



Minutes **(Confirmed)**

Ordinary Meeting of
Council

Tuesday, 19 July 2022



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MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 6.02pm.

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

Elected Members

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

Staff

Matthew Bird	(Chief Executive Officer)
Les Mainwaring	(Executive Manager Corporate Services)
[vacant]	(Executive Manager Infrastructure Services)
Natalie Bell	(Acting Executive Manager Development and Community)
Meredith Lee-Curtis	(Executive Assistant)

VISITORS Nil.

APOLOGIES Nil.

ON LEAVE OF ABSENCE Nil.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTIONS TIME

Nil.

5. DECLARATIONS OF INTEREST

Prior to any consideration of Item 12.1.3 Community Development Fund Applications 2022/2023, in accordance with Section 5.65 of the *Local Government Act 1995*:-

- Cr Sue Leighton declared a financial interest on the basis that one of the applicants is the Ravensthorpe Wildflower Show and Cr Leighton is the Co-ordinator of the Ravensthorpe Wildflower Show; and

- Cr Tom Major declared an impartiality interest on the basis that one of the applicants is his wife, Gabrielle Major, Manager of the CRC, and as a consequence there may be a perception that his impartiality may be affected.

The Shire President, Cr Keith Dunlop advised the meeting that the declarations of interest made by Crs Leighton and Major were considered to be minor, with no benefit to be gained by either Councillor. Cr Dunlop declared that Crs Leighton and Major may remain in the room when the Item is due for consideration, and to consider the matter on its merit and vote accordingly.

6. APPLICATIONS FOR LEAVE OF ABSENCE

6.1 CR GRAHAM RICHARDSON HAS REQUESTED LEAVE FOR THE PERIOD 25 JULY 2022 TO 3 SEPTEMBER 2022, INCLUDING THE ORDINARY COUNCIL MEETING SCHEDULED 16 AUGUST 2022

COUNCIL DECISION

Moved by Cr Mudie, seconded by Cr Leighton

Resolution: 37/22

Cr Graham Richardson be **GRANTED** leave for the period 25 July 2022 to 3 September 2022, including for the Ordinary Council meeting scheduled 16 August 2022.

Motion put and **CARRIED**

(7/0)

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 ORDINARY COUNCIL MEETING MINUTES 21 JUNE 2022

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 AMENDMENT

Moved by Cr Livingston, seconded by Cr Major

Resolution: 38/22

That the Minutes and associated attachments of the Ordinary Meeting of Council of the Shire of Ravensthorpe held 17 May 2022 be **CONFIRMED** as a true and correct record of the proceedings, subject to amendment of Item 8. Announcements/Reports of Elected Members; Cr Tom Major (third line); the word 'Jodie' to be corrected to read 'Jodi'.

Motion put and **CARRIED**

(7/0)

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Cr Sue Leighton advised that the Hopetoun Library is in the running to win \$5,000, and commented that the football match played in Munglinup was a fabulous event.

Cr Graham Richardson advised that he had attended the Hopetoun Progress Association Sundowner event and was pleasantly surprised at the number of attendees and was a good event.

Cr Tom Major attended the RAIN Committee Meeting on the 14th July and reported that the group is planning their 20th Year Celebration later this year. The group is also distributing a large quantity of seedlings to community members.

Cr Julia Bell advised that she had received a phone call from Liz Aberline who was rather irate in regard to a piano.

Cr Rachel Livingston advised that the Ravensthorpe District High School's new Principal is Mat Kennedy who will be engaged on a permanent basis. Cr Livingston congratulated the Ravensthorpe Regional Arts Council (Ainsley Foulds) who was a recent successful recipient of a grant from Lottery West for \$25,000 funding towards activities that engage young children in the region through arts and cultural experiences.

Cr Mark Mudie advised that unfortunately he was unable to attend any events due to illness.

The Shire President, Cr Keith Dunlop advised that he, Crs Leighton and Richardson attended the Shire BBQ held on Friday 8 July at the Hopetoun Golf Club to thank those who assisted in the bushfire clean-up, and to meet a few of the fire-affected residents. Cr Dunlop also advised that he and Matt Bird, Shire CEO, recently met with the Hon Rick Wilson MP, Member for O'Connor, Liberal Party.

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)

RAVENSTHORPE BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES AND SHIRE OF RAVENSTHORPE 2022/2023 FIRE BREAK NOTICE

File Reference:	ES.ME.1
Location:	Shire of Ravensthorpe
Applicant:	Bush Fire Advisory Committee
Author:	Community Emergency Services Manager
Authorising Officer	Chief Executive Officer
Date:	7 July 2022
Disclosure of Interest:	Nil
Attachments: <u>ORANGE</u>	(a) Draft – Shire of Ravensthorpe Fire Break Notice 2022/2023 (b) Unconfirmed Minutes and attachments of the BFAC meeting (available on the Shire of Ravensthorpe website, Councillor portal)
Previous Reference:	Nil

COUNCIL DECISION

(Committee Recommendation)

Moved by Cr Mudie, seconded by Cr Richardson

Resolution: 39/22

That Council:

1. **RECEIVES the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting and Annual General Meeting held on 5 July 2022.**
2. **ENDORSES the following nominations as detailed in the Minutes of the Annual General Meeting held on 5 July 2022:-**

(5) Election of Chairman

Nominee	Nominated By	Seconded	Elected
<i>Keith Rowe</i>	<i>Rod Daw</i>	<i>Gavin Gibson</i>	Yes

(6) Election of Deputy Chairman

Nominee	Nominated By	Seconded	Elected
<i>Bernard Fetherstonhaugh</i>			<i>Declined</i>
<i>Rian Duncan</i>	<i>Richard Norrish</i>	<i>Reece Laycock</i>	Yes

(7) Election of Chief Bush Fire Control Officer

Nominee	Nominated By	Seconded	Elected
<i>Rod Daw</i>	<i>Reece Laycock</i>	<i>Keith Rowe</i>	Yes

(8) Election of Deputy Chief Bush Fire Control Officers

Nominee	Nominated By	Seconded	Elected
<i>Gavin Gibson</i>	<i>Rod Daw</i>	<i>Richard Norrish</i>	Yes
<i>Rian Duncan</i>	<i>Bernard Fetherstonhaugh</i>	<i>Richard Norrish</i>	Yes

(9) Nomination of Fire Weather Officers

In accordance with section 38 of the Bush Fires Act 1954, a local government may appoint persons as authorised Harvest Ban Officers. Harvest Ban Officers can allow burning to proceed on days when a "very high" or "extreme" fire danger is forecast.

