



# **Confirmed Minutes**

Ordinary Meeting of Council

Tuesday, 15 April 2025

Commenced at 6.00pm

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# NOTICE OF MEETING

Notice is hereby given that the

Shire of Ravensthorpe

Ordinary Council

Meeting

Will be held on Tuesday,

15 April 2025

Commencing at 6.00pm

Located in the Council Chambers

Ravensthorpe Cultural Precinct

Matthew Bird  
Chief Executive Officer

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## **Disclaimer**

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

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

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.

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# Minutes

<b>Mission Statement</b>	<i>To grow our community through the provision of leadership, services and infrastructure.</i>
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## 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 6.02pm.

The Presiding Member acknowledged the Traditional Owners of the land on which we meet, and pays respect to Elders past, present, and emerging.

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

### ELECTED MEMBERS

Cr Thomas Major (Shire President) (Presiding Member)

Cr Mark Mudie (Deputy President)

Cr Sue Leighton

Cr Graham Richardson

Cr Robert Miloseski (Electronic Attendance)

Cr Rachel Gibson (Electronic Attendance)

Cr Roger Mansell

### OFFICERS

Matthew Bird (Chief Executive Officer)

Paul Spencer (Executive Manager Infrastructure Services)

Les Mainwaring (Executive Manager Corporate Services)

### VISITORS

Nil

### APOLOGIES

Natalie Bell (Executive Manager Projects and Regulatory Services)

### LEAVE OF ABSENCE

Nil

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

Nil.

**4. PUBLIC QUESTIONS TIME**

Nil.

**5. DECLARATIONS OF INTEREST**

Nil.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Mudie requested a leave of absence for the period 15 May 2025 to 23 May 2025 inclusive for the purpose of a holiday.

**Council Decision:**

**Moved by Cr Richardson and seconded by Cr Miloseski**

**Resolution # 17/25**

**That Council APPROVE the request for leave of absence by Cr Mudie for the period 15 May 2025 to 23 May 2025 inclusive.**

**Carried 7/0**

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

**7.1 ORDINARY COUNCIL MEETING MINUTES 18 March 2025**

(Attachment: Yellow 7.1) Statutory Environment:

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

**Council Decision:**

**Moved by Cr Mudie and seconded by Cr Gibson**

**Resolution # 18/25**

**That the minutes and associated attachments of the Ordinary Council Meeting held on 18 March 2025 be CONFIRMED as a true and correct record.**

**Carried 7/0**

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

**Cr Mudie**

Attended the following events;

- CBH meeting and Harmony Day event – this would be a good activity for the shire to undertake.
- Good to receive the recent rainfall and has been a great start for the farming sector.

**Cr Mansell**

- Fresh back from taking a great holiday.
- Attended the Anzac Day ceremony at Hopetoun Primary School.

**Cr Gibson**

Attended the following events;

- Munglinup Community Group AGM, general meeting, and special meeting where new committee

elected and adopted a new constitution.

- Jerdacuttup Community Association meeting and open mic Rave About Art, great event.
- Hopetoun Seniors Sports Day event, 7 teams drawn from across the wheatbelt.
- Munglinup Fire Brigade 50 year medal presentation event, great day.
- Pilates group activity at Jerdacuttup.
- Received a number of enquiries from locals regarding the new water tank at Munglinup and the swipe card access.
- Women in Leadership event and the FBN Business after Hours event.
- Footrot Flats local drama group show.
- The Hopetoun Port Hotel has new operators.
- Great to receive this recent rainfall, the dams are overflowing and very good start to the season.

### **Cr Miloseski**

Attended the following events;

- Hopetoun Primary School Anzac Day ceremony.
- Meetings with various business owners and working out what services the community needs.
- Hopetoun Progress Association are progressing as a 55+ housing provider. Have engaged 2 consultancies and looking to become a Tier 3 housing provider.

### **Cr Richardson**

Attended the following events;

- Footrot Flats local drama group show. Very enjoyable.
- Hopetoun Seniors Sports Day event.
- Shire information stand at the Hopetoun markets.
- Very lucky to receive all this recent rainfall.

### **Cr Leighton**

Attended the following events;

- Great to receive this rainfall, can now enjoy longer showers.
- Friends of the Fitzgerald NP meeting and AGM at Twertup.
- International Womens Day event.
- Genestream sculpture opening.
- Part of the Wildflower Show group that attended the Perth Caravan and Camping Show.
- Fitzgerald Biosphere Community Collective.
- Attended both of the Footrot Flats local drama group shows.
- Women in Leadership event and the FBN Business after Hours event.
- Chaired the final Galaxy Community Consultation Group meeting, including farewell activity for General Manager Shaun Ryan.
- Shire information stand at the Hopetoun markets.
- WALGA GS Zone meeting. Very interesting, items discussed include renewable energy strategy, regional roads, health services, keep the sheep push.
- Make the observation of the increase in numbers of RV travellers to and through the region.

## **Cr Major**

Attended the following events;

- Hopetoun Seniors Sports Day event, presented awards to the 7 teams drawn from across the wheatbelt.
- Munglinup Fire Brigade 50 year medal presentation event to two very special locals.
- Monthly catchup with the Shire CEO.
- Welcome and opening address for the Genestreams sculpture plus ABC radio interview.
- Ravensthorpe District Football Association meeting and acknowledge the amazing work from Rod Daw who has officially retired from committee duties after over 60 years involvement.
- April Council Corporate Discussion workshop.
- Ravensthorpe Hopetoun Future Fund Board meeting.
- Media interview regarding recent rainfall, flooding and road closures.

