Confirmed Minutes

Ordinary Meeting of Council

Monday, 15 December 2025

Commencing at 6.00pm

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MINUTES

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

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 6pm.
The Shire President acknowledged the Traditional Owners of the land on which we meet, and pays respect to Elders past, present, and emerging.

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

Cr Rachel Gibson (Shire President)

Cr Sue Leighton

Cr Robert Miloseski (Electronic Attendance)

Cr Bill Auburn

OFFICERS

Matthew Bird (Chief Executive Officer)

Natalie Bell (Executive Manager Project and Regulatory Services)

Les Mainwaring (Executive Manager Corporate Services)

Rod McGrath (Manager Community and Governance)

Nadine Maloney (Media and Communications Coordinator)

APOLOGIES

Cr Benno Sutherland (Electronic Attendance)

Paul Spencer (Executive Manager Infrastructure Services)

LEAVE OF ABSENCE
Nil.

PUBLIC GALLERY
Honorary Freeman Rod Daw, Lyn Daw, Honorary Freeman Keith Rowe, Christine Rowe, Gavin Gibson, Damien Maloney, Colin Hughes, Graham Richardson, Liz Richardson, Tom Major.

Shire President Cr Gibson announced that she would bring point 9 "Announcement by the Presiding Member forward"

Shire President acknowledged the following recent events;

- Passing of past Shire President Keith Dunlop

  Keith was a Councillor for 7 years and then became our Shire President for 8 years ending in 2023. That's a stint of 15 years all up which is a massive service and commitment to our community. We all send our Deepest sympathy to Ann and the Dunlop Family.

RIP Keith

- Passing of current Deputy Shire President Mark Mudie

  Take a look around the table, sadly we have an empty seat.

  Current Councillor and Deputy President - Mark Mudie will not be returning.

  2 weeks ago, we lost another great community man. Mark has been a Councillor since 2019 and had just started his 2nd term as deputy shire president. Mark's tragic passing has rocked the community and us at the Shire. We send our love and support to Elaine, Nathan, Jessica and families.

  RIP Mark

  We are also thinking very closely of the West River community, it's been a tough time for them all. Can we now please take a moments silence in memory of Keith and Mark.

  Thanks

- Last OCM for current CEO Matthew Bird as employment will conclude 2 January 2026

  Now I'd like to make mention of our CEO Matthew Bird who is leaving us in 2.5 weeks. Thank you from the bottom of our hearts Matt. Matt has been with us for the last 3.5 years and we have been very lucky to have had you guide and nurture us.

  Matt, I know this is not the way you would have wanted to leave us and we all know how deeply you have been affected in the last 2 weeks. We are sorry to see you go but wish you all the very best for your next adventure at Great Southern Grammar and having the opportunity to be around your son more.

  On behalf of the community, thank you.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTIONS TIME

Honorary Freeman Rod Daw stated he would like to thank the outgoing CEO Matthew Bird for his service to the Shire and wishes him well for his future.

5. DECLARATIONS OF INTEREST

Cr Leighton declared an Impartiality Interest for Report 15.1 Citizen of the Year Awards.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Robert Miloseski - 20 May to 10 June 2026.

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Auburn **Resolution # 117/25**
That Council approve Cr Miloseski application for leave of absence from 20 May to 10 June 2026 inclusive.

Carried 4/0

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 ORDINARY COUNCIL MEETING MINUTES 18 NOVEMBER 2025

(Attachment: Yellow 7.1) Statutory Environment:
Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the Council or Committee, as the case requires, for confirmation.

COUNCIL DECISION
Moved by Cr Auburn and seconded by Cr Leighton Resolution # 118/25
That the minutes and associated attachments of the Ordinary Council Meeting held on 18 November 2025 be CONFIRMED as a true and correct record.
Carried 4/0

8. ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS

Cr Auburn

- Attended the Shire information stand at the Hopetoun markets. Handled community queries complimenting Shire's mitigation works, Shire works request process.

Cr Miloseski

- Attended the Hopetoun Primary School concert.
- Attended the Shire information stand at the Hopetoun markets.
- Attended the Seniors Citizens Christmas party, well done to Mt Barren Café and Jodie Wilson.

Cr Leighton

- Attended the Hopetoun CRC AGM
- Was part of the CEO recruitment meetings
- Attended the Ravensthorpe Historical Society committee meeting
- Attended the Shire information stand at the Hopetoun markets. Visitors complimented the Shire 48hr free campgrounds.
- Attended the Windspray Arts AGM
- Munglinup Primary School end of year
- Attended the Santa Run
- Attended the Keith Dunlop service

Cr Gibson

- Attended Great Southern Country Zone WALGA Meeting in Woodanilling
- Met CEO Matt Bird and Abandoned Mines Crew in Ravensthorpe to discuss old mine sites
- Attended Special Council Meeting in Hopetoun
- Attended Hopetoun CRC AGM
- Attended Hopetoun Primary School Graduation
- Attended Ravensthorpe Markets
- Fire Debrief at Koornong Road with CEO and Rod Daw
- Councillor Catch Up

- Ravensthorpe Corporate Discussion
- Attended first RHFF Meeting
- Seniors Christmas Lunch
- Jerdacuttup Primary School end of year concert
- Munglinup Primary School end of year concert
- Attended Keith Dunlop's service

Shire President, Rachel Gibson commented on the support and communications the Shire of Ravensthorpe received from others during this difficult time of fires and loss of community/council members.

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Discussed earlier in meeting.

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

11.1 2024-2025 ANNUAL FINANCIAL REPORT AND 30 JUNE 2025 AUDIT REPORT

File Reference:	**FM.AU.1**
Location:	**Nil**
Applicant:	**Nil**
Author:	**Executive Manager Corporate Services**
Authorising Officer	**Chief Executive Officer**
Date:	**2 December 2025**
Disclosure of Interest:	**Nil**
Attachments: 11.1	**Annual Financial Statements 30 June 2025**
	OAG Audit Opinion 30 June 2024
Previous Reference:	**Nil**

PURPOSE

1. In accordance with section 7.12A(3) of the Local Government Act 1995 (the Act), Council is required to examine the Auditors report for the year ending 30 June 2025 and is to determine if any matters raised by the Auditors require action to be taken.
2. A copy of the Auditors Report and the Annual Financial Report for the year ending 30 June 2025 is presented for adoption.
3. Council is required to set a date for the Annual General Meeting of Electors within 56 days of adopting the annual financial report.

