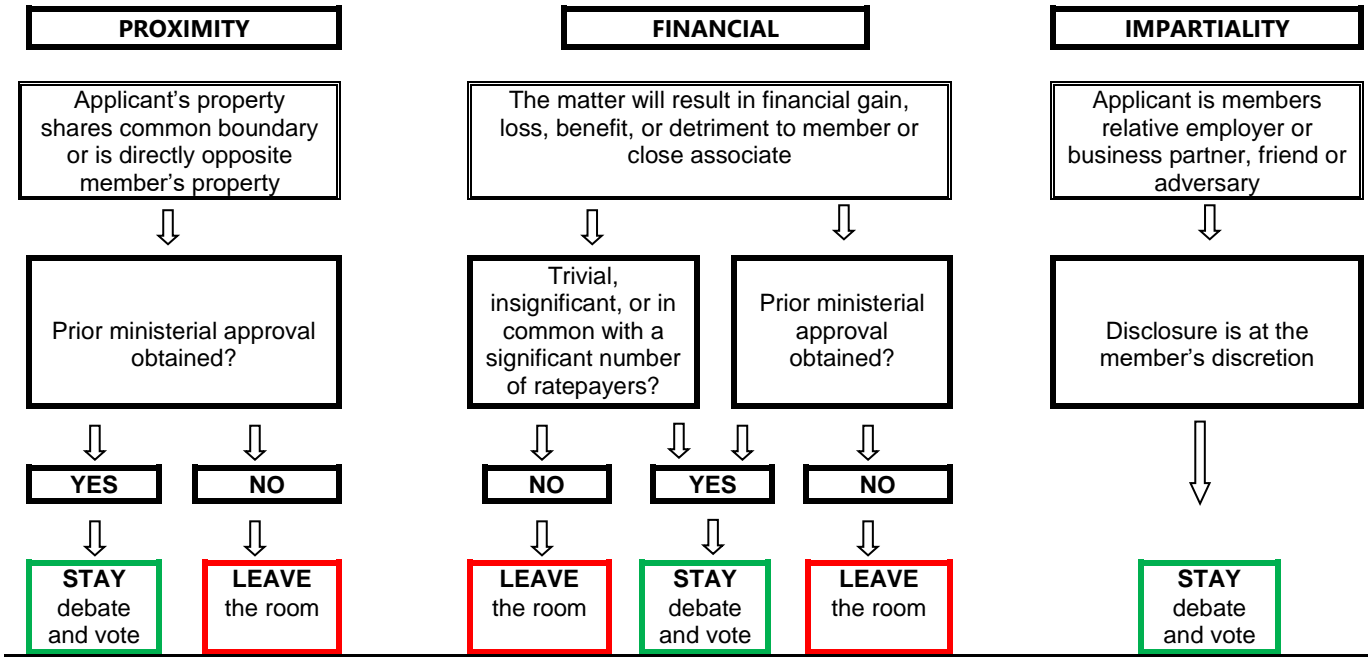
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- **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.

CEO: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

**\* Declaring an Interest**



**Local Government Act 1995 – Extract**

**s.5.60A - Financial Interest**

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

**s.5.60B – Proximity Interest**

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

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

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

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

- (a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (Penalties apply).
- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know:
  - (a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

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

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

- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must if required to do so by the council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

**5.71 - Employees to disclose interests relating to delegated functions.**

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

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

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

- (1) A CEO who has an interest relating to a gift in a matter in respect of which the CEO proposes to provide advice or a report, directly or indirectly, to the council or a committee must disclose the nature of the interest in a written notice given to the council.
- (2) A CEO who makes a disclosure under subsection (1) must not provide the advice or report unless the CEO is allowed to do so under section 5.71B(2) or (6).
- (3) A CEO who has an interest relating to a gift in a matter in respect of which another employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when the advice or report is provided.

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

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# AGENDA

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

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## 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President to declare the meeting open.

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

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

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

### **Elected Members:**

Cr Keith Dunlop                      (Shire President)

Cr Sue Leighton                      (Deputy Shire President)

Cr Julia Bell

Cr Rachel Livingston

Cr Thomas Major

Cr Mark Mudie

Cr Graham Richardson

### **Staff:**

Matthew Bird                      (Chief Executive Officer)

Les Mainwaring                      (Executive Manager Corporate Services)

Paul Spencer                      (Executive Manager Infrastructure Services)

Natalie Bell                      (Acting Executive Manager Development and Community Services)

Meredith Lee-Curtis                      (Executive Assistant)

### **VISITORS**

### **APOLOGIES**

Nil.

