



Minutes **Confirmed**

Ordinary Meeting of Council
Tuesday, 15 November 2022



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MINUTES

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

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 6.02pm.

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

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 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

Mr Kenneth Norman

Ms Karen Sinclair

APOLOGIES

Cr Thomas Major

LEAVE OF ABSENCE

Nil.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

Mr Kenneth Norman
1090 Woodenup Road, Ravensthorpe

Mr Norman submitted two written questions prior to the meeting.

On behalf of Mr Norman, the Chief Executive Officer read aloud the two questions and the Shire's prepared responses.

Question 1

I refer to the answer given by the CEO of the day to my question of the Annual Electors Meeting of May 4th 2021, relating to the replacing of EHO services to the Shire by City of Albany in favour of Environmental Monitoring Systems Pty Ltd, which had been providing to Shire for approximately 10 months. Can Shire confirm that the savings claimed were calculated on a like for like basis on an identical level of service?

Answer 1

The Chief Executive Officer thanked Mr Norman for his question.

Environmental Monitoring Systems Pty Ltd was supplying contract statutory services for preventative health and building for a fee of around \$100,000 per annum in 2018. In the alternative, these services were procured from the City of Albany in 2019/20 for \$33,728 and 2020/21 for \$25,786, a saving of \$140,486 over two years.

The Shire had an obligation to fulfil the statutory requirements for preventive health and building services to the community, and had done so with the assistance of the City of Albany in 2019/20 and 2020/21 at a saving to the community of over \$140,000 over 2 years.

In 2019 when the principal of Environmental Monitoring Systems Pty Ltd was seeking damages from the Shire, he was unable to provide a written contract of service as a basis for his claim, therefore we can only assume EMS was supplying similar statutory requirements as is currently being provided by the City of Albany. It is not possible to speculate, and the Shire is not aware what additional services, if any EMS may have been providing that would be worth an extra \$70,000 per annum on what was already paid to the City of Albany.

Question 2

I refer to the answer given to my question on the monitoring of the Onsite Waste Water System (OWWS) at Wavecrest Village and Caravan Park of the OCM July 20th 2021. I now ask that Shire service reports, as advised by the DTS at that meeting and requested by email on January 31 2022 be provided.

Answer 2

The Chief Executive Officer thanked Mr Norman for his question.

These matters date back to your previous question to Council at the Ordinary Council Meeting held 20 July 2021, part of the response that was provided as follows;

"The Department of Health has conditioned a signed service and maintenance agreement to be provided to the Local Government EHO and Department. Quarterly inspection will be conducted and the service reports will be provided to the Shire and the Department of Health for record keeping."

In order to best respond to your request I suggest that you complete a Freedom of Information application seeking access to documents to the Shire, outlining exactly which reports you are seeking. Once your application is received, Shire Officers can proceed to process the application. If required, Shire Officers can assist you with completing the Freedom of Information request and procedure.

The Chief Executive Officer advised that he is taking a more precautionary approach to this request and suggested Mr Norman submit an application under Freedom of Information provisions. Mr Bird offered up the FOI Application Form to Mr Norman, advising him to ensure that his request is made very clear as to the documentation he seeks.

Mr Norman then addressed Council with a further question.

Question 3

I refer to the Creditors Payments for the years 2017 and 2018 and advise that they are not included in the Minutes on the Shire website. I request that I be provided with copies of these.

Answer 3

The Chief Executive Officer took the question on notice.

Mrs Karen Sinclair

Question:

I request follow-up to my enquiry (made at the October Ordinary Meeting of Council) regarding the dog (allegedly responsible for attacks on sheep). I have heard that the dog has been returned to its owner, Anthony, who, I believe, has told 'porkies' that he is leaving the Shire. A lady Shire Ranger requested not to make the information public but to keep it quiet.

Answer:

The Chief Executive Officer thanked Mrs Sinclair for her question.

An investigation had determined that the dog be classified as 'dangerous'. The dog has been returned to the owner, who was very contrite and keen to make reparations to those affected and wanted to retain ownership of the dog.

With regard to your comment that a Shire Ranger would have said 'to keep it quiet' and 'the information is not for public notice' surprises me. I doubt that one of our Rangers would have said that. I would like to investigate this matter, on your behalf, if you would like me to.

Mrs Sinclair then advised that this was told to her by a neighbour, who had told her that this is what the Ranger had said.

Additional Answer:

The Chief Executive Officer provided the following additional response:

In addition to the response given at the time the public question was received, the Shire has investigated the matter further with the respective Shire Officers involved.

Our standard practice regarding issues to be investigated by the Ranger team are subject to the involved parties' right to have the matter dealt with in confidence. The public are not generally updated on the ongoing process or the outcome of specific incidents. Any

member of the public who believes they are entitled to have knowledge of an outcome of an investigation can do so through the Freedom of Information process.