Nominee	Nominated By	Seconded	Elected
Mr Rodney Daw	Keith Rowe	Richard Norrish	Yes
Mr Gavin Gibson	Keith Rowe	Richard Norrish	Yes
Mr Bernard Fetherstthonhaugh	Keith Rowe	Richard Norrish	Yes
Mr Andrew Chambers	Keith Rowe	Richard Norrish	Yes
Mr Peter Kuiper	Keith Rowe	Richard Norrish	Yes

OFFICER and COMMITTEE DECISION

Moved: Mr Keith Rowe Seconded: Mr Richard Norrish

That the Committee ENDORSES all nominees elected as Fire Weather Officers for the Shire of Ravensthorpe for a one year term.

That absent nominees be contacted to confirm their willingness to remain as Fire Weather Officers for the Shire of Ravensthorpe for a one year term.

Carried

(10) Confirmation of Elected Fire Control Officers

OFFICER and COMMITTEE DECISION

Moved: Mr Rian Duncan Seconded: Mr Reece Laycock

That the Committee ENDORSES all nominees elected as Fire Control Officers for the Shire of Ravensthorpe for a one year term, as per the list below 'Shire of Ravensthorpe 2022/23 Fire Control Officers', pending email confirmation.

Carried

SHIRE OF RAVENSTHORPE 2022/2023 FIRE CONTROL OFFICERS

NAME	POSITION	BRIGADE	RADIO CALL SIGN
Rod Daw	CBFCO	East Ravensthorpe BFB	6GR / Ravey Chief
Gavin Gibson	DCBFCO	Munglinup BFB	Mungy Base / Mungy 1
Rian Duncan	DCBFCO	West River BFB	West River Base / West River 4
Luke Webster	FCO	Cocanarup BFB	Cocanarup 1
Gary Webster	FCO/Capt.	Cocanarup BFB	Cocanarup 2
Keith Rowe	FCO	Cocanarup BFB	Cocanarup 3
Andrew Daw	FCO/Capt.	East Ravensthorpe BFB	East Ravey 1
Devon Burton	FCO	East Ravensthorpe BFB	East Ravey 2
Malcom Grant	FCO/BRPC	East Ravensthorpe BFB	East Ravey 3
Rod Daw	CBFCO	East Ravensthorpe BFB	6GR / Ravey Chief

NAME	POSITION	BRIGADE	RADIO CALL SIGN
Stott Redman	FCO/Capt.	Hopetoun Rural BFB	Hopetoun Rural 1
Courtney Foulds	FCO	Hopetoun Rural BFB	Hopetoun Rural 2
Andrew Venning	Permit Officer	Hopetoun Rural BFB	
Scott Lawry	FCO	Hopetoun VFES	
Peter Nankervis	Permit Officer	Hopetoun VFES	
James Mollet	FCO/Capt.	Jerdacuttup BFB	Jerdy Base / Jerdy 1
Paul Bell	FCO	Jerdacuttup BFB	SE Jerdy Base / Jerdy 2
	FCO	Jerdacuttup BFB	Jerdy 3
Brad Clarke	FCO	Mt Short BFB	Mt Short 1
Peter Belli	FCO	Mt Short BFB	Mt Short 2
Richard Norrish	FCO	Mt Short BFB	Mt Short 3
Gavin Gibson	DCBFCO	Munglinup BFB	Mungy Base / Mungy 1
Bernard Fetherstonhaugh	DCBFCO	Munglinup BFB	Nth Mungy Base / Mungy 2
Reece Laycock	FCO/Capt.	North Ravey BFB	Nth Ravey 1
Andrew Chambers	FCO	North Ravey BFB	Nth Ravey 2
Kye Chambers	FCO	North Ravey BFB	Nth Ravey 3
Chad Tuckett	FCO	North Ravey BFB	Nth Ravey 4
Peter Kuiper	FCO/Capt.	West River BFB	West River 1
Brett Kershaw	FCO	West River BFB	West River 2
Mark Mudie	FCO	West River BFB	West River 3
Rian Duncan	FCO	West River BFB	West River Base / West River 4
Russell Palmer	CESM	Ravensthorpe Shire	Ravey CESM
Michaela Pritchard	Permit Officer	Ravensthorpe Shire	Shire Ranger 1
Greg Stover	Permit Officer	Ravensthorpe Shire	Shire Ranger 2

**(11) NOMINATION FOR Dual Fire Control Officers to neighbouring Local Governments
Esperance Shire**

Mr Rodney Daw nominated Mr Gavin Gibson and Mr Bernard Fetherstonhaugh.
Seconded by Mr Keith Rowe.
Positions elected unopposed.

Jerramungup Shire

Mr Rian Duncan nominated Mr Peter Kuiper and Mr Brett Kershaw.
Seconded by Mr Richard Norrish.
Positions elected unopposed.

Lake Grace Shire

Mr Reece Laycock nominated Mr Andrew Chambers and Mr Chad Tuckett.
Seconded by Mr Gavin Gibson.
Positions elected unopposed.

