



Confirmed Minutes

Ordinary Meeting of Council

Tuesday, 18 March 2025

Commencing at 6.00pm

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NOTICE OF MEETING

Notice is hereby given that the

Shire of Ravensthorpe

Ordinary Council

Meeting

Held on Tuesday, 18

March 2025

Commencing at 6.00pm

Located in the Hopetoun Community Centre

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

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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 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 Graham Richardson

Cr Robert Miloseski

Cr Rachel Gibson

OFFICERS

Matthew Bird (Chief Executive Officer)

Natalie Bell (Executive Manager Projects and Regulatory Services)

Paul Spencer (Executive Manager Infrastructure Services)

VISITORS

Michelle McLeod, Karen Sinclair, Patsy Anne Wootton

APOLOGIES

Cr Sue Leighton

Les Mainwaring (Executive Manager Corporate Services)

LEAVE OF ABSENCE

Cr Roger Mansell via resolution #108/24

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

Nil

4. **PUBLIC QUESTIONS TIME**

Q. Ms Michelle McLeod stated she had been actively lobbying for the establishment of a permanent nursing post in Hopetoun, she has researched the issue as well as collecting a large number of signed petitions for the service. Michelle asked if the Shire had progressed any advocacy to the relevant representatives of the state government?

Michelle handed a detailed folio of notes on the matter to the Shire CEO.

CEO response; The CEO thanked Michelle for the question and for her efforts in progressing this matter. Following a previous discussion with Michelle the CEO included the request for a Hopetoun nursing post in the Shire's list of priorities and this was forwarded to the various candidates prior to the recent State Government election. Unfortunately the Shire sits within a safe National seat and we did not get very much traction on any of the priority issues that we had raised. The Shire will continue to work with you and other partners to advocate for a permanent nursing post in Hopetoun.

5. **DECLARATIONS OF INTEREST**

Nil

6. **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

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

7.1 ORDINARY COUNCIL MEETING MINUTES 18 February 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# 10/25

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

Carried 5/0

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

Cr Mudie

- Attended the CBH Growers Advisory Council meeting and the CBH AGM, approximately 500 attendees. It was reported that last season was the State's third largest crop in history.
- Attended the West River Volunteer Bushfire Brigade meeting. Also attended the recent BFAC meeting. I have resigned as the brigade's FCO and my son Nathan is the new FCO.
- Attended the Fitzy Futures event, this reinforced the need for us all to ensure that we attend planning meetings to make sure all views are heard.
- Was invited to present at the CBH leadership meeting and training course. Feedback from

event organisers is the Ravensthorpe Cultural Precinct is the best venue that they have used across regional WA.

- Attended the recent Genestreams sculpture opening.
- I've also been actively advocating to both Peter Rundle and Shelley Payne regarding the need for the South coast Highways upgrades.

Cr Miloseski

- Nil

Cr Gibson

- Attended a ladies event at Munglinup. Good turnout and great networking.
- Attended the regular Friday night social events at Munglinup Community Centre.
- Opened the new Munglinup community water tank facility and media release.
- Attended the Council March Corporate Discussion workshop.
- Had a discussion with operators of the Green Haven Caravan Park regarding shire provision of 48hr RV friendly stop in Ravensthorpe.

Cr Richardson

- No reports, I've been out of circulation recently. Cr Major commented that it was great to have Cr Richardson back.

Cr Major

Attended the following;

- February Bi-monthly meeting with FQM management
- February monthly meeting with CEO
- Fitzzy futures event in Ravensthorpe
- Attended Southerners fishing classic competition event in Hopetoun- well done to all involved
- Busy bee with the newly formed Ravensthorpe town team to make a kids BMX track in Ravensthorpe sporting precinct.
- Interview with 6PR Perth regarding the Shire's EOI for the plane tail
- Council March Corporate discussion session
- LEMC Local Emergency Management Committee 3rd quarter meeting
- Interview with Ch7 regional regarding the Shire EOI for plane tail
- BFAC agenda review meeting
- RAIN – (Ravensthorpe Agricultural Initiative Network) general meeting
- BFAC – (Bush Fire Advisory Committee) AGM & general meeting
- Hopetoun Ravensthorpe Future Fund Pre-application meeting via-Teams
- Attended the Genestreams sculpture opening in Ravensthorpe

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

11.1 AUDIT COMMITTEE - 2024 COMPLIANCE AUDIT RETURN

COUNCIL DECISION

Moved Cr Richardson and seconded by Cr Gibson

Resolution# 11/25

That the Audit Committee recommend to Council that:

Council ADOPT the Compliance Audit Return for the period 1 January 2024 to 31 December 2024 and that a certified copy by the President and Chief Executive Officer be forwarded to the Department of Local Government, Sport and Cultural Industries within 14 days of adoption.