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

Nil

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

Nil



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

### **11.1 RAVENSTHORPE BUSHFIRE ADVISORY COMMITTEE (BFAC) AGM AND ORDINARY MEETINGS MINUTES**

<b>File Reference:</b>	<b>ES.ME.1</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>Bush Fire Advisory Committee</b>
<b>Author:</b>	<b>Executive Manager Projects Regulatory Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>28 March 2028</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: 11.1</b>	<b>1. Meeting Minutes (Unconfirmed) – BFAC AGM 11 March 2025</b> <b>2. Meeting Minutes (Unconfirmed) – BFAC Ordinary Meeting 11 March 2025</b> <b>3. OWG Minutes 24 February 2025</b> <b>4. Draft BFAC Committee Terms of Reference</b> <b>5. Draft SOP Turnout and Attendance</b> <b>6. Draft SOP Containment and Extinguishment</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **PURPOSE**

1. The BFAC is a Committee of Council, formed under Council Policy LO2 in order to promote and encourage volunteerism and to make the Shire of Ravensthorpe a safe community by managing fire risk.

#### **BACKGROUND**

2. LO2 provides for the Annual General Meeting to be held in March. The AGM meeting precipitates the elections for nominations to Council of Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officers (DCBFCO) and Deputy Chairperson of the BFAC. Recent changes to the Policy require that a Council member, or alternatively the Shire Chief Executive Officer, sit as the Chairperson. Shire President, Tom Major, has accepted this position. Fire Control Officers (FCO's), the gazetted Fire Weather Officer and Dual Shire Fire Control Officers are also confirmed.

#### **COMMENT**

3. The nominations for CBFCO, DCBFCO's and Deputy Chairperson were uncontested. A third DBFCO was added to replace Malcom Grant in the centre and north of the Shire as Malcom took on the CBFCO role recently vacated by Rod Daw. Reece Laycock will be the 3rd DCBFCO. Under the Bush Fires Act only one DCBFCO can be gazetted and it was agreed that Gavin Gibson, having the most seniority would be the Shire gazetted DCBFCO. FCOs were nominated by their respective brigades and all were endorsed at the AGM.
4. The Ordinary meeting had a number of items to address that had been raised at the BFAC Operational Working Group (OWG) Meeting of 24 February 2025. The majority of the items are uncontested and supported by both the BFAC and Shire officer. It is recommended that the following item be put to Council for discussion and review for endorsement or further direction;
  - BFAC Proposed Draft Terms of Reference

5. The draft terms of reference currently includes a maximum time period for the CBFCO, being 3 years. The OWG and BFAC recommendation is that this condition is removed from the Terms of Reference (ToR). It is the Shire officers' position that the maximum time period is included in the in the ToR to ensure that any incoming CBFCO is not obligated to commit to the role for any extended period. The BFAC position is that any person nominated for the role does not have to accept the position.
6. Remuneration. This issue is contentious as whilst the BFAC generally agree that the CBFCO should be remunerated, the volunteer aspect rates very highly amongst the committee.

## CONSULTATION

7. Bush Fire Advisory Committee.

## STATUTORY ENVIRONMENT

8. Bush Fires Act 1954

## POLICY IMPLICATIONS

9. LO2 – Shire of Ravensthorpe Bush Fire Advisory Committee

## FINANCIAL IMPLICATIONS

10. Nil.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)	Possible	Minor	Low	Improved communication through Operational Working Group to BFAC. Annual review of Standard Operating Procedures Increased advocacy for operational funding Increased training options and requirements
Financial	Rare	Insignificant	Very Low	Ensure recommendations of BFAC are put forward after whole of committee consultation Increased advocacy for LGGS funding and other grant opportunities
Reputational	Rare	Insignificant	Very Low	Continue to review current fire-fighting practices to improve operational effectiveness SOPs introduce fall-back and containment requirements and rehabilitation procedures
Environmental	Unlikely	Minor	Low	Continue to provide advice to BFBs. Work closely with DFES and DBCA for coordinated and effective approaches, such as cooperative MOUs Promote fire safety to the community through public education and involvement

## ALTERNATE OPTIONS

12. Council do not endorse the recommendations.

## STRATEGIC ALIGNMENT

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

**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
2.2	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
2.5	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
3.4	It is easy and safe to move around and in and out of the district
3.5	The Shire's heritage structures, heritage and cultural places are valued and protected, and are integrated into community life and economic activity.

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

Item	Objectives and Strategies
4.3	The Shire's valued natural areas and systems are protected and enhanced

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

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

## VOTING REQUIREMENTS

14. Simple Majority

## Council Decision

Moved by Cr Mudie and seconded by Cr Gibson

Resolution # 19/25

That Council:

1. **RECEIVE the Unconfirmed Minutes of the Bush Fire Advisory Committee Annual**

General Meeting and Ordinary Meeting held 11 March 2025; and

2. **ENDORSE the following nominations as detailed in the Minutes of the Annual General Meeting held on 11 March 2025:**

**ELECTION OF DEPUTY CHAIRMAN**

**BFAC COMMITTEE RECOMMENDATION TO COUNCIL**

That Keith Rowe be endorsed as the BFAC Committee Deputy Chair.

