Agenda

Ordinary Meeting of Council

to be held on

Tuesday 17 November 2026

at

Ravensthorpe Council Chambers

commencing at

6:00 pm

Notice is hereby given that the Shire of Ravensthorpe Ordinary Council Meeting will be held in the Ravensthorpe Council Chambers on Tuesday 17 November 2026, commencing at 6:00 pm.

Nicole O'Neill JP
Chief Executive Officer

Disclaimer

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

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

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

In particular and without derogating in any way from the broader disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation of approval made by a member or officer of the Shire of Ravensthorpe during the course of any meetings is not intended to be and is not taken as notice of approval from the Shire of Ravensthorpe. The Shire of Ravensthorpe warns that anyone who has an application lodged with the Shire of Ravensthorpe must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Ravensthorpe in respect of the application. This meeting will be recorded, and the recording will be made publicly available on the Shire of Ravensthorpe website, together with the publication of the meeting minutes upon completion, in accordance with Regulation 14I of the Local Government (Administration) Regulations 1996.

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AGENDA

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

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

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

This meeting will be recorded, and the recording will be made publicly available on the Shire of Ravensthorpe website, together with the publication of the meeting minutes upon completion, in accordance with Regulation 14I of the Local Government (Administration) Regulations 1996.

2 RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

Cr Rachel Gibson	Shire President
Cr Benno Sutherland	Deputy Shire President
Cr Sue Leighton	
Cr Robert Miloseski	
Cr Bill Auburn	
Cr Helen Burton	
Cr Geoff Fyfe	

OFFICERS

Nicole O'Neill JP	Chief Executive Officer
Paul Spencer	Director Infrastructure Services
Cameron Watson	Director Corporate & Community Services
Stephen Cope	Director Regulatory Services
Michelle Grobler	Executive Assistant

APOLOGIES
Nil.

LEAVE OF ABSENCE
Nil.

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Nil.

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

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

5 DECLARATIONS OF INTEREST
Nil.

6 APPLICATIONS FOR LEAVE OF ABSENCE
Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
7.1 ORDINARY COUNCIL MEETING MINUTES - 20 OCTOBER 2026

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.

OFFICER RECOMMENDATION:
That the minutes and associated attachments of the Ordinary Council Meeting held on 20 October 2026 be CONFIRMED as a true and correct record.

Attachments
1. OCM Unconfirmed Minutes 20 October 2026 [**7.1.1** - 27 pages]

8 ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS
8.1 CR RACHEL GIBSON (SHIRE PRESIDENT)

1. 24th Oct – SUPPORT YOUR GIRLS National Breast Cancer Foundation Event as host
    a. 200 tickets holders attended event
    b. raised $77,708.32
    c. sponsors/donors and community support was next level
    d. Auction, raffles, guest speakers, live music, catered, education table etc
2. 31st Oct – HOPETOUN CWA 60TH BIRTHDAY CELEBRATIONS
    a. Wavecrest dining room full of attendees
    b. Had a lovely roast lunch and speeches were held
    c. Presentations to- Mrs Madeleine Bell –Recognition of Service 20 years
    d. Mrs Collen Tonkin – Recognition of Service 40 years
    e. Mrs Coralie Thomas - Recognition of Service 40 years
    f. Mrs Wendy Zani- Recognition of Service Above & Beyond
    g. Trixie Boyd – Farewell as leaving for Corrigin
3. 31st Oct – HOPETOUN MARKETS
    a. Great day talking to locals and travelers.
    b. Conversation on small business owners
    c. Joined with Sue & Rob.
4. 10th Nov – Meeting with Nicole O'Neill CEO

    a. Discussed RHFF upcoming meeting
5. 11th Nov – DIPLOMA IN LOCAL GOVERNMENT WALGA
    a. First face to face meeting to outline course and work though Member Essentials
6. 13th Noc – GSRRG Katanning
    a. Attended meeting as Deputy Shire President Cr Benno Sutherland substitute
7. 14th Nov – Artitude Visual Arts & Piano
8. 17th Nov – Ravensthorpe Rangeview Skate Park Meeting
    a. Met with residents and skatepark designers Mat de Koning, Brad Felton and pump track specialist Tim Felton
    b. Discussed ideas to help shape the future of a proposed new Skate, BMX and Scooter Park
9. 17th Nov - Ordinary Council Meeting

8.2 CR BENNO SUTHERLAND (DEPUTY SHIRE PRESIDENT)

- Nil.

8.3 CR SUE LEIGHTON

- Nil.

8.4 CR ROBERT MILOSESKI

- Attended the Hopetoun Foreshore – Boat Ramp Community Pop Up Session
- Attended the Remembrance Day Service
- Discussion with Local Businesses about planning issues and compliance.

8.5 CR BILL AUBURN

- Nil.

8.6 CR HELEN BURTON

- Support your Girls Fundraiser – Congratulations to Cr Gibson on a great initiative that brought the community together to raise awareness and support a worthwhile cause. Well done to everyone involved in making the event a success.
- Harvest – With harvest now well underway across the Shire, a reminder to everyone to take extra care on our roads and at work. Agriculture plays an important role in our local economy, and this is a particularly busy time of year, with plenty of heavy vehicles and machinery moving around the district. Please drive to the conditions, be mindful of fatigue and look out for one another. Wishing all our farming families, workers and contractors a safe and successful harvest.

8.7 CR GEOFF FYFE

- Nil.

9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

10 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

11 REPORTS TO COUNCIL

Nil.

12 REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.1 CORPORATE DISCUSSION MEETINGS POLICY

File Reference:	<text>
Location:	Not applicable or
Applicant:	Not applicable
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	17 November 2026
Disclosure of Interest:	Nil
Attachments:	1. A1 Corporate Discussion Items [**12.1.1.1** -]
Previous Reference:	Res #102/23

PURPOSE

1. The purpose of this report is to present the outcomes of a review of Council Policy A1 – Corporate Discussion Meetings and recommend that Council retain the policy without amendment.

BACKGROUND

2. Council Policy A1 – Corporate Discussion Meetings establishes the framework for conducting informal, non-statutory meetings between Council Members and senior Shire employees.
3. These meetings provide an opportunity for Council Members to receive information, seek clarification, consider emerging issues and discuss strategic matters outside the formal Council meeting structure.
4. Corporate Discussion Meetings play an important role in supporting informed decision-making by allowing Council Members to develop a greater understanding of complex matters before they are formally presented to Council for consideration.
5. The policy recognises that these meetings are intended for information sharing, discussion and the exploration of ideas, rather than formal debate or decision-making.

COMMENT

6. Policy A1 establishes a governance framework for Corporate Discussion Meetings to ensure that informal interactions between elected members and officers are appropriately managed and remain consistent with the principles of good governance.
7. The policy addresses the following key matters:
    a. Information sharing and strategic discussion
    Corporate Discussion Meetings enable Council Members to receive updates on operational activities, seek additional information and discuss ideas, strategies and concepts under development.
    These discussions assist Council Members in understanding emerging proposals, opportunities, risks and issues that may require subsequent Council consideration.
    b. Separation from formal Council decision-making

    The policy expressly provides that no decisions or debate are to occur during Corporate Discussion Meetings.

This distinction is fundamental to ensuring that formal decisions remain the responsibility of Council at properly convened Council meetings, in accordance with the relevant legislative framework.

c. Appropriate meeting conduct

Although Corporate Discussion Meetings are not statutory meetings, the policy requires their general conduct to be consistent with the Shire of Ravensthorpe Standing Orders Local Law 2010 for the purpose of maintaining order.

This establishes an expectation of professional, respectful and orderly participation.

d. Disclosure of conflicts of interest

The policy requires Council Members and employees to disclose applicable conflicts of interest.

Where a financial, indirect financial or proximity interest exists, the policy prohibits participation in discussion of the relevant agenda item.

