



Agenda

Ordinary Meeting of Council
Tuesday, 19 December 2023



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NOTICE OF MEETING

Notice is hereby given that the

Shire of Ravensthorpe

Ordinary Council Meeting

will be held on

Tuesday, 19 December 2023

commencing at 6.00pm

Council Chambers
Ravensthorpe Cultural Precinct
Ravensthorpe

Matthew Bird
Chief Executive Officer

Disclaimer

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

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

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

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

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

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

To: Chief Executive Officer

Name _____

Elected Member Committee Member Employee Contractor

- Ordinary Council Meeting held on _____
- Special Council Meeting held on _____
- Committee Meeting held on _____
- Other _____

Report No _____

Report Title _____

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

Proximity Financial Impartiality

Nature of Interest

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

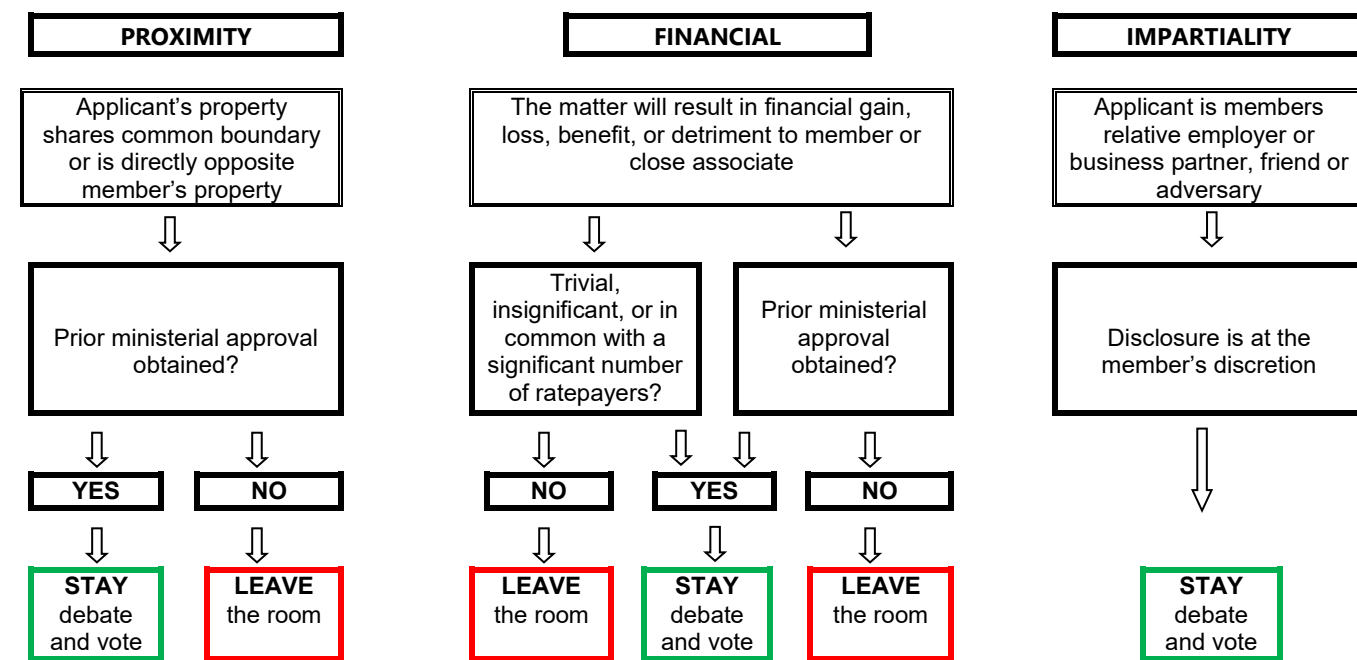
Signed: _____ Date: _____

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

CEO: _____ Signed: _____ Date: _____

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

* Declaring an Interest



Local Government Act 1995 – Extract

s.5.60A - Financial Interest

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

s.5.60B – Proximity Interest

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

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

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

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

- (a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (Penalties apply).
- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know:

(a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.