### **LEAVE OF ABSENCE**

Nil.

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

Nil.

**4. PUBLIC QUESTIONS TIME**

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

Council Consideration Towards Public

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

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

**5. DECLARATIONS OF INTEREST**

**ITEM 15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS**

(Separate Attachment)

ITEM 15.1 CITIZEN OF THE YEAR AWARDS NOMINATIONS FOR 2023 –  
**CONFIDENTIAL**

Cr Julia Bell, Elected Member declared an Impartiality Interest in Item 15.1.

ITEM 15.2 CHIEF EXECUTIVE OFFICER 6-MONTH PROBATION REVIEW –  
**CONFIDENTIAL**

Mr Matthew Bird, Chief Executive Officer declared a Financial Interest in Item 15.2.

ITEM 15.3 FREEMAN OF THE SHIRE NOMINATIONS – **CONFIDENTIAL**

Cr Keith Dunlop, Shire President declared an Impartiality Interest in Item 15.3.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

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

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

6.1 CR RACHEL LIVINGSTON HAS REQUESTED LEAVE FOR THE PERIOD 1 FEBRUARY 2023 TO 30 JUNE 2023

**Cr Rachel Livingston be GRANTED leave for the period 1 February 2023 to 30 June 2023, including for Ordinary Council Meetings, Audit Committee Meetings, Annual Electors Meeting and any other Meeting of Council scheduled between the months of February and June 2023.**

Carried:   /  /  

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

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

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

7.1 ORDINARY COUNCIL MEETING MINUTES 18 OCTOBER 2022  
(Attachment YELLOW)

**Statutory Environment:**

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

**That the Minutes and associated attachments of the Ordinary Meeting of the Shire of Ravensthorpe held on 18 October 2022 be confirmed as a true and correct record.**

Carried:   /  /  

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

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

**8. ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS**

**9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

The Chief Executive Officer has approved deputations from the following:

Nil.

**11. MATTERS ARISING FROM COMMITTEES OF COUNCIL**

Nil.



## 12. REPORTS OF OFFICERS

### 12.1 EXECUTIVE SERVICES

#### 12.1.1 VARIATION TO DECEMBER 2022 ORDINARY COUNCIL MEETING DATE

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Chief Executive Officer</b>
<b>Author:</b>	<b>Executive Assistant</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 November 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil.</b>
<b>Attachment:</b>	<b>Nil.</b>
<b>Previous Reference:</b>	<b>Nil.</b>

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#### PURPOSE

1. That Council endorse changing the meeting date from Tuesday, 13 December 2022 to Tuesday, 20 December 2022.

#### BACKGROUND

2. It has been identified that the published December Ordinary Council Meeting date will conflict with the Ravensthorpe District High School Graduation and Christmas Concert school performance.
3. It is expected that the Shire President, Councillors and Executive Staff of the Shire will attend this event.

#### COMMENT

4. That Council endorse changing the meeting date as proposed.

#### CONSULTATION

Elected Members  
Executive Team

#### STATUTORY ENVIRONMENT

*"Local Government (Administration) Regulations 1996*

*12. Meetings, public notice of (Act s. 5.25(1)(g))*

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
  - (a) the ordinary council meetings; and*
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*  
*are to be held in the next 12 months.*
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1)."*

**POLICY IMPLICATIONS**

5. Council has an established a policy determining the meeting schedule for Council Meetings – “G2 – Meetings of Council”.

**FINANCIAL IMPLICATIONS**

6. Nil.

**RISK MANAGEMENT:**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational; the date conflict on 13 December will impact the ability of elected members and officers to attend important community events.	Likely	Moderate	Medium	Council agree to alter the date to avoid event conflicts.

**ALTERNATE OPTIONS**

8. Nil.

**STRATEGIC ALIGNMENT**

9. 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
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future

**VOTING REQUIREMENTS**

10. Simple Majority

**OFFICER RECOMMENDATION**

**That Council:**

1. **CHANGE** the date of the Ordinary Meeting of Council scheduled Tuesday, 13 December 2022 to Tuesday, 20 December 2022, to be held at the Council Chambers, Hopetoun commencing at 6.00pm; and
2. **AUTHORISE** the Chief Executive Officer to undertake Local Public Notice of the revised date in accordance with Regulation 12(2) of the Local Government (Administration) Regulations 1996.