**ELECTION OF CHIEF BUSH FIRE CONTROL OFFICER**

**BFAC COMMITTEE RECOMMENDATION TO COUNCIL**

That Malcom Grant be endorsed as the Shire of Ravensthorpe Chief Bush Fire Control Officer. Note, Malcom Grant has conditionally accepted subject to Shire confirmation on how his BRMC role will impact on his CBFCO role.

**ELECTION OF DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS**

**BFAC COMMITTEE RECOMMENDATION TO COUNCIL**

That Gavin Gibson, Rian Duncan and Reece Laycock be endorsed as the Shire of Ravensthorpe Deputy Chief Bush Fire Control Officers. Gavin Gibson is the be the gazetted DBCFCO per the *Bush Fires Act 1954* given his seniority.

**NOMINATION FIRE WEATHER OFFICER**

**BFAC COMMITTEE RECOMMENDATION TO COUNCIL**

Recommend Malcom Grant is endorsed as the Shire of Ravensthorpe Fire Weather Officer and Gavin Gibson is the Deputy FWO as per the current gazettal.

**CONFIRMATION OF ELECTED FIRE CONTROL OFFICERS**

**BFAC COMMITTEE RECOMMENDATION TO COUNCIL**

That all confirmed Fire Control Officers be endorsed as the Shire of Ravensthorpe 2025 – 2026 Fire Control Officers.

**SHIRE OF RAVENSTHORPE  
2025/26 FIRE CONTROL OFFICERS**

<b>Nominee</b>	<b>BFB</b>	<b>Nominated By</b>	<b>Seconded</b>
Gary Webster	Cocanarup	Kye Chambers - All	Rod Daw
Luke Webster	Cocanarup		Gary Webster - All
Andy Daw	East Ravensthorpe		
Devon Burton	East Ravensthorpe		
Malcolm Grant	East Ravensthorpe		
Rod Daw	East Ravensthorpe		
Stott Redman	Hopetoun Rural		
Courtney Foulds	Hopetoun Rural		
Andrew Venning (Permits only)	Hopetoun Rural		
James Mollet	Jerdacuttup		
Matthew Bell	Jerdacuttup		
Paul Bell	Jerdacuttup		
Peter Belli	Mt Short		
Richard Norrish	Mt Short/W River		
Gavin Gibson	Munglinup		
Bernard Fetherstonhaugh	Munglinup		
Samuel Fetherstonhaugh	Munglinup		
Brodie Wickstein	Munglinup		
Kieren Barrett	Munglinup		
Reece Laycock	North Ravensthorpe		
Andrew Chambers	North Ravensthorpe		
Kye Chambers	North Ravensthorpe	Rod Daw	Malcom Grant
Chad Tuckett	North Ravensthorpe		
Keith Rowe	Ravensthorpe		
Peter Kuiper	West River		
Nathan Mudie*	West River		
Rian Duncan	West River		
Brett Kershaw	West River		
Peter Nankervis (Permits only)	Hopetoun VFES		
Troy Flanigan*	SoR Airport (permits only)		
Mat Wilson*	SoR Ranger (Permits Only)		

FCO's were nominated as a group. New members (noted with an \*) are to undertake FCO training prior to activating as FCO's

## NOMINATION FOR DUAL FIRE CONTROL OFFICERS TO NEIGHBOURING LOCAL GOVERNMENTS

### **BFAC COMMITTEE DECISION AND RECOMMENDATION TO COUNCIL**

**That all Dual Fire Control Officers be endorsed as the Shire of Ravensthorpe 2025 – 2026 Dual Fire Control Officers.**

- Shire of Esperance

Nominee	Nominated By	Seconded
Gavin Gibson	Malcom Grant	Rod Daw
Bernard Fetherstonhaugh	Gavin Gibson	Rod Daw
Sam Fetherstonhaugh	Gavin Gibson	Rod Daw
Kieran Barrett	Gavin Gibson	Rod Daw
Brodie Wickstein	Gavin Gibson	Rod Daw

- Jerramungup Shire

Nominee	Nominated By	Seconded
Mr Rian Duncan	Rod Daw	Mark Mudie
Mr Peter Kuiper	Rod Daw	Mark Mudie
Mr Brett Kershaw	Rod Daw	Mark Mudie

- Lake Grace Shire

Nominee	Nominated By	Seconded
Chad Tuckett	Kye Chambers	Mal Grant
Reece Laycock	Kye Chambers	Mal Grant
Kye Chambers	Reece Laycock	Mal Grant

3. **APPROVE that the Shire write to the DBCA requesting that the new Dozer and float be located in Ravensthorpe, utilising existing wash down bay at the DBCA depot.**

#### **BFAC Committee Motion**

That a letter be written to DBCA requesting the machinery be located in Ravensthorpe and existing wash down facilities be utilised.

4. **RECEIVE the BFAC Officers Reports.**

#### **BFAC Committee Motion**

That the Officers Reports be received

**Moved: Rod Daw**

**Seconded: Keith Rowe**

**Carried**

5. **ENDORSE changes to the Shire of Ravensthorpe harvest zone areas per the BFAC motion below.**

**BFABFAC Committee Motion**

1. Zones 2 - 7 to remain as is. Amalgamate zones 1 & 8 (increased area 1).
2. Amend the zoning map and FCN accordingly

**Moved: Gavin Gibson**

**Seconded: Devon Burton**

**Carried**

6. **ENDORSE the recommended changes to the Fire Control Notice with regards to the Camping and cooking fires at Masons and Starvation Bays and all recommendations put by the committee.**

1.