(3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

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

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

(2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.

(3) An employee who discloses an interest under this section must if required to do so by the council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

5.71 - Employees to disclose interests relating to delegated functions.

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

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

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

(1) A CEO who has an interest relating to a gift in a matter in respect of which the CEO proposes to provide advice or a report, directly or indirectly, to the council or a committee must disclose the nature of the interest in a written notice given to the council.

(2) A CEO who makes a disclosure under subsection (1) must not provide the advice or report unless the CEO is allowed to do so under section 5.71B(2) or (6).

(3) A CEO who has an interest relating to a gift in a matter in respect of which another employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when the advice or report is provided.

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

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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.

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

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

Elected Members:

Cr Thomas Major	(Shire President)
Cr Mark Mudie	(Deputy Shire President)
Cr Rachel Gibson	
Cr Robert Miloseski	(Electronic Attendance)
Cr Rachel Livingston	(Electronic Attendance)
Cr Sue Leighton	
Cr Graham Richardson	

Officers:

Matthew Bird	(Chief Executive Officer)
Paul Spencer	(Executive Manager Infrastructure Services)
Natalie Bell	(Executive Manager Projects and Regulatory Services)
Les Mainwaring	(Executive Manager Corporate Services)

VISITORS

APOLOGIES

LEAVE OF ABSENCE

Nil.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

The following written response was provided to Mr Baker who asked the following question at the November Ordinary Council Meeting.

1. Mr Larry Baker asked why Council had recently approved a land give-away (voted 7-0) to the local native title claimant group.

Note: following more discussion and explanation Mr Baker's question related to resolution item 87/23 endorsed by Council at the 19 September 2023 OCM under item heading "South West Native Title Settlement – Land Base Consultation – DPLH Request for Comment on Land List 1646 and 1647".

CEO response provided at the meeting; the CEO advised that he would take this question on notice and provide Mr Baker with a detailed written response however as a summary, outlined that Council was asked to make comment by the Department of Planning Lands and Heritage (DPLH) relating to a transfer request from the native title group for state government owned land. The local government does not have any approval authority over the land parcels in question but rather were asked by the state government to make comment.

Written Shire Ravensthorpe response to Mr Baker's question

In addition to the response provided by the CEO at the November OCM meeting, the following text is sourced from the WA State Government's South West Native title Settlement – Annual Update June 2022;

"The South West Native Title Settlement (Settlement), in the form of six Indigenous Land Use Agreements (ILUAs), is a landmark agreement negotiated between the Noongar people and the Western Australian (WA) Government. It involves around 30,000 Noongar people and covers approximately 200,000 square kilometres of the south-west region. In 2016, in the lead up to Settlement commencement, the WA Parliament passed the Noongar (Koorah, Nitja, Boordahwan) (Past, Present, Future) Recognition Act 2016 (the Act). The Act formally recognises the Noongar people as the Traditional Owners of the South West region of WA. The Settlement commenced on 25 February 2021, followed by the establishment of the Noongar Boodja Trust (Trust) and Perpetual Trustee Company appointed as the initial Noongar Boodja Trustee (Trustee) on 29 March 2021 (Trust Effective Date). The resolution of native title in the Settlement area occurred on 13 April 2021. The Settlement brings together a range of WA Government agencies to create sustainable outcomes and genuine partnerships with Noongar people. It is a long-term investment in the Noongar people and the shared future of WA. The first historic annual State payment of \$60 million was made to the Trust on 22 April 2021, representing the first of many benefits that will flow from the Settlement to the Noongar people. The State annual payments will be used to grow the Trust's value over time, to finance the operations of the six Noongar Regional Corporations and the Central Services Corporation, and ensure that future Noongar generations will benefit. The second State payment of \$60 million plus indexation was made to the Trust on 26 April 2022, with further annual payments continuing over a period of 12 years until 2032.

The WA Government's vision for the Settlement is to support self-determination for future generations of Noongar people through the development of sustainable, community-led, economic, social and cultural opportunities.