Carried:   /  

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

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

## 12.1 **EXECUTIVE SERVICES**

### 12.1.2 COUNCIL MEETING DATES FOR 2023

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Chief Executive Officer</b>
<b>Author:</b>	<b>Executive Assistant</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 November 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

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#### **PURPOSE**

1. That Council adopt the 2023 Schedule of Meetings of Council Dates and give local public notice in accordance with Section 1.7 of the *Local Government Act 1995*.

#### **BACKGROUND**

2. At least once per year Council is required to advertise the dates, times and place for its Ordinary and Committee Meetings for the next twelve months.

#### **COMMENT**

3. The proposed dates for Council's Ordinary Meetings are the third Tuesday of each month, except for:
  - January, when Council is in recess;
  - August, when the meeting is held at the Munglilup Community Centre and is dependent upon local community members availability to attend and support the meeting;
  - December, when the meeting would conflict with the Ravensthorpe District High School Graduation and Christmas Concert school performance.
4. It is proposed that the Council Meetings will commence at 6:00pm with the Agenda Briefing session held at 5.00pm.
5. Council's Audit and Review Committee will meet on an ad hoc basis and to meet its legislative requirements.

### 2023 Shire of Ravensthorpe Council Meeting Dates

DAY	DATE	TIME	MEETING	LOCATION
	January 2023	No Meetings Scheduled		
Tuesday	21 February 2023	6.00pm	Ordinary	Ravensthorpe Council Chambers, Cultural Precinct
<b>TBC</b>	<b>TBC</b>	<b>6.00pm</b>	<b>Annual Electors (2021/22 FY)</b>	<b>Ravensthorpe Council Chambers, Cultural Precinct</b>
Tuesday	21 March 2023	6.00pm	Ordinary	Hopetoun Council Chambers
Tuesday	18 April 2023	6.00pm	Ordinary	Ravensthorpe Council Chambers, Cultural Precinct
Tuesday	16 May 2023	6.00pm	Ordinary	Hopetoun Council Chambers
Tuesday	20 June 2023	6.00pm	Ordinary	Ravensthorpe Council Chambers, Cultural Precinct
<b>Tuesday</b>	<b>11 July 2023</b>	<b>6.00pm</b>	<b>Special Budget Meeting</b>	<b>Ravensthorpe Council Chambers, Cultural Precinct</b>
Tuesday	18 July 2023	6.00pm	Ordinary	Hopetoun Council Chambers
<b>Friday</b>	<b>18 August 2023</b>	<b>6.00pm</b>	<b>Ordinary</b>	<b>Munglinup Community Centre</b>
Tuesday	19 September 2023	6.00pm	Ordinary	Ravensthorpe Council Chambers, Cultural Precinct
Tuesday	17 October 2023	6.00pm	Ordinary	Hopetoun Council Chambers
Tuesday	21 November 2023	6.00pm	Ordinary	Ravensthorpe Council Chambers, Cultural Precinct
Tuesday	19 December 2023	6.00pm	Ordinary	Hopetoun Council Chambers

#### CONSULTATION

Elected Members  
Executive Team

#### STATUTORY ENVIRONMENT

- Regulation 12 of the Local Government (Administration) Regulations 1996 requires the public notice of Council and committee meetings.

#### POLICY IMPLICATIONS

- Council has an established a policy determining the meeting schedule for Council Meetings – "G2 – Meetings of Council".

#### FINANCIAL IMPLICATIONS

Nil.

**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 meet local government act requirements by failing to confirm and advertise future OCM dates.	Rare	Insignificant	Very Low	That Council endorse the future OCM calendar for the 2023 calendar year.

**ALTERNATE OPTIONS**

9. Council may alter one or more of the proposed OCM dates for 2023.

**STRATEGIC ALIGNMENT**

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

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

Item	Objectives and Strategies
5.2	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

**VOTING REQUIREMENTS**

11. Simple Majority

**OFFICER RECOMMENDATION**

**That Council ADOPT the 2023 Schedule of Council Meeting Dates and give local public notice in accordance with Section 1.7 of the Local Government Act 1995.**

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

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

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

## 12. REPORTS OF OFFICERS

### 12.2 CORPORATE SERVICES

#### 12.2.1 MONTHLY FINANCIAL REPORT – 31 OCTOBER 2022

<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>Senior Finance Officer</b>
<b>Authorising Officer</b>	<b>Executive Manager Corporate Services</b>
<b>Date:</b>	<b>3 November 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil.</b>
<b>Attachment: <u>RED</u></b>	<b>Monthly Financial Reports for November 2022</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 2022 Monthly Financial Reports.