**BFAC Committee Motion**

Fires at campsites to remain, however, not at every campsite ie there are 66 campsites across Starvation and Masons Bay. Only campsites capable of having a fire and those in the most appropriate areas (ie furthest away from the bush) should be included

**Moved: Mal Grant**

**Seconded: Keith Rowe**

**Carried**

2.

**BFAC Committee Recommendation**

Charge extra for sites 'with fires allowed' Unrestricted – allow own fire pit.

**Moved: Andrew Daw**

**Seconded: James Mollett**

**Carried**

3.

**BFAC Committee Motion**

Restricted to within concrete rings and concrete rings to be cast in so as to prevent them from being moved or damaged.

**Moved: Andrew Daw**

**Seconded: Keith Rowe**

**Carried**

4.

**BFAC Committee Motion**

Move the last paragraph of s4 of the FCN up to being the second paragraph.

**Moved: Reece Laycock**

**Seconded: Andrew Daw**

**Carried**

5.

**BFAC Committee Motion**

Include the restriction that fires are to be extinguished/ no fires lit, once a HVMB is called by the Shire, in area 4.

**Moved: Devon Burton**

**Seconded: Reece Laycock Carried**

6.

**BFAC Committee Motion**

Include the words 'and Restricted' in paragraph 1. That is'...during Prohibited and Restricted Burning Time...' And, move the second last paragraph of s4 in the FCN up to sit under paragraph one.

**Moved: Andrew Daw**

**Seconded: Rian Duncan**

**Carried**

7.

**BFAC Committee Motion**

The Shire to review the requirements of a Local Law to support the compliance of s25 of the Bush Fire Act.

**Moved: Mal Grant**

**Seconded: Rod Daw**

**Carried**

8

**BFAC Committee Motion**

The BFAC request the Shire to review the campsites layout and buffer zones for vehicle access and RV parking to support fire safety and suitability.

**Moved: Gary Webster**

**Seconded: Reece Laycock**

**Carried**

7. **ADVERTISE the Bush Fire Control and Fire Break Notice, elected Fire Control Officers and Fire Weather Officer 2025/2026 for the Shire of Ravensthorpe in accordance with s38 (2A) of the *Bush Fires Act 1954*.**
8. **GIVE NOTICE to all owners and occupiers of land in its district by publishing a Notice in the *Government Gazette* in accordance with subsections 33(1) and (2) of the *Bush Fires Act 1954*.**
9. **ENDORSE the BFAC Terms of Reference in its draft proposed form.**



10. **ENDORSE the Bush Fire Advisory Committee recommendations to adopt a new Shire of Ravensthorpe Standard Operating Procedure 'SOP 0.1 Turnout and Attendance' to be added to the Shire Standard Administration and Operating Procedures Manual, as amended per the below.**

**BF BFAC Committee Recommendation**

Remove dot points 5:

Where appliances turn out, they will phone ComCen to advise they are turning out to the incident, noting the incident number and number of crew and 6:

Crews should also ensure that ComCen is notified when they depart an incident.

In Procedure, 1. Turnout, section.

**Moved: Reece Laycock**

**Seconded: Gary Webster**

**Carried**

**BFAC Committee Motion**

In 2 In 2. Attendance, change dot point 2 to read "DFES ComCen will be provided with a SitRep or PAFTACS by the IC or CBFCO, when practicable to do so".

**Moved: Reece Laycock**

**Seconded: Gary Webster**

**Carried**

11. **COUNCIL not proceed with the draft SOP 'Containment and Extinguishment of Fires' however recommend it to be used as a training guidance note.**

**BF BFAC Committee Recommendation**

Do not proceed with the proposal as a Standard Operating Procedure, however consider it be used as a guidance note.

**Moved: Reece Laycock**

**Seconded: Rod Daw**

**Carried**

12. **ENDORSE the BFAC recommendation for the OWG to enter into a inter-agency Memorandum of Understanding with DBCA with regards to a cooperative approach to the suppression of bushfires in the Shire.**

**BFAC Committee Motion**

The Shire enter into a Memorandum of Understanding with P&W/DBCA to outline a cooperative interagency approach to fire suppression

**Moved: Reece Laycock**

**Seconded: Rod Daw**

**Carried**

**Carried 7/0**

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

### **11.2 RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Local Emergency Management Committee</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>30 March 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: 11.2</b>	<b>Meeting Minutes (Unconfirmed) – LEMC 5 March 2025</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **PURPOSE**

1. For Council to receive the March 2025 Unconfirmed Minutes of the Shire of Ravensthorpe Local Emergency Management Committee (LEMC).

#### **BACKGROUND**

2. The LEMC is formed under the *Emergency Management Act 2005* which states that a Local Government must ensure that Local Emergency Management Arrangements (LEMA) are in place. The LEMC's main functions include;
  - I. Advising and assisting the Local Government in ensuring that Local Emergency Management Arrangements are established.
  - II. Liaising with public authorities and other key organisations to develop, review and test the LEMA.
3. The LEMC also carries out other activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the *Emergency Management Regulations 2006*.
4. The LEMC is supported by and reports to a district Emergency Management Committee (DEMC), which in turn reports to the SEMC.