The Noongar Land Estate (NLE) is a key benefit under the Settlement which is intended to provide significant opportunities for Noongar people to achieve sustainable economic, social and cultural outcomes. The first boodja (land) transfers were made to the Trust on 14 July 2021, commencing the five-year process for the transfer of up to 320,000 hectares (ha) of Crown land for cultural or development purposes to the NLE.

The rate of land transfers is expected to increase once the Regional Corporations are established and can confirm with the Trustee the cultural values of land being considered for transfer. The Department of Planning, Lands and Heritage (DPLH) is working collaboratively with the Trustee and SWALSC to prioritise land for consideration, in addition to engaging with a broad range of stakeholders to obtain necessary land related information and approvals."

The Wagyl Kaip Southern Noongar Aboriginal Corporation region includes the towns of Boyup Brook, Gnowangerup, Bridgetown, Walpole, Denmark, Mt Barker, Cranbrook, Tambellup, Katanning, Kojonup, Nyabing, Jerramungup, Ravensthorpe, Hopetoun, Bremer Bay and Albany.

Council resolution 87/23 endorsed by Council at the 19 September 2023 OCM under item heading "South West Native Title Settlement – Land Base Consultation – DPLH Request for Comment on Land List 1646 and 1647" is the subject of Mr Baker's question. More detail regarding the item can be found in this report item including the specific questions asked to the Shire of Ravensthorpe. Note the local government authority does not have any decision making role as part of this process. Local government has only been asked by the state government to respond to specific questions relating to the land parcels.

4. PUBLIC QUESTIONS TIME

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

Council Consideration Towards Public

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

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

5. DECLARATIONS OF INTEREST

Cr Leighton has declared an impartiality interest for confidential item 15.2

6. APPLICATIONS FOR LEAVE OF ABSENCE

The *Local Government Act 1995* (Section 2.25) provides that a Council may, by resolution, grant leave of absence to a member for Ordinary Council Meetings. A member who is absent, without first obtaining leave of the Council, throughout three consecutive Ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.

Disqualification from membership of the Council for failure to attend Ordinary Meetings of the Council will be avoided so long as the Council grants leave prior to the member being absent. The leave cannot be granted retrospectively. An apology for non-attendance at a meeting is not an application for leave of absence.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 ORDINARY COUNCIL MEETING MINUTES 21 NOVEMBER 2023

(Attachment)

Statutory Environment:

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

That the Minutes and associated attachments of the Ordinary Meeting of the Shire of Ravensthorpe held on 21 November 2023 be confirmed as a true and correct record.

Moved: _____

Seconded: _____

Carried: /

8. ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

The Chief Executive Officer has approved deputations from the following:

Nil.

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

11.1 AUDIT COMMITTEE; 2022-2023 ANNUAL FINANCIAL REPORT AND 30 June 2023 Audit report

Audit Committee Recommendation

That the Audit Committee recommend to Council that;

- 1. The 2022/23 Annual Financial Statements and auditors report for the year ended 30 June 2023, be accepted.**

- 2. Council set the 2022/2023 Annual General Meeting of Electors within 56 days of the acceptance of the 2022/23 annual financial report, being Tuesday 6 February 2024.**
- 3. The annual report be provided to the Community, 2 weeks' prior to the Annual General Meeting of Electors.**

Carried: __/__

Moved: _____

Seconded: _____

REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.1 CRC RAVENSTHORPE LEASE APPROVAL

File Reference:	N/A
Location:	65 Morgans St, Ravensthorpe
Applicant:	Ravensthorpe Community Resource Centre Inc
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	11 December 2023
Disclosure of Interest:	Nil
Attachments:	Draft Lease Agreement
Previous Reference:	Nil

PURPOSE

1. That Council approve the Shire to enter into the lease for premises commonly known as the Ravensthorpe Community Resource Centre (CRC) building located within the Ravensthorpe Cultural Precinct, 65 Morgans St Ravensthorpe for the operation of the Ravensthorpe Community Resource Centre.