The matter in question was dealt with as per the requirements of the Dog Act 1976 and the Shire's 'Dogs Local Law 2010', and under the authority given to the Rangers with regard to its outcome. Whilst we understand the seriousness of the allegations in terms of the damage to the affected party, the Shire remains confident that each individual investigation is handled in a professional manner, that all affected parties are kept fully informed, and under the weight of the evidence and information able to be provided and verified through the course of the investigation.

5. DECLARATIONS OF INTEREST

ITEM 15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

(Separate Attachment)

Prior to any consideration of Items 15.1, 15.2 and 15.3 Crs Dunlop, Leighton and Bell, and the Chief Executive Officer, Matthew Bird, made the following declarations:

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

Crs Leighton and Bell, Elected Members disclosed an Impartiality Interest in Item 15.1 and as a consequence there may be a perception that our impartiality on this matter may be affected. We declare that we will consider this matter on its merit and vote accordingly.

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; and declared that he will leave the meeting.

ITEM 15.3 FREEMAN OF THE SHIRE NOMINATIONS – CONFIDENTIAL

Cr Keith Dunlop, Shire President disclosed an Impartiality Interest in Item 15.3; and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merit and vote accordingly.

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 REQUESTED LEAVE FOR THE PERIOD 1 FEBRUARY 2023 TO 1 AUGUST 2023 (INCLUSIVE)

COUNCIL DECISION

Moved by Cr Richardson, seconded by Cr Leighton

Resolution: 84/22

Cr Rachel Livingston be GRANTED leave for the period 1 February 2023 to 1 August 2023 (inclusive), including for Ordinary Council Meetings, Audit Committee Meetings, Annual Electors Meeting and any other Meeting of Council scheduled between the months of February and July 2023.

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

6.2 CR SUE LEIGHTON REQUESTED LEAVE FOR THE PERIOD 20 TO 28 NOVEMBER 2022 (INCLUSIVE)

COUNCIL DECISION

Moved by Cr Mudie, seconded by Cr Richardson

Resolution: 85/22

Cr Sue Leighton be GRANTED leave for the period 20 to 28 November 2022 (inclusive).

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

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.

AMENDMENT

Moved by Cr Bell, seconded by Cr Mudie

Resolution: 86/22

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 with deletion of the words 'Advisory Committee' in Item 8: Announcements/Reports by Elected Members; Cr Mark Mudie.

Motion, as amended, put and CARRIED

(6/0)

Cr Tom Major absent for the vote

8. ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS

Cr Keith Dunlop SP

- Attended the Department of Fire and Emergency Services meeting.

Cr Sue Leighton DSP

- Attended the Community Consultation Group Meeting which included discussion on how to retain educational staff at the Ravensthorpe District High School with a suggestion to utilise the FIFO air service.
- Attended the Hopetoun CRC AGM, 3 November – successful in a grant application for a Trainee Early Childhood educator up to 25 hours per week.
- Attended the Allkem Galaxy Community Meeting; Keith Mueller has left and Liam Franklin is now General Manager. Floater Road project continues to create dust and noise, due to loss of trees in the area, and the cost of the project has increased.
- Attended the Cultural Precinct Landscaping Workshop.
- Attended the Wildflower Show Wrap-up.

Cr Graham Richardson

- Attended Hopetoun CRC AGM, Thursday 3 November – inundated with new Committee members.
- Attended the Cocanarup Conservation Alliance – Cocanarup-Kundip Tour – led by Nathan McQuoid. Also attending were five local Traditional Owners; very interesting to hear about their connection to the land.

Cr Leighton requested that Bulletin Resources provide a copy of the Flora and Fauna Survey that they had undertaken.

Cr Julia Bell

- Attended the Ravensthorpe Historical Society Committee Meeting – gun cabinet installed, Plaques for Floater Road Boilers to be installed. Branded shirts ordered for volunteers. White Horse Block – Coleman's plough location unknown; oldest plough in the Shire.

Cr Rachel Livingston

- Attended the Cocanarup Conservation Alliance – Cocanarup-Kundip Tour; modified due to the weather conditions. A follow-up tour to view the Carnaby nesting sites will be rescheduled in two to three weeks' time.
- Thanked the CEO for the Shire's rapid response to the swimming pool fault. Community had commented on the swift action taken by the Shire.

Cr Mark Mudie

- Attended the Great Southern Regional Roads Group meeting with the Shire's EMIS on 28 October; a good turn-out at the meeting:
 - All funding has been allocated and the Shire of Ravensthorpe was not successful.
 - The Bridge on Springdale Road will be redesigned with works hopefully commencing in the next year.