BACKGROUND

4. We are pleased to announce that we have received a current audit sign off on 04 December 2025 for the 2024/25 Annual Financial Report.
5. It is also worthwhile understanding that the Office of the Auditor General (OAG) currently estimates a total contract audit time for the 2024/25 audit of 260 hours and this is reflected in the resource requirements of data gathering by the Corporate Services team to support this particular compliance requirement. It is also noted that audits costs have risen from $41,840 (2023), $53,500 (2024) and $57,111 (2025) which is an increase of 36.5% across two years, so there is a significant amount of community funds and staff resource time that is required to cover all the requirements of a modern OAG audit.

COMMENT

6. The OAG, in conjunction with contracted auditors, Moore Australia, have completed the annual audit for the year ending 30 June 2025.
7. The OAG has returned the following audit opinion for the year ended 30 June 2025:
   "In my opinion the financial report of the Shire of Ravensthorpe:
   - *is based on proper accounts and records*
   - *presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position at the end of that period*
   - *in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards."*
8. The audit opinion is unqualified although the OAG has raised one moderate management letter matter with the method of raising purchase orders. Moderate findings are of sufficient concern to warrant action being taken by the entity as soon as practicable.
9. All purchase orders are raised electronically and signed by an authorised officer. The OAG have noted that some orders have been raised in the system by the authorised officer, therefore the OAG have assessed this as a lack of segregation of duties in purchase order approval.

10. Management have advised that this can be addressed by way of amendment to our Purchasing Policy, to include mandatory segregation in raising of purchase orders. This will allow a front-end documentation check of orders as they are raised and forwarded to accounts payable as a primary control, followed by a further documentation check as a secondary control before payments are released. The OAG have requested a further control of monthly reporting to be produced, which will need to be determined if this is supported by our current software.
11. In accordance with the Act, the general meeting of electors is to be held on a day no later than 56 days after Council has adopted the Annual Financial Report, therefore Council would be required to hold the annual meeting of electors no later than Monday 9 February 2026 if the report was adopted at the 15 December 2025 Ordinary Council Meeting.
12. The Audit Risk and Improvement Committee (ARIC), which is comprised of full Council plus an independent chair, is to meet with the auditor during each financial year with such meetings able to be held via teleconference. The Chief Executive Officer arranged an audit exit interview for the ARIC with OAG and Moore Australia on the 4 December 2025 via teleconference to discuss the 2024/25 audit findings.

CONSULTATION

13. ARIC and Executive Team.

STATUTORY ENVIRONMENT

14. Local Government Act 1995 – Part 6 Financial Management; and Local Government (Financial Management) Regulations 1996 - Defines the processes and procedures that apply to the recording and reporting of financial matters.
15. Local Government Act 1995 – Part 7 Audit; and Local Government (Audit) Regulations 1996 - Defines the audit of the financial accounts of local governments, including the conduct of audits.
16. Local Government Act 1995 - 7.12A. Duties of local government with respect to audits - A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to determine if any matters raised by the report, or reports, require action to be taken by the local government; and ensure that appropriate action is taken in respect of those matters.

POLICY IMPLICATIONS

17. F2 Purchasing Policy

FINANCIAL IMPLICATIONS

18. $57,111 (2025); $53,500 (2024) and $41,840 (2023).

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)	Possible	Moderate	Medium	Monitor, review and reflect on adequacy and effectiveness of controls
Financial	Possible	Minor	Medium	Set controls that prevent the level of likelihood of loss

ALTERNATE OPTIONS

20. Nil.

STRATEGIC ALIGNMENT

21. 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
5.5	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

22. Simple Majority

COUNCIL DECISION

Moved by Cr Auburn and seconded by Cr Leighton Resolution 119/25

That Council APPROVE the Audit Risk and Improvement Committee recommendation to Council that:

1. **The 2024/25 Annual Financial Statements and auditors report for the year ended 30 June 2025, be accepted.**
2. **Council set the 2024/2025 Annual General Meeting of Electors within 56 days of the acceptance of the 2024/25 annual financial report, being Tuesday 3 February 2026.**
3. **The annual report be provided to the Community, 2 weeks prior to the Annual General Meeting of Electors.**

Carried 4/0

12. REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.1 COUNCIL POLICY MANUAL REVIEW

File Reference:	**N/A**
Location:	**Shire Ravensthorpe**
Applicant:	**Nil**
Author:	**Chief Executive Officer**
Authorising Officer	**Chief Executive Officer**
Date:	**11 December 2025**
Disclosure of Interest:	**Nil**
Attachments: 12.1.1	**Council Policy Manual**
Previous Reference:	**N/A**

PURPOSE

1. That Council approve the annual review of the Council Policy Manual dated December 2025 – Version 14.

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.
3. At the 2 September 2025 Corporate Discussion, it was proposed by Shire Officers rather than seek to have a review of all Council policies annually, it would be best to assist Council's considerations of the Shire's policies (now numbering over 90 policies) by Council reviewing a smaller number of policies at different times throughout the year, plus consider the introduction of new policies and also the deletion of policies that are no longer relevant.
4. 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.
5. 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.
6. 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.
7. 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 though a process of review and refinement. For this reason, it is important that a review process is in place.
8. 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.

9. 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. A separate CEO Operational Manual exists for this purpose.

COMMENT

10. The policy manual was reviewed to ensure inclusion of various new and amended policies that were approved by Council over the past 12 months.
11. The revised Manual is included as Attachment to this report with minor changes made to formatting, spelling and grammar where required.
12. The following existing Council Policies are presented to Councillors for their consideration and review.

    L01 Bush Fire Control – Camping and Cooking Fires
    L02 Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC)
    L03 Bush Fire Control – Burning Restrictions
    L04 Removal and Disposal of Certain Abandoned Vehicles
    L05 Shark Response

    LPP1 Sports Field Advertising
    LPP2 Advertising
    LPP3 Outbuildings
    LPP4 Housing
    LPP5 Industrial Design Guidelines
    LPP6 Extractive Industry
    LPP7 Public Open Space – 3-5 Lot Subdivision
    LPP8 Alfresco Dining and Trading in Public Places
    LPP9 Farm Forestry
    LPP10 Holiday Homes
    LPP11 Development in Bushfire Prone Areas

    WS1 Asset Management Policy
    WS6 Road Improvements – Municipal Works in Street (Notification to Owners/Occupiers
    WS7 Urban Revegetation and Greening
    WS11 Street Verge Treatments
    WS12 Tree Management in Urban Areas and Public Reserves
    WS13 Dangerous Trees on Private Property
    WS14 Street Trees
    WS15 Beekeeping on Shire Managed Reserves

13. The following updated Council Policy (previously a Council Policy and then moved to the CEO's Operations Manual, now needs to be considered to be endorsed/approved so as to be reinstated as Council Policy, as it affects both Councillors and Shire Staff)

    G23 Communications and Social Media Policy

14. The following potential new Council Policy is presented to Councillors for their consideration, review and approval.

    G27 Use of Artificial Intelligence (AI) Policy

15. Once approved, the above policies will be consolidated into one manual document labelled Version 14 and made available on the shire website. Individual policies will also be listed on the website for ease of reference.
16. The "Version #" in the Document Control Box of each individual policy shall be changed from numerals to alphabetical letters to avoid confusion.