BACKGROUND

2. The Ravensthorpe Community Resource Centre is a not-for-profit organisation that provides economic, business and social development opportunities and access to government services for the people of Ravensthorpe and surrounds.
3. The Ravensthorpe CRC provides a range of services including a public library service via a service level agreement with the Shire of Ravensthorpe, the "Business Local" program under the Fitzgerald Business Network arrangement with the Small Business Development Corporation, venue hire (ranging from Consultation, Workshare, Meeting and Training rooms), equipment hire, computers for public use, Australian Government Access Point, TransWA ticketing, secretarial and graphic design services, office services, professional photo printing, exam supervision and video conferencing.
4. The Ravensthorpe CRC was a key stakeholder in securing project funding for the design and construction of the Ravensthorpe Cultural Precinct project. The area subject to this lease consideration was purpose-designed for use by the CRC and they have occupied this space since March 2023.
5. Council are now asked to consider approval of a new lease with the Ravensthorpe CRC for this bespoke space as per the terms and conditions in attached draft Lease agreement.

COMMENT

6. The Ravensthorpe CRC is a local community based, not for profit organisation that delivers an important range of diverse services to residents of, and visitors to the Ravensthorpe region. 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 two highly capable CRC organisations operating within the region. Shire's provision of appropriate building and facilities to enable these CRCs to provide their important services delivers tremendous benefits to the local Ravensthorpe community.

CONSULTATION

8. Ravensthorpe CRC staff and management committee.

STATUTORY ENVIRONMENT

9. 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

10. 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

11. The draft lease terms and conditions include peppercorn rent payable plus an annual contribution from the CRC to the Shire on a cost recovery basis only for shared electricity and water usage costs.
12. As per the draft lease agreement the Shire will be responsible for maintaining the external areas of the tenancy and all maintenance and repairs to structural items. Day to day maintenance and repairs for the lease area remains the responsibility of the CRC.

RISK MANAGEMENT

13. The following risks have been identified as 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 CRC 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

14. 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

15. 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 vision for the future
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENT

16. Absolute Majority

OFFICER RECOMMENDATION

That Council BY AN ABSOLUTE MAJORITY:

APPROVE the Shire to enter into the lease for premises commonly known as the Ravensthorpe Community Resource Centre (CRC) building located within the Ravensthorpe Cultural Precinct, 65 Morgans St Ravensthorpe for the operation of the Ravensthorpe Community Resource Centre as per the draft lease agreement in report attachment.

Moved: _____ Seconded: _____

Carried BY AN ABSOLUTE MAJORITY: __/__

12.1.2 RAVENSTHORPE MUSEUM & VISITOR CENTRE PRECINCT UPGRADE

File Reference:	na
Location:	Reserve 38727 comprises Lot 125 on DP223075 (L693357)
Applicant:	Shire of Ravensthorpe
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	12 December 2023
Disclosure of Interest:	Nil
Attachments:	Confidential – supplier quotes
Previous Reference:	N/A

PURPOSE

1. Council to consider endorsing the Chief Executive Officer to submit an application for Stage Two of the federal government's Growing Regions Program – Round 1 for the Ravensthorpe Museum Upgrade and Extension project.

BACKGROUND

2. The federal government established the Growing Regions Program to provide opportunities for regional local governments and not-for-profit organisations through an annual open, competitive grants process.
3. The objectives of the program are:
 - constructing or upgrading community infrastructure that fills an identified gap or need for community infrastructure,
 - contributing to achieving a wide range of community socio-economic outcomes.
4. The Shire of Ravensthorpe (the Shire) in collaboration with the Ravensthorpe Historical Society, have been planning the upgrade and extension of the Ravensthorpe Museum for the past four years.
5. The Shire submitted an expression of interest application for Round 1 of the Growing Regions Program. A brief description of the project was provided in the expression of interest submission:

"The Ravensthorpe Museum Upgrade & Extension project will generate growth within this region and increase infrastructure available to visitors, whilst preserving significant historic relics from Western Australia's mining, indigenous and agricultural past. It will expand Ravensthorpe's existing museum to deliver a functional space that enhances the tourism experience, promotes local heritage and culture by hosting exhibitions and historical tours, and supports social and economic growth."