- Discussion on extra widening of roads being undertaken however not on South Coast Highway due to not enough gravel on the shoulder.
- Black Spot funding – no applications, auditor is required to ascertain the black spot.
- Munglinup Wheat Bin entrance – Cr Mudie requested a slip lane and passing lane be installed, and that all bins have a passing bulge installed.

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil.

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

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

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

COUNCIL DECISION

Moved by Cr Livingston, seconded by Cr Leighton

Resolution: 87/22

That Council:

- 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**
- 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.**

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

12.1 EXECUTIVE SERVICES

12.1.2 COUNCIL MEETING DATES FOR 2023

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

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 Munglinup 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
TBC	TBC	6.00pm	Annual Electors (2021/22 FY)	Ravensthorpe Council Chambers, Cultural Precinct
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
Tuesday	11 July 2023	6.00pm	Special Budget Meeting	Ravensthorpe Council Chambers, Cultural Precinct
Tuesday	18 July 2023	6.00pm	Ordinary	Hopetoun Council Chambers
Tuesday	29 August 2023	6.00pm	Ordinary	Munglinup Community Centre
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

AMENDMENT

Moved by Cr Richardson, seconded by Cr Mudie

Resolution: 88/22

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*, with the August meeting date amended to 29 August 2023.

Motion, as amended, put and CARRIED

(6/0)

Cr Tom Major absent for the vote

12. REPORTS OF OFFICERS

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 31 OCTOBER 2022

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	Nil.
Author:	Senior Finance Officer
Authorising Officer	Executive Manager Corporate Services
Date:	3 November 2022
Disclosure of Interest:	Nil.
Attachment: <u>RED</u>	Monthly Financial Reports for November 2022
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 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;

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

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

COUNCIL DECISION

Moved by Cr Richardson, seconded by Cr Mudie

Resolution: 89/22

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

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

12.2 CORPORATE SERVICES

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – OCTOBER 2022

File Reference:	GR.ME.8
Location:	Shire of Ravensthorpe
Applicant:	Shire of Ravensthorpe
Author:	Finance Officer
Authorising Officer	Executive Manager of Corporate Services
Date:	27 October 2022
Disclosure of Interest:	Nil.
Attachment: <u>Green</u>	Schedule of Payments 31 October 2022 Credit Card Transactions to 01 October 2022 Creditors List of Accounts Paid October 2022
Previous Reference:	Nil.

PURPOSE

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

BACKGROUND

2. Period 01/10/2022 – 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	
Total	39,491	4,245,890	318,296	25,150	0	4,628,827	1,251,798
21/22	109,610	11,455,728	1,217,128	101,107	0	12,883,572	4,057,812
20/21	219,357	8,442,181	965,406	135,103	0	9,762,047	3,790,863
19/20	197,977	8,450,678	997,212	102,791	6,319	9,754,977	3,174,082
18/19	147,967	21,298,438	1,329,904	70,241	13,590	22,860,140	2,219,053
17/18	327,905	18,507,404	209,587	65,010	317,445	19,427,351	2,601,283

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

COUNCIL DECISION

Moved by Cr Mudie, seconded by Cr Leighton

Resolution: 90/22

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.**

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

12.3 INFRASTRUCTURE SERVICES

Nil.

12.4 DEVELOPMENT AND COMMUNITY

12.4.1 SHIRE OF RAVENSTHORPE SPORT AND RECREATION MASTER PLAN

File Reference:

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

PURPOSE

1. For Council to consider the approval of the Shire of 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"> • Court Surface Conversion (Outdoor Sports Tiles) • New Backboards (Basketball/Netball) • Floodlighting • Seating Area. <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> <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>

Respondent	Comments
	Happy to sit in and have a chat to throw some other ideas with other instructors in this area too.
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"> - 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. - 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"> ▪ The kitchen has recently been upgraded but at the expense of the bar; ▪ There is inadequate entertainment infrastructure; televisions, lightning, speakers, projectors; ▪ There is a lack of storage space; ▪ There is a lack of space to showcase memorabilia; and ▪ There is no Wi-Fi or internet connectivity. - 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.
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 Shire of 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
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

COUNCIL DECISION

Moved by Cr Livingston, seconded by Cr Mudie

Resolution: 91/22

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

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

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 Attachments)

Under the Local Government Act 1995, Part 5, Section 5.23, states in part:

2. If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following—

- a) a matter affecting an employee or employees; and**
- b) the personal affairs of any person; and**
- c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and**
- d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and**
- e) a matter that if disclosed, would reveal —**
 - (i) a trade secret;**
 - (ii) information that has a commercial value to a person; or**
 - (iii) information about the business, professional, commercial or financial affairs of a person,**

where the trade secret or information is held by, or is about, a person other than the local government; and

- f) a matter that if disclosed, could be reasonably expected to —**
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or**
 - (ii) endanger the security of the local government's property; or**
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;**

and

- g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and**
- h) such other matters as may be prescribed.**

**PROCEDURAL MOTION – MEETING BEHIND CLOSED DOORS
COUNCIL DECISION**

Moved by Cr Leighton, seconded by Cr Livingston

Resolution: 92/22

That Council consider the following Confidential Items behind closed doors.

