



Minutes

Ordinary Meeting of Council
Tuesday, 17 October 2023

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NOTICE OF MEETING

Notice is hereby given that the

Shire of Ravensthorpe
Ordinary Council Meeting

will be held on
Tuesday, 17 October 2023
commencing at 6.00pm

Council Chambers
Ravensthorpe Cultural Precinct
Ravensthorpe

Matthew Bird
Chief Executive Officer

Disclaimer

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations which have not yet been adopted by Council.

No responsibility whatsoever is implied or accepted by the Shire of Ravensthorpe for any act, omission, statement or intimation occurring during the Council/Committee meetings or during formal/informal conversations with staff. The Shire of Ravensthorpe disclaims any liability for any loss whatsoever and however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broader disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Ravensthorpe during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Ravensthorpe. The Shire of Ravensthorpe warns that anyone who has an application lodged with the Shire of Ravensthorpe must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Ravensthorpe in respect of the application.

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

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

To: 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)

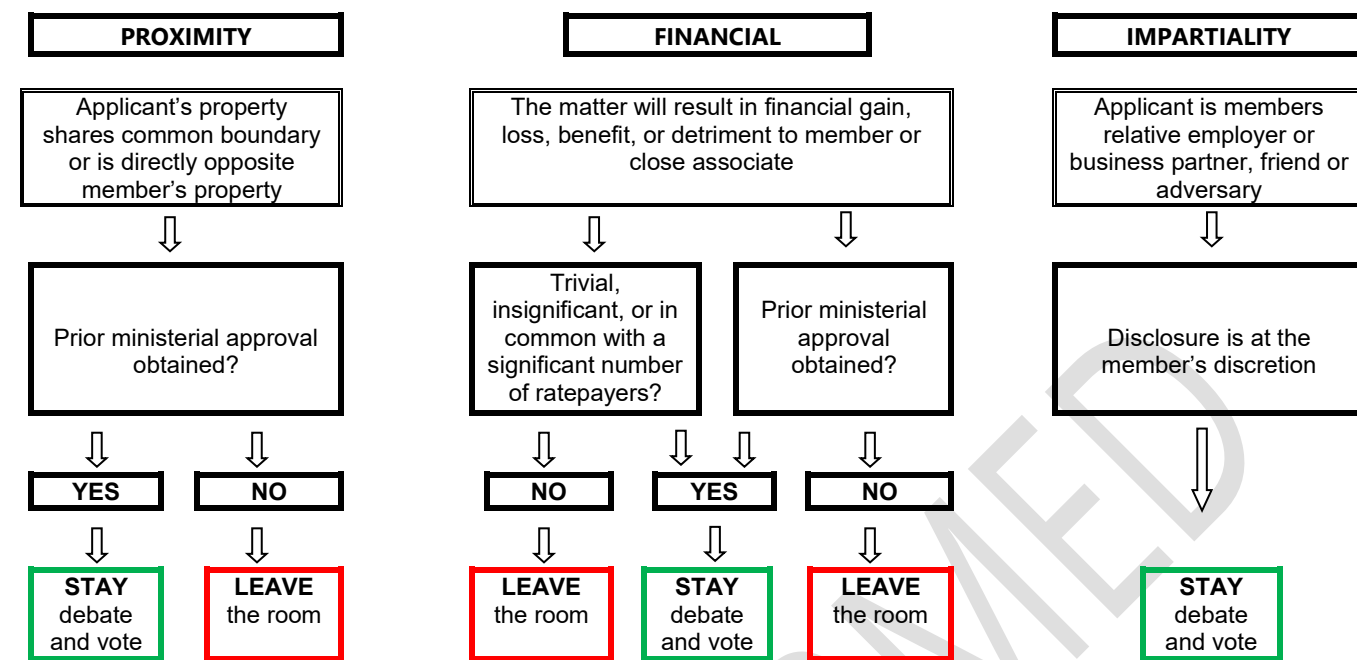
Signed: _____ Date: _____

- **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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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 to declare the meeting open.

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

The Shire President advises visitors in adhering to both the *Local Government Act 1995*, and the Shire of Ravensthorpe Meeting Procedures Local Law 2022, it is an offence to record the proceedings of this meeting and visitors are to switch off any recording devices, including phones.