CONSULTATION

17. Councillors and Executive Management Team.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

19. 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 is a fluid document and should be reviewed annually. If approved by Council the proposed amendments will be updated in the Council Policy Manual.

FINANCIAL IMPLICATIONS

20. Nil.

RISK MANAGEMENT

21. The following risks have been identified as a 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

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

STRATEGIC ALIGNMENT

23. 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 vison for the future

Item	Objectives and Strategies
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

24. Absolute Majority

COUNCIL DECISION

Moved by Cr Auburn and seconded by Cr Miloseski Resolution # 120/25

That Council ADOPT by Absolute Majority the amended policies as presented in Attachment 1 to this report and to be consolidated into Council Policy Manual Version 14.

Carried 4/0

12.1.2 HOPETOUN PROGRESS ASSOCIATION LEASE APPROVAL

File Reference:	**N/A**
Location:	**Mary Ann Haven building, Veal St Hopetoun**
Applicant:	**Hopetoun Progress Association**
Author:	**Chief Executive Officer**
Authorising Officer	**Chief Executive Officer**
Date:	**9 December 2025**
Disclosure of Interest:	**Nil**
Attachments: 12.1.2	**Draft Lease Agreement**
Previous Reference:	**Nil**

PURPOSE

1. That Council approve the Shire to enter into the lease for premises commonly known as the Mary Ann Haven building located Veal St, Hopetoun for the operation of a Community and Seniors space.

BACKGROUND

2. The Hopetoun Progress Association Inc is a not-for-profit organisation with a membership consisting of local Hopetoun community members wanting to ensure a vibrant and successful town.
3. The group undertakes a range of local programs including managing aged and low income housing and delivery of special events that generate local vibrancy during peak visitor periods. The group employ paid part time staff along with a committed volunteer management committee.
4. The HPA have recently undertaken a refreshed strategic planning process and have a strategic plan currently in draft format. The plan outlines a pathway forward for the group to expand its management of low income and aged housing and increased service delivery of events.
5. Council are now asked to consider approval of a new lease with the Hopetoun Progress Association for the use of this space as per the terms and conditions in attached draft Lease agreement.

COMMENT

6. The HPA is a local community based, not for profit organisation that delivers an important range of low income and aged housing services to residents of Hopetoun along with a program of events and activities that work to increase the vibrancy and overall liveability of the town. It is governed by a volunteer community-based committee with paid staff delivering the day to day services.
7. The Shire and community are fortunate to have such an active community focused group operating within the region. Shire's provision of appropriate building and facilities to enable the HPA to provide their important services delivers significant benefits to the local Hopetoun community.
8. The draft lease includes Council approval to the HPA to sub-lease areas to other users, currently Western Australian Country Health Services (WACHS) and Juniper, and where appropriate charge commercial based lease terms and conditions. This lease income will be an important new revenue source for the HPA and enable them to continue and expand their service delivery levels.

CONSULTATION

9. Hopetoun Progress Association staff and management committee.
10. Other building users; WA Country Health Services, Juniper, Hopetoun Senior Citizens.

STATUTORY ENVIRONMENT

11. The leasing of Shire property is governed by the *Local Government Act 1995*, Section 3.58. Exemptions to Section 3.58 of the Act include Regulation 30.2.b;

    "A disposition of land is an exempt disposition if —

    (b) the land is disposed of to a body, whether incorporated or not —

    (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

    (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

POLICY IMPLICATIONS

12. Council approval is being sought to enter into a lease agreement between the Shire and nominated community group as per Policy LPP12 Leases and Licences.

FINANCIAL IMPLICATIONS

13. The draft lease terms and conditions include peppercorn rent payable. The HPA is responsible for its own electricity and water usage costs.
14. As per the draft lease agreement the Shire will be responsible for maintenance and repairs to structural items. Day to day maintenance and repairs for the lease area remains the responsibility of the HPA.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational) The Shire does not support local community groups to deliver required services	Unlikely	Moderate	Medium	Council to approve lease agreement T&Cs that actively support HPA activities and service delivery.
Reputational The Shire does not respond to the need to support local groups	Possible	Moderate	Medium	The Shire enters into a lease for proposed space that assists in long term sustainability of services.

ALTERNATE OPTIONS

16. Alternate options include but not limited to;

    a) Council not support the Shire entering into lease for the space to the nominated community groups, or

    b) Council to change the terms and conditions of the lease agreements.

STRATEGIC ALIGNMENT

17. This item is relevant to the Councils approved Strategic Community Plan 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 vison for the future
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENTS

18. Absolute Majority

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Miloseski Resolution 121/25

That Council APPROVE the Shire to enter into the lease with the Hopetoun Progress Association for premises commonly known as the Mary Ann Haven building, located 37 Veal St Hopetoun for the operation of a community space as per the draft lease agreement in report attachment.

Carried 4/0

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 30 NOVEMBER 2025

File Reference:	**N/A**
Location:	**Shire of Ravensthorpe**
Applicant:	**Nil**
Author:	**Executive Manager Corporate Services**
Authorising Officer	**Executive Manager Corporate Services**
Date:	**5 December 2025**
Disclosure of Interest:	**Nil**
Attachments: 12.2.1	**Monthly Financial Reports for 30 November 2025**
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 November 2025 Monthly Financial Reports.

COMMENT

3. The November 2025 Monthly Financial Reports are presented for review.

CONSULTATION

4. Nil

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 2025/2026 Annual Budget, or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT

8. The following risks have been identified as a 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 Auburn and seconded by Cr Leighton **Resolution #122/25**

That Council RECEIVE the November 2025 Monthly Financial Reports as presented.