These provisions support the integrity of discussions and assist in managing actual or perceived conflicts of interest.

e. Record keeping and accountability

The policy provides that formal minutes are not required for Corporate Discussion Meetings. However, notes are to be recorded detailing discussions and any actions arising.

This ensures that a record of the matters discussed and relevant administrative follow-up is maintained without treating the informal forum as a statutory Council meeting.

Overall, the policy establishes an appropriate distinction between informal discussion and formal Council decision-making, while promoting accountability, transparency and good governance.

8. The review has considered the policy's ongoing relevance, consistency with the Local Government Act 1995, alignment with the Western Australian Department of Local Government's guidance on Council forums, and its effectiveness in supporting good governance, transparency and appropriate interaction between Council Members and Shire officers.

CONSULTATION

9. Executive and Councillors

STATUTORY ENVIRONMENT

10. Local Government Act 1995 Section 2.7 establishes the role of Council as the governing body of the local government, including its responsibility for determining policies, providing strategic direction and overseeing local government functions.

POLICY IMPLICATIONS

11. Current policy proposed to be retained.

FINANCIAL IMPLICATIONS

12. Nil

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational - Regular review not undertaken and Corporate discussion impacted.	Unlikely	Moderate	Medium	Retention of the policy supports clear guidance around Corporate Discussion meetings and their purpose.

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		**1**	**2**	**3**	**4**	**5**
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

14. Council may resolve to amend specific provisions of the policy to reflect alternative governance arrangements or operational requirements.
15. Council may defer consideration of the policy to allow further review, consultation or investigation of particular provisions.

STRATEGIC ALIGNMENT

16. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 5	**Governance and Leadership** *The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward*
Objective 5.1	The Shire's community is engaged and involved
Strategy 5.1.2	Ensure that there is good communication between the Shire of Ravensthorpe and the community via a range of methods
Objective 5.2	The Council ensures its decisions are well informed and considered
Strategy 5.2.1	Provision of robust information, sound advice and effective processes to support the Council's decision making process

VOTING REQUIREMENTS

17. Simple Majority

OFFICER RECOMMENDATION

That Council:

a. ADOPT Council Policy A1 – Corporate Discussion Meetings, as presented in Attachment 1, without amendment, following the review.

b. Notes the existing policy continues to provide an appropriate governance framework, meets the Shire's operational requirements and supports transparency and accountability.

12.1.2 MOBILE PHONE ALLOWANCE POLICY

File Reference:	
Location:	Not applicable
Applicant:	Not applicable
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	17 November 2026
Disclosure of Interest:	Nil
Attachments:	1. A10 Mobile Phone Policy [**12.1.2.1** -]
Previous Reference:	

PURPOSE

1. The purpose of this report is to present the outcomes of a review of Council Policy A10 – Mobile Phone Allowance and recommend that Council revoke the policy from its Council Policy Manual.

BACKGROUND

2. Council Policy A10 – Mobile Phone Allowance was established to provide an alternative to the provision of Shire-owned mobile phones for employees whose positions require mobile communication.
3. The policy enables eligible employees, with appropriate approval, to use their own mobile phone or device and receive an allowance instead of being provided with a Shire-owned device.
4. The review has considered the operational nature of the policy, the respective responsibilities of Council and the Chief Executive Officer under the Local Government Act 1995, and the Shire's existing framework for the development and administration of Operational Guidelines.
5. The existing policy provides that:

- Approved officers may request an allowance of $25 per week, at the discretion of the Chief Executive Officer.
- Employees receiving the allowance are responsible for obtaining their own mobile phone or device and paying associated handset, call and data costs.
- Employees receiving the allowance are required to remain contactable at all times, consistent with the expectations applying to Shire-provided mobile phones.
- A temporary Shire handset may be provided if an employee's personal handset becomes inoperable, with arrangements for suspending the allowance where appropriate.

COMMENT

6. The policy principally addresses the administrative arrangements associated with providing mobile communication equipment and allowances to employees.
7. Its provisions concern employee benefits, operational equipment, payroll administration and approval arrangements rather than the Shire's broader strategic direction.
8. The Western Australian Government's guidance on developing and updating policies and procedures for local governments, updated on 18 June 2026, distinguishes between the role of Council policies and operational procedures.

9. The guidance identifies that Council policies should establish broad strategic positions and directions, while administrative procedures should address the specific processes and actions undertaken by employees to implement Council policies and legislative requirements.
10. Phone allowances for employees are primarily an administrative employment matter and do not require a standalone Council policy.
11. Council Policy A2 – Operational Guidelines establishes the Shire's framework for developing operational guidance to support the effective administration of Shire functions.
12. That policy provides for the Chief Executive Officer to determine operational guidelines, subject to consistency with the Shire's adopted Council policies and strategic objectives.
13. The proposed transfer of the Mobile Phone Allowance arrangements to an Operational Guideline is consistent with that framework.
14. It is therefore recommended that the policy be revoked and its relevant provisions incorporated into an Operational Guideline administered by the Chief Executive Officer.

CONSULTATION

15. Internal

STATUTORY ENVIRONMENT

16. Local Government Act 1995.

Section 2.7 – Role of Council

17. Section 2.7 establishes Council's role as the governing body of the local government, including its responsibility for determining policies, overseeing financial and resource allocation and providing strategic direction.
18. The provision also recognises the importance of maintaining an appropriate separation between Council's governance role and the Chief Executive Officer's executive responsibilities.
19. The proposed revocation is consistent with this distinction, as the administration of employee mobile phone allowances is primarily an operational management matter rather than a strategic policy decision.

Section 5.41 – Functions of the Chief Executive Officer

20. Section 5.41 provides that the Chief Executive Officer is responsible for managing the day-to-day operations of the local government and for the employment, management, supervision and direction of employees, subject to the relevant statutory requirements.
21. The administration of employee equipment, allowances and associated approval processes falls within these general operational responsibilities.

POLICY IMPLICATIONS

22. The recommendation is to revoke the policy.

FINANCIAL IMPLICATIONS

23. Nil.

RISK MANAGEMENT

24. The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)	Rare	Minor	Low	Ensure staff are aware of administrative options in regard to allowances.

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		**1**	**2**	**3**	**4**	**5**
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

25. Retain the Policy
26. Defer a decision and request further information.

STRATEGIC ALIGNMENT

27. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 5	**Governance and Leadership** *The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward*
Objective 5.7	Customer service and other corporate systems are of high quality
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed

VOTING REQUIREMENTS

28. Simple Majority

OFFICER RECOMMENDATION

That Council:

a. REVOKES Council Policy A10 – Mobile Phone Allowance, as presented in Attachment 1, following a review of its purpose and relevance to Council's governance and policy-making responsibilities.

b. NOTES that the policy relates to the operational management of employee mobile phone arrangements and allowances and will be converted to an Operational Guideline.

12.1.3 STAFF SUPERANNUATION SALARY SACRIFICE

File Reference:	
Location:	Not applicable
Applicant:	Not applicable
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	17 November 2026
Disclosure of Interest:	Nil
Attachments:	1. A11 Staff Superannuation Salary Sacrifice Policy [**12.1.3.1** -]
Previous Reference:	

PURPOSE

1. The purpose of this report is to present the outcomes of a review of Council Policy A11 – Staff Superannuation Salary Sacrifice and recommend that Council revoke the policy from its Council Policy Manual.

BACKGROUND

2. Council Policy A11 – Staff Superannuation Salary Sacrifice establishes the circumstances in which eligible Shire employees may enter into salary sacrifice arrangements and receive additional employer superannuation contributions.
3. The existing policy provides for:
    a. Eligible employees to salary sacrifice a portion of their salary into a complying superannuation fund.
    b. Salary sacrifice arrangements to operate in accordance with applicable legislation, awards and employment arrangements.
    c. Employee salary sacrifice arrangements to be supported where they do not create additional costs or significant administrative burdens for the Shire.
    d. A Shire employer co-contribution matching additional employee superannuation contributions, up to a maximum of 5% of an employee's base salary.
    e. Recognition that statutory concessional contribution caps apply.
    f. Employee advice to seek independent financial advice regarding their personal superannuation circumstances.
    g. Applicable registered industrial agreements and individual employment contracts to prevail where their provisions conflict with the policy.
4. The policy also reserves Council's ability to withdraw the arrangements in circumstances involving legislative non-compliance or financial constraints.