#### **COMMENT**

5. The minutes of the previous LEMC meeting held in December were confirmed as a true and correct record.
6. The LEMC endorsed the Department of Communities Local Emergency Relief and Support Plan which is to be read in conjunction with the Shires LEMA.
7. Agenda items included a presentation/desktop exercise by WAPOL on a road crash scenario and in relation to the LEMC and the Incident Support Group knowledge.

#### **CONSULTATION**

8. Local Emergency Management Committee.

#### **STATUTORY ENVIRONMENT**

9. *Emergency Management Act 2005*.

#### **POLICY IMPLICATIONS**

10. Nil.

#### **FINANCIAL IMPLICATIONS**

11. Nil.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)	Possible	Minor	Low	Coordination and cooperation between all emergency management stakeholders
				Look at way to advance continual improvement.
Reputational	Possible	Moderate	Low	Promote safety to the community through wide stakeholder inclusion.
				Improved response to incidents.

## ALTERNATE OPTIONS

13. Nil.

## STRATEGIC ALIGNMENT

14. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2025-2030.

**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
2.2	Community groups function well with strong volunteer effort and feel supported by the community
2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage

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

Item	Objectives and Strategies
3.4	It is easy and safe to move around and in and out of the district

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

Item	Objectives and Strategies
4.3	The Shire's valued natural areas and systems are protected and enhanced

**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 REQUIREMENTS**

15. Simple Majority

## **COUNCIL DECISION:**

**Moved by Cr Richardson and seconded by Cr Leighton**

**Resolution # 20/25**

**That Council:**

**RECEIVE the unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 5 March 2025.**

**Carried 7/0**

## 12. REPORTS OF OFFICERS

### 12.1 EXECUTIVE SERVICES

#### 12.1.1 DRAFT RECREATIONAL VEHICLE (RV) FRIENDLY POLICY

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>All of Shire</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>8 April 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: 12.1.1</b>	<b>Draft policy</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **PURPOSE**

1. For Council to consider the draft Recreational Vehicle (RV) Friendly policy and approve the release of the draft policy for public comment.

#### **BACKGROUND**

2. The Shire's Economic Growth Strategy (EGS) was endorsed by Council via Resolution 70/23 at the 15 August 2023 Ordinary Council Meeting. The endorsed vision is for *"a resilient and thriving economy that contributes directly and fairly to the local community, underpinning the long term vibrancy and liveability of the region"*.
3. Developing a vibrant local tourism industry sector is a key objective of the EGS. One of the four strategic themes is *"A Diversified Economy – Increase the percentage contribution to Gross Regional Product (GRP) from tourism and new industries"*. Key actions under this key objective are to;
  - i. Increase the number of businesses from new industries,
  - ii. Increase the number of overnight visitors to the region,
  - iii. Increase the number of people stopping in the Shire (day trippers), and
  - iv. Build awareness and regard for the region.
4. Reflecting the economic importance of tourism to the region a flow on Shire Tourism Strategy 2023 was also endorsed by Council via Resolution 70/23 at the 15 August 2023 Ordinary Council Meeting. The Strategy estimated current tourism visitation to the Shire of around 71,000 overnight visitors generating an annual tourism revenue of around \$8m to the region.
5. The Tourism Strategy recommends actions spread across either a 2 or 10 year time horizon and to adopt a gradual approach to tourism growth that is sustainable and in line with the wishes of the local community. The short term tourism recommendations include;
  - i. Focus on attracting and catering to the self-contained tourist,
  - ii. Increase awareness of the Fitzgerald Coast region amongst tourists already travelling through along the south coast, and
  - iii. Increase accommodation options with true nature connection experiences.
6. Strategic initiatives to increase accommodation options identified in the Tourism Strategy include; developing signature accommodation in the region, enhance existing campsites, new campsites, pool of holiday homes, incentivise local land owners to provide accommodation, and incentivise holiday park upgrades.

7. A self-contained Recreational Vehicle (RV) is defined as a vehicle providing internal sleeping accommodation, have internal kitchen and dining facilities including refrigerators and/or freezers, carry their own internal water supply and have internal shower and toilet facilities with a holding tank for grey and black water that requires access from time to time to a liquid water dump point.
8. Caravan and camping are an important sector of the Western Australia tourism industry. Recreational Vehicle (RV), caravan and camping travel is one of the fastest-growing tourism sectors in Australia, with one in every 13 households in Australia owning an RV or campervan. Australia-wide. The number of RV, caravan, and camping travellers has grown by almost 50% to over 5.7 million travellers.
9. With an estimated number of 772,598 registered RVs in Australia, RV tourism continues to have significant benefits to the economy and is the main tourism market type to and through the Ravensthorpe region.
10. Recent surveys indicate that the economic benefits from Caravan and Motorhome Club of Australia (CMCA) activities alone are considerable. According to research, CMCA members spend an average of \$770.00 per week when travelling on the road.