- 3. NOTES the Bush Fire Advisory Committee recommendation to continue to allow the use of firepits at Shire designated campgrounds subject to the Shire undertaking appropriate risk assessment and mitigation strategies including the installation of permanent concrete fire rings that are not able to be moved.**

4. **ENDORSES** the Bush Fire Advisory Committee recommendation that the Shire of Ravensthorpe write to the appropriate authorities to register the Bush Fire Advisory Committee's concern regarding the lack of fire-fighting vehicles permanently located at each Shire of Ravensthorpe Brigade Shed, and that the Shire of Ravensthorpe actively **ADVOCATE** to these authorities for increased resourcing for additional equipment and training for the Shire of Ravensthorpe Bush Fire Brigades.
5. **ADOPTS** the Bush Fire Advisory Committee recommendations to update the Shire of Ravensthorpe 2022/23 Fire Break Notice as follows:-
 - a) Rename the Shire of Ravensthorpe 2022/2023 Fire Break Notice to "Shire of Ravensthorpe 2022/2023 Fire Control Notice and Fire Break Notice", as the Notice contains more information than just firebreak notices;
 - b) Update maps including the new fire weather boundaries Pages 18 and 19;
 - c) Relocation of maps from pages 2 and 3 to Pages 18 and 19 of the Notice to highlight the importance of dates to be complied with on page 2;
 - d) Inclusion of new Australian Fire Danger Rating System and appropriate graphics, pages 4 and 5;
 - e) Update Contractor details page 12; and
 - f) Update Fire Control Officer (FCO) contact details on the final page.
6. **ADVERTISES** the Bush Fire Notice, elected Fire Control Officers and Fire Weather Officers 2022/23 for the Shire of Ravensthorpe in accordance with s38 (2A) of the *Bush Fires Act 1954*.
7. **GIVES NOTICE** to all owners and occupiers of land in its district by publishing a Notice in the *Government Gazette* in accordance with subsections 33(1) and (2) of the *Bush Fires Act 1954*.

Motion put and **CARRIED**

(7/0)

12. REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.1 NEW POLICY – LPP12 LEASES AND LICENCES POLICY

File Reference:	CP.LO.4
Location:	N/A
Applicant:	Shire of Ravensthorpe
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	8 July 2022
Disclosure of Interest:	Nil
Attachments: <u>GREEN</u>	Draft - New Policy LPP12 Leases and Licences
Previous Reference:	Nil

PURPOSE

1. This item seeks Council consideration of a new policy (as attached to this report) to assist in the effective management of leases and licences over Shire property.

BACKGROUND

2. The purpose of the new lease and licence policy is to ensure transparent and accountable process for the disposal of land and building assets by way of lease or licence held by the Shire of Ravensthorpe.

The new policy acknowledges the various ways the Shire has tenure over land and buildings including either owned in fee simple, under a management order, or via a sub-lease arrangement and that not all community and sporting groups require a lease agreement approach. In some instances a licence arrangement is the most appropriate and cost effective agreement format.

The new policy outlines the guiding principles when entering into lease and licensing arrangements.

COMMENT

3. The purpose of this policy is;
 - a) to ensure transparent and accountable process for the disposal of land and building assets by way of lease or licence held by the Shire of Ravensthorpe either owned in fee simple, under a management order, or via a sub-lease arrangement,
 - b) to minimise the risk to the Shire of Ravensthorpe and to maximise the overall return to the community for Shire of Ravensthorpe assets, and
 - c) to ensure compliance with the provisions of section 3.58 of the *Local Government Act 1995*, and any other relevant laws and consistency with Shire of Ravensthorpe policies.

A review of the current Shire lease contract register reveals there are some 59 leases or licence agreements in place between the Shire and a broad range of lessees including businesses,

community, sporting groups and individuals. The adoption of the new policy is considered timely as a number of these lease agreements require immediate review and actioning due to expiry of the current term.

The benefits of the new policy include:

- a) Reduces the cost burden on rate payers by ensuring commercial leases deliver an appropriate return on investment and all community leases and licences contribute to operating costs.
- b) Clearly details the differences between lease and licenses and when each approach should be applied.
- c) Ensures that all requests for lease or licence for whatever purpose will be treated in a fair and equitable manner using open and accountable methodology and in line with statutory procedures.
- d) Addresses when to apply short and long term leasing or licensing approach to property owned, managed or sub leased by the Shire of Ravensthorpe.

All new leases, sub leases and licence agreements will require the approval of Council, however any granting of extensions via further terms included in the original lease can be done under delegated authority to the Chief Executive Officer.

A licence approach will be the preferred agreement format between the Shire and those community and not for profit organisations that do not require tenure over land or buildings to attract third party funding, or to invest funds for capital improvements. Licence agreements should be a more effective approach, provide greater flexibility and ultimately less costly to both parties.

CONSULTATION

4. Executive Team

STATUTORY ENVIRONMENT

5. Section 3.58 of the *Local Government Act 1995* deals with disposal of property. Regulation 30 of the Local Government (Functions and General) Regulations 1996 covers dispositions of property excluded from the Act.

POLICY IMPLICATIONS

6. If approved by Council the new policy "A5 Leases and Licences" will be included in the Council Policy Manual.

FINANCIAL IMPLICATIONS

7. Nil

RISK MANAGEMENT

8. Risk implications identified for this proposed policy;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) & Reputational – the lack of clear guidelines for the entering into lease agreements leads to inconsistency and lack of transparency.	Likely	Major	High	Council adopts a policy that clearly details how, why and when lease and licence agreements should be entered into.
Financial – Responsibility for setup, ongoing and maintenance costs associated with leases and licences of Shire buildings is inconsistent and not fair to the local ratepayer.	Possible	Major	High	The new policy clearly sets out guidelines on who is responsible for various costs and guidelines for determining rent payable.

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
1.1	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
2.4	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
3.5	The Shire's heritage structures, heritage and cultural places are valued and protected, and are integrated into community life and economic activity.

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
5.5	The value of community owned assets is maintained

Voting Requirements:

Absolute Majority.