COMMENT

5. These provisions were established as part of the Shire's employee remuneration and retention arrangements. However, a substantial component of the policy is now expressly addressed in the Shire's registered Industrial Agreement.
6. On 5 October 2026, the Western Australian Industrial Relations Commission registered the Shire of Ravensthorpe Industrial Agreement 2026, under application AG 25/2026.
7. The Agreement replaces the Shire's 2023 Enterprise Bargaining Agreement and has a nominal expiry date of 30 June 2029. It applies to employees within its specified coverage, excluding the Chief Executive Officer, Directors, Managers and other specified senior employees employed under relevant contracts.

8. The registration of this Agreement is particularly relevant to the review of Policy A11.

Clause 13 – Salary Sacrifice

9. Clause 13 expressly establishes the arrangements under which employees may salary sacrifice remuneration.
10. It provides for additional superannuation salary sacrifice and specifies other approved categories of salary sacrifice, including laptop computers, eligible housing rental costs, relocation expenses and mobile telephones.
11. The Agreement also addresses the administration of salary sacrifice arrangements, associated costs and taxation considerations.
12. These provisions establish an enforceable employment framework, removing the need for a separate Council policy to prescribe the same arrangements for employees covered by the Agreement.

Clause 14 – Superannuation

13. Clause 14 requires the Shire to make statutory superannuation contributions in accordance with Commonwealth superannuation legislation.
14. Under clause 14.4, employees who make additional superannuation contributions and have completed more than six months of service are entitled to matching additional employer contributions up to a maximum of 5%.

15. For employees outside the Agreement's coverage, including contracted senior employees, the applicable employment contracts and any individually approved remuneration arrangements must continue to be observed.

CONSULTATION

16. Significant consultation occurred as a part of the Shire of Ravensthorpe Industrial Agreement 2026.

STATUTORY ENVIRONMENT

17. Local Government Act 1995.
18. Industrial Relations Act 1979 (WA). The Shire of Ravensthorpe Industrial Agreement 2026 was registered under the Industrial Relations Act 1979 and commenced operation on 5 October 2026.

POLICY IMPLICATIONS

19. The policy is proposed to be revoked.

FINANCIAL IMPLICATIONS

20. Revoking the policy has no financial impact.

RISK MANAGEMENT

21. The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational) - Employees are not aware of superannuation and	Unlikely	Moderate	Medium Hi	Ensure clear understanding of the Industrial Agreement and relevant contracts. Ensure

salary sacrifice options as result of the policy revocation.	operational guidelines are developed and published.

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		**1**	**2**	**3**	**4**	**5**
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

22. Retain the Policy.
23. Defer the item and request further information from Officers.

STRATEGIC ALIGNMENT

24. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 5	**Governance and Leadership** *The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward*
Objective 5.7	Customer service and other corporate systems are of high quality
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed

VOTING REQUIREMENTS

25. Simple Majority

OFFICER RECOMMENDATION

That Council:

a. REVOKES Council Policy A11 – Staff Superannuation Salary Sacrifice, as presented in Attachment 1, following a review of its continued relevance and the requirements of the Shire of Ravensthorpe Industrial Agreement 2026.

b. NOTES that salary sacrifice arrangements and employer superannuation co-contributions for employees covered by the Shire of Ravensthorpe Industrial Agreement 2026 are prescribed under clauses 13 and 14 of that Agreement.

c. NOTES that revocation of the policy does not affect existing employee entitlements under the registered Industrial Agreement, applicable legislation or individual contracts of employment.

12.1.4 ATTENDANCE BY COUNCILLORS AND CEO AT EVENTS POLICY REVIEW

File Reference:	
Location:	Not applicable
Applicant:	Not applicable
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	17 November 2026
Disclosure of Interest:	Nil
Attachments:	1. Attendance-by- Councillors-and- CE O-at- Events-(Adopted-16-December-2025) [**12.1.4.1** - 2 pages]
Previous Reference:	Not applicable

PURPOSE

1. For Council to consider the review of Policy G10 – Attendance by Council Members and the Chief Executive Officer at Events and endorse the retention of the existing policy without amendment.

BACKGROUND

2. Section 5.90A of the Local Government Act 1995 requires local governments to prepare and adopt a policy addressing the attendance of Council Members and the Chief Executive Officer at events, including the provision of tickets, payments associated with attendance and the criteria for approving attendance.
3. The Shire of Ravensthorpe initially adopted Policy G10 at its Ordinary Council Meeting on 21 July 2020 in response to the legislative requirements introduced for local governments.
4. The policy was subsequently considered during the comprehensive policy review on 19 July 2022 and reaffirmed without amendment at the Ordinary Council Meeting on 17 December 2024.
5. The current policy is contained in Version 15.1 of the Council Policy Manual, published following Council's policy adoption on 16 December 2025.
6. As part of the Shire's regular policy review process, the policy has been considered to determine whether it remains appropriate and continues to provide a suitable governance framework for attendance at events.

COMMENT

7. Policy G10 establishes a framework for the acceptance of invitations and attendance by Council Members and the Chief Executive Officer at events in an official capacity.
8. The policy provides guidance concerning:
9. The circumstances in which invitations or tickets to events may be accepted.
10. Attendance at events sponsored or hosted by the Shire, community organisations, other local governments and government agencies.
11. Reimbursement of travel expenses associated with approved attendance.
12. Attendance at conferences in accordance with the relevant Council policies and the Chief Executive Officer's employment arrangements.
13. The policy supports transparent decision-making and appropriate management of potential conflicts of interest arising from event invitations and associated benefits.

14. The review has identified no operational need to amend the existing policy. Its provisions remain suitable for the Shire's circumstances and provide a consistent approach to representing the organisation at community, civic and government events.

CONSULTATION

15. Internal

STATUTORY ENVIRONMENT

16. *Local Government Act* 1995, Section 5.90A – Policy for attendance at events requires local governments to adopt a policy addressing event attendance by Council Members and the Chief Executive Officer. Adoption of a new policy or amendments to an existing policy require an absolute majority decision.
17. *Local Government Act* 1995, Sections 5.87A and 5.87B establish relevant gift disclosure obligations for Council Members and Chief Executive Officers.

POLICY IMPLICATIONS

18. No changes are proposed to Council Policy G10 – Attendance by Council Members and the Chief Executive Officer at Events.

FINANCIAL IMPLICATIONS

19. Nil

RISK MANAGEMENT

20. The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – No clear guidance impacts reputation	Unlikely	Moderate	Medium	Retention of the policy supports the ongoing management of governance, reputational and compliance risks.

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		**1**	**2**	**3**	**4**	**5**
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

21. Retain the Policy Without Amendment (Recommended)
22. Council may resolve to amend specific provisions of the policy to reflect alternative governance arrangements or operational requirements.
23. Council may defer consideration of the policy to allow further review, consultation or investigation of particular provisions.

STRATEGIC ALIGNMENT

24. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 5	**Governance and Leadership** *The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward*
Objective 5.1	The Shire's community is engaged and involved
Strategy 5.1.1	The community is provided with opportunities to engage on strategic, corporate, asset and financial plans, and other major plans and issues
Objective 5.2	The Council ensures its decisions are well informed and considered
Strategy 5.2.1	Provision of robust information, sound advice and effective processes to support the Council's decision making process
Objective 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
Strategy 5.3.1	The Council and community continue work together to advocate for change, targeted to the following areas: - energy, water and broadband capacity - resources which will assist in the development of the local economy, creation of local businesses and jobs, and attraction of population and visitors - maintenance, renewal and development of key infrastructure and community facilities

VOTING REQUIREMENTS

25. Simple Majority

OFFICER RECOMMENDATION

That Council:

a. ENDORSES Policy G10 – Attendance by Council Members and the Chief Executive Officer at Events in its current form.

b. Notes the existing policy continues to provide an appropriate governance framework, meets the Shire's operational requirements and supports transparency and accountability.