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

Elected Members:

Cr Keith Dunlop (Shire President)
Cr Sue Leighton (Deputy Shire President)
Cr Julia Bell
Cr Thomas Major
Cr Rachel Livingston
Cr Mark Mudie
Cr Graham Richardson

Officers:

Matthew Bird (Chief Executive Officer)
Paul Spencer (Executive Manager Infrastructure Services)
Natalie Bell (Acting Executive Manager Development and Community Services)
Mackenzie Edwards (Acting Executive Manager Corporate Services)

VISITORS

Geoff Vivian (Esperance Weekender)
Colin Hughes

APOLOGIES

Les Mainwaring (Executive Manager Corporate Services)
Meredith Lee Curtis (Executive Assistant)

LEAVE OF ABSENCE

Nil.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTIONS TIME

Mr Geoff Vivian provided to Council copies of the current edition of the Esperance Weekender.

5. DECLARATIONS OF INTEREST

Chief Executive Officer declared an interest to Agenda Item 15.1.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 ORDINARY COUNCIL MEETING MINUTES 19 SEPTEMBER 2023

(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.

COUNCIL DECISION

Moved by Cr Mudie, and Seconded by Cr Richardson

Resolution: 88/23

That the Minutes and associated attachments of the Ordinary Meeting of the Shire of Ravensthorpe held on 19 September 2023 be confirmed as a true and correct record.

Motion put and CARRIED by Simple Majority

7/0

8. ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS

Cr Mudie

- Attended the Hopetoun Progress Association meet and greet the LGA candidates evening event.
- Thanked the Executive Manager Infrastructure Services for the fantastic job re-sheeting Koorngong Road and asked to pass this on to the works crew.

Cr Livingston

- Nil to report

Cr Bell

- Attended the Ravensthorpe CRC AGM meeting (same night as HPA meet and greet event so was an apology for the latter).
- Attended the Ravensthorpe Historical Society meeting (Mt Madden tour, security upgrades, old shire grader, liability query re old railway station precinct (CEO took this on notice), visitor centre signage).

- Attended Allkem Community Consultation Group meeting (discussion re setting up community subcommittee for rehabilitation plan for site, Big Day Out event 4 November 2023, noise attenuation activities).
- Attended Mama Stitch event.

Cr Major

- Reported that Ravensthorpe Youth Group had reformed and had AGM.
- Ravensthorpe District High School secondary school is fully staffed with new maths teacher in place, camps program recommenced with Allkem support.
- Infant swimming lessons about to start, Nikki Crane and RLSS with Shire support.
- Tigers hosted the Camp Quality Wescarpade event and provided dinner to participants.

Cr Richardson

- Provided positive feedback on the visual presentation of Hopetoun townsite via recent guests.

Cr Leighton

- Attended and chaired the Allkem Community Consultation Group meeting (discussed Allkem's proposed approach to rehabilitation plan).
- Attended Hopetoun Progress Association meet and greet LGA candidate night.
- Complimented Shire works team for works done on Masons Road, was recently out at Hamersley Inlet campground and noted BBQs needed cleaning.
- Made note re continued problems for visitors with MRWA detour signage re Springdale Bridge.
- Provided feedback from a recent tour group through towns were very complimentary of our streetscapes.
- Attended Community Collab Meeting.
- Attended FBN "before hours" event.

Cr Dunlop

- Attended the Ravensthorpe Hopetoun Future Fund meeting.
- Attended CEO performance review sub-committee meeting.

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

11.1 RAVENSTHORPE BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES

File Reference:	CS.ME.1
Location:	Shire of Ravensthorpe
Applicant:	Bush Fire Advisory Committee
Author:	A/Executive Manager Development and Community
Authorising Officer	Chief Executive Officer
Date:	5 October 2023
Disclosure of Interest:	Nil
Attachments: PURPLE	Meeting Minutes (Unconfirmed) – BFAC 12 September 23
Previous Reference:	Nil