COUNCIL DECISION

Moved by Cr Major, seconded by Cr Leighton

Resolution: 40/22

That Council, BY AN ABSOLUTE MAJORITY:

- 1. APPROVES to ADOPT the proposed LPP12 Leases and Licences Policy; and**
- 2. REQUESTS the Chief Executive Officer develop an appropriate communication and stakeholder management plan to support the implementation of this policy.**

Motion put and CARRIED BY AN ABSOLUTE MAJORITY

(7/0)

12.1 **EXECUTIVE SERVICES**

12.1.2 COUNCIL POLICY MANUAL REVIEW

File Reference:	CM.PO.1
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	11 July 2022
Disclosure of Interest:	Nil
Attachment: <u>GREEN</u>	1. Council Policy Manual
Previous Reference:	Nil

PURPOSE

1. That Council approve the annual review of the Council Policy Manual dated July 2022.

BACKGROUND

2. An annual review of all Council policies is undertaken to adhere to the Shire of Ravensthorpe Compliance Calendar, which is the basis of the Compliance Audit Return submitted to the Department of Local Government, Sport and Cultural Industries annually.

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council to achieve an equitable decision-making process. Written policies also enable the community to be aware of the reasoning behind administrative (operational) and Council decisions and to be familiar with the philosophy behind individual decisions. Policy statements enable much of the day-to-day business of Council to be handled by the Administration, freeing up the time of the Elected Members in determining major policy and strategic direction.

An up-to-date policy manual of any organisation proves to be a valuable tool in improving the decision-making process. Policies contained within the manual are those that project a corporate image and are not controlled by individual directorates. The development of the policies involves input from staff across the organisation and elected members.

A policy statement is not binding on Council but provides a guideline for Elected Members and staff in determining individual applications or requests. Generally, policies evolve as issues come before Council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process is in place.

Each policy is developed in order to address specific matters. They relate to objectives of the Shire of Ravensthorpe, and, in some instances, as required by legislation. The principles behind the policies are directly related to the Shire's values as an organisation.

It is important to note that the manual should only contain the policy statement of the Council and should not refer to operational, staff or procedural matters.

COMMENT

3. A detailed review of the Shire's policy manual was undertaken by the Shire executive team resulting in the proposed rationalising of the current policies into separate operational and Council manuals. This is considered a contemporary approach to Policy Manual management.

Policies pertaining to administrative (operational) matters, being a directive from the CEO and not a Council policy statement, have been extracted to create a separate CEO Operational Policies Manual for referral by staff. The justification is that these policies are considered an administrative matter that is the responsibility of the CEO under Section 5.41 of the Local Government Act and do not require formal Council endorsement.

Minor amendments to the current Council Policy Manual have also been made to update senior management role descriptions in the Council Policy Manual.

The policies selected for the July 2022 review are:

- 3.1 G13 Organisational Structure (deleted as no longer applicable)
- 3.2 F2 Purchasing Policy (updates to officer delegated authority levels)
- 3.3 A3 Work Health and Safety Policy (due to new legislation introduced in March 2022, the previous Occupational Work Safety and Health Policy has been amended)
- 3.4 F4 Investments (clause added for clarity regarding Shire delegated authority responsibilities of the Ravensthorpe Hopetoun Future Fund)

The policies selected for transfer to the CEO Operational Policies Manual are:

- 3.5 G14 Senior Employees
- 3.6 G23 Communications and Social Media Policy
- 3.7 A4 Code of Conduct for Employees
- 3.8 A6 Internet and Email Usage
- 3.9 A7 Fitness for Work
- 3.10 A9 Corporate Uniform
- 3.11 A12 Staff Training and Development
- 3.12 A13 Staff – Education and Study Assistance

The policy G20 Community Development Fund will be reviewed in coming months and presented for Council consideration prior to the next funding round timeframe.

CONSULTATION

4. Chief Executive Officer, Executive Managers, Staff

STATUTORY ENVIRONMENT

5. *The Local Government Act 1995* outlines the roles of Council and the Chief Executive Officer.

POLICY IMPLICATIONS

6. The Policy Manual has been developed over time to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process.

The Policy Manual should not relate to operational or staff related matters.
The Policy Manual is a fluid document and should be reviewed annually.

FINANCIAL IMPLICATIONS

7. Policy F5 Transaction Card has had minor amendments made.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) It is a requirement to review the Council Policy manual on an annual basis as part of the Compliance Annual Return	Unlikely	Moderate	Medium	Council consider the officer recommendation to adopt the amended Council Manual

ALTERNATE OPTIONS

9. Council may decide not to accept the revised manual as presented in whole or part thereof.

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
5.2	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
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENTS

11. Absolute Majority

COUNCIL DECISION

Moved by Cr Leighton, seconded by Cr Richardson

Resolution: 41/22

That Council, BY AN ABSOLUTE MAJORITY:

APPROVES to ADOPT the amended Council Policy Manual as presented in Attachment 1 to this report.

Motion put and CARRIED BY AN ABSOLUTE MAJORITY

(7/0)

12.1 EXECUTIVE SERVICES

Prior to consideration of the item, in accordance with Section 5.65 of the *Local Government Act 1995*, the Shire President, Cr Keith Dunlop advised the meeting that the declarations of interest made by Crs Leighton and Major were considered to be insignificant to influence the Members conduct in relation to this matter.

Cr Dunlop declared that Crs Leighton and Major may remain in the room and to consider the matter on its merit and vote accordingly.

12.1.3 COMMUNITY DEVELOPMENT FUND APPLICATIONS 2022/2023

File Reference:	GS.PR.4
Location:	N/A
Applicant:	N/A
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	11 July 2022
Disclosure of Interest:	Cr Sue Leighton declared a Financial Interest, and Cr Thomas Major declared an Impartial Interest
Attachments:	<u>SEPARATE</u> Confidential Attachment 1 – Panel Recommendation
Previous Reference:	Nil

PURPOSE

1. The report seeks Council consideration for the awarding of grants under the 2022/23 Community Development Fund.

BACKGROUND

2. Each year before the budget adoption the Shire of Ravensthorpe opens a local community grant scheme called the Community Development Fund (CDF) as per Council Policy G20. This enables community groups to apply for a grant of up to \$5,000.