12.1.5 MARY ANN HAVEN LEASE

File Reference:	
Location:	Not applicable
Applicant:	Not applicable
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	17 November 2026
Disclosure of Interest:	Nil
Attachments:	1. Draft Community Lease - Hopetoun Progress Association (25.09.2026) [**12.1.5.1** - 40 pages]
Previous Reference:	Not applicable

PURPOSE

1. To seek Council's endorsement to publicly advertise the proposed lease of the Mary Ann Haven Community Centre to the Hopetoun Progress Association under section 3.58 of the Local Government Act 1995, and to authorise the Chief Executive Officer to finalise and arrange execution of the lease where no negative public submissions are received and all relevant statutory requirements have been satisfied.

BACKGROUND

2. The Mary Ann Haven Community Centre is located at 37 Veal Street, Hopetoun, on Crown Reserve 7661, being Lot 641 on Deposited Plan 190941. The Shire of Ravensthorpe has care, control and management of the land under a Crown land management order.
3. Mary Ann Haven has traditionally provided an important community facility in Hopetoun, supporting senior citizens, community activities and services associated with the wellbeing of residents.
4. The building has been associated with Hopetoun Senior Citizens and Associates Inc., which has advised the Shire that it does not wish to continue its lease arrangements.
5. This change provides an opportunity for the Shire to establish a new management and occupancy arrangement that will support the ongoing utilisation of the premises, while maintaining the important community services and activities historically provided from the facility.
6. The Hopetoun Progress Association has indicated a desire to be the proposed lessee. The Association is a local community organisation with an interest in supporting community facilities, services and activities in Hopetoun.

COMMENT

7. A draft lease has been prepared by McLeods Barristers and Solicitors, providing for the Hopetoun Progress Association to assume responsibility for the premises under a structured community lease arrangement.
8. The proposed agreement recognises the historical involvement of Hopetoun Senior Citizens and Associates Inc. and provides for its ongoing access to the facility, when available. It also expressly seeks to maintain the delivery of aged care and health services from Mary Ann Haven.
9. The proposed lease represents an opportunity to transition the facility to a new community-based management arrangement without losing the building's important role in supporting Hopetoun residents.

10. The lease has been structured as a community lease, recognising that the building's primary purpose is to provide community benefit rather than generate commercial rental income.
11. The transition to the Hopetoun Progress Association provides an opportunity for the facility to remain actively used and managed by a locally based community organisation
12. The draft lease requires both parties to do all things reasonably possible to ensure that aged care and health services continue to be delivered from the Mary Ann Haven building.
13. These conditions are particularly important given the building's history and the value of local services to older residents and the broader Hopetoun community.
14. The draft lease includes a detailed maintenance schedule allocating responsibilities between the Hopetoun Progress Association and the Shire.
15. The Shire will continue to meet specified building-related responsibilities, including structural repairs and a number of statutory safety and building maintenance obligations.
16. The Hopetoun Progress Association will be responsible for identified operational activities and maintenance, including specified appliance testing, internal pest control, gardening and other tasks detailed in the maintenance schedule.
17. The lessee will also be responsible for applicable outgoings and insurances in accordance with the terms of the agreement.
18. The proposed rental of $1 per annum recognises the community-purpose nature of the arrangement. While this is a concessional rental, the community benefit derived from the continued availability and management of the facility is considered to justify the proposal.
19. It is proposed to allow Hopetoun Progress to sublet parts of the building, which is not common in the case of a community lease.
20. The proposal is to allow WACHS and Juniper or other parties to lease, with income made supporting the operations of Hopetoun Progress Association.

CONSULTATION

21. Hopetoun Seniors
22. Hopetoun Progress Association
23. WA Country Health Service (WACHS)
24. Consultation relevant to the proposed arrangement includes the advice from Hopetoun Senior Citizens and Associates Inc. that it does not wish to continue its lease and the preparation of the draft agreement with the proposed new lessee, Hopetoun Progress Association.
25. Subject to Council endorsement, the Shire will undertake local public advertising in accordance with section 3.58 of the Local Government Act 1995.

STATUTORY ENVIRONMENT

26. Section 3.58 of the Local Government Act 1995 establishes the requirements for the disposal of property by local governments. The definition of disposal includes the granting of a lease.
27. Under section 3.58(3), a local government may dispose of property through a process of local public notice rather than public auction or tender.
28. The advertising process requires:
    a. A description of the property proposed to be leased.
    b. Identification of the proposed lessee.
    c. Disclosure of the proposed consideration and market value.
    d. An invitation for public submissions, allowing not less than two weeks.
    e. Consideration of any submissions received before a final decision is made.
29. Section 3.58(4) also establishes the valuation requirements applying to the proposed disposition.

30. Regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996 provides an exemption from section 3.58 for certain disposals to charitable, benevolent, cultural, educational, recreational and similar organisations whose members cannot receive financial profit from the organisation's transactions.

POLICY IMPLICATIONS

31. Shire of Ravensthorpe – LPP12 Leases and Licences Policy
32. The proposed arrangement is to be administered in accordance with the Shire's Leases and Licences Policy LPP12.
33. The draft lease expressly references this policy, including in relation to the management of community hire arrangements and commercial subleasing.

FINANCIAL IMPLICATIONS

34. The proposal supports the ongoing use of a Shire-managed community facility for community benefit under a documented agreement establishing responsibilities for maintenance, insurance, occupation and use.

35. The lease will allow the Hopetoun Progress Association to sublet, which is expected to include the WACHS hire which is currently $1250 per month.

36. The Shire will continue to meet the cost of certain building maintenance, statutory servicing and structural repairs as specified in the lease maintenance schedule.

37. The lessee will be responsible for applicable operational costs, outgoings and other maintenance responsibilities identified in the agreement.

RISK MANAGEMENT

38. The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational - Community concern regarding the change in lessee	Possible	I Moderate	Medium	Public advertising and opportunity for submissions

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		**1**	**2**	**3**	**4**	**5**
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

39. Option 1 – Endorse the proposed lease and authorise advertising, with execution to follow if no negative submissions are received (Recommended).

40. Option 2 – Endorse advertising but require a further Council resolution regardless of whether submissions are received.
41. Option 3 – Decline the proposed lease.

STRATEGIC ALIGNMENT

42. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 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*
Objective 2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
Strategy 2.1.1	Continue to support the development of and access to core aged care and health services and facilities
Objective 2.2	Community groups function well with strong volunteer effort and feel supported by the community
Strategy 2.2.1	Publicise and celebrate the contribution of groups and volunteers to the community
Objective 2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
Strategy 2.4.1	Provide a range of community facilities and associated services in a way that maximises use and community activity

VOTING REQUIREMENTS

43. Simple Majority

OFFICER RECOMMENDATION

That Council:

a. NOTES that Hopetoun Senior Citizens and Associates Inc. has advised the Shire that it does not wish to continue its lease arrangements for the Mary Ann Haven Community Centre at 37 Veal Street, Hopetoun.

b. ENDORSES the proposed lease of the Mary Ann Haven Community Centre, being a portion of Reserve 7661, Lot 641 on Deposited Plan 190941, to the Hopetoun Progress Association as per attachment 1.

c. AUTHORISES the Chief Executive Officer to give local public notice of the proposed disposition of property in accordance with section 3.58(3) and (4) of the Local Government Act 1995, inviting public submissions for a period of not less than 14 days, following receipt of an appropriate market valuation.

d. AUTHORISES the Chief Executive Officer, subject to there being no negative submissions received during the statutory advertising period, to finalise and arrange execution of the lease between the Shire of Ravensthorpe and Hopetoun Progress Association including seeking consent from the Minister for Lands.

