



# Agenda

Ordinary Meeting of Council

Tuesday, 18 October 2022



# NOTICE OF MEETING

Notice is hereby given that the

Shire of Ravensthorpe  
Ordinary Council Meeting

will be held on  
Tuesday, 18 October 2022  
commencing at 6.00pm

Agenda Forum commencing at 5.00pm

Meeting Rooms  
Hopetoun Shire Office  
Hopetoun

Matthew Bird  
Chief Executive Officer

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## Disclaimer

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

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

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

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

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

To: Chief Executive Officer

Name \_\_\_\_\_

Elected Member     Committee Member     Employee     Contractor

- Ordinary Council Meeting held on \_\_\_\_\_
- Special Council Meeting held on \_\_\_\_\_
- Committee Meeting held on \_\_\_\_\_
- Other \_\_\_\_\_

Report No \_\_\_\_\_

Report Title \_\_\_\_\_

Type of Interest (*\*see overleaf for further information*)

Proximity                       Financial                                       Impartiality

Nature of Interest

\_\_\_\_\_

\_\_\_\_\_

Extent of Interest (if intending to seek Council approval to be involved with debate and/or vote)

\_\_\_\_\_

\_\_\_\_\_

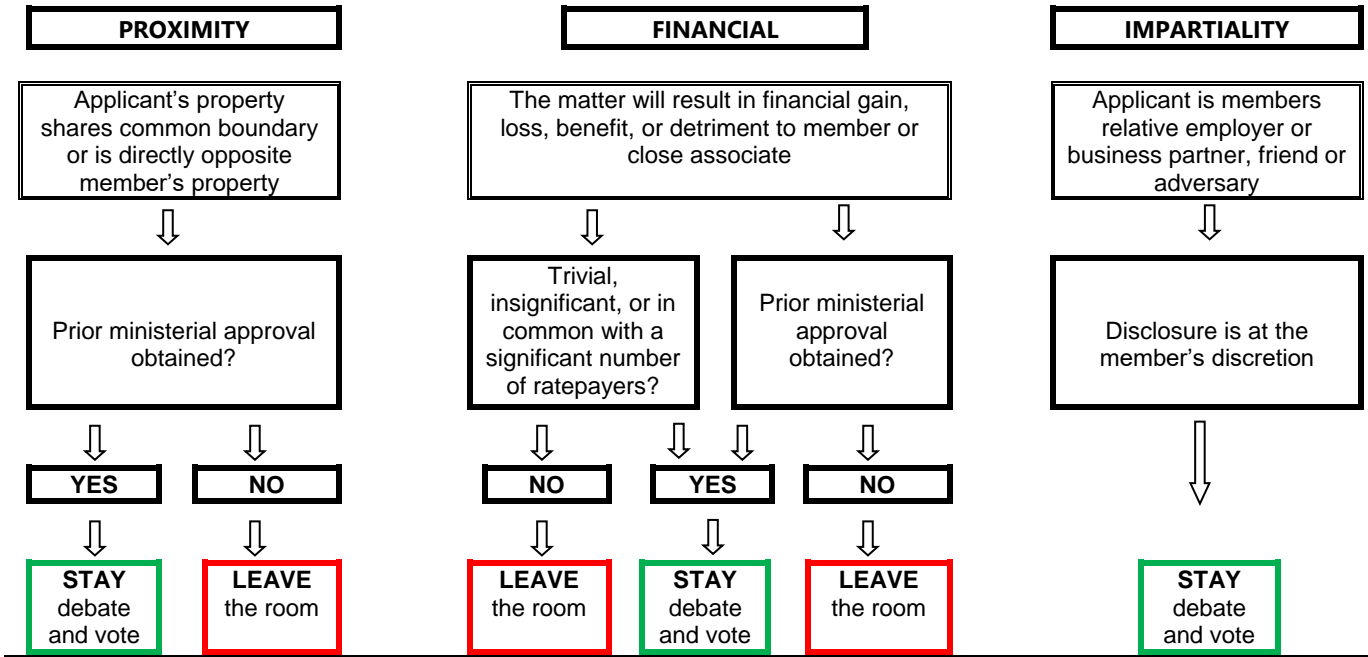
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- **Note 1** - Elected Members/ Committee Members/Employees refer to the Disclosure of Interest Declaration card when disclosure is being read out at Council or Committee Meeting.
- **Note 2:** For Ordinary meetings of the Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.
- **Note 3:** Employees or Contractors disclosing an interest in any matter apart from at meetings, where there is a conflict of interest including disclosures required by s5.71 are required to submit this form to the CEO as soon as practicable.