Carried 4/0

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – NOVEMBER 2025

File Reference: **GR.ME.8**
Location: **Shire Ravensthorpe**
Applicant: **Shire Ravensthorpe**
Author: **Finance Officer**
Authorising Officer **Chief Executive Officer**
Date: **3 December 2025**
Disclosure of Interest: **Nil**
Attachments: 12.2.2 **Creditors List of Accounts Paid November 2025**
Credit Card Transactions to 01 November 2025
Fuel Card Transactions November 2025
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 01/11/2025 – 30/11/2025

2025-26						
Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Total Creditors	Payroll
Jul	16,109	1,225,413	66,010	9,775	1,317,307	385,331
Aug	11,947	690,502	111,771	9,270	823,490	324,609
Sep	8,381	582,206	99,197	10,260	700,043	345,534
Oct	11,709	1,054,029	45,645	10,976	1,122,359	462,498
Nov	6,197	651,863	57,664	12,546	728,270	329,601
Dec	0	0			0	
Jan	0	0			0	
Feb	0	0			0	
Mar	0	0			0	
Apr	0	0			0	
May	0	0			0	
Jun	0	0			0	
Total	**54,343**	**4,204,013**	**380,286**	**52,828**	**4,691,469**	**1,847,573**
23/24	**186,555**	**12,324,178**	**1,020,367**	**106,440**	**13,637,540**	**4,948,850**
22/23	**114,562**	**12,445,050**	**943,431**	**81,842**	**13,584,885**	**4,162,759**
21/22	**109,610**	**11,455,728**	**1,217,128**	**101,107**	**12,883,572**	**4,057,812**

COMMENT

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

CONSULTATION

4. Accountant and Executive Manager Corporate Services

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the schedule of account payments.	Rare	Insignificant	Very Low	That Council receives the schedule of account payments.

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 vison 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 Gibson and seconded by Cr Auburn **Resolution # 123/25**

That Council, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of November 2025 be NOTED.

Carried 4/0

12.3 PROJECTS AND REGULATORY SERVICES

12.3.1 CHANGE OF USE APPLICATION TO COMMUNITY PURPOSE FOR HOPETOUN GYM AT 1/99B TAMAR STREET, HOPETOUN

File Reference:	**N/A**
Location:	**Lot 2 (1/99b) Tamar Street, Hopetoun**
Applicant:	**Shire Ravensthorpe**
Author:	**Planning Officer**
Authorising Officer	**Chief Executive Officer**
Date:	**8 December 2025**
Disclosure of Interest:	**Nil**
Attachments:	**Nil**
Previous Reference:	**N/A**

PURPOSE

1. For Council to consider an application for a Change in Use to Community Purpose at Lot 2 (1/99b) Tamar Street, Hopetoun (the site) within the Hopetoun Light Industrial Precinct.

BACKGROUND

2. The site comprises an existing warehouse style building in good repair with associated sealed car parking. The building shares a common wall with the "Hopetoun Youth Art Space". Access to the site is via a crossover on Tamar Street.
3. The Shire of Ravensthorpe currently operates the Hopetoun Gym from the building. The Shire purchased the site in February 2025 for the purpose of delivering community-based services. Prior to that time, the site was privately owned and developed for Warehouse/Storage use.
4. Although the site is presently used for a community-based function (the gym), development approval has not yet been formalised for the Community Purpose Use Class under Local Planning Scheme No. 6 (LPS6). This application seeks to regularise that land use and enable the ongoing operation of the gym.
5. The site is zoned Light Industrial under LPS6. The previous land use was Warehouse/Storage.
6. Under LPS6, Community Purpose is a Discretionary (D) use in the Light Industrial zone, meaning Council may grant approval at its discretion.
7. LPS6 defines Community Purpose as:
   "The use of premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit."
8. The Hopetoun Gym provides recreational facilities to the general public. Membership is available to anyone who registers with the Shire. Members have 24/7 access to a range of cardio machines, free weights and strength equipment.
9. The gym is not permanently staffed. Access is via an electronic fob system, with typical usage of approximately four patrons at any one time. Shire staff undertake cleaning twice weekly and perform maintenance as required.
10. No new car parking, signage, lighting or landscaping is proposed.

COMMENT

Use Class

11. The proposal meets the definition of *Community Purpose* under LPS6, as the gym provides recreational facilities for community benefit. Council is therefore asked to exercise its discretion to approve the use.

Car Parking

12. Under LPS6, the parking requirement for a *Community Purpose* site is 1 bay per 4 persons. Current gym usage results in approximately two bays being occupied at any one time.
13. The site has reciprocal parking rights with the adjoining Hopetoun Youth Art Space. Combined, the site provides 11 parking bays.
14. Normal operating demand is currently as follows:
    - Gym – 2 bays
    - Art Space – 5 bays
    - Total required: 7 bays
    - Surplus**:** 4 bays (equivalent to 16 additional gym users)
15. Once a month, the Art Space requires an additional 13 bays for a scheduled evening performance. At its November meeting, Council supported allowing this shortfall subject to the preparation of a Car Parking Management Plan. Upon receipt of the plan, it is recommended the Shire notify gym members in advance when parking availability will be reduced.

Landscaping

16. Landscaping was installed as part of the original development. Additional landscaping is not considered necessary for the continuation of the existing use.

Conclusion

17. The application seeks approval for the *Community Purpose* Use Class, thereby formalising the existing operation of the Hopetoun Gym.
18. The proposed land use aligns with the LPS6 definition, can be accommodated within existing site infrastructure, and presents no adverse planning impacts. It is recommended the application be approved.

CONSULTATION

19. Adjoining owner comment has not been sought, as the proposed application is a continuation of an existing use and there has been no complaints from adjoining owners thus far.

STATUTORY ENVIRONMENT

20. Local Planning Scheme No. 6
21. The applicant has a right of review to the State Administrative Tribunal if aggrieved by any planning decision.
22. It should also be noted that pursuant to Section 211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

POLICY IMPLICATIONS

23. N/A

FINANCIAL IMPLICATIONS

24. N/A

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational	Rare	Insignificant	Very Low	Consistent decision-making in relation to Shire-owned property

ALTERNATE OPTIONS

26. Nil.

STRATEGIC ALIGNMENT

27. The proposal aligns with the Shire's Strategic Community Plan 2030 and Corporate Business Plan 2018–2022, particularly:

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

VOTING REQUIREMENTS

28. Simple Majority

COUNCIL DECISION

Moved by Cr Auburn and seconded by Cr Miloseski Resolution 124/25

That Council APPROVE the Change in Use to Community Purpose- Hopetoun Gym at Lot 2 (1/99b) Tamar Street, Hopetoun subject to the following conditions:

1. **Any works required to implement the development shall not commence until a suitable application has been submitted to and approved by the Shire.**
2. **The development hereby approved shall at all times comply with the definition of Community Purpose as provided in the Shire's Local Planning Scheme, as follows:**