COMMENT

6. The Shire of Ravensthorpe's Growing Regions Program – Round 1 expression of interest grant application was successful. The Shire has been invited to submit an application for the next stage which closes on 15 January 2024.
7. Before submitting an application, the Shire will need to incur costs to assist with all of the documentation required for the grant submission.
8. For the Growing Regions Program, the Shire's location is considered to be 'very remote'. Therefore, the Shire has been placed in the Group One category and could apply for up to 90 per cent of eligible project costs.
9. As applicant organisations are expected to make a financial contribution to the project, and knowing that this grant program is very competitive with the number of applications received, the Shire considered that contributing an amount (22 per cent) towards the costs of the project greater than 10 per cent, would be considered favourable when assessing the Shire's application.

CONSULTATION

10. Ravensthorpe Historical Society, Councillors, and Shire Executive Team

STATUTORY ENVIRONMENT

11. Local Government Act 1995

Part 6 Division 4 s6.8 Expenditure from Municipal Fund not included in Annual Budget.

A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
- (b) is authorised in advance by resolution*; or*
- (c) is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

POLICY IMPLICATIONS

12. Nil

FINANCIAL IMPLICATIONS

13. Total cost of Ravensthorpe's Museum Upgrade and Extension is expected to be \$2,241,000 (ex GST). The Shire's contribution is \$500,000 (ex GST) with the submission to the Growing Regions Program requesting \$1,741,000 (ex GST). The shire will seek other third party grant funding sources to offset this \$500,000 contribution commitment.
14. Following acceptance of the Shire's expression of interest for stage one of the Growing Regions Program – Round 1, the Shire needs to incur costs amounting up to \$30,000 (ex GST)

to prepare a full application to submit for Stage Two of the Growing Regions Program – Round 1 with the provision of a business case, more detailed architectural specifications and assistance from a grant writer.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Unlikely	Insignificant	Very Low	Funding acceptance will depend on success of this Growing Regions grant and other external funding e.g. resource companies
Financial	Unlikely	Insignificant	Very Low	Application will not proceed if funding sought for this project is not successful
Environmental	Unlikely	Insignificant	Very Low	The application is for an upgrade and extension to the existing site.
Reputational	Rare	Insignificant	Very Low	The Museum upgrade and extension has been identified by the community as high priority asset and service.

ALTERNATE OPTIONS

16. Council does not support the application for funding.
 Council supports the application but seeks to make changes to the funding configuration
 Council supports the application for funding with conditions

STRATEGIC ALIGNMENT

17. This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

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

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

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

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

Item	Objectives and Strategies
2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment

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

Item	Objectives and Strategies
3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town
3.3	The towns of the Shire have attractive streetscapes in keeping with local character
3.5	The Shire's heritage structures, heritage and cultural places are valued and protected, and are integrated into community life and economic activity.

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

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

VOTING REQUIREMENT

18. Absolute

OFFICER RECOMMENDATION

That Council:

- 1. ENDORSE a full application seeking \$1,741,000 (ex GST) from the Growing Regions Program – Round 1 Grant towards the Ravensthorpe’s Museum Upgrade and Extension project which is expected to cost \$2,241,000 (ex GST).**
- 2. COMMIT Expenditure up to \$500,000 (ex GST) towards the Ravensthorpe’s Museum Upgrade and Extension Project in 2024/2025, subject to successful grant application.**
- 3. COMMIT Expenditure up to \$30,000 in 2023/2024 for the documentation required to be provided with the submission for a full grant application for Stage Two of the Growing Region Program – Round 1.**