PURPOSE

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

BACKGROUND

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

COMMENT

3. A number of recommendations have arisen via the BFAC's new Operational Working Group (OWG), consisting of the Chief Bush Fire Control Officer (CBFCO), 3 x Deputy Bush Fire Control Officers (DBFCO's), 2 other nominated FCO's, the Shire Bushfire Risk Mitigation Coordinator (BRMC), Community Emergency Services Manager (CESM) and a Shire representative. The following endorsements and recommendations were made for Councils consideration;
 - a. That the unrestricted burn time for all non-residential, and non-rural residential properties be amended to include the period between 31 March and 01 September. This was discussed due to the revised Fire Danger rating system (AFDRS) which has had the effect of reducing allowable burn times on rural properties and for mitigation works.
 - b. BFAC requested the Shire to follow up on previous requests to the Minister [for funding to be approved for increased appliances and sheds] and to invite the Emergency Services Minister to attend the Shire.
 - c. BFAC requests the Shires support of the BFAC recommendation that all Bush Fire Brigade AGM's be held in March. This is to allow brigade nominated FCOs to be endorsed by the BFAC at the March AGM. Further, the BFAC recommend that a further pre-season meeting be held by the brigades in September, for the purpose of providing training and refresher training.

- d. BFAC recommend that an agreed incident structure be initiated and implemented. This structure is a local specific version of the accepted AIIMS (Australasian Inter-Service Incident Management System) structure.
- e. BFAC request Council to approve recommended changes to the BFAC Policy (LO2) with the proposed changes being;
 - 3.5.1 Increasing the DBFCOs to 3
 - 3.5.2 The removal of the CESM as Secretary (to be undertaken by a Shire employee)
 - 3.5.3 That a Council representative take on the position of Chair.
- f. The BFAC endorsed the Council Motion to provide a response with respect of the Road 11 Fire clearing of containment lines.
- g. The BFAC recommended that a Work Health and Safety section be introduced to the BFAC agenda. This will enable recording of incidents to be discussed and acted on.
- h. That Council approve the BFAC endorsement of Matthew Bell as an FCO for Jerdacuttup.
- i. The BFAC requested the OWG to discuss options for risk reduction treatments for the Ravensthorpe Ranges to present to the BFAC for Council endorsement.

CONSULTATION

- 4. Bush Fire Advisory Committee

STATUTORY ENVIRONMENT

- 5. *Bush Fires Act 1954*

POLICY IMPLICATIONS

- 6. LO2 – Shire of Ravensthorpe Bush Fire Advisory Committee

FINANCIAL IMPLICATIONS

- 7. Nil.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Possible	Minor	Low	Improved communication through Operational Working Group to BFAC. Ongoing advocacy by Shire to better equip brigades. Governance improvements through a more structured approach.
Financial	Rare	Insignificant	Low	Ensure recommendations of BFAC are put forward after whole of committee consultation
Environmental	Rare	Insignificant	Very Low	Continue to review current fire-fighting practices to improve operational effectiveness.

					Open to continual review of appropriate methods and options for risk reduction.
Reputational	Likely	Moderate	Medium		Look at ways to advance continual improvement. Promote fire safety to the community through public education and involvement. Listen to community concerns.

ALTERNATE OPTIONS

- 9. That Council do not approve or endorse the BFAC recommendations, or approve or endorse them after amendments.

STRATEGIC ALIGNMENT

- 10. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022

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

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

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

Item	Objectives and Strategies
2.2	Community groups function well with strong volunteer effort and feel supported by the community
2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage
2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment

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

Item	Objectives and Strategies
3.4	It is easy and safe to move around and in and out of the district
3.5	The Shire’s heritage structures, heritage and cultural places are valued and protected, and are integrated into community life and economic activity.

Outcome 4: Natural Environment - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
4.3	The Shire’s valued natural areas and systems are protected and enhanced

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

Item	Objectives and Strategies
5.1	The Shire’s community is engaged and involved

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.5	The value of community owned assets is maintained

VOTING REQUIREMENTS

11. Simple Majority

COUNCIL DECISION

Moved by Cr Major, and Seconded by Cr Mudie

Resolution: 89/23

That Council:

1. **RECEIVE** the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 12 September 2023.
2. **ENDORSE** the unrestricted burn time for all non-residential, and non-rural residential properties be amended to include the period between 31 March and 01 September.
3. **APPROVE** the BFAC request that the Shire follow up on previous requests to the Minister for increased funding and to invite the Emergency Services Minister to attend the Shire.
4. **APPROVE** the BFAC recommendation that all Bush Fire Brigade AGMs be held in March and that a further pre-season meeting be held by the brigades in September.
5. **ENDORSE** the BFAC agreed incident structure to be implemented.
6. **ENDORSE** the BFAC recommended changes to the BFAC Policy (LO2) with the proposed changes being;
 - i. Increasing the DBFCOs to three (3).
 - ii. The removal of the CESM as Secretary (to be undertaken by a Shire employee).
 - iii. That a Council representative take on the position of Chair.
7. **APPROVE** the BFAC response with respect of the Road 11 Fire clearing of containment lines.
8. **APPROVE** the BFAC recommendation that a Work Health and Safety section be introduced to the BFAC agenda.
9. **APPROVE** the BFAC endorsement of Matthew Bell as an FCO for Jerdacuttup.
10. **APPROVE** the BFAC request that the OWG meet to discuss options for risk reduction treatments for the Ravensthorpe Ranges to present to the BFAC for Council endorsement.