Carried 5/0

12. REPORTS OF OFFICERS

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 28 FEBRUARY 2025

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Accounting Manager
Authorising Officer	Executive Manager Corporate Services
Date:	11 March 2025
Disclosure of Interest:	Nil
Attachment: <u>RED</u>	Monthly Financial Reports for 28 February 2025
Previous Reference:	Nil

PURPOSE

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

BACKGROUND

2. Council is requested to review the February 2025 Monthly Financial Reports.

COMMENT

3. The February 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 part of this report;

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

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

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

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

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

VOTING REQUIREMENTS

11. Simple Majority

COUNCIL DECISION

Moved by Cr Gibson and seconded by Cr Miloseski

Resolution # 12/25

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

Carried 5/0

12. REPORTS OF OFFICERS

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – FEBRUARY 2025

File Reference: GR.ME.8
Location: Shire of Ravensthorpe
Applicant: Shire of Ravensthorpe
Author: Finance Officer
Authorising Officer: Executive Manager of Corporate Services
Date: 10 March 2025
Disclosure of Interest: Nil
Attachments: Creditors List of Accounts Paid February 2025
Credit Card Transactions to 01 February 2025
Fuel Card Transactions February 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 01/02/2025 – 28/02/2025

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	198,348	2,532	789,672	367,581
Mar	0	0	0	0	0	0
Apr	0	0	0	0	0	0
May	0	0	0	0	0	0
Jun	0	0	0	0	0	0
Total	79,740	6,177,135	663,011	67,550	6,987,436	3,124,672
23/24	186,555	12,324,178	1,020,367	106,440	13,637,540	4,948,850
22/23	114,562	12,445,050	943,431	81,842	13,584,885	4,162,759
21/22	109,610	11,455,728	1,217,128	101,107	12,883,572	4,057,812
20/21	219,357	8,442,181	965,406	135,103	9,762,047	3,790,863

COMMENT

- 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

- Accountant and Executive Manager Corporate Services

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

- Nil.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT

-

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

- Nil.

STRATEGIC ALIGNMENT

- 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

11. Simple Majority

COUNCIL DECISION

Moved by Cr Gibson and seconded by Cr Major

Resolution # 13/25

That Council:

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

Carried 5/0

12. REPORTS OF OFFICERS

12.2.3 BUDGET REVIEW 2024/2025 AS AT JANUARY 2025

File Reference:	GR.RE.2
Location:	Shire of Ravensthorpe
Applicant:	N/A
Author:	Executive Manager Corporate Services
Authorising Officer	Chief Executive Officer
Date:	11 March 2025
Disclosure of Interest:	Nil
Attachments:	Shire of Ravensthorpe Budget Review Report
Previous Reference:	Nil

PURPOSE

1. This item is the statutory half yearly budget review and gives an indication and projection of the end of year financial position as at the review date. Based on current revenue and expenditure analysis and review of capital projects Council is projected to forecast a budgeted carry forward surplus of \$832,498 as at 30 June 2025, after allowing for the out of budget purchase of 99 Tamar Street, Hopetoun for \$550,000 for which we just received confirmation of our loan application with WA Treasury Corporation at the time of writing this report. If the loan had not been approved then the forecast surplus position would have changed downwards to \$282,498.

BACKGROUND

2. Under the revised Regulation 33A (1) the local government is required to carry out a review of the annual budget between 1 January and 28 February each year, with Regulation 33 (2A)(a) stipulating that the span of the review is the period beginning on 1 July and ending no earlier than 31 December in that financial year.
3. This statutory budget review was undertaken by the Executive Manager of Corporate Services for the period ending 31 January 2025. In reference to the audit of the 30 June 2024 Annual Financials, we can confirm that the brought forward balance of \$3,879,878 in comparison to the 2024/2025 Budget brought forward estimate of \$3,476,080, which has provided a budget funding surplus of \$403,798 before the review process had begun. Notwithstanding the change in brought forward position, the attached Budget Review Summary Report details the review undertaken and the results are hereby submitted to be received by Council in consideration of a forecast surplus at 30 June 2025, that will be used as the carried forward position when preparing the 2025/2026 draft budget.