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

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

## \* Declaring an Interest



### Local Government Act 1995 – Extract

#### s.5.60A - Financial Interest

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

#### s.5.60B – Proximity Interest

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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# AGENDA

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

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## 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President to declare the meeting open.

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

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

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

### **Elected Members:**

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

### **Staff:**

Matthew Bird                      (Chief Executive Officer)  
Paul Spencer                      (Executive Manager Infrastructure Services)  
Natalie Bell                      (Acting Executive Manager Development and Community)  
Meredith Lee-Curtis                      (Executive Assistant)

### **VISITORS**

### **APOLOGIES**

Les Mainwaring                      (Executive Manager Corporate Services)

### **LEAVE OF ABSENCE**

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

Nil.

**4. PUBLIC QUESTIONS TIME**

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

Council Consideration Towards Public

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

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

**5. DECLARATIONS OF INTEREST**

**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.

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

7.1 ORDINARY COUNCIL MEETING MINUTES 20 SEPTEMBER 2022  
(Attachment YELLOW)

**Statutory Environment:**

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

**That the Minutes and associated attachments of the Ordinary Meeting of the Shire of Ravensthorpe held on 20 September 2022 be confirmed as a true and correct record.**

Carried:   /  

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

7.2 SPECIAL COUNCIL MEETING MINUTES 29 SEPTEMBER 2022  
(Attachment BLUE)

**Statutory Environment:**

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

**That the Minutes and associated attachments of the Special Meeting of the Shire of Ravensthorpe held on 29 September 2022 be confirmed as a true and correct record.**

Carried:   /  

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

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

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

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

The Chief Executive Officer has approved deputations from the following:

Nil.

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

Nil.



## 12. REPORTS OF OFFICERS

### 12.1 EXECUTIVE SERVICES

#### 12.1.1 PROGRESS REPORT – CORPORATE BUSINESS PLAN 2022/23

<b>File Reference:</b>	<b>Corporate Business Plan</b>
<b>Location:</b>	<b>NA</b>
<b>Applicant:</b>	<b>NA</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 October 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil.</b>
<b>Attachments:</b> <u>Pink</u>	<b>CONFIDENTIAL Report Corporate Business Plan and 22/23 Budgeted Projects Update</b>
<b>Previous Reference:</b>	<b>NA</b>

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#### **PURPOSE**

1. That Council receives the year to date Corporate Business Plan (CBP) 2020-2024 progress report for the period up to 30 September 2022 including;
  - a. Corporate Business Plan; and
  - b. Budgeted Projects.

#### **BACKGROUND**

2. The CBP is Council's core strategic document for the 4 year period 2020 to 2024. This CBP activates the Shire of Ravensthorpe Strategic Community Plan (2020-2030) and integrates with other informing strategies including the Long Term Financial Plan and Workforce Plan.

This report also provides the status on projects that were endorsed as part of the 2022/23 budget adoption.

The Chief Executive Officer (CEO) Key Performance Indicators (KPIs) for the 2022/23 period were adopted by Council (*Council decision 36/22*) at the June 2022 Ordinary Council meeting. A progress report including recommendations on the CEO 6 month probation period will be presented for Council consideration at the November OCM.

#### **COMMENT**

3. The CEO is required to present to Council an update on the Shire's Corporate Business Plan to keep them informed of the organisation's progress through the year.

This report is provided for the period up to 30 September 2022 and reports against status of the Corporate Business Plan Objectives and Strategies.

The purpose of this report is to:

- i. Provide a status update as at 30 September 2022 on the key actions undertaken by the Shire for 2022/23 financial year of the Corporate Business Plan;

- ii. Demonstrate how the Shire, through the Corporate Business Plan is meeting the Shire’s Strategic Community Plan’s goals and strategies; and,
- iii. Meet the reporting guidelines of the Integrated Planning Framework.

The CBP is structured to meet the SCP objectives and as such is grouped into 5 priority areas addressing Economy; Community; Built Environment; Natural Environment; and Governance and Leadership aspirations of the Ravensthorpe community.