Procedural Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

Mr Ken Norman and Mrs Karen Sinclair left the Chamber at 6.35pm

**PROCEDURAL MOTION - SUSPENSION OF STANDING ORDERS
COUNCIL DECISION**

Moved by Cr Richardson, seconded by Cr Bell

Resolution: 93/22

That all Standing Orders be suspended to enable open discussion on the following Confidential Items.

Procedural Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

The operation of all Standing Orders was suspended at 6.35pm.

15.1 CONFIDENTIAL - CITIZEN OF THE YEAR AWARDS FOR 2023

DISCLOSURE OF INTEREST

Prior to the Item, Cr Julia Bell disclosed an interest affecting impartiality and declared as follows: "with regard to the Citizen of the Year Awards Nominations, I declare that I have nominated a person known to me and as a consequence there may be a perception that my impartiality may be affected. I declare that I will consider this matter on its merits and vote accordingly."

DISCLOSURE OF INTEREST

Prior to the Item, Cr Sue Leighton disclosed an interest affecting impartiality and declared as follows: "with regard to the Citizen of the Year Awards Nominations, I declare that I am a member of an organisation nominated, and as a consequence there may be a perception that my impartiality may be affected. I declare that I will consider this matter on its merits and vote accordingly."

Under the Local Government Act 1995, Part 5, Section 5.65, states in part:

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.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

Moved by Cr Leighton, seconded by Cr Livingston

Resolution: 94/22

That Council DETERMINED the Nominations for the Community Citizen of the Year Award, the Active Citizenship Award and the Senior Citizen of the Year Award, as detailed in the Confidential Report Attachment A.

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

At 6.50pm, the Shire President, Cr Keith Dunlop requested all persons other than Elected Members and the Executive Assistant, to leave the Council Chamber.

Matthew Bird (CEO), Les Mainwaring (EMCS), Paul Spencer (EMIS) and Natalie Bell (AEMDCS) departed the Chamber at 6.50pm.

15.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER 6-MONTH PROBATION REVIEW

DISCLOSURE OF INTEREST

Mr Matthew Bird, Chief Executive Officer declared a Financial Interest and left the meeting.

Under the Local Government Act 1995, Part 5, Section 5.60A – Financial Interest, states in part:

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.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION

Moved by Cr Livingston, seconded by Cr Richardson

Resolution: 95/22

That Council, BY AN ABSOLUTE MAJORITY ENDORSE the recommendations as detailed in the Confidential Report Attachment B.

Motion put and CARRIED BY AN ABSOLUTE MAJORITY

(6/0)

Cr Tom Major absent for the vote

At 6.55pm, the Shire President, Cr Keith Dunlop, invited all persons to return to the Council Chamber.

Matthew Bird (CEO), Les Mainwaring (EMCS), Paul Spencer (EMIS) and Natalie Bell (AEMDCS) returned to the Chamber at 6.55pm.

15.3 CONFIDENTIAL – HONORARY FREEMAN OF THE SHIRE NOMINATIONS

DISCLOSURE OF INTEREST

Prior to the Item, Cr Keith Dunlop, Shire President disclosed an interest affecting impartiality and declared as follows: "with regard to the Honorary Freeman of the Shire Nominations, I declare that I have submitted a nomination and as a consequence there may be a perception that my impartiality may be affected. I declare that I will consider this matter on its merits and vote accordingly."

Under the Local Government Act 1995, Part 5, Section 5.65, states in part:

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.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION

Moved by Cr Bell, seconded by Cr Livingston

Resolution: 96/22

COUNCIL DECISION

That Council, BY AN ABSOLUTE MAJORITY, ENDORSE the Honorary Freeman of the Shire nominations as detailed in the Confidential Report Attachment C.

Motion put and CARRIED BY AN ABSOLUTE MAJORITY

(6/0)

Cr Tom Major absent for the vote

PROCEDURAL MOTION - RESUMPTION OF STANDING ORDERS

Moved by Cr Leighton, seconded by Cr Richardson

Resolution: 97/22

That the operation of Standing Orders be resumed and Council come out from behind closed doors.

Procedural Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

The operation of all Standing Orders resumed at 7.04pm.

16 CLOSURE

There being no further business to discuss the Presiding Member declared the meeting closed at 7.05pm

These minutes to be confirmed at the meeting of 20 December 2022.



Signed by the Shire President: _____

(Presiding Person at the meeting of which the minutes were confirmed.)

Date: 20 December 2022