Motion put and CARRIED by Simple Majority

7/0

REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.1 SHIRE CHRISTMAS AND NEW YEAR CLOSURE

File Reference: CS.SP.1 & CS.SP.2
Location: Shire Ravensthorpe
Applicant: N/A
Author: Chief Executive Officer
Authorising Officer: Chief Executive Officer
Date: 9 October 2023
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Nil

PURPOSE

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

BACKGROUND

2. In previous years Council has resolved to close the Shire Office over the Christmas and New Year period. Shire staff will take annual or accumulated leave for the days the office is closed.
3. For 2023 the days in question are Wednesday 27 December 2023, Thursday 28 December 2023 and Friday 29 December 2023.
4. It is anticipated that the Shire Administration Offices, Depots, and Early Learning Centres will be closed from close of business Friday 22 December 2023 and will re-open Tuesday 2 January 2024.
5. Rangers, airport, reduced works, cleaners, emergency services and waste site teams will continue to work over this period. A senior officer of the Shire will be in town during this period should an emergency arise.

COMMENT

6. The following table identifies the specific dates Shire departments will be closed during the Christmas period.

Date	Shire offices	Early Learning Centres	Ravensthorpe Waste Facility	Hopetoun Waste Facility	Depots	Airport, Rangers and Cleaners
Friday 22/12	9:00-4:00	7:30-5:30	9:00-12:00	13:00-16:00	open	Regular operating hours will apply during this period – Business as Usual
Saturday 23/12	closed	closed	9:00-12:00	9:00-12:00	closed	
Sunday 24/12	closed	closed	9:00-12:00	9:00-12:00	closed	
Monday 25/12	closed	closed	closed	closed	closed	
Tuesday 26/12	closed	closed	closed	closed	closed	
Wednesday 27/12	closed	closed	9:00-12:00	13:00-16:00	closed	
Thursday 28/12	closed	closed	closed	13:00-16:00	closed	
Friday 29/12	closed	closed	9:00-12:00	13:00-16:00	closed	
Saturday 30/12	closed	closed	9:00-12:00	9:00-12:00	closed	
Sunday 31/12	closed	closed	9:00-12:00	9:00-12:00	closed	

Monday 1/1	closed	closed	closed	closed	closed	
Tuesday 2/1	9:00-16:00	7:30-17:30	closed	closed	open	

7. Airport, Rangers and Cleaning Staff will operate 'Business as Usual' during this period.
8. To be noted that Executive on duty during the closure time is Acting Executive Manager Development and Community Services and will be reachable through the on-call phone.

CONSULTATION

9. Executive Management Team

STATUTORY ENVIRONMENT

10. Nil

POLICY IMPLICATIONS

11. Nil

FINANCIAL IMPLICATIONS

12. Nil

RISK MANAGEMENT

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

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

ALTERNATE OPTIONS

14. The Shire Offices only close for the public holidays, Monday 25 December 2023, Tuesday 26 December 2023 and Monday 1 January 2024.

STRATEGIC ALIGNMENT

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

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

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENT

16. Simple Majority

COUNCIL DECISION

Moved by Cr Richardson, and Seconded by Cr Livingston

Resolution: 90/23

That Council APPROVES to close the various Shire departments during the Christmas period as shown in the table below:

Date	Shire offices	Early Learning Centres	Ravensthorpe Waste Facility	Hopetoun Waste Facility	Depots	Airport, Rangers and Cleaners
Friday 22/12	9:00-16:00	7:30-17:30	9:00-12:00	13:00-16:00	open	Regular operating hours will apply during this period – Business as Usual
Saturday 23/12	Closed	closed	9:00-12:00	9:00-12:00	closed	
Sunday 24/12	Closed	closed	9:00-12:00	9:00-12:00	closed	
Monday 25/12	Closed	closed	closed	closed	closed	
Tuesday 26/12	Closed	closed	closed	closed	closed	
Wednesday 27/12	Closed	closed	9:00-12:00	13:00-16:00	closed	
Thursday 28/12	Closed	closed	closed	13:00-16:00	closed	
Friday 29/12	Closed	closed	9:00-12:00	13:00-16:00	closed	
Saturday 30/12	Closed	closed	9:00-12:00	9:00-12:00	closed	
Sunday 31/12	Closed	closed	9:00-12:00	9:00-12:00	closed	
Monday 1/1	Closed	closed	9:00-12:00	13:00-16:00	closed	
Tuesday 2/1	9:00-16:00	7:30-17:30	closed	closed	open	

Motion put and CARRIED by Simple Majority

7/0

12.1.2 ORDINARY COUNCIL MEETING DATES 2024

File Reference:	GR.ME.8
Location:	Shire Ravensthorpe
Applicant:	N/A
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	9 October 2023
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Nil

PURPOSE

1. That Council considers the proposed Ordinary Council meeting dates for 2024.

BACKGROUND

2. Councils are required to give local public notice of Ordinary Council meetings prior to the beginning of the year in which the meetings are held per reg.12(1) of the Local Government (Administration) Regulations 1996.
3. Ordinary Council meetings occur on the third Tuesday of the month commencing at 6.00 pm, except for January, where no meeting will be scheduled;
4. The proposed 2024 Ordinary Council meeting dates are as follows:
 - i. 20 February
 - ii. 19 March
 - iii. 16 April
 - iv. 21 May
 - v. 18 June
 - vi. 16 July
 - vii. 20 August
 - viii. 17 September
 - ix. 15 October
 - x. 19 November
 - xi. 17 December

COMMENT

5. Nil

CONSULTATION

6. Executive Management Team

STATUTORY ENVIRONMENT

7. *Local Government Act s 5.25 (1)(G)*
 - (g) the giving of public notice of the date and agenda for council or committee meetingsLocal Government (Administration) Regulations 1996 Reg 12(1)(2);

- (1) In this regulation — meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —
 - (a) ordinary council meetings;

POLICY IMPLICATIONS

8. Nil

FINANCIAL IMPLICATIONS

9. Nil

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Operational; Not meeting Local Government Act requirements by failing to confirm and advertise future OCM dates.	Unlikely	Major	Moderate	Council to endorse the future OCM calendar for the 2024 calendar year.

ALTERNATE OPTIONS

11. Nil

STRATEGIC ALIGNMENT

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

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

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

VOTING REQUIREMENT

13. Simple Majority

COUNCIL DECISION

Moved by Cr Bell, and Seconded by Cr Richardson

Resolution: 91/23

That Council ENDORSE the following dates for Ordinary Council meetings for 2024 commencing at 6.00pm to be held at the Shire of Ravensthorpe Council Chambers located in the Ravensthorpe Cultural Precinct:

- i. 20 February**
- ii. 19 March**
- iii. 16 April**

- iv. 21 May
- v. 18 June
- vi. 16 July
- vii. 20 August
- viii. 17 September
- ix. 15 October
- x. 19 November
- xi. 17 December

Motion put and CARRIED by Simple Majority

7/0

UNCONFIRMED

12.2 **CORPORATE SERVICES**

12.2.1 MONTHLY FINANCIAL REPORTS – 30 SEPTEMBER 2023

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Accountant
Authorising Officer	Executive Manager Corporate Services
Date:	09 October 2023
Disclosure of Interest:	Nil
Attachment: <u>LIGHT BLUE</u>	Monthly Financial Reports for 30 September 2023
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 September 2023 Monthly Financial Reports.

COMMENT

3. The September 2023 Monthly Financial Reports are presented for review.

CONSULTATION

4. Executive Team

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

7. All expenditure has been approved via adoption of the 2023/24 Annual Budget, or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT:

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the financial activity statements as required by S6.4 of the <i>Local Government Act 1995</i> .	Rare	Insignificant	Very Low	That Council receives the financial activity statements as required by legislation.

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

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

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

Item	Objectives and Strategies
5.5	The value of community owned assets is maintained
5.5.1	Assets renewals and upgrades are funded to the level required to maintain asset value and agreed service levels
5.5.2	Projects are well-planned planned and delivered on time and on budget, with effective and thorough risk management and reporting
5.6	Financial systems are effectively managed
5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting), and long-term financial planning requirements

VOTING REQUIREMENTS

11. Simple Majority

COUNCIL DECISION

Moved by Cr Mudie, and Seconded by Cr Livingston

Resolution: 92/23

That Council:

RECEIVE the September 2023 Monthly Financial Reports as presented.