Table 1 provides a status report of the CBP actions as at 30 September 2022. Of the 50 actions 37 are on track and 13 are at monitor status.

Table 1 - Corporate Business Plan Status Report

<b>Objective</b>	<b>Actions</b>	<b>Status Complete</b>	<b>Status On track</b>	<b>Status Monitor</b>	<b>Status Intervene</b>
Economy	6	0	3	3	0
Community	15	0	9	6	0
Built Environment	9	0	8	1	0
Natural Environment	8	0	8	0	0
Governance & Leadership	12	0	9	3	0
<b>Total</b>	<b>50</b>	<b>0</b>	<b>37</b>	<b>13</b>	<b>0</b>

Table 2 provides a report of the 2022/23 Budgeted Projects as at 30 September 2022. A total of 104 budgeted projects (minor projects and light fleet replacement tasks have been omitted) have been reported on for the 2022/23 period with 6 projects completed, 79 on track, 18 to monitor and 1 to intervene. The intervene project relates to the airport master plan preparation project based on recent notification that the RADS grant will now not be in effect until next financial year. This will be addressed at the mid- year budget review.

Table 2 - Budgeted 2022/23 Projects

<b>Projects</b>	<b>Completed</b>	<b>On Track</b>	<b>Monitor</b>	<b>Intervene</b>
104	6	79	18	1

**CONSULTATION**

- 4. Executive Managers and Shire officers

**STATUTORY ENVIRONMENT**

- 5. *Local Government Act 1995 Part 5 Division 5, s 5.56*  
*Local Government (Administration) Regulations 1996 Part 5, Division 3, r19DA*

**POLICY IMPLICATIONS**

- 6. Nil.

## FINANCIAL IMPLICATIONS

7. Airport Master plan project and associated costs will be considered by Council for rescheduling to the 2023/24 period at the midyear budget review.

## RISK MANAGEMENT

8. Risks identified as part of this regular reporting;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance; (operational); CEO does not provide regular updates to Council on performance of strategic objectives.	Possible	Major	High	A CEO KPI is to report on a regular basis to Council on organisational performance each year.
Financial; the failure to regularly report to Council on achievement of strategic objectives and project delivery inhibits Council's ability to make informed budget decisions	Possible	Major	High	A CEO KPI is to report on a regular basis to Council on organisational performance each year.
Reputational; the failure to provide accurate and timely reporting to Council may cause reputational damage to both Shire organisation and Council.	Possible	Major	High	Regular reporting will ensure the Executive Management team effectively manages delivery of strategic objectives and projects and that Council is provided strong oversight of overall shire performance.

## ALTERNATE OPTIONS

9. Council may decide not to accept the report as presented and request the CEO to either provide more information and/or represent the report once new information is supplied.

## STRATEGIC ALIGNMENT

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

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

Item	Objectives and Strategies
1.1	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
2.2	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
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
3.1	The Shire of Ravensthorpe has appropriate housing choice available to the community
3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town
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
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
4.1	Maximised resource recovery from waste and safe disposal of residual waste
4.2	Water conservation and water harvesting opportunities are maximised
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
5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies
5.5	The value of community owned assets is maintained
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

## VOTING REQUIREMENTS

11. Simple Majority

## OFFICER RECOMMENDATION

That Council RECEIVE the following progress reports for the 2022/23 period as at 30 September 2022:

- Corporate Business Plan; and
- Budgeted Projects.

**Carried: \_/\_**

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

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

## 12.2 **CORPORATE SERVICES**

### 12.2.1 MONTHLY FINANCIAL REPORT – 30 SEPTEMBER 2022

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil.</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer</b>	<b>Executive Manager Corporate Services</b>
<b>Date:</b>	<b>12 October 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil.</b>
<b>Attachment: <u>RED</u></b>	<b>Monthly Financial Reports for September 2022</b>
<b>Previous Reference:</b>	<b>Nil.</b>

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#### **PURPOSE**

1. In accordance with the *Local Government Financial Management Regulations (1996)*, Regulation 34, a local government is to prepare a monthly Statement of Financial Activity for approval by Council.

#### **BACKGROUND**

2. Council is requested to review the September 2022 Monthly Financial Reports.

#### **COMMENT**

3. The September 2022 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 2022/23 Annual Budget, or resulting from a Council Motion for a budget amendment.