12.1.6 COUNCIL MEETING DATES 2027

File Reference:	
Location:	Not applicable
Applicant:	Not applicable
Author:	Michelle Grobler - EA, Executive Assistant
Authorising Officer:	Chief Executive Officer
Date:	17 November 2026
Disclosure of Interest:	Ni
Attachments:	Nil
Previous Reference:	Not applicable

PURPOSE

1. For council to consider the following proposed dates for Corporate Discussion and Ordinary Council Meetings for the 2027 calendar year.

BACKGROUND

2. Councils are required to give local public notice of Ordinary Council meetings prior to the beginning of the year in which the meetings are held per reg.12(1) of the Local Government (Administration) Regulations 1996.

COMMENT

3. Ordinary Council meetings to occur on the fourth Tuesday of the month commencing at 6.00 pm, except for the following months:
4. January – No meetings to be Scheduled.
5. December – Held in week 2.
6. Corporate Discussions to take place on the second Tuesday of the month commencing at 2.00 pm, except for the following months:
7. September – Held in week 1, noting WALGA dates.
8. December – Held in week 1.
9. Below table shows proposed meeting dates for the 2027 calendar year:

Month	**Corporate Discussion**	**Ordinary Council Meeting**
February	9 February 2027 (Hopetoun)	23 February 2027
March	9 March 2027 (Munglinup)	23 March 2027
April	13 April 2027	27 April 2027
May	11 May 2027 (Hopetoun)	25 May 2027
June	8 June 2027	22 June 2027
July	13 July 2027	27 July 2027
August	10 August 2027	24 August 2027
September	7 September 2027 (Hopetoun)	21 September 2027
October	12 October 2027	26 October 2027

November	9 November 2027	23 November 2027
December	7 December 2027	14 December 2027

10. In order to ensure local community engagement at other main local resident population centres such as Hopetoun and Munglinup, it is recommended to hold Council and Executive team community forum events during the 2027 calendar year, 3 in Hopetoun and 1 in Munglinup at agreed dates throughout the year. Additional locations in the district can also be considered. These events are proposed to coincide with Corporate Discussion meetings.

CONSULTATION

11. Councillors and Executive Management Team.

STATUTORY ENVIRONMENT

12. Local Government Act s 5.25 (1)(G) (g) the giving of public notice of the date and agenda for council or committee meetings.

13. Local Government (Administration) Regulations 1996 Reg 12(1)(2)

(1) In this regulation — meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held — (a) ordinary council meetings; Act 1995

POLICY IMPLICATIONS

14. Nil

FINANCIAL IMPLICATIONS

15. Nil

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Not meeting local government act requirements by failing to confirm and advertise future OCM dates. (Operational)	Unlikely	Major	Medium	Council to endorse the future OCM calendar for the 2027 calendar yea

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		**1**	**2**	**3**	**4**	**5**
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)

Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

17. Council may amend recommended dates as per recommendation.

STRATEGIC ALIGNMENT

18. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 5	**Governance and Leadership** *The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward*
Objective 5.1	The Shire's community is engaged and involved
Strategy 5.1.1	The community is provided with opportunities to engage on strategic, corporate, asset and financial plans, and other major plans and issues
Objective 5.7	Customer service and other corporate systems are of high quality
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed

VOTING REQUIREMENTS

19. Simple Majority

OFFICER RECOMMENDATION

That Council:

1. ENDORSE the following dates for Corporate Discussion and Ordinary Council meetings in the 2027 Calendar year:

Month	**Corporate Discussion**	**Ordinary Council Meeting**
February	9 February 2027	23 February 2027
March	9 March 2027	23 March 2027
April	13 April 2027	27 April 2027
May	11 May 2027	25 May 2027
June	8 June 2027	22 June 2027
July	13 July 2027	27 July 2027
August	10 August 2027	24 August 2027
September	7 September 2027	21 September 2027

October	12 October 2027	26 October 2027
November	9 November 2027	23 November 2027
December	7 December 2027	14 December 2027

12.1.7 DISABILITY ACCESS AND INCLUSION PLAN (DAIP) 2026

File Reference:	
Location:	Not applicable
Applicant:	Not applicable
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	17 November 2026
Disclosure of Interest:	Nil
Attachments:	1. DAIP 2026 [**12.1.7.1** - 26 pages] 2. DAIP Engagement Outcomes report [**12.1.7.2** - 12 pages]
Previous Reference:	Res no: #2026/97

PURPOSE

1. To recommend that Council ADOPT the Shire of Ravensthorpe Disability Access and Inclusion Plan (DAIP) 2026–2031 following statutory public consultation and consideration of the final Community Engagement Outcomes Report, and authorise its publication, lodgement and implementation.

BACKGROUND

2. The Disability Services Act 1993 (WA) requires the Shire, as a public authority, to prepare, implement and maintain a disability access and inclusion plan.
3. The previous Shire DAIP covered 2019–2024.
4. The proposed five-year DAIP is intended to replace that plan and provide a coordinated framework for access to Shire services, events, buildings, facilities, information, complaint processes, consultation and employment, together with a local partnership outcome.
5. Development of the draft drew on the previous DAIP, the October–November 2025 disability access and inclusion survey (18 completed responses), previous community engagement, the 2018 Community Scorecard and the 2026 Community Scorecard. The earlier engagement identified practical barriers in townsite pedestrian connections, beach access, Shire buildings and accessible parking, as well as opportunities to improve communication and inclusive employment.
6. At the Ordinary Council Meeting on 18 August 2026, Council endorsed the draft DAIP for public consultation. The Shire President's report published on 19 August 2026 encouraged community feedback, and the Shire website advertised the draft on 26 August 2026, inviting submissions by 16 September 2026. The Shire President's report in Community Spirit, Thursday 27 August 2026, page 12, also publicised the draft DAIP consultation. A copy of this page is to be retained in the agenda record as evidence of newspaper publication.
7. The draft DAIP establishes eight outcomes and an implementation schedule for 2026/27 to 2030/31, with responsible service areas, indicative delivery periods and budget pathways. It is designed to be implemented through operational programs, asset management, procurement, workforce practices and future annual budget deliberations.

COMMENT

8. The Shire of Ravensthorpe's Disability Access and Inclusion Plan 2026–2031 establishes a five-year framework to promote an accessible, inclusive and welcoming community for people with disability, their families, carers and visitors.
9. The Plan addresses eight key outcome areas: services and events; buildings and facilities; information; quality of service; complaints; consultation; employment; and partnerships and community inclusion.
10. The Plan includes a detailed implementation schedule identifying specific actions, responsible Shire departments, indicative timeframes and budget considerations. Key initiatives include undertaking accessibility audits of Shire buildings and public infrastructure, prioritising improvements to footpaths, accessible parking, public toilets and recreational facilities, improving accessible communication and community engagement, strengthening inclusive employment practices, and establishing opportunities for people with disability to contribute to Council decision-making.
11. The Plan also establishes governance, monitoring and annual reporting arrangements to ensure accessibility improvements are progressively incorporated into the Shire's operational activities, capital works programs and long-term planning.

CONSULTATION

12. Engagement was undertaken in two stages: the October–November 2025 review survey and wider planning evidence informed development of the draft, followed by formal public comment on the draft DAIP endorsed in August 2026. The Shire website notice was published 26 August 2026; the item was also covered in the Community Spirit, Thursday 27 August 2026, page 12, within the Shire President’s Report. Submissions were invited until 16 September 2026 and accessible paper and online response channels were made available. The submission period was extended until the end of October 2026, in discussion with community members.
13. The Shire also spoke with residents about the DAIP and Council Plan at the Hopetoun Markets and at Ravensthorpe Tai Chi.
14. Ten substantive submissions were analysed in the final Community Engagement Outcomes Report. Feedback generally supported the direction of the Plan while seeking more practical, measurable delivery in physical accessibility and consultation.
15. The final Community Engagement Outcomes Report (Attachment 2) provides an overview of the responses to the draft DAIP consultation. The latest round of final consultation on the draft included an additional two online and eight paper submissions. Responses align with early consultation themes.
16. The most frequently identified priority was improving footpaths, kerbs and accessible paths of travel (8 respondents; 80%). Accessible parking was selected by four respondents (40%). Shire buildings and facilities, public toilets, access to parks and beaches, and inclusive consultation were each selected by three respondents (30%). Respondents also called for clear, measurable delivery actions, direct involvement by people with disability in identifying barriers, and visible reporting on improvements.