Community Development Funds may be used for the following purposes, including minor building construction, maintenance or repair, equipment purchase or hire, events or functions, operating expenses, relief from Council fees and charges etc. The funds cannot be used to cover staff wages or employment costs. A minimum amount of \$250 applies to all applications.

Applicants should ensure the following criteria are addressed in their application:

- Type of organisation (eg sport and recreation, community based, general interest, health and welfare, artistic, religious etc);
- Organisation membership;
- Nature of service/facility provided;
- Demonstrated need or community benefit;
- Applicant's financial position;
- Purpose of the grant;
- Provision of a detailed project budget including GST breakdown;
- Provision of a quote for all items greater than \$1000 in value; and
- Details of applications to other possible funding sources. (eg Department of Sport and Recreation, Healthways, LotteryWest, Ravensthorpe Hopetoun Future Fund etc.)

COMMENT

3. The Community Development Fund will be allocated from within Council’s general revenue budget each year with applications for expenditure within the 2022/2023 financial period, closing 29 April 2022.

The 2022/23 Community Development Fund received 13 applications requesting a total of \$46,338.22 ex GST as per the table below:-

Organisation	Project	\$ Amount
Community Spirit	Insurance	\$3,000.00
Hopetoun Community Resource Centre	Freestyle Now Workshops	\$3,650.00
Hopetoun Progress Association	Summer Festival	\$5,000.00
Jerdacuttup Community Association	Insurance and Electrical Costs	\$5,000.00
Mungy Munchkins	Toys	\$1,272.73
Ravensthorpe Agriculture Initiative Network	Review of Strategic Plan	\$2,818.00
Ravensthorpe Parents and Citizens	Medal and Endeavour Awards	\$1,490.64
Ravensthorpe Playgroup	Couches	\$3,299.00
Ravensthorpe Tigers and Football Sporting Club	Hockey Goals	\$5,000.00
Ravensthorpe Wildflower Show	Hall Hire	\$1,500.00
Ravensthorpe District Art Group	Furniture Fit Out	\$4,545.45
Ravensthorpe Regional Arts Council	Production Lighting	\$4,762.40
Ravensthorpe Community Resource Centre	Printer	\$5,000.00
Total of all Applications (ex GST)		\$46,338.22

An evaluation panel comprising 3 (three) Councillors with Shire executive support assessed the applications using a competitive criteria scoring tool. The panel recommended a level of support as per Confidential Attachment 1.

CONSULTATION

4. Councillors and Executive Officer

STATUTORY ENVIRONMENT

5. Nil.

POLICY IMPLICATIONS

6. The Community Development Fund should be administered as per Council Policy G20 – Community Development Fund.

FINANCIAL IMPLICATIONS

7. As per Council Policy G18 Community Development Fund an amount up to \$35,000 ex GST is allocated to the funding of approved Community Development Fund Applications each financial year. Council may award more or less than this amount as part of the adoption of the annual budget process.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational & Financial; The awarding of the CDF program and budget allocation is not formally endorsed by Council.	Unlikely	Moderate	Medium	The CDF is an annual funding program expected from the local community groups. Council to consider application and endorse awarding.

ALTERNATE OPTIONS

9. Council may endorse the panel recommendation or elect to support or not support its own selections.

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
1.1	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
2.4	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 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
5.3	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. Absolute Majority

COUNCIL DECISION

Moved by Cr Livingston, seconded by Cr Richardson

Resolution 42/22

That Council APPROVES BY AN ABSOLUTE MAJORITY:

1. To **ENDORSE** the CDF Panel recommendations for support as per Confidential Attachment 1; and
2. To **ENDORSE** the Chief Executive Officer to advise each group of the status of their application.

Motion put and CARRIED BY AN ABSOLUTE MAJORITY

(7/0)

12.1 EXECUTIVE SERVICES

12.1.4 NOTICE OF CHANGE OF VENUE FOR ORDINARY MEETING OF COUNCIL – AUGUST 2022

File Reference:

Location:	N/A
Applicant:	N/A
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	11 July 2022
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Nil

PURPOSE

1. That Council agree to change the venue for the August 2022 Ordinary meeting of Council.

BACKGROUND

2. At least once per annum Council seeks to hold a meeting at the location of Munglinup.

COMMENT

3. That Council agree to change the venue for the August 2022 Ordinary meeting of Council to the Munglinup Community Centre.

CONSULTATION

4. Shire President

STATUTORY ENVIRONMENT

5. *Local Government Act 1995*, s5.25 (1)(g) and Local Government (Administration) Regulations 1996, r.12

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

7. Nil.

RISK MANAGEMENT

8. N/A

STRATEGIC ALIGNMENT

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

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

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

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

10. Simple Majority

COUNCIL DECISION

Moved by Cr Livingston, seconded by Cr Leighton

Resolution: 43/22

That Council:

1. **AGREES** to change the venue for the 16th August 2022 Ordinary Meeting of Council to the Munglinup Community Hall; and
2. **DIRECTS** the Chief Executive Officer to place a Notice on the Shire's website advising of the change of venue, as per *Local Government Act 1995*, s5.25 (1)(g) and *Local Government (Administration) Regulations 1996*, r.12.

Motion put and CARRIED

(7/0)

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 30 JUNE 2022

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Senior Finance Officer
Authorising Officer	Executive Manager Corporate Services
Date:	11 July 2022
Disclosure of Interest:	Nil
Attachment: RED	Monthly Financial Reports for June 2022
Previous Reference:	Nil

PURPOSE

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

BACKGROUND

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

COMMENT

3. The June 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 2021/22 Annual Budget, or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT:

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

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

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

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

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

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

VOTING REQUIREMENTS

11. Simple Majority

COUNCIL DECISION

Moved by Cr Richardson, seconded by Cr Livingston

Resolution 44/22

That Council RECEIVES the 30 June 2022 Monthly Financial Reports as presented.