   "Community Purpose means the use of premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit."
3. **The maximum number of gym patrons permitted on site at any one time is 24, consistent with car parking provision.**
4. **Gym members are to be advised in advance when parking will be limited due to the Hopetoun Youth Art Space's monthly performance.**

   And the following advice notes:
5. **The development is to comply with the *Building Code of Australia*, *Building Act 2011*, *Building Regulations 2012* and the *Local Government Act 1995*.**

Carried 4/0

12.3.2 NORTH RAVENSTHORPE BUSH FIRE BRIGADE – APPROVAL TO ALLOCATE FUNDING

File Reference:	**Nil**
Location:	**Beatty Rd, North Ravensthorpe**
Applicant:	**Executive Manager Projects and Regulatory Services**
Author:	**Executive Manager Projects and Regulatory Services**
Authorising Officer	**Chief Executive Officer**
Date:	**4 December 2025**
Disclosure of Interest:	**Nil**
Attachments: 12.3.2	**Now Sheds Quote**
	LGGS Capital Grant Funding
	North Ravensthorpe BFB Shed – Order of Magnitude Cost Estimate
Previous Reference:	**N/A**

PURPOSE

1. For Council to consider approval of the funding of the North Ravensthorpe Bush Fire Brigade Shed (BFB Shed) and commit to 'in principle' additional funding and in-kind works by the Shire.
2. For Council to commit to a preliminary budget estimate of $150,000, with $142, 277.00 funded under the DFES administered Local Government Grants Scheme funding arrangements.

BACKGROUND

1. The Shire applied for funding through the Local Government Grants Scheme (LGGS) for a shed and appliance for the Nth Ravensthorpe Bush Fire Brigade, in the 25 – 26 funding round.
2. The submission had the support of the Regional Operations Advisory Committee (ROAC) sub-committee for the LGGS regional priorities. The shire had previously applied over 8 years with no success and the line item was removed from the 25/26 budget. In early April of this year the shire was advised it was successful in the funding for the shed, under 'option 3' of the submission. The total amount of funding provided was $142,277.00.
3. It should be noted that the shed is not a standard DFES specification shed. These sheds cost up to $1.1M. The request was based on a standard shed to house the brigade's appliance (yet to be delivered), and that the existing community centre where the shed is to be located nearby would serve as the meeting room, kitchen and toilet area for the brigade. The shire recently also installed a 250,000litre water tank in that location. It is intended to build the shed in a Shire reserve which purpose has been noted as 'emergency services'.
4. Two rounds of Requests for Quotations were run with only one response received. This was valued at approximately $500,000, noting DFES specifications. The Now Sheds company offers a standard agricultural shed that provides for higher than normal roller doors and custom requests that will be suitable as a 'garage' arrangement for the Nth Ravensthorpe 'high season' appliance and the new appliance that has 'in principle' approval subject to the completion of the shed.

COMMENT

5. The North Ravensthorpe Bush Fire Brigade (BFB) is the most northern brigade within the Shire and covers an area of 120 649.30Ha. It is predominantly a broadacre farming area with approx. 45% of the brigade area being forested Unallocated Crown Land and Unmanaged Reserves. The North Ravensthorpe brigade area relies solely upon Farmer Response units and the provision of an State Operational Support Fleet high season appliance, when available, to respond to incidents.
6. Although around 50% of the brigade area is farming/agriculture land, the eastern side of the brigade area is of concern, being a large area of Unallocated Crown Land land which forms the start of the Great Western Woodlands (a large forested UCL area of 9,415,721 hectares).

This area is susceptible to lightning strikes and without a dedicated appliance to control and contain a fire in its infant stages, leaves the potential for a fire to escalate and spread to other zones in Ravensthorpe or neighbouring shires. Historical evidence has seen fires spread as far as the South Coast highway, Ravensthorpe Range and threaten farming land south of the highway. The most recent large fire in the area in February 2023 covered an area of 14 860 ha and impacted pasture, farm infrastructure and the state barrier fence before entering the UCL. The majority of damage was done in the first 4 hrs before it was able to be contained, primarily due to the hard, early work of the local brigades, a fortuitous wind change, and assistance from DFES and DBCA. Harvest and lightning produced fires are always a threat given the large tracts of land and minimal human and equipment resources.

7. Whilst the brigade has been fortunate to have been provided a high season appliance when the northern bushfire season allows, the timing of the arrival and suitability of the provided appliance is not guaranteed. Due to local conditions and location, the Shire of Ravensthorpe prohibited burning time is from 1st November – 31st January. Seasonal variation to fire weather can mean that the high threat period is more often extended for several months. The next closest brigades in the Shire are Mt Short, Coconarup and East Ravensthorpe, all some distance away.

CONSULTATION

8. North Ravensthorpe Bush Fire Brigade
9. Bush Fire Advisory Committee
10. Council and Executive Team
11. Regional Operations Advisory Committee

STATUTORY ENVIRONMENT

12. Emergency Services Levy Funding Arrangements.

POLICY IMPLICATIONS

13. N/A

FINANCIAL IMPLICATIONS

14. The build may require additional funds or in-kind works to be carried out by the Shire. An order of magnitude cost estimate is attached.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Environmental	Rare	Moderate	Very Low	Some clearing may be required – a survey will be undertaken if necessary.
Reputational	Rare	Insignificant	Very Low	Consistency with decision making, given Shire owned building

ALTERNATE OPTIONS

16. Council do not approve the item to be added to the budget and approval of shire funds to complete the build.

STRATEGIC ALIGNMENT

17. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020-2030. Specifically, with respect to the Corporate Business Plan the proposal meets a number of community objectives and strategies as follows:

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

VOTING REQUIREMENTS

18. Absolute Majority

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Miloseski **Resolution #125/25**

That Council APPROVE the addition of the North Ravensthorpe Bush Fire Brigade Shed as a unapproved budget item in the 25/26 budget of up to $150,000 with $142,277 secured as grant funding, and COMMIT to considering additional funding to complete the shed, if requested.

Carried 4/0

12.3.3 DEVELOPMENT APPLICATION – HOME BUSINESS (NANO BREWERY) – LOT 506 DAVIESIA DRIVE, HOPETOUN

File Reference:	**P25-43**
Location:	**Lot 506 Daviesia Drive, Hopetoun**
Applicant:	**A and C Pieters**
Author:	**Executive Manager Projects and Regulatory Services**
Authorising Officer	**Chief Executive Officer**
Date:	**21 November 2025**
Disclosure of Interest:	**Nil**
Attachments: 12.3.3	**Planning Application Statement**
Previous Reference:	**N/A**

PURPOSE

1. For Council to consider Development Application P25-43 for a Home Business (Nano Brewery) at Lot 506 Daviesia Drive, Hopetoun (the Site).