17. The draft already addresses these priorities principally through Outcome 2 (Buildings and Facilities), which proposes progressive access audits; a prioritised barriers register; universal design in project planning; and improvements to paths, kerb ramps, ACROD bays, toilets, beach access and wayfinding. Outcome 6 (Consultation) commits to accessible engagement and a reference mechanism. Outcome 3 addresses accessible communications and Outcome 8 provides for community partnerships and advocacy.
18. The following refinements to the original draft have been made as direct response to submissions without changing the objectives or committing Council to unbudgeted capital works:

Community finding	**Current DAIP response**	**How the final draft responds to the Feedback.**
Footpaths and kerb ramps (80%)	Outcome 2: access audits, paths of travel and kerb improvements.	Priority townsite pedestrian routes and links to key community destinations explicit in the Year 1 audit program.
Accessible parking (40%)	Outcome 2: ACROD bays and accessible paths of travel.	Shire commitment to Audit parking location, quantity and the continuous route to building entrances; cost and prioritise barriers.
Public toilets, buildings and beach access	Outcome 2: facilities, toilets, parks, beaches and access upgrades.	The Shire will review accessible toilets and coastal access points, with funding allocated to improving accessible beach access including wheel chair access.
Participation and direct testing	Outcome 6: accessible consultation; reference mechanism.	The Shire will include opportunities for all community members to contribute, including looking at practical site walkthroughs involving wheelchair/mobility aid users, people with disability and carers as a part of infrastructure projects when seeking feedback.
Measurable action and accountability	Section 7: annual reporting and implementation of indicators.	The Shire will publish an annual accessible “you said / we did” summary of audits, barriers, completed work, deferred actions and next-year priorities.

STATUTORY ENVIRONMENT

19. Local Government Act 1995
20. Disability Services Act 1993 (WA), Part 5: section 28 requires public authorities to have a DAIP, review it at least once every five years, undertake public consultation when

preparing/reviewing/amending the Plan and lodge an amended or new Plan as soon as practicable; section 29 requires annual implementation reporting by local governments; section 29A addresses publication; and section 29B requires practicable implementation measures, including for officers, agents and contractors.

21. 1Disability Services Regulations 2004 (WA): regulation 7 and Schedules 2–3 prescribe standards and desired outcomes; regulation 10 requires a call for submissions by notice in a district newspaper AND on the authority's website; regulation 9 requires publication of the adopted Plan in prescribed accessible formats, availability by email and publication on the website, together with newspaper notice; and regulation 8 prescribes implementation reporting information.
22. The Disability Discrimination Act 1992 (Cth), Equal Opportunity Act 1984 (WA) and applicable building access standards further support accessible and non-discriminatory Shire services and infrastructure.

POLICY IMPLICATIONS

23. Community Engagement Policy and Strategy

FINANCIAL IMPLICATIONS

24. Initial coordination, accessible communications and some audits may be undertaken within operational programs, subject to available resources.
25. Capital improvements identified through audits will be prioritised through the annual budget, asset management processes and external funding opportunities.
26. Officers will report material financial implications through the usual budget process.

RISK MANAGEMENT

27. The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Legislative non-compliance if review, consultation, publication or lodgement duties are not met	Possible	Major	High	Ensure review and updating every 5 years. Ensure State Government is kept up to date on progress. Retain dated notices; confirm newspaper call for submissions; adopt, publish and lodge Plan; maintain reporting calendar.
Reputational - Ongoing physical access barriers cause community dissatisfaction	Possible	Major	HIgh	Prioritised audits, direct user walkthroughs, costed works register and staged budgets.

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		**1**	**2**	**3**	**4**	**5**
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)

Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

28. Defer the item and request further information.

STRATEGIC ALIGNMENT

29. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 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*
Objective 2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
Strategy 2.1.1	Continue to support the development of and access to core aged care and health services and facilities
Objective 2.2	Community groups function well with strong volunteer effort and feel supported by the community
Strategy 2.2.1	Publicise and celebrate the contribution of groups and volunteers to the community
Objective 2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage
Strategy 2.3.1	Protect public health and amenity
Objective 2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
Strategy 2.4.1	Provide a range of community facilities and associated services in a way that maximises use and community activity
Objective 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
Strategy 2.5.1	Enable people, particularly seniors and people with disability, to be able to move easily around the town and to use community facilities

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

Objective 5.1	The Shire's community is engaged and involved
Strategy 5.1.2	Ensure that there is good communication between the Shire of Ravensthorpe and the community via a range of methods
Objective 5.2	The Council ensures its decisions are well informed and considered
Strategy 5.2.1	Provision of robust information, sound advice and effective processes to support the Council's decision making process
Objective 5.7	Customer service and other corporate systems are of high quality
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed

VOTING REQUIREMENTS

30. Simple Majority

OFFICER RECOMMENDATION

That Council:

a. **THANK community members for their feedback.**

b. **ADOPTS the Shire of Ravensthorpe Disability Access and Inclusion Plan 2026–2031, incorporating the minor refinements to the implementation actions in the report. (As per attachment 1)**

c. **Notes the Engagement Report (As per attachment 2)**

d. **AUTHORISES the Chief Executive Officer to make any necessary minor administrative or formatting amendments that do not materially alter the adopted outcomes, timing or financial commitments.**

e. **REQUESTS the Chief Executive Officer to publish the adopted Plan in the manner prescribed by regulation 9 of the Disability Services Regulations 2004, and lodge the adopted Plan with the Department of Communities as soon as practicable.**

f. **REQUESTS the CEO undertake annual implementation reporting, including access audits, priority works, actions completed and the response to community feedback, through the Shire's established reporting processes.**

12.2 CORPORATE SERVICES

12.2.1 SCHEDULE OF ACCOUNTS PAID OCTOBER 2026

File Reference:	Nil.
Location:	Not applicable
Applicant:	Not applicable
Author:	Cameron Watson, Director Corporate & Community Services
Authorising Officer:	Director Community & Corporate Services
Date:	17 November 2026
Disclosure of Interest:	Nil
Attachments:	1. BP fuel card report October 2026 [**12.2.1.1** - 1 page] 2. Credit card statement October 2026 [**12.2.1.2** - 1 page] 3. Creditor list of accounts paid October 2026 [**12.2.1.3** - 38 pages]
Previous Reference:	Not applicable

PURPOSE

1. This purpose of this report is for Council to receive the schedule of payments for the month of October 2026. In accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

BACKGROUND

2. Each month the Shire prepares a Schedule of Payments for Council information.

3. Council delegates authority to the Chief Executive Officer annually through Delegation 1.2.12 Payments from the Municipal or Trust Funds.

4. Trade Creditors are subject to strict monitoring and control procedures. In accordance with the Local Government (Financial Management) Regulations 1996 (Regulation 13), reporting on payments made from Municipal Fund and Trust Funds must occur monthly.

5. Under the Local Government (Financial Management) Regulations 1996 (Regulation 13A) Act, if a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month.