Motion put and **CARRIED** by Simple Majority

7/0

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – SEPTEMBER 2023

File Reference: GR.ME.8
Location: Shire of Ravensthorpe
Applicant: Shire of Ravensthorpe
Author: Finance Officer
Authorising Officer: Executive Manager of Corporate Services
Date: 12 September 2023
Disclosure of Interest: Nil
Attachment: ORANGE 1. Schedule of Payments to 30 September 2023
 2. Credit Card Transactions 01 September 2023
 3. Creditors List of Accounts Paid September 2023

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 01/09/2023 – 30/09/2023

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	5,390	977,241	142,831	4,180	0	1,129,643	336,369
Aug	13,517	818,548	143,285	8,366	0	983,716	327,430
Sep	5,452	523,031	59,617	4,859	0	592,960	328,547
Oct	0	0	0	0	0	0	0
Nov	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0
Jan	0	0	0	0	0	0	0
Feb	0	0	0	0	0	0	0
Mar	0	0	0	0	0	0	0
Apr	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0
Jun	0	0	0	0	0	0	0
Total	24,359	2,318,820	345,734	17,405	0	2,706,318	992,346
22/23	114,562	12,445,050	943,431	81,842	0	13,584,885	4,162,759
21/22	109,610	11,455,728	1,217,128	101,107	0	12,883,572	4,057,812
20/21	219,357	8,442,181	965,406	135,103	0	9,762,047	3,790,863

COMMENT

3. Schedules of accounts as presented, submitted to each member of the Council, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods, the performance of services, to prices computation, costing's and the amounts that have been paid.

CONSULTATION

4. Accountant and Executive Manager Corporate Services

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT

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

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

9. Nil.

STRATEGIC ALIGNMENT

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

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

Item	Objectives and Strategies
1.2	The right resources and infrastructure are in place to support local commerce and industry

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

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENTS

11. Simple Majority

COUNCIL DECISION

Moved by Cr Major, and Seconded by Cr Richardson

Resolution: 93/23

That Council:

NOTE, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of September 2023.

Motion put and CARRIED by Simple Majority

7/0

UNCONFIRMED

12.3 INFRASTRUCTURE SERVICES
Nil.

UNCONFIRMED

12.4 **DEVELOPMENT AND COMMUNITY SERVICES**

12.4.1 DRAFT CAT LOCAL LAW 2023

File Reference:	LE.LL.1
Location:	Shire of Ravensthorpe
Applicant:	N/A
Author:	Executive Manager Development and Community
Authorising Officer	Chief Executive Officer
Date:	6 October 2023
Disclosure of Interest:	Nil
Attachments: <u>PINK</u>	Draft Cat Local Law 2023 – Amended Prohibited area maps Submissions received during Consultation Period
Previous Reference:	Nil

PURPOSE

1. For Council to consider and adopt the Draft Shire of Ravensthorpe Cat Local Law 2023 (Cat Local Law) with amendments made as a result of the public consultation period, carried out over 6 weeks from 17 August to 29 September 2023. The Cat Local Law will apply throughout the district of the Shire of Ravensthorpe.

BACKGROUND

2. The Shire of Ravensthorpe is recognised as having a high level of native fauna species, with much of the Shire falling within a UNESCO recognised biosphere known as the Fitzgerald Biosphere. Roaming cats and feral cats are seen as having an impact on this native fauna.
3. Section 79 of the *Cat Act 2011* (the Act), provides local governments with the power to make local laws on all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under the Act.
4. In particular, without limiting the above, section 79(3) of the Act provides that a Cat Local Law may be made as to one or more of the following:
 - a. the registration of cats;
 - b. removing and impounding cats;
 - c. keeping, transferring and disposing of cats kept at cat management facilities;
 - d. the humane destruction of cats;
 - e. cats creating a nuisance;
 - f. specifying places where cats are prohibited absolutely;
 - g. requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats;
 - h. limiting the number of cats that may be kept at premises, or premises of a particular type;
 - i. the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities;

- j. the regulation of approved cat breeders, including record keeping and inspection;
- k. fees and charges payable in respect of any matter under this Act.