Motion put and CARRIED

(7/0)

12.2 CORPORATE SERVICES

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – JUNE 2022

File Reference:	GR.ME.8
Location:	Shire of Ravensthorpe
Applicant:	Shire of Ravensthorpe
Author:	Finance Officer
Authorising Officer	Executive Manager Corporate Services
Date:	11 July 2022
Disclosure of Interest:	Nil
Attachments: <u>RED</u>	(a) Schedule of Payments to 30 June 2022 (b) Credit Card Transactions to 01 June 2022 (c) Creditors List of Accounts Paid June 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 01/06/2022 – 30/06/2022

(a) Schedule of Payments to 30 June 2022

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	9,263	891,041	66,300	17,747	0	984,351	334,350
Aug	10,872	1,244,379	154,795	9,740	0	1,419,785	311,991
Sep	5,146	384,151	86,718	10,136	0	486,151	316,212
Oct	8,906	1,293,209	54,405	6,740	0	1,363,289	324,782
Nov	4,730	1,107,352	62,925	9,057	0	1,184,065	318,387
Dec	8,620	951,403	47,297	7,579	0	1,014,899	432,093
Jan	4,727	637,419	49,806	7,628	0	699,579	296,694
Feb	8,794	678,595	343,599	7,340	0	1,038,327	327,345
Mar	6,661	1,180,524	148,074	7,283	0	1,342,542	319,160
Apr	8,675	800,470	80,901	7,377	0	897,423	313,972
May	24,012	812,941	42,053	3,977	0	882,984	326,114
Jun	9,205	1,474,245	80,254	6,473	0	1,570,177	436,710
Total	109,610	11,455,728	1,217,128	101,107	0	12,883,572	4,057,812
20/21	219,357	8,442,181	965,406	135,103	0	9,762,047	3,790,863
19/20	197,977	8,450,678	997,212	102,791	6,319	9,754,977	3,174,082
18/19	147,967	21,298,438	1,329,904	70,241	13,590	22,860,140	2,219,053
17/18	327,905	18,507,404	209,587	65,010	317,445	19,427,351	2,601,283

COMMENT

3. This schedule of accounts as presented, submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings 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. All expenditure has been approved via adoption of the 2021/22 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 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 Mudie, seconded by Cr Major

Resolution 45/22

That Council ACCEPTS, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, payment of accounts for the month of June 2022.

Motion put and CARRIED

(7/0)

12.2 CORPORATE SERVICES

12.2.3 DIFFERENTIAL RATES SUBMISSIONS 2022-2023

File Reference:	RV.RC.001
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Executive Manager Corporate Services
Authorising Officer	Chief Executive Officer
Date:	6 July 2022
Disclosure of Interest:	Nil
Attachments: <u>RED</u>	McMahon Mining Titles Services Submission
Previous Reference:	Nil

PURPOSE

1. This report recommends that Council endorse the submission received after the 21 days of advertising of proposed 2022/2023 differential rates which closed 10 June 2022.

BACKGROUND

2. At the Ordinary Council Meeting on 17 May 2022 Council RESOLVED to:

Endorse the following differential rates across all categories to form the basis of the proposed rate setting for the 2022/2023 budget.

	Cost in \$	Minimum
<i>GRV Residential</i>	<i>0.112618</i>	<i>\$937.00</i>
<i>GRV Commercial</i>	<i>0.168599</i>	<i>\$937.00</i>
<i>GRV Industrial</i>	<i>0.138256</i>	<i>\$937.00</i>
<i>GRV – Transient Workforce Camps / Short Stay Accommodation</i>	<i>0.289034</i>	<i>\$915.00</i>
<i>UV - Rural</i>	<i>0.006149</i>	<i>\$915.00</i>
<i>UV – Mining</i>	<i>0.088935</i>	<i>\$345.00</i>

Adopt the Objectives and Reasons for the Proposed Differential rates for 2022/2023.

Authorise the Chief Executive Officer to advertise the differential rates and call for public submissions in accordance with Section 6.36 of the Local Government Act 1995 for a minimum of 21 days.

Authorise the Chief Executive Officer to make application to seek Ministerial approval under Section 6.33 of the Local Government Act 1995 to impose differential rates that are more than twice the lowest differential rate being imposed.

As part of the process of Ministerial approval for Differential Rates, Council is required to give full consideration to submissions received before proceeding with the application.

COMMENT

3. Section 6.36 of the *Local Government Act (1995)* ('the Act') allows Council to implement a system of differential rating subject to public advertising, adoption by Council, and approval from the Minister for Local Government, Sport and Cultural Industries, before being applied.

The Act allows for differential rates to be applied to help overcome an issue where the land use within the rating category has a differing contributory cost to Council and therefore rates in the dollar applied are varied. The use of differential rating helps to ensure equality of contribution within the rating system.

The notice of intention to impose differential rates was advertised in the "West Australian" Newspaper on 20 May 2022 and submissions closed at 4pm 10 June 2022.

The one submission received from McMahon Mining Title Services Pty Ltd raised the same point as the previous year that the state government was increasing rents on prospecting licenses, exploration licenses and mining leases, therefore this would flow through to valuations and a local government increase would be placed against the increased valuations creating a compounding effect.

Our response to the submission was to make the point that whilst mention of the WA Government rental increases have had the effect of increasing mining valuations this does not cause an automatic increase in rates. We were pleased to advise that this is not the approach of the Shire of Ravensthorpe as we have determined a set yield in rates according to our adopted Long Term Financial Plan and if valuations subsequently increase then rates in the dollar will be adjusted downwards to maintain the set yield, meaning there is no double dipping by setting a rate and letting rate income ride upwards through valuation increases. Alternatively if valuations fall, we would also adjust our rates in the dollar to maintain the set yield.

We also noted that the Shire of Ravensthorpe welcomes mining activity to the region and to assist mining families that want to relocate to the area, the Shire is heavily invested directly into such areas as medical services and early learning childcare for the support of families which are not functions generally attributed to local government core business.

Recently we have also engaged promotional activities, in close collaboration with our mining partners, through the Channel 7 TV program 'Our Town' in order to promote the liveability of the area in support of mining operations, attracting and retaining staff by encouraging families to move and live in the area. We have a good working relationship with our mining partners and do all we can to assist in facilitating social initiatives for the benefit of the mining community.