COMMENT

4. The projections contained within the reports are based on estimates to the best of the knowledge of staff, which has involved a process of considering current account balances, forecasted expenditures, current budgets and the materiality of any changes. These estimates do not guarantee that the 2024/2025 projected results will match the end of year result as there are many external influences that can have a bearing on Council's capacity or

expenditure timing between now and 30 June 2025, however it does show that the Shire is currently heading towards a surplus position at years end.

5. The current financial period has been one of reduced revenues, during a relatively short period of time, associated with the rapid closure of the local mining sector of the economy. Whilst the shire is still conservatively predicting a surplus, the reduction of available cash in the financial system has presented a significant business challenge for the local government to maintain existing service standards and meet any new community demands in the medium term. Generally speaking the local government will need to exercise constraint in expenditure growth and consider structural efficiencies, whilst also considering long view revenue positions.
6. As per the Statement of Budget Review (Nature and Type) the following is a summary of material amendments for consideration >= \$20,000.

Favourable means adding further cash to the budget, whereas Unfavourable means reducing the amount of cash to the budget.

Change in Brought Forward Net Current Assets at start of year – Favourable \$403,798.

The audited net current assets of \$3,879,878 was \$403,798 higher after all end of year balance day adjustments had been completed. This had the effect of being favourable as an additional funding source for the 2024/25 balanced budget.

Revenue from Operating Activities – Unfavourable \$574,600

\$20,000 – Unfavourable – Loss of mining tenement deaths during current year.

\$107,000 – Unfavourable – Reduction in WALGGC Financial Assistant Grant from estimate.

\$79,000 – Unfavourable – Reduction in WALGGC Local Roads Grant from estimate.

\$133,800 – Unfavourable – Adjustment of value of MAF Grant works completed in 24/25.

\$44,000 – Favourable – Additional VBFB supplementary grants for equipment purchases.

\$29,000 – Unfavourable – Reduction in DFES CESM Grant for vacant period & move 70% to 30% funding Q3/Q4.

\$50,000 – Unfavourable – Reduction of The Cub House sustainability grant Q4.

\$45,000 – Unfavourable – Reduction of Little Barrens sustainability grant Q4.

\$43,000 – Favourable – Higher Direct Main Roads Grant than expected.

\$74,000 – Unfavourable – Lower parent income from Little Barrens & April transfer.

\$60,000 – Unfavourable – Reduction in tip site commercial waste fees from mining.

\$200,000 – Unfavourable – Reduction in airport passenger fees from mining downturn.

\$110,000 – Favourable – Increased interest earned on municipal cash investments.

\$55,000 – Favourable – Increased CCS payments from The Cub House childcare.

\$60,000 – Unfavourable – Reduced CCS payments from Little Barrens childcare.

\$150,000 – Favourable – Final net acquittal of LRCI3 grant.

Expenditure from Operating Activities – Favourable \$869,800

\$49,000 – Favourable – Savings in wages from ranger turnover and airport manager position.

\$95,000 – Favourable – Savings in salaries from Health position outsourced.

\$273,000 – Favourable – Reduction in Little Barrens wages & April transfer.

\$55,000 – Favourable – Reduction in The Cub House wages & April transfer.

\$160,000 – Favourable – Reduction in airport wages from natural attrition.

\$135,000 – Favourable – Reduction in wages estimate for Works Administration and Support mainly due to vacancy.
\$67,000 – Unfavourable – Increased estimate of Works staff leave expenses.
\$36,000 – Favourable – Other budgeted loadings allocated to works jobs.
\$48,000 – Favourable – Savings in salaries from Administration staff turnover.
\$69,000 – Unfavourable – Additional protective equipment and Ipads for Fire Brigades.
\$133,800 – Favourable – Adjustment of value of MAF Grant works completed in 24/25.
\$50,000 – Favourable – Reduction in consultancy preliminaries needed for 2 Mile path project.
\$48,000 – Favourable – Reduction in estimated fuel usage.