The Shire acknowledges that the Cat Local Law does not operate outside the district of the Shire of Ravensthorpe and is inoperative to the extent it is inconsistent with the Act or any other written law.

COMMENT

- 5. The Shire of Ravensthorpe notes that there is a sufficient need for regulation in relation to the points noted above to warrant the introduction of a stand-alone Cat Local Law. The introduction of this Local Law will also necessitate the amendment of the Health Local Law where it pertains to cats in respect of the elements contained within the Cat Local Law.
- 6. The Cat Local Law will introduce additional elements of cat control and regulation not already covered by the *Cat Act 2011*, the Cat Regulations 2012, the Cat (Uniform Local Provisions) Regulations 2013, or any other written law that covers the matter. The Shire has also recommended the introduction of targeted education campaigns.
- 7. The initial draft Cat Local Law was put out for public comment for 6 weeks, from 17 August to 29 September 2023. A notice was placed in the community spirit and on Facebook with the draft and notice also on the Shire website. Hard copies were also provided in the Hopetoun and Ravensthorpe offices. Three (3) submissions were received – refer Attachments. After consideration by Council, the Draft was amended to remove the reference to a curfew.

CONSULTATION

- 8. Councillors,
Executive Team
Ranger staff
Public

STATUTORY ENVIRONMENT

- 9. *Cat Act 2011*
Cat Regulations 2012
Cat (Uniform Local Provisions) Regulations 2013
Local Government Act 1995
Shire of Ravensthorpe Health Local Law

POLICY IMPLICATIONS

- 10. G16 Community Engagement Policy and Strategy

FINANCIAL IMPLICATIONS

- 11. Nil.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Unlikely	Minor	Very Low	Ranger team have had input into the Policy. Training will be undertaken to introduce enforcement and education strategies
Financial	Unlikely	Insignificant	Very Low	Purchase of traps and education campaigns to fall within ongoing budget allowances
Environmental	Possible	Insignificant	Very Low	Increased controls are expected to have a positive environmental effect Community education on the benefits to the environment
Reputational	Unlikely	Insignificant	Very Low	Public notice period and education campaigns prior to introduction.

ALTERNATE OPTIONS

13. Council considers the existing controls contained in the Health Local Law 2010 are sufficient for matters not already covered by the Cat Act 2011 and Regulations.

STRATEGIC ALIGNMENT

14. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022

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
2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life

Outcome 4: Natural Environment - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
4.3	The Shire's valued natural areas and systems are protected and enhanced

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

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future

VOTING REQUIREMENTS

15. Absolute Majority

COUNCIL DECISION

Moved by Cr Bell, and Seconded by Cr Major

Resolution: 94/23

That Council ADOPT the Draft Cat Local Law and commence the procedure for making a Local Law as set out in s3.12 *Local Government Act 1995*.

Motion put and CARRIED by Absolute Majority

7/0

UNCONFIRMED

12.4.2 ELECTED MEMBERS MOTION – ROAD 11 – 21 FEBRUARY 2023 BUSH FIRE RESPONSE

File Reference:	EM.NO.1
Location:	John Forrest Road
Applicant:	Elected Members Motion
Author:	Acting Executive Manager Development and Community
Authorising Officer	Chief Executive Officer
Date:	09 September 2023
Disclosure of Interest:	Nil
Attachments: <u>GREEN</u>	Fire Rehabilitation and Learnings Report Draft Rehabilitation Plan
Previous Reference:	Ordinary Council Meeting 18 July 2023 Item 13.1

PURPOSE

1. To respond to the Elected Members Motion at the July 2023 Ordinary Council Meeting whereby Council endorsed the following:

COUNCIL DECISION

Moved by Cr Bell, seconded by Cr Major

Resolution 69/23

That Council ENDORSE the Chief Executive Officer to;

- a) Request the Bush Fire Advisory Committee (BFAC) and appropriate Shire officers to review the Road 11 bushfire incident on 21 February 2023 with the aim to identify any appropriate learnings for future fire management activities;*
- b) For the Shire to investigate the framework for a rehabilitation plan to the affected areas of the Road 11 incident, to prevent risks of erosion, spread of dieback and weeds due to excessive 4WD access in this area; and*
- c) Report back to Council with findings from above.*

Elected Member Motion put and CARRIED

6/0

BACKGROUND

2. A notice of motion was received from Cr Bell following a public question on the matter. Cr Bell wanted to ensure the Shires response to the Road 11 bush fire incident was properly considered and that any lessons learnt be identified and incorporated into the Shire's future management response.