**RISK MANAGEMENT:**

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

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

**ALTERNATE OPTIONS**

9. Nil.

**STRATEGIC ALIGNMENT**

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

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

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

**VOTING REQUIREMENTS**

11. Simple Majority

**OFFICER RECOMMENDATION**

**That Council RECEIVE the 30 September 2022 Monthly Financial Reports as presented.**

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

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

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

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – SEPTEMBER 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:** 06 October 2022  
**Disclosure of Interest:** Nil.  
**Attachment:** Green Schedule of Payments 30 September 2022  
 Credit Card Transactions to 01 September 2022  
 Creditors List of Accounts Paid September 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 01/09/2022 – 30/09/2022

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					0	0	
Nov					0	0	
Dec					0	0	
Jan					0	0	
Feb					0	0	
Mar					0	0	
Apr					0	0	
May					0	0	
Jun					0	0	
<b>Total</b>	<b>29,848</b>	<b>3,476,296</b>	<b>241,738</b>	<b>17,403</b>	<b>0</b>	<b>3,765,284</b>	<b>914,503</b>
<b>21/22</b>	<b>109,610</b>	<b>11,455,728</b>	<b>1,217,128</b>	<b>101,107</b>	<b>0</b>	<b>12,883,572</b>	<b>4,057,812</b>
<b>20/21</b>	<b>219,357</b>	<b>8,442,181</b>	<b>965,406</b>	<b>135,103</b>	<b>0</b>	<b>9,762,047</b>	<b>3,790,863</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

**COMMENT**

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

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

**CONSULTATION**

- 4. Senior Finance Officer

**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;

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 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
1.2	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

**OFFICER RECOMMENDATION**

**That Council:**

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

**Carried: \_/\_**

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

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

## 12.3 **INFRASTRUCTURE SERVICES**

### 12.3.1 GRAVEL PURCHASING POLICY

<b>File Reference:</b>	<b>Policy Manual</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Executive Manager Infrastructure Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 October 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil.</b>
<b>Attachments: <u>Purple</u></b>	<b>WS16 Gravel Purchasing Policy (DRAFT)</b>
<b>Previous Reference:</b>	<b>Nil.</b>

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#### **PURPOSE**

1. To establish a consistent and transparent pricing structure for the procurement of gravel from property owners within the Shire for the purpose of building and maintaining public roads.

#### **BACKGROUND**

2. There is no current Shire policy related to the purchase of gravel within the Shire, and prices have been negotiated on a case by case basis, enabling the potential for large increases of price. The most recent price paid by the Shire of Ravensthorpe was \$5.00 per cubic metre + GST, whilst current prices paid by other Shires in the Great Southern vary between \$1.40-2.50 per cubic metre.

Council Officers have found that the Shire of Jerramungup adopted a simple policy OP3 Gravel and Sand Acquisition (see link below) to cover these issues and believe as such a policy would provide a good template for the Shire of Ravensthorpe.

<https://www.jerramungup.wa.gov.au/documents/129/op3-gravel-and-sand-aquisition>

This policy makes direct reference to a price set by MRWA as shown in the table below for their graveling purchasing across Western Australia, which is reviewed annually and published publicly.

**APPENDIX 1 HISTORY OF MAIN ROADS COMPENSATION RATES**

FINANCIAL YEAR	MAXIMUM RATE \$ per cubic metre	DETAILS
2001-2007	1.00	Determined by comparison with typical local government rates
2007/08	1.20	Increase based on CPI 2001 to 2007
2008/09	1.25	Increase based on CPI
2009/10	1.27	Increase based on CPI
2010/11	1.31	Increase based on CPI
2011/12	1.35	Increase based on CPI
2012/13	1.37	Increase based on CPI
2013/14	1.40	Increase based on CPI
2014/15	1.45	Increase based on CPI
2015/16	1.47	Increase based on CPI
2016/17	1.48	Increase based on CPI
2017/18	1.51	Increase based on 2016/17 CPI
2018/19	1.54	Increase based on 2017/18 CPI
2019/20	1.56	Increase based on 2018/19 CPI
2020/21	1.56	Increase based on 2019/20 CPI
2021/22	1.62	Increase based on 2020/21 CPI
2022/23	1.72	Increase based on 2021/22 CPI

<https://www.mainroads.wa.gov.au/globalassets/technical-commercial/technical-library/materials-engineering/publications/guidelines/operational-guideline-95-extracting-roadbuilding-materials-from-land-in-wa.pdf?v=4a2256>

Council Officers have prepared a Draft policy entitled WS16 – Gravel Purchasing Policy for review in Attachment 1.