#### **COMMENT**

3. The October 2022 Monthly Financial Reports are presented for review.

#### **CONSULTATION**

Executive Team

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

5. All expenditure has been approved via adoption of the 2022/23 Annual Budget, or resulting from a Council Motion for a budget amendment.

#### **RISK MANAGEMENT:**

6. 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

Nil.

## STRATEGIC ALIGNMENT

7. 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

8. Simple Majority

## OFFICER RECOMMENDATION

**That Council RECEIVE the October 2022 Monthly Financial Reports as presented.**

Carried:   /  

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

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

## 12.2 CORPORATE SERVICES

### 12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – OCTOBER 2022

<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>27 October 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil.</b>
<b>Attachment: <u>Green</u></b>	<b>Schedule of Payments 31 October 2022 Credit Card Transactions to 01 October 2022 Creditors List of Accounts Paid October 2022</b>
<b>Previous Reference:</b>	<b>Nil.</b>

#### PURPOSE

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

#### BACKGROUND

2. Period 01/10/2022 – 31/10/2022

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	9,412	1,344,302	67,653	5,967	0	1,427,333	309,447
Aug	13,186	1,135,858	130,685	3,466	0	1,283,195	302,671
Sep	7,250	996,136	43,399	7,971	0	1,054,756	302,386
Oct	9,643	769,594	76,558	7,747	0	863,543	337,295
Nov					0	0	
Dec					0	0	
Jan					0	0	
Feb					0	0	
Mar					0	0	
Apr					0	0	
May					0	0	
Jun					0	0	
<b>Total</b>	<b>39,491</b>	<b>4,245,890</b>	<b>318,296</b>	<b>25,150</b>	<b>0</b>	<b>4,628,827</b>	<b>1,251,798</b>
<b>21/22</b>	<b>109,610</b>	<b>11,455,728</b>	<b>1,217,128</b>	<b>101,107</b>	<b>0</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>0</b>	<b>9,762,047</b>	<b>3,790,863</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

#### COMMENT

3. This schedule of accounts as presented, submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and



which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costing's and the amounts shown have been paid.

**CONSULTATION**

Senior Finance Officer

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

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

**RISK MANAGEMENT**

- 6. The following risks have been identified;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational; That Council does not receive the list of payments.	Rare	Insignificant	Very Low	That Council receives the list of payments as required by legislation

**ALTERNATE OPTIONS**

Nil.

**STRATEGIC ALIGNMENT**

- 7. 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**

- 8. Simple Majority

**OFFICER RECOMMENDATION**

**That Council:**

- 1. Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of October 2022 be noted.**

**Carried:   /**

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

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

**12.3 INFRASTRUCTURE SERVICES**

Nil.

## 12.4 DEVELOPMENT AND COMMUNITY

### 12.4.1 SHIRE OF RAVENSTHORPE SPORT AND RECREATION MASTER PLAN

**File Reference:**

<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Acting Executive Manager Development and Community</b>
<b>Author:</b>	<b>Acting Executive Manager Development and Community</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>08 November 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b> (GREEN)	<b>Shire of Ravensthorpe Sport and Recreation Master Plan</b>
<b>Previous Reference:</b>	<b>Nil</b>

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#### PURPOSE

1. For Council to consider the approval of the Ravensthorpe Sport and Recreation Master Plan to align with the Shire's Strategic Community Plan 2030 and Corporate Business Plan 2020-2024.

#### BACKGROUND

2. The Shire did not have a dedicated forward plan for sport and recreation infrastructure. During development of the Shire's Strategic Community Plan 2020-2030, community consultation revealed that improving public/recreation facilities was considered a high priority for the Shire to focus on into the future (p.7). Further, 'partnering with sporting clubs to progress facility upgrades' was identified as a priority activity to occur within four years (p.12).
3. Between 2016 and 2021, the Shire's population rose by almost 20.3% (ABS), increasing the demand on existing facilities and equipment. The costs of recreation and leisure facilities are a significant part of the Shire's capital and operational budget. Proper planning and a proactive approach is required to ensure these provide the greatest value for money for the community and that their needs are being met.
4. Partial funding was provided through the CSRFF program and the Sport and Recreation Master Plan was undertaken by specialist consultants Tredwell. This Plan provides a framework for the Shire of Ravensthorpe to implement a safe and sustainable utilisation of its facilities, with the community's priorities determined through using a number of consultative methodologies within (and where relevant, between) the townsites of Ravensthorpe, Munglinup, and Hopetoun, focusing specifically on understanding community and recreational group need and focusing on how best to activate the facilities already available within the Shire.
5. The implementation of the initiatives outlined in this Plan will support community activation in our sport and recreation facilities throughout the townsites of Ravensthorpe, Hopetoun and Munglinup for all members of the community, with the aim to create a more liveable and sustainable Shire for all members of the community and visitors.