In May 2021 Council endorsed a major review of all of its Integrated Planning documents to achieve a community consensus of key community service strategies together with a new Long Term Financial Plan that sets an agreed rates strategy that has set the increase in yield for 2022/2023 of 3.5%.

The submission then went on to provide a table that quoted increases of up to 12.5% proposed, to which we advised that for the rates in the dollar that had been quoted, we confirm that the actual 2021-22 rate applied was 0.085928 not 0.086944. Also the advertised 2022-23 rate of 0.088935 was a 3.5% increase prior to receiving mining valuations from the Valuer Generals Office. Since receiving the mining valuations the rate will be reduced to 0.081471, a reduction of 8.4%, to counterbalance the increase in mining valuations to achieve the required rate yield.

Subsequent to advertising our rates in the dollar, and in keeping with the issue raised in the submission, we have received and uploaded our Mining Unimproved Valuations (UV) revaluation roll which has required a decrease in the rate in the dollar for the UV - Mining rating category in order to maintain the yield as outlined in our Rating Strategy report in May 2021 and the adopted Long Term Financial Plan.

From the UV Mining Valuation roll there has been an average overall change of +9.2% indicating the effects of State Government increases to rents, leases and licenses in the area, which has necessitated a significant drop in the UV Mining rate.

The advertised rates in the dollar for 2022/2023 are outlined below with the reduced rates shown for UV Mining Tenements.:

RATING CATEGORY	2022/23 RATE Advertised Cent in \$	2022/23 RATE Adjusted for UV Valuation Cent in \$
GRV Residential	0.112618	
GRV Commercial	0.168599	
GRV Industrial	0.138256	
GRV Transient Workforce / Short Stay	0.289034	
UV Rural	0.006149	
UV Mining Tenements	0.088935	0.081471
Minimum Rates		
GRV Residential/Commercial/Industrial	\$937	
GRV Transient Workforce / Short Stay	\$915	
Unimproved Valuation	\$915	
UV Mining Tenements	\$345	

CONSULTATION

- Elected Members and Executive Team

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

- Nil.

FINANCIAL IMPLICATIONS

- All expenditure has been approved via adoption of the 2021/22 Annual Budget, or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) – Council is required to prepare and adopt a budget by 31 August, in the form and manner prescribed, a budget for its municipal fund for the financial year ending 30 th June next, following that 31 August.	Unlikely	Moderate	Medium	Council to adopt the budget before 31 August

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
5.6	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 Major, seconded by Cr Livingston

Resolution: 46/22

That Council:

- RECEIVES** the submission for the proposed UV differential rates for 2022/2023 from McMahon Mining Titles Services Pty Ltd.
- ENDORSES** the change to UV Mining differential rates as a result of revaluation to form the basis of the proposed rate setting for the 2022/2023 budget.

	Cost in \$	Minimum
UV – Mining	0.081471	\$345.00

- AUTHORISES** the Chief Executive Officer to make application to seek Ministerial approval under Section 6.33 of the *Local Government Act 1995* to impose differential rates that are more than twice the lowest differential rate being imposed.

Motion put and CARRIED

(7/0)

12 REPORTS OF OFFICERS

12.3 INFRASTRUCTURE SERVICES

Nil.

12 REPORTS OF OFFICERS

12.4 DEVELOPMENT AND COMMUNITY

12.4.1 NEW POLICY: LPP12 ITINERANT TRADING POLICY

File Reference:	CM.PO.1
Location:	Shire of Ravensthorpe
Applicant:	Acting Executive Manager Development and Community
Author:	Acting Executive Manager Development and Community
Authorising Officer	Chief Executive Officer
Date:	12 June 2022
Disclosure of Interest:	Nil
Attachment: <u>BLUE</u>	Policy No. LPP12 Itinerant Trading Policy
Previous Reference:	Nil

PURPOSE

1. For Council to approve advertising the draft LPP12 Itinerant Trading Policy for public consultation.

BACKGROUND

2. The Shire of Ravensthorpe encourages retail and hospitality vibrancy that would reinforce the positioning of Ravensthorpe as a developing tourism Shire.

The Shire acknowledges and values its local business community and recognises that there are business opportunities that can occur on a temporary basis. The Shire is also committed to promoting small business initiatives in a sustainable and fair manner.

The Shire was approached on 23 March 2022 by a prospective local small business entrepreneur proposing a mobile food van and the appropriate procedures to obtain approvals to operate on Shire owned land.

The current Local Planning Policy: Alfresco Dining and Trading in Public Places is not inclusive of food vans and thus has created the need for a new policy. This policy will provide direction to Shire Staff in the processing of applications for trading in public place in accordance with the Shire of Ravensthorpe's Local Planning Policy: Alfresco Dining and Trading in Public Places and the Local Government Property Local Law 2010. The Policy will also provide a clear set of conditions for operators to trade under.

COMMENT

3. The Itinerant Traders Policy is applicable in instances where businesses and/or individuals seek to use public land to operate a business for financial gain where land is owned or controlled by the local government.

The objectives to implementing this policy would be:

- To facilitate opportunities for itinerant traders that would add to the public enjoyment and use of local government area, while not reducing safety or access to public land;
- To ensure existing local businesses are not significantly disadvantaged; and
- To provide a consistent and coordinated process for the assessment for itinerant traders within the municipality.

CONSULTATION

4. This Local Planning Policy has been proposed by the Chief Executive Officer to assist with the development approval process in creating a consistent and coordinated procedure. Current consultation has been through the Fitzgerald Business Network. Public consultation will be sought on Council approval.

STATUTORY ENVIRONMENT

- *Food Act 2008.*
- Food Regulations 2009.
- Australia New Zealand Food Standards Code.
- Local Government Property Local Law 2010.
- Environmental Protection (Noise) Regulations 1997.
- Environmental Protection (Unauthorised Discharge) Regulations 2004.
- National Competition Policy: Noting Australia's National Reform Agenda is the successor program to the National Competition Policy. Clause 7 of the Competition Principles Agreement extended.