COMMENT

3. The Council motion was put to the Bush Fire Advisory Committee (BFAC) at its September 2023 meeting. A draft Fire Rehabilitation and Learnings report was presented after consultation with the Shire and bush fire brigade members, a site visit and considerations and costings sought by the BFAC's Operational Working Group. The following is the excerpt from the BFAC meeting minutes;

8.5 Motion from Council

The OWG considered an appropriate response to the motion from Council in respect of the Road 11 Fire. The OWG recommended the following response;

1. That the Shire commence drafting Standard Operating Procedures (SOP) for all volunteers and Shire staff
2. That a specific containment and fall-back SOP be developed and included.
3. That the Shire continue to advocate for rehabilitation funds to be included at the time of a fire when funding is still available. The Shire to develop a rehabilitation plan and checklist for use by brigades.
4. That a rehabilitation plan be drafted and costed for Council consideration.

COMMITTEE DECISION

That the BFAC endorse the OWG response and recommendations to Council resolution number 69/23.

Moved: Richard Norrish

Seconded: Andy Daw

Carried

CONSULTATION

4. CEO and Executive Team
Chief Bush Fire Control Officer
Bush Fire Advisory Committee
BFAC Operational Working Group

STATUTORY ENVIRONMENT

5. *Local Government Act 1995*
Bush Fires Act 1954

POLICY IMPLICATIONS

6. LO2 Shire of Ravensthorpe Bush Fire Advisory Committee

FINANCIAL IMPLICATIONS

7. Estimated cost for rehabilitation to be a minimum of \$25,000.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
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Performance (operational)	Likely	Moderate	High	Introduction of Standard Operating Procedures
Financial	Likely	Major	High	Shire to introduce Rehabilitation Management. Checklist to be implemented at external agency-controlled bushfires. Shire to continue to advocate for rehabilitation funding to be included in bushfire costings.
Environmental	Likely	Moderate	High	Standard Operating Procedures to be implemented through the bush Fire Brigade units. Rehabilitation Plans to be implemented and costed during significant events.
Reputational	Possible	Moderate	Medium	Shire to continue to train and reinforce SOP to brigades and incident controllers. Increase public awareness of bush fire dangers.

ALTERNATE OPTIONS

9. Nil

STRATEGIC ALIGNMENT

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

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

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.2	Community groups function well with strong volunteer effort and feel supported by the community
2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life

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

Item	Objectives and Strategies
3.4	It is easy and safe to move around and in and out of the district
3.5	The Shire's heritage structures, heritage and cultural places are valued and protected, and are integrated into community life and economic activity.

Outcome 4: Natural Environment - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
4.3	The Shire's valued natural areas and systems are protected and enhanced

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

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future

VOTING REQUIREMENT

11. Simple Majority

COUNCIL DECISION

Moved by Cr Bell, and Seconded by Cr Mudie

Resolution: 95/23

That Council APPROVE the recommendations of the BFAC and NOTE that the costs for the Road 11 Fire rehabilitation will not be expended, but rather the Shire will continue to work with State departments to deliver funding for rehabilitation in bushfire events.

Motion put and CARRIED by Simple Majority

7/0

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

15.1 CEO PERFORMANCE REVIEW 2022/23 AND 2023/24 KPI'S

CEO, shire staff and gallery left chambers at 6.25pm

COUNCIL DECISION

Moved by Cr Livingston, and Seconded by Cr Leighton

Resolution: 96/23

That Council APPROVE confidential matter 15.1 to be discussed behind closed doors.

Motion put and CARRIED by Simple Majority

7/0

COUNCIL DECISION

Moved by Cr Leighton, and Seconded by Cr Mudie

Resolution: 97/23

That Council APPROVE the CEO Performance Review sub-committee recommendation as detailed in Confidential Report 15.1 as presented.

Motion put and CARRIED by Simple Majority

7/0

COUNCIL DECISION

Moved by Cr Bell, and Seconded by Cr Livingston

Resolution: 98/23

That Council APPROVE returning from behind closed doors.

Motion put and CARRIED by Simple Majority

7/0

CEO, shire staff and gallery returned to chambers at 6.35pm

16. CLOSURE

The Presiding Member declared the meeting closed at 6.35pm.