BACKGROUND

2. The Shire of Ravensthorpe received a Development Application for a Home Business (Nano Brewery) on the Site.
3. Given the application proposes the sale of sale of alcohol to suppliers, Council delegation does not extend to officers for determination of this application, and it has been referred to Council.

COMMENT

4. The applicant seeks support for a Home Business on Rural Residential zoned land. The Home Business use will be for a Nano Brewery.
5. A Home Business, as identified in Local Planning Scheme 6 (LPS6) is as follows:
   home business *means a dwelling or on land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession*
6. A Home Business is a "D" (Discretionary) use in a Rural Residential zone. This means the local government can exercise discretion in the approval of an application.
7. As per the Development Application, the proponent advises the following with respect to the Home Business- Nano Brewery operation (note: the definition of Home Business has been directly referenced from LPS6 in italics and the response as per the Development Application in blue):

   (a) does not employ more than 2 people not members of the occupiers' household
   The people working in the brewery will be the proponents (i.e. husband and wife).
   (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
   The production levels are relatively small at 500 litres a batch, with a maximin of four batches a week. Delivery of items will be undertaken by the occupiers and there will be no additional truck movements. The brewery will operate during standard business hours between 8am to 4pm on weekdays.
   (c) does not occupy an area greater than 50m2;
   The brewery production will be undertaken within the existing outbuilding on the property, which is circa 40m^2.
   (d) does not involve the retail sale, display or hire of goods unless the sale, display or hire is done only by means of the Internet;
   There will be no direct sales to the public. All sales will be wholesale directly to licenced venues and delivered to the venues.

(e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood;
No additional traffic will be generated from the business.
(f) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;
Not applicable.
(g) does not involve the use of an essential service of greater capacity than normally required in the zone in which the dwelling is located;
All water for the brewery will be from on-site rainwater tanks and power supply as per the standard provided to the dwelling.

8. Internal referral from the Shire's Environmental Health Officer advised as follows:
   - The Shire will need to assess a detailed wastewater treatment application, which will also be referred to the Department of Health for approval.
   - A condition is required regarding licencing by Liquor Racing and Gaming.
   - A food business registration will be required.
9. It is the opinion of the Planning Officer, the application for a Home Business- Nano Brewery be approved subject to conditions, given the following:
   - The use meets the definition and objectives of a Home Business.
   - Home Business is a Discretionary use under Local Planning Scheme No. 6 on Rural Residential land.
   - The proponent sought neighbour comment, with no objection (refer Section below on consultation).

CONSULTATION

10. The applicant sought comment from the adjoining owners to the Shire. The southern neighbour at 15 Daviesia Drive, the eastern neighbour at 6 Daviesia Drive, and the western neighbour at Lot 505 Daviesia Drive, all of whom support the proposal.
11. Given the low-scale nature of the proposed use and its minimal impact on local amenity, broader advertising to the wider locality is not considered necessary. The northern adjacent landholding was not consulted, as this an operational rural holding and the proposed use will have no impact.

STATUTORY ENVIRONMENT

12. Local Planning Scheme No. 6
    The applicant has a right of review to the State Administrative Tribunal if aggrieved by any planning decision.
13. It should also be noted that pursuant to Section 211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

POLICY IMPLICATIONS

14. Nil.

FINANCIAL IMPLICATIONS

15. Application fee totalling $295.00 were received as part of this application.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Health Safety	Rare	Significant	Very Low	Conditions on operation to be applied and enforced.
Reputational	Rare	Moderate	Very Low	Consistency with decision making
Environmental	Rare	Moderate	Very Low	Conditions on operation to be applied and enforced.

ALTERNATE OPTIONS

17. Council does not endorse the recommendation.

STRATEGIC ALIGNMENT

18. 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

VOTING REQUIREMENTS

19. Simple Majority

OFFICER RECOMMENDATION

Moved by Cr Miloseski and seconded by Cr Auburn Resolution # 126/25

That Council GRANT Development Approval to support the change in use for a Home Business - Nano Brewery at No. 16 (Lot 506) Daviesia Drive, Hopetoun subject to the following conditions:

1. **The activity being undertaken and developed in accordance with the attached stamped "Planning Application Statement" submitted with the planning application.**
2. **The use approved is for a *nano brewery*, defined as a small-scale production facility for craft beer with a maximum production volume of 96,000 litres per annum, with no direct retail sales or tasting permitted to members of the public.**
3. **Any change to the scale and nature of the approved use will require further approval from the Shire of Ravensthorpe.**
4. **The permitted hours of operation are to be from 8am to 4pm Monday to Friday.**
5. **All noise emissions associated with the brewery operation must comply with the Environmental Protection (Noise) Regulations 1997 at all times.**
6. **Brewing equipment, compressors, chillers, and other mechanical plant must be enclosed or acoustically treated to minimise noise impacts on nearby land uses.**
7. **Any deliveries and waste collection shall occur only during approved operating hours.**
8. **The brewery shall be designed and operated to ensure that no odour, vapour, or emission associated with brewing activities is detectable beyond the boundaries of the site.**

9. **Spent grain, hops, yeast, and any waste product must be processed on site to the satisfaction of the Shire of Ravensthorpe.**
10. **All wastewater generated by the brewing process must be directed to a trade waste system approved by the Shire of Ravensthorpe.**
11. **Any external storage areas, bins, or tanks must be screened from view from Daviesia Drive and adjoining properties.**
12. **If required, external lighting shall be designed and installed to comply with Australian Standard AS 4282 – *Control of Obtrusive Effects of Outdoor Lighting* to avoid light spill onto neighbouring properties**
13. **The premises must comply with all relevant requirements of the Food Act 2008 (WA), Occupational Safety and Health Regulations 1996 (WA), and the Building Code of Australia.**
14. **All chemicals, cleaning agents, and CO_2 cylinders must be stored in accordance with the relevant Australian Standards and safety regulations.**