COMMENT

6. The following provides an overview of the payments made for the period 01/10/2026 – 31/10/2026

2026-27

Month	EFT Pymts	Direct Debits	Credit Card	Super	Total Creditors	Payroll	Total
Jul	1,026,350	85,817	6,796		1,118,964	360,953	1,479,916
Aug	366,137	112,574	9,368		488,079	371,719	859,798
Sept	372,738	94,590	2,096		469,423	458,208	927,632
Oct	1,107,390	76,490	7,142	71,400	1,262,422	312,729	1,575,150
Total	**1,765,225**	**292,981**	**18,260**	**155,799**	**2,076,466**	**1,190,880**	**3,267,346**
25/26	**8,963,542**	**952,648**	**102,255**		**10,072,788**	**3,818,922**	**13,891,710**

7. The schedule of accounts as presented, 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, costings and the amounts that have been paid.

CONSULTATION

8. Accountant and Acting Director of Corporate and Community Services

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

10. Nil.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Non-compliance with the Local Government Act 1995	Rare	Insignificant	Low	That Council receives the schedule of account payments

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		**1**	**2**	**3**	**4**	**5**
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

13. Nil.

STRATEGIC ALIGNMENT

14. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 5	**Governance and Leadership** ***The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward***
Objective 5.2	**The Council ensures its decisions are well informed and considered**

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

VOTING REQUIREMENTS

15. Simple Majority

OFFICER RECOMMENDATION

That Council:

1. **Endorse the following Municipal Account payments for the month of October 2026:**

Creditors EFT's being	**EFT23391**	**to**	**EFT23569**	**totalling**	**$ 1,107,390.12**
Creditors Direct Debits Being	**DD9085.1**	**to**	**DD9085.9**	**totalling**	**$ 76,489.52**
Payroll Direct Debits Being	**PPE09/10**	**to**	**PPE26/10**	**totalling**	**$ 312,728.50**
Superannuation Direct Debits Being	**DD9031.1**	**to**	**DD9031.16**	**totalling**	**$ 3,531.64**
	DD9035.1	**to**	**DD9035.17**	**totalling**	**$ 33,119.83**
	DD9062.1	**to**	**DD9062.18**	**totalling**	**$ 34,748.48**
Credit Card Direct Debits Being	**DD9086.1**				**$ 7,142.26**
					$ 1,575,150.35

12.2.2 MONTHLY FINANCIAL REPORT OCTOBER 2026

File Reference:	Nil
Location:	Not applicable
Applicant:	Not applicable
Author:	Cameron Watson, Director Corporate & Community Services
Authorising Officer:	Chief Executive Officer
Date:	17 November 2026
Disclosure of Interest:	Nil
Attachments:	1. Monthly Financial Statement October 2026 [**12.2.2.1** - 22 pages]
Previous Reference:	Not applicable

PURPOSE

1. This report presents the monthly Financial Statements for the period from 1 October 2026 to 31 October 2026 for Council to receive.

BACKGROUND

2. The Monthly Statement of Financial Activity is prepared in accordance with the Local Government (Financial Management Regulations 1996 r. 34 s. 6.4. The purpose of the report is to provide Council and the community with a reporting statement of year-to-date revenues and expenses as set out in the Annual Budget, which were incurred by the Shire of Ravensthorpe during the reporting period.

COMMENT

3. The attached Monthly Financial Statements indicate there are several areas where the year-to-date actuals are less than the year-to-date budget. This is mostly timing related, as the budgets for most areas have been split evenly throughout the year instead of reflecting when funds are expected to be spent/received. Staff will adjust the budget timings to better reflect the expected timing of income and expenditure for future reports.

4. End of financial year process for 2025/26 is still being completed which is impacting on the opening surplus but these processes are expected to be largely complete for the October 2026 Monthly Financial Statements.

5. In note 3, the explanation of material variances on page 6, most variances are of a timing nature. However, the opening surplus / deficit value is ~15% below expected.

6. Much of the remaining difference is due to an additional $135,507 being transferred to reserves. I would estimate that this is due to greater than expected interest earnt. With both amounts being recognised, the difference between budget and actual is $9,440.

CONSULTATION

7. Nil

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

9. Nil

FINANCIAL IMPLICATIONS

10. All expenditure has been approved via adoption of the 2026/2027 Annual Budget or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT

11. The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Compliance – That Council does not receive the Financial Activity Statements as required by S6.4 of the *LG Act 1995*.	Rare	Insignificant	Low	That Council receives the Financial Activity Statements as required by legislation.

Risk Matrix:

Consequence		**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Likelihood		**1**	**2**	**3**	**4**	**5**
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

12. Nil

STRATEGIC ALIGNMENT

13. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 5	**Governance and Leadership** *The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward*
Objective 5.5	The value of community owned assets is maintained
Strategy 5.5.1	Assets renewals and upgrades are funded to the level required to maintain asset value and agreed service levels
Objective 5.6	Financial systems are effectively managed

Strategy 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

14. Simple Majority

OFFICER RECOMMENDATION

That Council:

1. RECEIVE the October 2026 Monthly Financial Report.

12.3 REGULATORY SERVICES

12.3.1 PROPOSED OVERSIZED OUTBUILDING (SHED) – VARIATION TO OUTBUILDING WALL AND RIDGE HEIGHT – 8 FORREST WAY, HOPETOUN

File Reference:	**A13261- P26-34**
Location:	**8 Forrest Way, Hopetoun WA 6348**
Applicant:	**Billy Beecroft (owner)**
Author:	**Planning Officer**
Authorising Officer:	**Chief Executive Officer**
Date:	**17 November 2026**
Disclosure of Interest:	**Nil**
Attachments:	**Planning Application- Shed Plans**
Previous Reference:	**P26-12**

PURPOSE

1. For Council to consider a development application for a proposed oversized outbuilding (shed) at 8 Forrest Way, Hopetoun, which exceeds the maximum wall height under Local Planning Policy 3 – Outbuildings (LPP3), and to note that the applicant has agreed to relocate the shed so it is setback a minimum of 1.0m from the side and rear boundaries.

BACKGROUND

2. Application P26-12 was received for assessment on the 9 June 2026 from Mr Billy Beecroft and Ms Ella Groves, owners of 8 Forrest Way, Hopetoun, for a shed in the rear yard of their residential lot, for storage purposes including the owners' boat. That application proposed a wall height of 3.5m and a ridge height of 4.09m at a 0.5m setback and was approved by Council. On 14 September 2026 the applicant advised that the shed purchased is 1.0m higher than the shed originally submitted, because the supplier gave incorrect roller door height information. Amended plans were lodged as application P26-34, which this report addresses.
3. The shed is a steel-framed gable building measuring 6m x 9m (54m^2, unchanged from the original application), with a wall height of 4.0m and a maximum ridge height of 4.583m. Walls and roof are Classic Cream, with a Woodland Grey roller door and Monument trims. The floor area is well within the LPP3 maximum.
4. As per the current version of Local Planning Policy 3 – Outbuildings, for residential zoned land, LPP3 sets a maximum wall height of 3.0m and a maximum ridge height of 4.5m. Where the wall is less than 1.0m from a boundary, those limits reduce to 2.4m and 3.9m respectively. Any variation to LPP3 is to be determined by Council following consultation with adjoining owners.
5. As lodged, the shed was sited 0.5m from both the side and rear boundaries. At that setback the reduced LPP3 limits apply, so the 4.0m wall height exceeds the 2.4m maximum by 1.6m (66.7%) and the 4.583m ridge height exceeds the 3.9m maximum by 0.683m (17.5%). The 0.5m setback also did not meet the 1.1m side and rear boundary setback in the deemed-to-comply provisions of the Residential Design Codes of WA (R-Codes, cl 5.4.3).
6. Because the amendment increases the height of a shed that is already close to the boundaries, it was referred to the adjoining landowners for comment. No submissions were received (refer Consultation, below).

7. Notwithstanding the absence of objections, the assessing officer considered a 4.0m wall height within 0.5m of the boundaries to be too high from an amenity perspective, given the 66.7% variation sought against the limit that LPP3 applies to walls close to a boundary. The applicant was advised that relocating the shed 1.0m from the boundaries would be a better amenity outcome and could be supported. The applicant has advised he will relocate the shed accordingly, and this report assesses the proposal on that basis.