## **COMMENT**

11. The Ravensthorpe Shire is ideally positioned to promote itself to the growing caravan and camping market as a destination that boasts a range of established RV, caravan, and camping facilities.
12. The development of a Shire RV Friendly policy is an important part of the above approach to achieving a sustainable local tourism sector that is complementary to community wishes.
13. The required outcomes of a successful draft RV Friendly policy are to:
  - i. Actively attract and cater to the RV Caravan and Camping travellers to the Shire and drive repeat visitation to grow the economic return from this market.
  - ii. Identify and evaluate current RV camping sites and facilities, with recommendations to enhance the visitor experience of each site.
  - iii. Address overflow and illegal free camping areas for improved management.
14. The objectives of the policy are to maximise economic activity from the RV, Caravan and Camping traveller market through:
  - i. Planning, development and maintenance of Shire RV Parking facilities, and work in collaboration with local commercial Caravan Park operators in main townsites, and provide free overnight camping options in strategic, designated locations.
  - ii. Maintaining the Shire's status as an RV-Friendly destination.
  - iii. Facilitating commercial camping and hospitality development in the Shire to enable enhanced options are available for travellers.
  - iv. Provision of designated Shire public camping sites.
  - v. Work with commercial caravan park operators to provide low cost, designated RV only overnight parking bays within main town centres.
  - vi. Regular patrolling by Rangers of designated public camp sites to manage overnight camping privileges.
  - vii. Regular patrolling of all other public space areas to manage illegal camping and encourage legal camping at commercial or designated public camp sites.
15. In addition to developing a Shire RV Friendly policy, there are other actions that the Shire can implement to actively attract and cater to the RV traveler market. Permitting rural land holders within the shire to potentially activate currently unused land for nature based camping and cabin

accommodation should be further investigated and this forms part of the officer recommendation to this report.

## CONSULTATION

16. Council workshop of RV Friendly issues at November 2024 Corporate Discussion including detailed discussion paper and options. Discussion paper included survey result from local businesses on the matter. Further workshop at March Corporate Discussion with Council.
17. This report is seeking Council endorsement to release draft RV Friendly Policy for public comment.

## STATUTORY ENVIRONMENT

18. The policy operates within the following framework of legislation.  
*Planning and Development Act 2005*  
*Planning and Development (Local Planning Schemes) Regulations 2015*  
*Caravan Parks and Camping Grounds Act 1995*  
*Caravan Parks and Camping Grounds Regulations 1997*

## POLICY IMPLICATIONS

19. If approved this will be a new policy.

## FINANCIAL IMPLICATIONS

20. Not applicable at this stage.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational) lack of clear direction for the Shire to manage the RV market	Possible	Moderate	Medium	The adopted policy will provide clear direction on the development of the RV traveller sector.

## ALTERNATE OPTIONS

22. Council may choose not to approve all or part of the policy for public comment.

## STRATEGIC ALIGNMENT

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

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

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

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

Item	Objectives and Strategies
2.3	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

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

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

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

Item	Objectives and Strategies
4.1	Maximised resource recovery from waste and safe disposal of residual waste
4.3	The Shire's valued natural areas and systems are protected and enhanced

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

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

## VOTING REQUIREMENTS

24. Absolute Majority

## COUNCIL DECISION

Moved by Cr Mudie and seconded by Cr Leighton

Resolution # 21/25

That Council:

1. **ENDORSE** the Draft RV Policy as per Attachment 12.1.1 to this report to seek public comment.
2. **AUTHORISE** the CEO to work with commercial caravan park operators within the district to offer low cost camping options that ensure RV Friendly status is maintained for townships and the region.
3. **AUTHORISE** the CEO to investigate additional opportunities to attract RV traveller visitation to the visit and stay in the region including encouraging small scale low impact tourism accommodation uses in rural areas that are complementary with existing agricultural uses.

Carried 7/0



## 12.2 CORPORATE SERVICES

### 12.2.1 MONTHLY FINANCIAL REPORT – 31 MARCH 2025

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Accounting Manager</b>
<b>Authorising Officer</b>	<b>Executive Manager Corporate Services</b>
<b>Date:</b>	<b>9 April 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: 12.2.1</b>	<b>Monthly Financial Reports for 31 March 2025</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### 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 March 2025 Monthly Financial Reports.

#### COMMENT

3. The March 2025 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 2024/2025 Annual Budget, or resulting from a Council Motion for a budget amendment.

#### RISK MANAGEMENT

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

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
Reputational – That Council does not receive the Financial Activity Statements as required by S6.4 of the <i>LG Act 1995</i> .	Rare	Insignificant	Very Low	That council receives the Financial Activity Statements as required by legislation.

## ALTERNATE OPTIONS

9. Nil.

## STRATEGIC ALIGNMENT

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

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

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

## VOTING REQUIREMENTS

11. Simple Majority

## COUNCIL DECISION

Moved by Cr Richardson and seconded by Cr Gibson

**Resolution # 22/25**

That Council:

**RECEIVE the March 2025 Monthly Financial Reports as presented.**

**Carried 7/0**

## 12.2 CORPORATE SERVICES

### 12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – MARCH 2025

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Finance Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** Executive Manager Corporate Services  
**Disclosure of Interest:** Nil  
**Attachments:** 12.2.2 Creditors List of Accounts Paid March 2025  
Credit Card Transactions to 01 March 2025  
Fuel Card Transactions March 2025  
**Previous Reference:** Nil