Moved: _____

Seconded: _____

Carried BY AN ABSOLUTE MAJORITY: __/__

CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 30 NOVEMBER 2023

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Accountant
Authorising Officer	Executive Manager Corporate Services
Date:	11 December 2023
Disclosure of Interest:	Nil
Attachment:	Monthly Financial Reports for 30 November 2023
Previous Reference:	Nil

PURPOSE

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

BACKGROUND

2. Council is requested to review the November 2023 Monthly Financial Reports.

COMMENT

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

CONSULTATION

4. Executive Team

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT:

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

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

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

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

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

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

VOTING REQUIREMENTS

11. Simple Majority

OFFICER RECOMMENDATION

That Council RECEIVE the November 2023 Monthly Financial Reports as presented.

Moved: _____

Seconded: _____

Carried: __ / __

12.2 CORPORATE SERVICES

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – NOVEMBER 2023

File Reference: GR.ME.8
Location: Shire of Ravensthorpe
Applicant: Shire of Ravensthorpe
Author: Finance Officer
Authorising Officer: Executive Manager of Corporate Services
Date: 08 December 2023
Disclosure of Interest: Nil
Attachments: Schedule of Payments 30 November 2023
Credit Card Transactions to 01 November 2023
Creditors List of Accounts Paid November 2023
Previous Reference: Nil

PURPOSE

4. This item presents the schedule of payments for Council approval in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

BACKGROUND

5. Period 01/11/2023 – 30/11/2023

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	5,390	977,241	142,831	4,180	0	1,129,643	336,369
Aug	13,517	818,548	143,285	8,366	0	983,716	327,430
Sep	5,452	523,031	59,617	4,859	0	592,960	328,547
Oct	57,624	618,676	86,149	7,850	0	770,300	347,668
Nov	44,379	1,224,065	38,625	6,417	0	1,313,486	481,171
Dec	0	0	0	0	0	0	0
Jan	0	0	0	0	0	0	0
Feb	0	0	0	0	0	0	0
Mar	0	0	0	0	0	0	0
Apr	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0
Jun	0	0	0	0	0	0	0
Total	126,362	4,161,561	470,508	31,672	0	4,790,103	1,821,185
22/23	114,562	12,445,050	943,431	81,842	0	13,584,885	4,162,759
21/22	109,610	11,455,728	1,217,128	101,107	0	12,883,572	4,057,812
20/21	219,357	8,442,181	965,406	135,103	0	9,762,047	3,790,863

COMMENT

6. 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

7. Accountant and Executive Manager Corporate Services

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

9. Nil.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT

- 11.

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

12. Nil.

STRATEGIC ALIGNMENT

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

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

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

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

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

VOTING REQUIREMENTS

14. Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of November 2023 be noted.

Moved: _____

Seconded: _____

Carried: __ / __

12.2 INFRASTRUCTURE SERVICES

Nil.

12.4 PROJECTS AND REGULATORY SERVICES

12.4.1 PROPOSED LOCAL PLANNING POLICY – CHALET DEVELOPMENT

File Reference:	Nil
Location:	Shire of Ravensthorpe
Applicant:	N/A
Author:	Richard Hindley
Authorising Officer	Chief Executive Officer
Date:	28 July 2023
Disclosure of Interest:	Nil
Attachments:	Draft Local Planning Policy – Chalet Development
Previous Reference:	N/A

PURPOSE

1. For Council to consider preparing the proposed Local Planning Policy – Chalet Development (copy in Attachments)

BACKGROUND

2. The draft Local Planning Policy – Chalet Development Outside of Townsites has been prepared to fulfil the following objectives:
 - Guide development of, and provide opportunities for, chalet development in the 'Rural' zone to ensure it does not adversely impact on the rural character or amenity of the locality or that of surrounding landowners;
 - Facilitate a range of safe and secure short stay accommodation services within the rural areas;
 - Provide a balance between any existing land uses, long-term rural pursuits and chalet development, ensuring that the chalet development enterprises do not dominate and detrimentally impact rural land;
 - Ensure chalet development does not detrimentally impact upon the usability of rural land for rural uses;
 - Ensure chalet development does not detrimentally impact upon the environment;
 - Protect the existing rural character and streetscape of rural areas; and
 - Provide safe, secure and healthy accommodation environments within the Shire