COMMENT

8. Statutory Consideration – Local Planning Policy 3 – Outbuildings
9. LPP3 provides that variations to its standards are to be determined by Council, following consultation with adjoining and affected landowners. In determining a variation, Council has regard to matters including visibility of the outbuilding, neighbour comments, open space, screening, precedent, streetscape impact, the objectives of the zone and the matters in Clause 67 of the deemed provisions.
10. Staff do not hold delegated authority to approve a variation to an adopted Local Planning Policy standard, so the application is referred to Council for determination.
11. Application as Lodged (0.5m Setback)
12. At a 0.5m setback, the shed required variations to both the LPP3 wall height (4.0m proposed, 2.4m maximum: 1.6m or 66.7%) and ridge height (4.583m proposed, 3.9m maximum: 0.683m or 17.5%), as well as to the R-Codes side and rear boundary setback (0.5m proposed, 1.1m required). Although no objections were received, the officer considered the combination of a 66.7% wall height variation and a 0.5m setback to be too great for a residential setting and did not support the application on that basis.
13. Revised Proposal (1.0m Setback)
14. The applicant has agreed to locate the shed a minimum of 1.0m from the side and rear boundaries. At that setback the standard LPP3 limits apply (3.0m wall height and 4.5m ridge height), and the proposal compares as follows:
15. Wall height: 4.0m proposed against a 3.0m maximum, a variation of 1.0m (33.3%).
16. Ridge height: 4.583m proposed against a 4.5m maximum, a minor variation of 83mm (1.8%).
17. Side and rear boundary setback: 1.0m, the R-Codes setback is 1.1m (Table 2a, for a 4.0m high wall). The proposed 1.0m is a 100mm variation, referred to the adjoining owners with no comment. It is noted, the side boundary is angled such the distance between the shed and the property boundary increases progressively towards the rear of the lot, hence only a small portion of the shed is within the 100mm incursion.
18. The relocation therefore reduces the wall height variation from 1.6m (66.7%) to 1.0m (33.3%) and the ridge height variation from 0.683m (17.5%) to 83mm (1.8%). The relocation now reduces the R-Codes setback variation to a minor 100mm incursion at the closest point to the adjoining property boundary.
19. Wall Height
20. The remaining 1.0m wall height variation (33.3%) is significant in percentage terms but is considered acceptable in this instance. The shed is a modest (54m^2) single-storey outbuilding in the rear yard, its ridge is only 83mm over the LPP3 limit, and it will be set back 1.0m from the boundaries. The applicant's stated need is to store the family boat, which requires a taller

roller door opening than a 3.0m wall can accommodate. The additional height is therefore tied to a specific functional requirement and is not considered to set a precedent for outbuildings within 1.0m of a boundary, where the lower 2.4m limit continues to apply. The variation is not considered likely to result in unreasonable bulk, overshadowing or visual impact on adjoining properties, and neither adjoining owner objected.

21. Appearance and Materials
22. The shed is finished in Classic Cream walls and roof, a light neutral colour, with a Woodland Grey roller door and Monument trims. This is considered a reasonable approach for a residential outbuilding and is not considered to raise a significant amenity concern.

CONSULTATION

23. The amended plans (P26-34) were referred to adjoining owners for comment, and no submissions were received. Relocating the shed to a 1.0m setback increases the separation from both adjoining properties.

STATUTORY ENVIRONMENT

24. Planning and Development Act 2005.
25. Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions), including Clause 64 (advertising of applications) and Clause 67 (matters to be considered by the local government).
26. Shire of Ravensthorpe Local Planning Scheme No. 6 and Local Planning Policy 3 – Outbuildings.
27. Residential Design Codes of WA (R-Codes).
28. The applicant has a right of review to the State Administrative Tribunal if aggrieved by Council's determination.

POLICY IMPLICATIONS

29. LPP3 sets a maximum wall height of 3.0m and a maximum ridge height of 4.5m for outbuildings on residential zoned land, reducing to 2.4m and 3.9m where the wall is less than 1.0m from a boundary. At the revised 1.0m setback, the proposed 4.0m wall height represents a variation of 1.0m (33.3%), and the 4.583m ridge height a variation of 83mm (1.8%).
30. Had the shed remained at the lodged 0.5m setback, the wall height variation would have been 1.6m (66.7%) and the ridge height variation 0.683m (17.5%). At the revised 1.0m, the relocation now reduces the R-Codes setback variation to a minor 100mm incursion at the closest point to the adjoining property boundary.

FINANCIAL IMPLICATIONS

31. Planning application fees have been received in accordance with the Shire's adopted Schedule of Fees and Charges.

RISK MANAGEMENT

The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation

Reputational	Rare	Insignificant	Low	Consistency with decision making, subject to consistent application of the relevant Policy and R-Codes standards.

Risk Matrix:

Consequence		**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Likelihood		**1**	**2**	**3**	**4**	**5**
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

32. Council may resolve to refuse the application on the basis of non-compliance with the LPP3 wall height standard. This is not recommended, given the minor extent of the remaining variation and the absence of any objection from adjoining owners.
33. Council may resolve to approve the shed at the lodged 0.5m setback. This is not recommended, as it would involve a wall height variation of 66.7% together with a boundary setback variation, and the 1.0m setback achieves a better amenity outcome.

STRATEGIC ALIGNMENT

34. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

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

VOTING REQUIREMENTS

35. Simple Majority

OFFICER RECOMMENDATION

That Council:

Approve the proposed oversized outbuilding (shed) at 8 Forrest Way, Hopetoun, incorporating a variation to the maximum wall height under Local Planning Policy 3 – Outbuildings (4.0m proposed, 3.0m maximum) and ridge height (4.583m proposed, 4.5m maximum), on the basis the shed is located a minimum of 1.0m from all side boundaries and the rear boundary, subject to the following conditions:

1. **Development shall be carried out in accordance with the approved plans and details submitted with the application, except that the outbuilding shall be setback a minimum of 1.0m from all side boundaries and the rear boundary.**
2. **The outbuilding shall not exceed a wall height of 4.0m or a ridge height of 4.583m, measured from natural ground level.**
3. **External wall and roof cladding colours shall be non-reflective and complementary to the existing dwelling.**
4. **Stormwater from the outbuilding shall be contained and disposed of on-site.**
5. **The outbuilding shall not be used for human habitation or a commercial purpose.**
6. **The development shall not adversely affect the amenity of the locality by reason of noise, dust or visual impact.**

And the following advice notes:

7. **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.**
8. **The development is to comply with the Building Code of Australia, Building Act 2011, Building Regulations 2012 and the Local Government Act 1995.**
9. **It is the responsibility of the applicant to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.**
10. **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.**

12.4 INFRASTRUCTURE SERVICES
Nil.

13 MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil.

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

15 MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

PROCEDURAL MOTION
That in accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for the Confidential Items listed in the Agenda as the following sub-sections apply:

(b) a matter relating to the recruitment or employment of the CEO or a senior employee, including the following —
(ii) a review of performance under section 5.38

15.1 EXECUTIVE SERVICES
15.1.1 CHIEF EXECUTIVE OFFICER 6 MONTH PROBATION REVIEW

REASON FOR CONFIDENTIALITY
This report and its attachments are confidential in accordance with the *Local Government Act 1995* Section 5.23(2), which permits the meeting to be closed to the public for business relating to the following:
(b) a matter relating to the recruitment or employment of the CEO or a senior employee, including the following —(i) the termination of employment;(ii) a review of performance under section 5.38.
This report and its attachments are confidential in accordance with the *Local Government Act 1995* Section 5.23(4), which permits the meeting to be closed to the public for business relating to the following:
(b) information relating to the personal affairs of an individual.

15.2 CORPORATE SERVICES
NIL

15.3 REGULATORY SERVICES
NIL

15.4 INFRASTRUCTURE SERVICES
NIL

16 CLOSURE
The Presiding Member to declare the meeting closed.