## COMMENT

6. The Plan involved community consultation through workshops, individual meetings with sports and recreation groups and clubs, a briefing and information session at the Southerners Fishing Competition, and an online survey. The draft Plan was opened up for community comment and has since led to a more focused piece of work around the Hopetoun Sports Precinct.
7. Due to the aging of a number of the Shire's facilities and infrastructure being highlighted as an issue, there appears to be a demand for infrastructure to be implemented in order to encourage activation more often within the Shire of Ravensthorpe. The report highlighted aging infrastructure as an issue. The recommendation is to review the infrastructure maintenance programme in order to encourage activation of the Shire facilities.

## CONSULTATION

8. The consultant group Tredwell, conducted a comprehensive consultation process including; an online survey, face-to-face visits with local sport and recreation clubs and other associated stakeholder groups, as well as completing a community drop-in session and survey at the Southerners Fishing Competition.
9. Relevant information was also extracted from the following strategic documents;
  - a) International Level Document:
    - *Global Action Plan on Physical Activity 2018-2030* (World Health Organisation, 2018)
  - b) Federal Level Documents:
    - *Sport 2030* (Sport Australia, 2018)
    - *Blueprint for an Active Australia* (Heart Foundation, 2019)
  - c) State Level Documents:
    - *Sport and Recreation Industry Priorities* (Department of Local Government, Sport and Cultural Industries (DLGSC), 2021)
    - *Facility Planning Guide Sport and Recreation Facilities* (Department of Sport and Recreation, 2007)
    - *Guide to shared use facilities in the sport and recreation community* (Department of Sport and Recreation)
    - *Western Australian Strategic Trails Blueprint 2017-2021* (Department of Sport and Recreation)
    - *WA Hiking Strategy: Bushwalking and trail running in Western Australia 2020- 2030* (DLGSC and Department of Biodiversity, Conservation and Attractions (DBCA))
  - d) Local Level Documents:
    - *Shire of Ravensthorpe Strategic Community Plan 2020-2030* (Localise)
    - *Recreation Asset Management Plan* (Shire of Ravensthorpe, 2020)

- *Service Delivery and Community Planning Survey (Shire of Ravensthorpe, 2016)*
- *Disability Access and Inclusion Plan 2019-2024 (Shire of Ravensthorpe)*
- *Shire of Ravensthorpe Tourism Strategy (Evolve Solutions, 2010)*
- *Long Term Financial Plan 2020-2030 (Shire of Ravensthorpe)*
- *Shire of Ravensthorpe Corporate Business Plan 2020-2024 (Localise)*
- *Shire of Ravensthorpe Local Planning Scheme No. 6 (Department of Planning, Lands and Heritage (DPLH), 2018)*

10. Tredwell also engaged with State and Federal bodies to identify potential opportunities and funding sources going forward.

11. On completion of the draft report, Council were requested to review and endorse the report for distribution to the public for comment. After a 3-week community engagement and consultation period, four (4) written comments were received by the Shire.

### **SPORT AND RECREATION MASTER PLAN – COMMUNITY CONSULTATION**

Respondent	Comments
Hopetoun Primary School	<p>We currently hold a Memorandum of Understanding (MOU) for shared use of facilities between the Hopetoun Primary School and the Shire, for the Hopetoun Football Oval and the Cricket Nets.</p> <p>At Hopetoun Primary School, we have a fully fenced Multiuse Court (Basketball, Netball and Tennis) that is located near the Hopetoun Football and Hopetoun Hockey/Cricket Oval.</p> <p>We would like to arrange a meeting to discuss the option of adding this facility to our MOU to enable this facility to be formally available to our community members to utilise outside of school hours, and if this facility can be included in the Master Plan.</p> <p>We are currently exploring funding opportunities available and the feasibility to upgrade this facility, including:</p> <ul style="list-style-type: none"> <li>• Court Surface Conversion (Outdoor Sports Tiles)</li> <li>• New Backboards (Basketball/Netball)</li> <li>• Floodlighting</li> <li>• Seating Area.</li> </ul> <p>Our understanding is that this is currently the only Full Size Basketball court in Hopetoun. We would welcome your input regarding if this would be an asset to our Community.</p>
Community member / swimming instructor, Department of Education	<p>Just some input as a swimming instructor/supervisor for the Department of Education and Vac Swim.</p> <p>We struggle every year with freezing children and keeping them moving in the pool. We would love an enclosed heated pool to keep our little people warm and focused during lessons, especially when the school do their lessons at the end of November, beginning of December.</p>