COMMENT

3. The draft Local Planning Policy – Chalet Development is presented to Council for the purpose of seeking public comment as per Clause 4.(1) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2.
4. It should also be noted that this policy works in tandem with the Local Planning Policy – Tiny House on Wheels as this form of development can meet the definition of 'Holiday Accommodation' in the 'Rural' zone.
5. Clause 4.(1) of the Deemed Provisions requires the local government to resolve to prepare a local planning policy before it can be advertised.

CONSULTATION

- 6. As this policy is being prepared under Clause 4.(1) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 it will need to be advertised not less than 21 days.

STATUTORY ENVIRONMENT

- 7. Local Planning Scheme No. 6
- 8. Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2
- 9. *Planning and Development Act 2005*

POLICY IMPLICATIONS

- 10. This item relates to policy development.
- 11. Local Planning Policies are guidelines used to assist the local government in making decisions under the Local Planning Scheme and may address land use as well as development requirements. Although Local Planning Policies are not part of the Local Planning Scheme they must be consistent with, and cannot vary, the intent of the Local Planning Scheme provisions. In considering an application for Planning Approval, the local government must have regard to a Local Planning Policy as required under Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2.

FINANCIAL IMPLICATIONS

- 12. Nil

RISK MANAGEMENT

- 13.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Rare	Insignificant	Very Low	Consistency with decision making.
Environmental	Rare	Minor	Low	Consistency with decision making will reduce impact
Reputational	Rare	Insignificant	Very Low	Consistency with decision making.

ALTERNATE OPTIONS

- 14. Nil.

STRATEGIC ALIGNMENT

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

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

Item	Objectives and Strategies
3.1	The Shire of Ravensthorpe has appropriate housing choice available to the community
3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town

VOTING REQUIREMENTS

16. Simple Majority

OFFICER RECOMMENDATION

That Council in accordance with Clause 4 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2) approve for public comment the Local Planning Policy – Chalet Development as contained in attachment to this report.

Moved: _____

Seconded: _____

Carried: __ / __

12.4.2 PROPOSED LOCAL PLANNING POLICY – TINY HOUSES ON WHEELS

File Reference:	Nil
Location:	Shire of Ravensthorpe
Applicant:	N/A
Author:	Richard Hindley
Authorising Officer	Chief Executive Officer
Date:	28 July 2023
Disclosure of Interest:	Nil
Attachments:	Draft Local Planning Policy – Tiny Houses on Wheels
Previous Reference:	N/A

PURPOSE

1. For Council to consider preparing the proposed Local Planning Policy – Tiny Houses on Wheels (Attachment to this report)

BACKGROUND

2. Tiny Houses are a relatively new form of housing type that are considered a land use but have not been regulated due to the lack of a policy framework under which to assess the development. The proposed Local Planning Policy – Tiny Houses on Wheels provides a consistent framework under which to approve Tiny Houses in the Shire of Ravensthorpe.

COMMENT

3. The draft Local Planning Policy – Tiny Houses on Wheels is presented to Council for the purposes of seeking public comment as per Clause 4.(1) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2.

It should be noted this Local Planning Policy only relates to Tiny Houses on Wheels; other small houses with footings are dealt with under the National Construction Codes.

Further, it is proposed that a Tiny House on Wheels can be placed on any block where a single dwelling is permitted no matter the size of the lot. If a dwelling is already constructed a Tiny House on Wheels will be considered an ancillary dwelling.

Clause 4.(1) of the Deemed Provisions requires the local government to resolve to prepare a local planning policy before it can be advertised.

CONSULTATION

4. As this policy is being prepared under Clause 4.(1) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 it will need to be advertised not less than 21 days.

