



## **AGENDA**

For the Council Meeting to be held on

Thursday 21 December, 2017

Commencing at 5 p.m.

In the Community Centre, Hopetoun



## SHIRE OF RAVENSTHORPE

### DISCLAIMER

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**Ian Fitzgerald**  
**Chief Executive Officer**

14/12/2017

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E-mail: - [shire@ravensthorpe.wa.gov.au](mailto:shire@ravensthorpe.wa.gov.au)



**WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL**

**NOTE: USE ONE FORM PER DECLARATION**

I, (1) \_\_\_\_\_ wish to declare an interest in the following item to be considered by council at its meeting to be held on (2)

\_\_\_\_\_

Agenda item (3) \_\_\_\_\_

The type of interest I wish to declare is (4)

- Financial pursuant to Sections 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

The nature of my interest is (5)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The extent of my interest is (6)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

\_\_\_\_\_

Signature

Date

RECEIVED BY:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

- (1) Insert you name.
- (2) Insert the date of the Council Meeting at which the item it to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box to indicate the type of interest.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act)

\_\_\_\_\_

**Financial pursuant to Sections 5.60A of the Local Government Act 1995****5.60A – Financial Interest**

For the purpose of this Subdivision, 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.

*[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]*

**Proximity pursuant to Section 5.60B of the Local government Act 1995****5.60B – Proximity Interest**

- (1). For the purposes of this Subdivision, 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;
  - (b). a proposed change to zoning or use of land that adjoins that person's land; or
  - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
  - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
  - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
  - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

*[Section 5.60B inserted by No 64 of 1998 s. 30.]*

**Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995****5.61 – Indirect financial interest**

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

**Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007****11 – Disclosure of interest**

- (1). In this regulation –  
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting 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.
- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
  - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
  - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
  - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
  - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
  - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

***Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)***

**5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings**

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
  - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
  - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
    - (i) the disclosing member also discloses the extent of the interest; and
    - (ii) those members decide that the interest –
      - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
      - (II) is common to a significant number of electors or ratepayers
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



**SHIRE OF RAVENSTHORPE  
WORKS REQUEST FORM**

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2017      Urgency:    Low / Medium / High / Strategic

Road / Public Building / Area: \_\_\_\_\_

Request: \_\_\_\_\_

Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY:**

Action Taken:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comment:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed: \_\_\_\_/\_\_\_\_/2017      Signature: \_\_\_\_\_

Inspected and/or authorised: \_\_\_\_\_  
Chief Executive Officer



**Application for Leave of Absence**

**(Pursuant to Section 2.25 of the Local Government Act 1995 (as amended))**

- (1) A council may, by resolution, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect to more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of the leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent without first obtaining leave of the Council throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the Council does not constitute absence from an ordinary meeting of Council –
  - (a) if no meeting of the Council at which a quorum is present is actually held on that day; or
  - (b) if the non-attendance occurs while –
    - (i) the member has ceased to act as a member after which written notice has been given to the member under Section 2.27 (3) and before written notice has been given to the member under Section 2.27 (5);
    - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
    - (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

I, ....., hereby apply for Leave of Absence from the Ravensthorpe Shire Council from..... to ..... for the purpose of .....

Signed:..... Date:.....



**Shire of Ravensthorpe  
Notice of Ordinary Council Meetings**

In accordance with the Local Government Act 1995 and Administration Regulation 12 (I) it, is hereby notified that as from January 2018 to December 2018, Ordinary Council meetings of the Shire of Ravensthorpe will be held as follows:

January 2018	No meetings scheduled	
12 February 2018	Ravensthorpe Council Chambers- Forum	1 pm
<b>15 February 2018</b>	<b>Ravensthorpe Council Chambers</b>	<b>5 pm</b>
12 March 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>15 March 2018</b>	<b>Hopetoun Community Centre</b>	<b>5 pm</b>
16 April 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>19 April 2018</b>	<b>Ravensthorpe Council Chambers</b>	<b>5 pm</b>
14 May 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>17 May 2018</b>	<b>Hopetoun Community Centre</b>	<b>5 pm</b>
18 June 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>21 June 2018</b>	<b>Ravensthorpe Council Chambers</b>	<b>5 pm</b>
16 July 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>19 July 2018</b>	<b>Hopetoun Community Centre</b>	<b>5 pm</b>
13 August 2018	Ravensthorpe Council Chambers- Forum	1 pm
<b>16 August 2018</b>	<b>Ravensthorpe Council Chambers</b>	<b>5 pm</b>
17 September 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>20 September 2018</b>	<b>Munglinup Recreation Centre</b>	<b>5 pm</b>
15 October 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>18 October 2018</b>	<b>Ravensthorpe Council Chambers</b>	<b>5 pm</b>
12 November 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>15 November 2018</b>	<b>Hopetoun Community Centre</b>	<b>5 pm</b>
17 December 2018	Ravensthorpe Council Chambers- Forum	1 pm
<b>20 December 2018</b>	<b>Ravensthorpe Council Chambers</b>	<b>5 pm</b>

**Ratepayers and residents are welcome to attend the council meetings and participate in the Public Question time session which are held at the beginning of each Council Meeting.**

**Ian Fitzgerald  
Chief Executive Officer**



**ORDINARY MEETING OF COUNCIL**  
**TO BE HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE**  
**ON 21 DECEMBER 2017, COMMENCING AT 5PM**

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS****2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE**

MEMBERS: Cr Keith Dunlop (Shire President)  
Cr Jules Belli (Deputy Shire President)  
Cr Kerry Dickinson  
Cr Ian Goldfinch  
Cr Tom Major  
Cr Graham Richardson  
Cr Peter Smith

STAFF: Ian Fitzgerald (Chief Executive Officer)  
Darryn Watkins (Manager Engineering Services)  
Portia Chambers (Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

**3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE****4. PUBLIC QUESTION TIME****5. APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST****6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS****7. CONFIRMATION OF MINUTES****7.1 COUNCIL MEETING – 16 NOVEMBER, 2017**

OFFICER RECOMMENDATION	ITEM 7.1
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That the minutes of the meeting of council held on 16 November, 2017 be confirmed as a true and correct record of proceedings.

**7.2 SPECIAL COUNCIL MEETING – 4 DECEMBER, 2017**

OFFICER RECOMMENDATION	ITEM 7.2
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That the minutes of the special meeting of council held on 4 December, 2017 be confirmed as a true and correct record of proceedings.

**7.3 SPECIAL COUNCIL MEETING – 18 DECEMBER, 2017**

OFFICER RECOMMENDATION

ITEM 7.3

That the minutes of the special meeting of council held on 18 December, 2017 be confirmed as a true and correct record of proceedings.

**8. SUSPENSION OF STANDING ORDERS**

NIL

**9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

## 10. REPORTS OF OFFICERS

### 10.1 MANAGER OF CORPORATE AND COMMUNITY SERVICES

#### 10.1.1 MONTHLY FINANCIAL REPORT – 30<sup>TH</sup> NOVEMBER 2017

**File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 5<sup>TH</sup> December 2017**Author:** Jenny Goodbourn – Manager Corporate & Community Services**Authorising Officer:** Not applicable**Attachments:** Yes – Monthly Financial Reports for November 2017

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**Summary:**

This report presents the monthly financial report for November 2017 to Council which is provided as an attachment to the agenda. The recommendation is to receive the September monthly financial reports.

**Background:**

As per the Financial Management Regulation 34 each Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month with the following detail

- The annual budget estimates,
- The operating revenue, operating income, and all other income and expenses,
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period,
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

**Comment:**

To provide timely financial information to the Council this report is based on the 2017/2018 Budget adopted by Council on 17 August 2017. The report contains the budget amounts, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the draft budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council abreast of the current financial position.

**Consultation:**

Council Financial Records

Senior Finance Officer

**Statutory Obligations:**

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996 require that financial activity statement reports are provided each month reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month.