**COMMENT**

- Council Officers believe that an open and transparent pricing structure will encourage participation by local landowners and facilitate fair agreements with them.

**CONSULTATION**

- Executive Team and Works Supervisor.  
 If the officer recommendation is approved then the draft Gravel Policy will be open for public comment. The policy will then be re-presented to Council for consideration for adoption at a future OCM.

**STATUTORY ENVIRONMENT**

- Nil.

**POLICY IMPLICATIONS**

- Adopting this approach will create a new Council policy WS16 Gravel Purchasing Policy to be added to the existing Policy Manual.

**FINANCIAL IMPLICATIONS**

7. It is envisaged that adopting such a policy will reduce costs in the 2022-23 financial year and enable more reliable budgeting for future years.

**RISK MANAGEMENT**

8. There is a risk that some landowners with gravel will not accept the pricing structure and refuse to sell gravel to the Shire, this would be an unfortunate development, but is considered unlikely as the proposed pricing is determined independently and discussion and consultation is expected to win over such landowners. Worst case would be to take gravel from a pit further from the job and incur some additional costs or scope reduction.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial risks	Unlikely	Moderate	Medium	Consultation and discussion with property owners

**ALTERNATE OPTIONS**

9. Continue to negotiate prices on an individual basis and risk price escalation.

**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
1.2	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
5.3	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**

11. Simple Majority

**OFFICER RECOMMENDATION**

**That Council Approves the draft Policy for public comment.**

**Carried:   /**

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

## 12.4 **DEVELOPMENT AND COMMUNITY**

### 12.4.1 LOT 439 (37) MARTIN STREET, RAVENSTHORPE

<b>File Reference:</b>	<b>A11645</b>
<b>Location:</b>	<b>Lot 439 (37) Martin Street, Ravensthorpe</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Coordinator of Development Services</b>
<b>Authorising Officer</b>	<b>A/ Executive Manager Development and Community Services</b>
<b>Date:</b>	<b>7 October 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil.</b>
<b>Attachments:</b> <b><u>Orange</u></b>	<b>Drainage Survey Map</b> <b>Site Map</b> <b>Draft Management Order</b>
<b>Previous Reference:</b>	<b>N/A</b>

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#### **PURPOSE**

1. Council to consider the submission for the creation of a Reserve for the purpose of "Drainage" at Lot 439 (37) Martin Street, Ravensthorpe to the Minister of Lands and recommends that Council agree to the acceptance of a Management Order over the land.

#### **BACKGROUND**

2. The Shire approached the Department of Planning, Lands and Heritage (DPLH) in March 2021 to consider Lot 439 (37) Martin Street, Ravensthorpe be reserved for the purpose of "Drainage" and to be returned to the Crown.

This lot abuts Shire land, Lots 450, 451, 452 and 453 on Spence Street on the back boundary, and provides natural surface drainage from all adjoining lots into Lot 439 Spence Street, and from there water flows naturally into a creek adjacent to Moir Road/Martin Street intersection. Any development on this block would be at risk of flooding.

At the time of our enquiry to DPLH, the Shire expressed that it was not interested to gain a Management Order once it becomes a Reserve. However, DPLH was not receptive of creating the Reserve unless the Shire agrees to accept a Management Order.

Western Australian Land Authority, trading as Development WA is the owner of this lot and was contacted in regards to this matter.

Development WA is in favour of the Shire obtaining the Management Order and a reserve for the purpose of "Drainage" created over this lot.

#### **COMMENT**

3. Currently this block functions as the main area drain and the Shire would prefer to keep it in its natural state which would require minimal maintenance.

Assessment by previous Director of Technical Services indicated that an alternative piped drainage system would be costly to construct and maintain.