STATUTORY ENVIRONMENT

5. Local Planning Scheme No. 6
6. Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2
7. *Planning and Development Act 2005*

POLICY IMPLICATIONS

- 8. This item relates to policy development.
- 9. Local Planning Policies are guidelines used to assist the local government in making decisions under the Local Planning Scheme and may address land use as well as development requirements. Although Local Planning Policies are not part of the Local Planning Scheme they must be consistent with, and cannot vary, the intent of the Local Planning Scheme provisions. In considering an application for Planning Approval, the local government must have regard to a Local Planning Policy as required under Clauses 3(5) and 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2.

FINANCIAL IMPLICATIONS

- 10. Nil

RISK MANAGEMENT

- 11.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Rare	Insignificant	Very Low	Consistency with decision making.
Environmental	Rare	Minor	Low	Consistency with decision making will reduce impact
Reputational	Rare	Insignificant	Very Low	Consistency with decision making.

ALTERNATE OPTIONS

- 12. Council do not proceed in consideration of this Policy.

STRATEGIC ALIGNMENT

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

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

Item	Objectives and Strategies
3.1	The Shire of Ravensthorpe has appropriate housing choice available to the community
3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town

VOTING REQUIREMENTS

- 14. Simple Majority

OFFICER RECOMMENDATION

That Council in accordance with Clause 4 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2) prepare the Local Planning Policy – Tiny Houses on Wheels as contained in Attachment to this report.

Moved: _____

Seconded: _____

Carried: __ / __

12.4.3 DRAFT HEALTH AND WELLBEING POLICY

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	N/A
Author:	Executive Manager Projects and Regulatory Services
Authorising Officer	Chief Executive Officer
Date:	20 November 2023
Disclosure of Interest:	Nil
Attachments:	DRAFT Health and Wellbeing Policy
Previous Reference:	Nil

PURPOSE

1. For Council to endorse and support the implementation of a Shire of Ravensthorpe Health and Wellbeing Policy to show commitment to improving the health and wellbeing of its workers.

BACKGROUND

2. The Shire of Ravensthorpe is committed to providing workers with a safe, healthy and supportive environment in which to work. The Shire recognises that the health and wellbeing of our workers is important.
3. This draft policy shows the Shire's commitment to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

COMMENT

4. The Shire is committed to promoting awareness of key health issues for workers, and to encouraging workers to provide input into health and wellbeing activities. This will be achieved through the promotion and encouragement of participation in health and wellbeing activities.

CONSULTATION

5. Councillors, Executive team, LGIS, Shire of Ravensthorpe Work, Health and Safety Committee

STATUTORY ENVIRONMENT

6. Work Health and Safety Act 2020

POLICY IMPLICATIONS

7. Nil

FINANCIAL IMPLICATIONS

8. Nil.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Unlikely	Minor	Low	Support all workers in their awareness of this policy
Financial	Unlikely	Minor	Low	Continuation of contributions to WHS area including, gym membership, pool access, flu shots, hearing tests etc
Environmental	Rare	Insignificant	Very Low	Implement risk assessment practices
Reputational	Rare	Insignificant	Very Low	Ensure all workers are made aware of the policy. Monitor and review by seeking feedback from workers, WHS committee and management. Review of policy by management and WHS committee to determine if objectives have been met.

ALTERNATE OPTIONS

10. Council request amendments to the draft policy or do not endorse the policy.

STRATEGIC ALIGNMENT

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

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

Item	Objectives and Strategies
1.1	To grow business and employment

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

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment

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

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.2	The Council ensures its decisions are well informed and considered

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

VOTING REQUIREMENTS

12. Absolute Majority

OFFICER RECOMMENDATION

That Council ENDORSE and support the Draft Health and Wellbeing Policy:

Moved: _____ Seconded: _____

Carried: _ / _

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

Nil

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

Nil.

15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

15.1 REQUEST FOR INFRASTRUCTURE DRAFT LETTER OF SUPPORT – CONFIDENTIAL

15.2 FREEMAN OF THE SHIRE NOMINATION – CONFIDENTIAL

16. CLOSURE

The Presiding Member to declare the meeting closed.