#### PURPOSE

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

#### BACKGROUND

2. Period 01/03/2025 – 31/03/2025.

2024/2025						
Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Total Creditors	Payroll
Jul	17,790	1,293,044	105,982	12,502	1,429,318	377,723
Aug	11,617	584,755	137,072	4,563	738,007	365,425
Sep	6,118	699,166	50,146	8,503	763,934	440,523
Oct	10,460	788,134	64,705	11,999	875,299	507,921
Nov	8,520	632,429	58,225	13,603	712,777	369,762
Dec	8,716	519,297	47,915	10,646	586,574	344,413
Jan	6,386	1,081,650	619	3,202	1,091,856	351,326
Feb	10,133	578,659	198,515	2,532	789,839	367,581
Mar	6,850	427,994	100,500	480	535,824	370,626
Apr	0	0	0	0	0	0
May	0	0	0	0	0	0
Jun	0	0	0	0	0	0
<b>Total</b>	<b>86,590</b>	<b>6,605,129</b>	<b>763,679</b>	<b>68,030</b>	<b>7,523,427</b>	<b>3,495,299</b>
<b>23/24</b>	<b>186,555</b>	<b>12,324,178</b>	<b>1,020,367</b>	<b>106,440</b>	<b>13,637,540</b>	<b>4,948,850</b>
<b>22/23</b>	<b>114,562</b>	<b>12,445,050</b>	<b>943,431</b>	<b>81,842</b>	<b>13,584,885</b>	<b>4,162,759</b>
<b>21/22</b>	<b>109,610</b>	<b>11,455,728</b>	<b>1,217,128</b>	<b>101,107</b>	<b>12,883,572</b>	<b>4,057,812</b>
<b>20/21</b>	<b>219,357</b>	<b>8,442,181</b>	<b>965,406</b>	<b>135,103</b>	<b>9,762,047</b>	<b>3,790,863</b>

## COMMENT

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

## CONSULTATION

4. Accountant and Executive Manager Corporate Services

## STATUTORY ENVIRONMENT

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

## POLICY IMPLICATIONS

6. Nil.

## FINANCIAL IMPLICATIONS

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

## RISK MANAGEMENT

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

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

## ALTERNATE OPTIONS

9. Nil.

## STRATEGIC ALIGNMENT

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

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

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

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

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

## **VOTING REQUIREMENTS**

11. Simple Majority

## **COUNCIL DECISION**

**Moved by Cr Richardson and seconded by Cr Leighton**

**Resolution # 23/25**

**That Council:**

**Pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of March 2025 be NOTED.**

**Carried 7/0**

## **12.3 PROJECTS AND REGULATORY SERVICES**

### **12.3.1 ITINERANT TRADING POLICY**

<b>File Reference:</b>	<b>Nil</b>
<b>Location:</b>	<b>Shire-wide</b>
<b>Applicant:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Author:</b>	<b>Natalie Bell</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>30 March 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: 12.3.1</b>	<b>Draft AMENDED Itinerant Trading Policy</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **PURPOSE**

1. For Council to endorse the LLP13 Itinerant Trading Policy as amended. Amendments include three new approved locations, all sites to be booked through the SpacetoCo booking platform and a fee review including discounted rates for local residents and property owners.

#### **BACKGROUND**

2. The Shire of Ravensthorpe encourages retail and hospitality vibrancy that will reinforce the positioning of Ravensthorpe as a developing tourism Shire.
3. The Shire acknowledges and values its local business community and recognises that there are business opportunities that can occur on a temporary basis. The Shire is also committed to promoting small business initiatives in a sustainable and fair manner.
4. The existing Itinerant Trading Policy introduced in 2024 has been a success for small local business entrepreneurs. The sites have now been added to the Shires online platform "SpacetoCo" for a more streamlined booking process, with the amended draft Policy noting these changes in the booking process.
5. Three additional locations have also been requested. These have been added to the amended Policy and include the Ravensthorpe 'rose garden' location at the Ravensthorpe Cultural Precinct, a further site at carpark at front beach in Hopetoun and a bay at McCulloch Park in Hopetoun.
6. Council also raised the issue of fairness to local businesses from external traders coming in to the Shire to trade at high volume times and subsequently adding nothing to the economic development of the Shire. It is proposed that this be dealt with in the Shires annual fees and charges, rather than the Policy directly. The fees and charges will also reflect a conditional discounted rate for local residents or property owners.

#### **COMMENT**

7. The three additional locations reflect increased requests from businesses wanting to operate within the Shire. The only location currently approved in Ravensthorpe is at the Recreation centre.

#### **CONSULTATION**

8. Councillors
9. Executive Team

#### **STATUTORY ENVIRONMENT**

10. Public Health Act 2016

## POLICY IMPLICATIONS

11. LLP Itinerant Trading Policy

## FINANCIAL IMPLICATIONS

12. Nil.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)	Rare	Minor	Low	Business must comply with the Policy. Bookings are confirmed by the Shire through SpacetoCo
Reputational	Possible	Minor	Medium	Policy governs how and who operates. Fees and charges renewed annually.

## ALTERNATE OPTIONS

14. That Council do not endorse the amended Policy.

## STRATEGIC ALIGNMENT

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

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

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

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

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life

**Outcome 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

## VOTING REQUIREMENTS

16. Absolute Majority

**COUNCIL DECISION**

**Moved by Cr Major and seconded by Cr Leighton**

**Resolution number 24/25**

**That Council:**

**ENDORSE the LLP13 Itinerant Trading Policy as amended:**

**Carried 7/0**



## 12.3 PROJECTS AND REGULATORY SERVICES

### 12.3.2 NEW DELEGATION – LAND ADMINISTRATION ACT 1997

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>27 March 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: 12.3.2</b>	<b>Delegation 2.11 Land Administration Act 1997</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **PURPOSE**

1. For Council to adopt a new delegation for the Management of Reserves under Section 46 (2) of the *Land Administration Act 1997*.