Advice Notes

1. **A Building Permit must be obtained from the Shire of Ravensthorpe prior to the commencement of any building or structural works associated with this approval.**
2. **The operator is required to liaise with the Shire's Environmental Health Officer prior to operation to ensure compliance with all health, food safety, and sanitation requirements under the *Food Act 2008 (WA)* and associated regulations.**
3. **Approval for trade waste discharge must be obtained from the Shire of Ravensthorpe prior to the commencement of brewing operations.**
4. **The operator must ensure that all brewery waste materials (spent grain, yeast, hops, packaging, etc.) are processed on a site in accordance with a suitable environmental management plan, to be approved by the Shire of Ravensthorpe.**
5. **All gas storage (CO_2 cylinders, LPG, etc.) and flammable liquids must comply with the *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 (WA)* and relevant Australian Standards.**
6. **Separate development approval may be required for any signage proposed on the property. The applicant should consult with the Shire of Ravensthorpe prior to installation of any external signage.**
7. **This approval does not constitute approval under the *Liquor Control Act 1988 (WA)*, *Gaming and Wagering Commission Act 1987 (WA)*, or any other industry-specific legislation. Should the operator intend to apply for any liquor production or distribution licence (e.g. Producer's Licence), they must liaise directly with the Department of Racing, Gaming and Liquor (now part of the Department of Local Government, Sport and Cultural Industries). All necessary State and industry approvals must be obtained and complied with prior to the sale or distribution of any alcohol.**

Carried 4/0

12.3.4 DEVELOPMENT APPLICATION FOR OUTBUILDING (SHED)- LOT 114 (NO.10) CHAPMAN ROAD, HOPETOUN

File Reference:	**P25-45**
Location:	**Lot 114 (10) Chapman Rd, Hopetoun**
Applicant:	**G and N Minchin**
Author:	**Executive Manager Projects and Regulatory Services**
Authorising Officer	**Chief Executive Officer**
Date:	**13 November 2025**
Disclosure of Interest:	**Nil**
Attachments: 12.3.4	**Supporting Cover Letter and Plans of Proposal**
Previous Reference:	**N/A**

PURPOSE

1. For Council to consider an application for an Outbuilding (shed) extension with a setback relaxation sought at No. 10 (Lot 114) Chapman Road, Hopetoun (the site).

BACKGROUND

2. The applicant seeks support for an Outbuilding extension on Residential zoned land, with a reduced secondary street and front boundary setback.
3. Local Planning Policy
   As Per Local Planning Policy 3 - Outbuildings - Table 1 applies to the consideration of this application.

Table 1 – Outbuilding Requirements

Zoning	Maximum Wall Height	Maximum Ridge Height	Maximum floor area (aggregate)	Special Requirements
Residential	3.0metres 2.4m (where wall is < 1.0m from boundary	4.5metres 3.9m (where wall is < 1.0m from boundary	10% of site area or 100sqm, whichever is less.	Setbacks are to be in accordance with the Residential Design Codes of WA. Any setback variation will be assessed on its individual merit and Council will consult with adjacent landowners. Floor area is not to reduce the amount of open space required by Table 1 of the R-Codes. Council will not support the construction of outbuilding/s in front of the main building line.

4. Based on the the application, the following is noted against Table 1:
   - The maximum wall height proposed is 3m and the maximum height of the roof will be less than 4.5 metres, hence complying with LPP3.
   - The combined outbuilding floorspace will be less that 100m^2, hence complying with LPP3.
   - The floor area of the outbuilding extension is not impacting on the open space required for the property.

- The secondary street setback requirement as per the Residential Design Codes of WA is based on the R10 density coding of the site (Note: the site has a density of R10/20, however as per Clause 4.2.1 of Local Planning Scheme 6, the application is assessed against the lower density), which requires a setback of 3m from the secondary street (i.e., Reynolds Street). The application proposes a setback of 2m. As this is a secondary street, a 1m setback concession is sought.
- With respect to the front setback, the proposed outbuilding extension is setback behind the front of the main building line, which is as per the requirements of LPP3. However, the application proposes a setback of 5m from the Primary Street (i.e., Chapman Street). As per the R10 density coding, the primary setback requirement is 7.5m. A 2.5m front setback concession is sought.
- It is noted, the front portion of the outbuilding encroaching on the required front setback is an open shed with no side walls.

5. Council's support for the reduced setback is required to support this application.

COMMENT

6. Secondary Street Setback Concession
   There is a natural fall in the topography from the secondary street, Reynolds Street (south), towards the north. As a result, the proposed outbuilding extension, with the 1m side setback encroachment, will be positioned at a lower level than Reynolds Street. This reduced elevation will minimise the visual prominence of the structure when viewed from the street, thereby lessening its overall impact compared to a development located at street level.
7. <u>Front Boundary Setback Concession</u>
   The proposed outbuilding is situated behind the front building line, consistent with the requirements of LPP3. While the dwelling's front boundary setback currently encroaches into the required front setback area, this element does not form part of the current application and is therefore not subject to assessment under this proposal.
8. The portion of the outbuilding located within the required 2.5-metre setback will comprise an open-sided shed structure. Given its open form, the building mass and bulk will be substantially reduced compared to a solid wall, resulting in a lesser visual impact on the streetscape. Accordingly, the proposed setback variation is considered to have minimal impact on the amenity of the area and is supported on planning grounds.

CONSULTATION

9. Adjoining owner comment was obtained by the proponent. The adjoining owner, who is not directly impacted by the reduced setback requests, confirmed acceptance to the proposal and associated setbacks sought.

STATUTORY ENVIRONMENT

10. Local Planning Scheme No. 6
11. The applicant has a right of review to the State Administrative Tribunal if aggrieved by any planning decision.
12. It should also be noted that pursuant to Section 211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all

things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

POLICY IMPLICATIONS

13. N/A

FINANCIAL IMPLICATIONS

14. Application fees totalling $147.00 were received as part of this application.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational	Rare	Insignificant	Very Low	Consistency with decision making given Council relaxation sought to reduced setbacks
Environmental	Rare	Moderate	Very Low	Use of Outbuilding to be for domestic purposes only.

ALTERNATE OPTIONS

16. Council does not approve the reduced setbacks.

STRATEGIC ALIGNMENT

17. This item is relevant to the Council's approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2024. Specifically, with respect to the Corporate Business Plan- Outcome 3: Built Environment, the proposal meets this as follows.