Respondent	Comments
	<p>I have always said that if it were to stay open, I would love to work as a lifeguard there full time but please heat it.</p> <p>Happy to sit in and have a chat to throw some other ideas with other instructors in this area too.</p>
Community Member	<p>I'm privately providing feedback on this plan independent of the feedback that may have been provided by the Southerners Sporting Club in Hopetoun.</p> <p>I'm an 8-year local of Hopetoun of which I've been volunteering as the Senior Football Coach and committee member of the Southerners Sporting Club for the past 7 years.</p> <p>I'm employed at the Nickel mine in a management position and have been involved in the recruitment and relocation of staff to Hopetoun, where sport facilities are a common point of discussion during interviews.</p> <p>My feedback to the plan;</p> <ul style="list-style-type: none"> <li>- I would like to see a proposal to expand lightning at the Hopetoun ovals to support genuine night games. In the case of the football oval this would likely require an additional 3 towers on the far side of the oval to complement the existing 2.</li> <li>- The Southerners Sporting Pavilion is in a poor state. Work beyond the planned deck is required to adequately benefit the community as the hub for sports in Hopetoun:             <ul style="list-style-type: none"> <li>▪ The kitchen has recently been upgraded but at the expense of the bar;</li> <li>▪ There is inadequate entertainment infrastructure; televisions, lightning, speakers, projectors;</li> <li>▪ There is a lack of storage space;</li> <li>▪ There is a lack of space to showcase memorabilia; and</li> <li>▪ There is no Wi-Fi or internet connectivity.</li> </ul> </li> <li>- The football oval and hockey pitch surfaces are uneven. Resurfacing is required for safer usage. There are plenty of rabbit holes and depressions. I would like to see a project to consider remediating this. A machine to perforate the turf would also be beneficial for ongoing maintenance.</li> </ul>
Community member (Ravensthorpe)	<p>The other day I realised the hockey oval could well fit between the rec centre and the tennis courts, although I haven't measured it out - would be interesting to see if it's possible. Then the hockey players would have better access to the Rec centre. The car park would go to where the hockey ground now is using the driveway to day care.</p> <p>This would prevent cars from passing through where kids are active.</p> <p>Vehicles wishing to park at reception centre would drive right around oval to the parking there.</p>

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

12. Identification of priorities, undertaking consultation and planning for priority projects, undertaking upgrades and maintenance works. Development of a community resources to manage community groups and assist with programmes to activate facilities.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial (If approved)	Likely	Moderate	Medium	Prioritised items budgeted on an immediate, short and long term priority basis. Alternate funding sources to be sought through grant funding
Environmental	Possible	Minor	Low	The social economic and health benefits to be assessed against potential environmental impact. An EMP be produced for any off road (bush) trails or tracks.
Reputational	Rare	Minor	Very Low	Ensure appropriate public consultation process. Review proposals against existing Plans and Policies

## ALTERNATE OPTIONS

14. Council does not approve the Ravensthorpe Recreation Master Plan.

## STRATEGIC ALIGNMENT

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

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

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

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

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

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

Item	Objectives and Strategies
3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town
3.3	The towns of the Shire have attractive streetscapes in keeping with local character



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
4.4	Energy is used efficiently and there is an increased use of renewable energy in the Shire

**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

**OFFICER RECOMMENDATION**

**That Council ADOPT the Shire of Ravensthorpe Sport and Recreation Master Plan as presented.**

**Carried:   /**

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

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

**13 ELECTED 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**

(Separate Attachment)

15.1 CITIZEN OF THE YEAR AWARDS NOMINATIONS FOR 2023 – CONFIDENTIAL

15.2 CHIEF EXECUTIVE OFFICER 6-MONTH PROBATION REVIEW – CONFIDENTIAL

15.3 FREEMAN OF THE SHIRE NOMINATIONS – CONFIDENTIAL

**16 CLOSURE**

The Presiding Member to declare the meeting closed.