POLICY IMPLICATIONS

5. Local Planning Policy: Alfresco Dining and Trading in Public Places.

FINANCIAL IMPLICATIONS

6. Fees and charges will be as per the 2022/23 Council Fees and Charges, to be submitted to Council at Budget adoption.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational); The lack of clear guidelines to shire officers in the handling of potential itinerant traders/food vans applications can lead to poor Shire performance and reputation	Possible	Moderate	Medium	Council consider adopting a IT policy to guide the management of these applications
Reputation; itinerant traders can add vitality to a visitor destination however must be balanced with local bricks and mortar businesses.	Possible	Moderate	Medium	Council to seek local business and community feedback on the draft policy prior to formal consideration.

ALTERNATE OPTIONS

8. Council may decide not to endorse as presented in whole or in part.

STRATEGIC ALIGNMENT

9. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 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
2.4	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
3.3	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
4.3	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
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENTS

10. Simple Majority

OFFICER'S ORIGINAL RECOMMENDATION

That Council **APPROVE** the proposed draft Policy 'Itinerant Trading Policy' for public comment.

COUNCIL DECISION (OFFICER'S AMENDED RECOMMENDATION)

Moved by Cr Leighton, seconded by Cr Major

Resolution: 47/22

That Council **APPROVES** the proposed amended draft Policy 'Itinerant Trading Policy' for public comment.

Motion put and **CARRIED**

(7/0)

12.4 DEVELOPMENT AND COMMUNITY

12.4.2 BIKE PLAN

File Reference:

Location:	Shire of Ravensthorpe
Applicant:	Acting Executive Manager Development and Community
Author:	Acting Executive Manager Development and Community
Authorising Officer	Chief Executive Officer
Date:	11 July 2022
Disclosure of Interest:	Nil
Attachment: <u>BLUE</u>	Bike Plan
Previous Reference:	Nil

PURPOSE

1. For Council to consider the endorsement of the Ravensthorpe Bike Plan to align with the Strategic Community Plan and Corporate Business Plan.

BACKGROUND

2. This Bike Plan provides a framework for the Shire of Ravensthorpe to implement a safe and connected network within (and where relevant, between) the townsites of Ravensthorpe, Munglinup, and Hopetoun, focusing specifically on enhancing community connectivity and safety.

The implementation of the initiatives outlined in this plan will support accessibility throughout the townsites of Ravensthorpe, Hopetoun and Munglinup for all members of the community, with the aim to create a connected and safe cycling network for all members of the community and visitors.

COMMENT

3. The Plan involved community consultation through workshops and an online survey. A review of the responses given from the community survey showed the following trends:
 - Riding is a popular option of travel within the Shire of Ravensthorpe with 60% of respondents riding over once per week
 - Walking is also a main form of travel within the Shire of Ravensthorpe with those that do not ride as often, 79% selected walking as another form of frequent sustainable travel
 - 57% of respondents highlighted the lack of dedicated bike riding infrastructure as a reason for not riding as often
 - Riding on the road can be an uncomfortable experience for 73% of respondents
 - Ravensthorpe encourages riding to and from leisure/recreation and commuting to and from work/school
 - Hopetoun encourages riding to and from tourist attractions either in the form of fitness or leisure/recreation as indicated by the popularity in respondent's reasons for riding

- Munglinup had a lack of respondents in that area
- Hopetoun-Ravensthorpe Road a main route for riding in both Ravensthorpe and Hopetoun as a total of 15 respondents between both Towns selecting this as a road they use most when riding.

Due to the popularity of walking and riding in addition to the lack of dedicated riding infrastructure being highlighted as an issue, there appears to be a demand for bike infrastructure to be implemented in order to encourage riding more often within the Shire of Ravensthorpe.

CONSULTATION

4. The consultant group Stantec ran community workshops and an online survey as well as a "saddle survey" of the townships.

The Bike Plan was encouraged by the Department of Transport and examined relevant planning documents regarding the interface with active transport in the Shire and the State, including;

- State Planning Strategy (2014)
- Western Australian Bicycle Network (WABN) Plan (updated 2017)
- Shire of Ravensthorpe Local Planning Scheme No. 6 (2018)
- Shire of Ravensthorpe Local Planning Strategy (2015)
- Trail Master Plan for the Shire of Ravensthorpe (2013)
- Tourism Strategy for the Shire of Ravensthorpe (2010)
- Integrated Planning Suite 2020-2030 (2021)
- Corporate Business Plan
- Fleet, Equipment, & IT Asset Management Plan.

STATUTORY ENVIRONMENT

5. Nil

POLICY IMPLICATIONS

6. Nil

FINANCIAL IMPLICATIONS

7. Upgrades to bike paths, crossovers and footpaths will form part of ongoing budget assessments and approvals.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial (if endorsed)	Likely	Moderate	Medium	Prioritised items budgeted on an immediate, short and long term priority basis. Alternate funding sources to be sought through grant funding

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Environmental (if endorsed)	Possible	Minor	Low	The social economic and health benefits to be assessed against potential environmental impact. An EMP be produced for any off road (bush) trails or tracks
Reputational (if endorsed)	Rare	Minor	Very Low	Ensure appropriate public consultation process. Review proposals against existing Plans and Policies

ALTERNATE OPTIONS

9. Council may decide not to endorse as presented in whole or in part.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 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
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment

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

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

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

Item	Objectives and Strategies
4.3	The Shire's valued natural areas and systems are protected and enhanced
4.4	Energy is used efficiently and there is an increased use of renewable energy in the Shire

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

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

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 Livingston, seconded by Cr Bell

Resolution: 48/22

That Council ENDORSES the Bike Plan as presented.

Motion put and CARRIED

(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

Nil

16 CLOSURE

The Presiding Member declared the meeting closed at 6.20pm.

These minutes were confirmed at the meeting of 16 August 2022.

Signed by the Shire President: *KS Dunby*

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

Date: 16 August 2022