#### **BACKGROUND**

2. The *Local Government Act 1995* and other relevant legislation enables Council to delegate certain powers and duties to the CEO. In most cases the CEO has the ability to further sub delegate some powers and duties to designated employees. Delegating powers and duties to the CEO enables Council and the CEO to fulfil the functions and duties of a local government in an efficient, effective and consistent manner.
3. Records of all delegations are kept in the Shire's Delegated Authority Register. Under section 5.46(2) of the *Local Government Act 1995*, the delegator (whether Council or CEO) is required to review its delegations under that Act at least once every financial year.

#### **COMMENT**

4. The way Section 46(2) of the *Land Administration Act 1997* is structured results in any modification to a Shire managed reserve requiring the consent of Council. The vast majority of reserve changes are to reflect uses that are already on the site or have already gone through a formal process with Council.
5. The proposed delegation relates to requesting modifications to Shire managed reserves only, any request to divest a reserve will still require Council consideration.
6. To this end it is proposed to adopt a new delegation (Attachment 1) that allows the administration to make requests to modify Shire managed reserves.

#### **CONSULTATION**

7. Department of Planning, Lands and Heritage – Land Services

#### **STATUTORY ENVIRONMENT**

8. Section 5.42 and 5.43 of the *Local Government Act 1995* deal with the delegation of powers to the CEO and limitations on such delegation.
9. Section 46(2) of the *Land Administration Act 1997* allows requests to be made to request the amendment of reserve management orders.

## POLICY IMPLICATIONS

10. Nil.

## FINANCIAL IMPLICATIONS

11. Nil.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational	Unlikely	Minor	Low	Undertake annual review of all delegations

## ALTERNATE OPTIONS

13. Nil.

## STRATEGIC ALIGNMENT

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

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

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

## VOTING REQUIREMENTS

15. Absolute Majority

## OFFICER RECOMMENDATION

**That Council:**

**ADOPT, by an Absolute Majority, the Proposed Delegation 2.11 *Land Administration Act 1997* as an addition to the Delegation Authority Registered as detailed in Attachment 12.3.2**

Item was laid on the table for further consideration.

## 12.4 INFRASTRUCTURE SERVICES

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

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire-wide</b>
<b>Applicant:</b>	<b>Executive Manager Infrastructure Services</b>
<b>Author:</b>	<b>Paul Spencer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>April 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: 12.4.1</b>	<b>Map of Reserve Certificate of Title</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **PURPOSE**

1. Council is asked to consider an additional land use for a “WATER TANK” to the purpose of Reserve 8456, which will enable the construction and operation of a water tank and swipe card operated standpipe to provide non-treated water to the community for a fee.

#### **BACKGROUND**

2. The location of Reserve 8456 is shown on the map in Attachment 1 and sits on Lot 1455 on Deposited Plan 187378 (see Certificate of Title in Attachment 2), which shows it was created for the purpose of Parkland and Recreation.
3. The land comprises of 28.5823Ha on the southern side of Springdale Rd immediately east of the Jerdacuttup River and just west of Mary’s Road.
4. The location of the Tank and Standpipe is in the north east corner marked with a Red X on the Map in Attachment 1. These facilities and road access are expected to occupy less than 900m<sup>2</sup>.
5. The project has been discussed with DWER and there is strong support from their Rural Water team.
6. The project has been discussed with DPLH, who have requested that the Shire provide a Council Resolution that supports adding the purpose of “Water Tank” to the purpose of the reserve.

#### **COMMENT**

7. This location is already used for water supply by the old standpipe, the new project will enlarge the footprint and is an opportunity to formalize and usage.
8. There is strong community interest in low cost non-treated water supplies in the area.

#### **CONSULTATION**

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

#### **STATUTORY ENVIRONMENT**

11. *Land Administration Act (1997).*

#### **POLICY IMPLICATIONS**

12. Nil.

## FINANCIAL IMPLICATIONS

13. If the grant application is successful, the Shire will need to invest approximately 30% (\$17,500) towards the \$58,223 project in the 2025-2026 financial year, with the CWSP grant covering the balance 70%.

## RISK MANAGEMENT

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

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

## ALTERNATE OPTIONS

15. Nil.

## STRATEGIC ALIGNMENT

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

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

Item	Objectives and Strategies
1.2.2	Advocate for adequate broadband, water and power supply capacity

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

Item	Objectives and Strategies
4.2	Water conservation and water harvesting opportunities are maximised

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

Item	Objectives and Strategies
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future

## VOTING REQUIREMENTS

17. Absolute Majority

## COUNCIL DECISION

Moved by Cr Miloseski and seconded by Cr Mudie

Resolution # 25/25

That Council:

1. **ENDORSE** the additional land use designation of "Water Tank" to Reserve 8456 (Lot 1455) on Deposited Plan 187378 on Springdale Rd Hopetoun.

2. **REQUEST the CEO writes to the Minister for Planning; Lands; Housing; Homelessness to request the additional land use designation "Water Tank" to Reserve 8456 (Lot 1455) on Deposited Plan 187378 on Springdale Rd Hopetoun, pursuant to s42 of the Land Administration Act (1997).**

**Carried 7/0**

**13. MEMBERS NOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

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

Nil.

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

Nil.

**16. MEETING CLOSED**

The presiding member closed the meeting at 6.35pm,

**CONFIRMATION OF MINUTES**

Signed by Shire President:



Date: 20.05.2025

The Presiding Member to declare the meeting closed.