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

VOTING REQUIREMENTS

18. Simple Majority

OFFICER RECOMMENDATION

Moved by Cr Auburn and seconded by Cr Miloseski Resolution # 127/25

That Council APPROVE the Development Application with setback concession supported for the Outbuilding (shed) at No. 10 (Lot 114) Chapman Road, Hopetoun subject to the following conditions:

1. **The development shall be carried out generally in accordance with the approved plans and details submitted with this application, to the satisfaction of the Shire of Ravensthorpe, unless otherwise amended by any condition of this approval.**
2. **The outbuilding shall be used for domestic purposes associated with the residential use of the land and shall not be used for human habitation, commercial, or industrial purposes.**

3. **The wall height of the outbuilding shall not exceed is 3m and a ridge height of 4.5m as shown on the approved plans and shall remain consistent with the acceptable development standards under LPP3.**
4. **The outbuilding shall be constructed in accordance with the approved 2.5-metre front setback variation and 1m secondary street setback variation as endorsed by this approval. Any further reduction to setbacks will require the prior written approval of the Shire.**
5. **The external materials and colours of the outbuilding shall be of a non-reflective nature and complementary to the existing outbuilding, to the satisfaction of the Shire.**
6. **All stormwater runoff from the roof and hardstand areas shall be contained and disposed of on-site to the satisfaction of the Shire of Ravensthorpe.**
7. **The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Ravensthorpe.**
8. **The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.**
9. **The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.**
10. **The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.**
11. **The outbuilding shall be maintained in good condition and appearance to the satisfaction of the Shire at all times.**

And the following advice notes:

1. **THIS IS NOT A BUILDING PERMIT. An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe prior to any works commencing on-site.**
2. **The development is to comply with the *Building Code of Australia*, *Building Act 2011*, *Building Regulations 2012* and the *Local Government Act 1995*.**
3. **It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Ravensthorpe will take no responsibility for incorrectly located buildings.**
4. **The Department of Water and Environment Regulation has prepared dust control guidelines for development sites, which outline the procedures for the preparation of dust management plans. Further information on the guidelines can be obtained from the Department of Water and Environment and Regulation's website www.dwer.wa.gov.au under air quality publications.**

Carried 4/0

12.4 INFRASTRUCTURE SERVICES

12.4.1 COMMUNITY WATER SUPPLY PROGRAME (CWSP) GRANT – MARY'S ROAD TANK

File Reference:	**N/A**
Location:	**Shire-wide**
Applicant:	**Executive Manager Infrastructure Services**
Author:	**Executive Manager Infrastructure Services**
Authorising Officer	**Chief Executive Officer**
Date:	**10 December 2025**
Disclosure of Interest:	**Nil**
Attachments: 12.4.1	**Property Information**
Previous Reference:	**N/A**

PURPOSE

1. Council is asked to consider an additional land use for a "WATER TANK" to the purpose of Reserve 7377, which will enable the construction and operation of a water tank and swipe card operated standpipe to provide non-treated water to the community for a fee.

BACKGROUND

2. The Shire of Ravensthorpe applied for Community Water Supplies Program (DWER funded) a grant to provide a non-potable water tank and standpipe on Reserve 8456 at the intersection of Mary's Rd and Springdale Rd, the application was shortlisted by DWER subject to DPLH approval.
3. Unfortunately, this original location was no approved by DPLH.
4. A new suitable location on Reserve 7377 on Hopetoun-Ravensthorpe Rd near the Hopetoun Aerodrome (Property information is attached) has been identified.
5. DWER supports the new location.
6. DLPH supports the new location, subject to the Shire of Ravensthorpe provides a Council Resolution that supports adding the purpose of "Water Tank" to the purpose of the reserve.

COMMENT

7. There is strong community interest in low cost non-treated water supplies in the area, the new location is more suitable than the original and should please the community.

CONSULTATION

8. Department of Water and Energy Regulation (DWER).
9. Department of Planning, Lands and Heritage (DPLH).

STATUTORY ENVIRONMENT

10. *Land Administration Act (1997).*

POLICY IMPLICATIONS

11. Nil.

FINANCIAL IMPLICATIONS

12. If the grant application is successful, the Shire will need to invest approximately 30% ($17,500) towards the $58,223 project in the 2025-2026 financial year, with the CWSP grant covering the balance 70%. There will be cost increase of $6,650 from WaterCorp for the new site, DWER have indicated that the grant total may be amended to reflect this, the Shire would need to cover 30% of this increase.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational	Possible	Minor	Low	Increased communications to residents
Environmental	Possible	Minor	Low	Ensuring approvals are in place before works commence

ALTERNATE OPTIONS

14. Nil.

STRATEGIC ALIGNMENT

15. 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
1.2.2	Advocate for adequate broadband, water and power supply capacity

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

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 vison for the future

VOTING REQUIREMENTS

16. Simple Majority

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Gibson **Resolution # 128/25**

That Council:

1. **ENDORSE the additional land use designation of "Water Tank" to Reserve 7377 (Lot 300) on Deposited Plan 104806 on Hopetoun-Ravensthorpe Rd Hopetoun.**
2. **REQUEST the CEO writes to the Minister for Planning; Lands; Housing; Homelessness to request the additional land use designation "Water Tank" to Reserve 7377 (Lot 300) on Deposited Plan 104806 on Hopetoun-Ravensthorpe Rd, pursuant to s42 of the Land Administration Act (1997).**

Carried 4/0

13. MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

14.1 Appointment of Interim Acting CEO - Confidential

COUNCIL DECISION
Moved by Cr Auburn and seconded by Cr Leighton Resolution #129/25

That Council accept late item 14.1 Appointment of Interim Acting CEO for confidential consideration.

Carried 4/0

COUNCIL DECISION
Moved by Cr Auburn and seconded by Cr Leighton Resolution #130/25

That Council move behind closed doors to consider confidential items.

Carried 4/0

The public gallery left the Council Chambers at 6.25pm

15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

COUNCIL DECISION
Moved by Cr Gibson and seconded by Cr Auburn Resolution #131/25

That Council suspend standing orders to discuss confidential items.

Carried 4/0

Discussion was undertaken.

COUNCIL DECISION
Moved by Cr Gibson and seconded by Cr Auburn Resolution #132/25

That Council resume standing orders.

Carried 4/0

15.1 Citizen of the Year Awards 2025

Cr Leighton declared an Impartiality Interest and remained in room to debate and vote on the matter.

COUNCIL DECISION
Moved by Cr Auburn and seconded by Cr Miloseski Resolution #133/25

That Council APPROVE the officer recommendation as detailed in Confidential report 15.1 as presented.

Carried 4/0

COUNCIL DECISION
Moved by Cr Leighton and seconded by Cr Gibson Resolution #134/25

That Council APPROVE the officer recommendation as detailed in Late Confidential Item 14.1 as presented.

Carried 4/0

COUNCIL DECISION

Moved by Cr Auburn and seconded by Cr Leighton — Resolution #135/25

That Council return from Behind Closed Doors.

Carried 4/0

The public gallery returned to Council Chambers at 6.28pm

16. CLOSURE

The Presiding Member declared the meeting closed at 6.30pm.

CONFIRMATION OF MINUTES

Signed by Shire President: ..... Date: 21st February 2026