Inflows from Investing Activities – Favourable \$117,000

\$150,000 – Favourable – Final net acquittal of LRCI3 capital grant.
\$20,000 – Unfavourable – Proceeds from disposal deferred for Leading Hand Ute.
\$25,000 – Unfavourable – Proceeds from disposal deferred for EMCS Fortuner.

Outflows from Investing Activities – Unfavourable \$141,500

\$22,000 – Favourable – Defer Ravensthorpe transfer shed improvements, requires detailed evaluation.
\$550,000 – Unfavourable - Unbudgeted purchase of 99 Tamar Street, Hopetoun.
\$210,000 – Favourable – Cancel Bulldozer refurbishment, consider replacement 25/26.
\$60,000 – Favourable – Tourism Officer RAV4 to be sold and not replaced.
\$60,000 – Favourable – Leading Hand ute deferred purchase until 25/26.
\$60,000 – Favourable – EMCS Fortuner deferred purchase until 25/26.
\$35,000 – Favourable – Defer gravel pit development as currently sourced on private land.
\$48,000 – Unfavourable – Cost overrun for construction of 2 Mile Pathway project \$123K.

Cash Inflows from Financing Activities – Favourable \$158,000

\$550,000 – Favourable – Loan 148 borrowings for WA Treasury Corporation for the purchase of 99 Tamar Street, Hopetoun
\$22,000 – Unfavourable – Reduced transfer from Waste Reserve for deferred transfer shed improvements.
\$35,000 – Unfavourable – Reduced transfer from Road Reserve for gravel pit development.
\$335,000 – Unfavourable – Reduced transfer from Plant Replacement Reserve from change in mobile plant requirements for Bulldozer, Tourism Officer RAV4, Leading Hand ute and EMCS Fortuner.

CONSULTATION

7. Executive Team and other responsible officers.

STATUTORY ENVIRONMENT

8. Regulation 33A. Local Government (Financial Management) Regulations 1996:

Between 1 January and 28 February in each year a local government is to carry out a review of its annual budget for that year.

The review of the annual budget of a local government when carried out it is to be submitted to the Council by 31 March.

A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

Within 14 days (previously 30 days) after a council has made a determination, a copy of the review and the determination is to be provided to the Department of Local Government, Sport and Cultural Industries.

POLICY IMPLICATIONS

9. Nil.

FINANCIAL IMPLICATIONS

10. The proposed budget revisions identify an end of year forecast surplus of \$832,498.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)	Likely	Moderate	Medium	
Financial	Unlikely	Moderate	Medium	

ALTERNATE OPTIONS

12. Reject proposed amendments which may restrict the ability to respond to changes in the business climate or minor initiatives that support changes in priorities.

STRATEGIC ALIGNMENT

13. 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 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

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

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.5	The value of community owned assets is maintained

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION

Moved by Cr Mudie and seconded by Cr Richardson

Resolution # 14/25

That Council:

- 1. Adopt the statutory half yearly budget review, as presented, for the period ended 31 January 2025 and endorse amending the budget according to the attached Budget Review Report for a total forecast surplus of \$832,498.**
- 2. Request the Chief Executive Officer to forward the results of the statutory budget review to the Department of Local Government Sport and Cultural Industries within 14 days of the adoption of this budget review.**

Carried 5/0

13. MEMBERS NOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Item 14.1 Confidential Item – Mitigation Activity Fund 2025-2027 Tender for Works

The CEO requested Council consider this late item in order to allow commencement of works once weather permits. A confidential report with detailed tender assessment and supporting documents were considered by Council.

COUNCIL DECISION

Moved by Cr Richardson and seconded by Cr Gibson

Resolution # 15/25

That Council consider the late item 14.1 Mitigation Activity Fund 2025-2027 Tender of works.

Carried 5/0

COUNCIL DECISION

Moved by Cr Mudie and seconded by Cr Gibson

Resolution # 16/25

That Council APPROVE Indiji Flora as the contractor to undertake the chemical, mechanical and prescribed burn works for the Mitigation Activity Fund 2025-27 as per the MAF agreement.

Carried 5/0

15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

Nil.

16. CLOSURE

The Presiding Member to declared the meeting closed at 6.22pm.

CONFIRMATION OF MINUTES

Signed by Shire President



Date 15/04/2025

The Presiding Member to declare the meeting closed.