**CONSULTATION**

4. Development WA.  
 Department of Planning, Lands and Heritage.  
 Shire Staff.

**STATUTORY ENVIRONMENT**

5. The Land Administration Act 1997.  
 Local Government Act 1995.

**POLICY IMPLICATIONS**

6. Nil.

**FINANCIAL IMPLICATIONS**

7. Nil.

**RISK MANAGEMENT**

8. The following risks were identified as part of this report.

9. Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance: Block use changed to other than Drainage	Possible	Minor	Very Low	Management Order Retains block for Drainage Purposes only.
Financial: Associated maintenance cost	Possible	Minor	Very Low	Minimal Annual to Nil. maintenance cost anticipated.
Environmental: Potential flooding	Possible	Minor	Very Low	Shire Management Order will ensure block is maintained.
Reputational: No Reputational Risks Identified	Rare	Insignificant	Very Low	NIL.

**ALTERNATE OPTIONS**

10. Nil.

**STRATEGIC ALIGNMENT**

11. 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
1.2	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
2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage

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

Item	Objectives and Strategies
3.2	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

**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
4.1	Maximised resource recovery from waste and safe disposal of residual waste
4.2	Water conservation and water harvesting opportunities are maximised
4.3	The Shire's valued natural areas and systems are protected and enhanced

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

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered

**VOTING REQUIREMENTS**

12. Simple Majority

**OFFICER RECOMMENDATION**

**That Council APPROVE the submission to create a Reserve for the purpose of "Drainage" over Lot 439 (37) Martin Street, Ravensthorpe, and agree to accept a Management Order over the newly created Reserve.**

**Carried: \_/\_**

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

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

12.4.2 RAVENSTHORPE BUSHFIRE ADVISORY COMMITTEE – ADDITION OF FIRE CONTROL OFFICER

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<b>File Reference:</b>	<b>ES.ME.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Bush Fire Advisory Committee</b>
<b>Author:</b>	<b>Community Emergency Services Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 October 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil.</b>
<b>Attachments:</b>	<b>Nil.</b>
<b>Previous Reference:</b>	<b>ES.ME.1</b>

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**PURPOSE**

1. That Council ENDORSES the following additional nomination of the Bushfire Advisory Committee (BFAC) for a Fire Control Officer (FCO) at Munglinup.

**BACKGROUND**

2. The BFAC recommendations to Council for Fire Control Officers was Endorsed by Council at the July 2022 OCM under resolution 39/22. BFAC is requesting that a further name be added to the Fire Control Officers endorsed at that meeting.

**COMMENT**

3. The proposed FCO has completed Bushfire Control Officer training and the Munglinup BFB has requested his inclusion as an FCO.

**CONSULTATION**

4. Bush Fire Advisory Committee

**STATUTORY ENVIRONMENT**

5. Bush Fire Act 1954

**POLICY IMPLICATIONS**

6. Council Policy LO2 Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC)

**FINANCIAL IMPLICATIONS**

7. Nil.



## RISK MANAGEMENT

### 8. Risk management under the Bush Fire Brigades Local law 2010.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) Lack of sufficient FCO increases risk of bush fire related events not being adequately serviced by Shire	Rare	Minor	Very Low	Training completed to increase FCO numbers
Financial Increased costs to Shire	Rare	Insignificant	Very Low	Funding through DFES
Environmental BFBs not adequately resourced leading to increased risk of environmental damage	Rare	Insignificant	Very Low	Training and management under BFB Local Law for more BFB members
Reputational Only if BFBs resourcing is not increased	Rare	Insignificant	Very Low	Continual training and Shire support

## ALTERNATE OPTIONS

9. Council does not endorse the additional FCO to the Munglinup BFB as recommended by the BFAC.

## 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
2.1	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

**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
3.5	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
4.2	Water conservation and water harvesting opportunities are maximised
4.3	The Shire's valued natural areas and systems are protected and enhanced

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

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies
5.5	The value of community owned assets is maintained

**VOTING REQUIREMENTS**

11. Simple Majority

**COMMITTEE RECOMMENDATION**

**That Council ENDORSES the addition of Nathan Chapman as a Fire Control Officer for the purposes of the LO2 Shire of Ravensthorpe BFAC, and under the Bush Fire Brigades Local Law 2010.**

**Carried:**   /  /  

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

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

**13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

NIL.

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

15.1 ELECTED MEMBER MATTER - CONFIDENTIAL

**16 CLOSURE**

The Presiding Member to declare the meeting closed.