The report is to be presented at either the next ordinary meeting after the end of the month, or if not prepared in time to the next ordinary meeting after that meeting.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

As detailed within the attachments

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION

ITEM 10.1.1

That Council receive the Monthly Financial Reports for the period ending 30<sup>th</sup> November 2017 in accordance with Section 6.4 of the Local Government Act 1995.

<b>10.1.2 SCHEDULE OF ACCOUNT PAYMENTS – NOVEMBER 2017</b>
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<b>File Ref:</b>	
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	30 November, 2017
<b>Author:</b>	Eimear Guidera – Payroll/Creditors Officer
<b>Authorising Officer:</b>	Stacey Howard – Senior Finance Officer
<b>Attachments:</b>	Schedule of Payments to 30 November, 2017 Credit Card Transactions to 01 December, 2017

**Summary:**

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

**Background:**

**30 November 2017**

<b>FUND</b>	<b>PAYMENT</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>	EFTs	EFT7794-EFT7943 Direct Debit	<b>\$1,296,598.61</b> <b>\$2,807.60</b>
	Municipal Fund Cheques	0000203 – 000216	<b>\$36,325.38</b>
<b>Payroll</b>	Dates	08/11/2017 22/11/2017	<b>\$177,754.03</b>
<b>Superannuation</b>		Direct Debit	<b>\$24,942.99</b>
<b>Bank Fees</b>			<b>\$1,482.58</b>
<b>Shire Credit Card Facility</b>	Westpac VISA	03/10/2017- 01/11/2017	<b>\$6,093.86</b>
			<b>\$1,546,005.05</b>
<b>Municipal Account Total</b>			
<b>Trust Account Payments</b>	EFTs	EFT7792-EFT7944	<b>\$30,547.48</b>
	Cheques	000030	<b>\$428.50</b>
<b>Grand Total</b>			<b>\$1,576,981.03</b>

**Comment:**

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

**Consultation:**

N/A

**Statutory Obligations:****Local Government (Financial Management) Regulations 1996****13. Lists of accounts**

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared

—

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

- (a) for each account which requires council authorisation in that month —
  - (i) the payee's name;
  - (ii) the amount of the payment; and
  - (iii) sufficient information to identify the transaction; and
- (b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under subregulation (1) or (2) is to be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.



**Policy Implications:**

N/A

**Budget / Financial Implications:**

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

**Strategic Implications:**

N/A

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
  
- **Economic:**  
There are no known significant economic considerations.
  
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION

ITEM 10.1.2

That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of November 2017, be noted.

**10.1.3 2016/2017 ANNUAL REPORT AND GENERAL MEETING OF ELECTORS****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 13<sup>th</sup> December 2017**Author:** Jenny Goodbourn – Manager Corporate & Community Services**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** Yes – Annual Report 2016/2017

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**Summary:**

In accordance with section 7.12A(3) of the Local Government Act 1995, Council is required to examine the Auditors report for the year ending 30 June 2017 and is to determine if any matters raised by the Auditors require action to be taken.

A copy of the Auditors Report and the Annual Financial Report for the year ending 30 June 2017 forms part of the content of the 2016/2017 Annual Report, which is presented for adoption.

Council is required to set a date for the Annual General Meeting of Electors.

**Background:**

Nil

**Comment:**

Councils Auditors, Lincolns, have completed the annual audit for the year ending 30 June 2017.

The Auditor has provided comments on Councils financial performance for the year, which is measured by the seven ratios prescribed in the Local Government (Financial Management) Regulations 1996. The ratios are reported at Note 19 (page 41 and page 60) in the financial statements for further details please refer to the auditors comments in Annexure 1 of the Management Letter attached to the end of the annual financial statements:

The following table compares your financial ratios (note 19) to the standards prescribed by the Local Government Regulations:

<b>Ratio</b>	<b>Description</b>	<b>Result</b>	<b>Prescribed Standard</b>
<i>Current Ratio</i>	<i>Indicates the Shire's ability to meet short term debt obligations.</i>	<i>2.54</i>	<i>The standard is met if the ratio is greater than 1.</i>
<i>Asset Sustainability Ratio</i>	<i>Indicates that the Shire is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.</i>	<i>0.407</i>	<i>The standard is met if the ratio is 0.9 or higher.</i>
<i>Debt Service Cover Ratio</i>	<i>Indicates the Shire's ability to repay its debt including lease payments.</i>	<i>10.48</i>	<i>A basic standard is met if the ratio is greater than or equal to 2. An advanced standard is met if the ratio is greater than 5.</i>
<i>Operating Surplus Ratio</i>	<i>Indicates the Shire's ability to cover its operational costs and have revenues available for capital funding or other purposes.</i>	<i>(0.02)</i>	<i>A basic standard is met between 0.01 and 0.15. An advanced standard is met if the ratio is greater than 0.15.</i>
<i>Own Source Revenue Coverage Ratio</i>	<i>Indicates the Shire's ability to cover its costs through its own revenue efforts.</i>	<i>0.56</i>	<i>A basic standard is met if the ratio is between 0.4 and 0.6. Intermediate standard is between 0.6 and 0.9. An advanced standard is met if the ratio is greater than 0.9.</i>
<i>Asset Consumption Ratio</i>	<i>Measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost</i>	<i>0.26</i>	<i>The standard is met if the ratio is 0.5 or greater. The standard is improving if the ratio is between 0.6 and 0.75.</i>
<i>Asset Renewal Funding Ratio</i>	<i>Measures the ability of the Shire to fund its projected asset renewal/replacements in the future.</i>	<i>0.69</i>	<i>The standard is met if the ratio is between 0.75 and 0.95. The standard is improving if the ratio is between 0.95 and 1.05.</i>

In relation to the Annual Report the Local Government Act 1995 section 5.53 states that the Annual Report must contain the following:

- A report from the President
- A report from the Chief Executive Officer
- An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year
- The financial report for the financial year

- Such information as may be prescribed in relation to the payments made to employees
- The auditor's report for the financial year
- A matter on which a report must be made under section 29(2) of the Disability Services Act 1993
- details of entries made under section 5.121 during the financial year in the register of complaints, including —
  - the number of complaints recorded in the register of complaints; and
  - how the recorded complaints were dealt with; and
  - any other details that the regulations may require; and
- Such other information as may be prescribed

In accordance with the Local government Act, the general meeting of electors is to be held on a day no later than 56 days after Council has adopted the Annual Report.

Therefore Council is required to hold the annual meeting of electors no later than Thursday 15<sup>th</sup> February 2018.

The Audit Committee, which comprises all of Council, is to meet with the auditor during each financial year with such meeting able to held via teleconference. The Chief Executive Officer has requested an in-person meeting with the auditors this year to discuss the 2016/17 financial report. This will be the final audit conducted direct by Lincolns as changes to regulations now nominate the Auditor General as being responsible for local government audits. To date we have not received confirmation as to who our auditors will be for 2017/18.

It is proposed an audit committee meeting is held early in 2018 to discuss the 2016/17 audit and allow Council to raise queries direct with the independent auditor.

**Consultation:**

Not applicable.

**Statutory Obligations:**

*Local Government Act 1995 – Part 6 Financial Management; and Local Government (Financial Management) Regulations 1996*

- Defines the processes and procedures that apply to the recording and reporting of financial matters.

*Local Government Act 1995 – Part 7 Audit; and Local Government (Audit) Regulations 1996*

- Defines the audit of the financial accounts of local governments, including the appointment of auditors and the conduct of audits.

-

*Local Government Act 1995*

## 7.12A. Duties of local government with respect to audits

- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
- (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those matters.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Absolute majority

OFFICER RECOMMENDATION (1)

ITEM 10.1.3

That the 2016/2017 Annual Report for the year ending 30 June 2017 including the annual financial statements and auditors report as presented be accepted.

OFFICER RECOMMENDATION (2)

ITEM 10.1.3

That the 2016/2017 Annual General Meeting of Electors be held on Wednesday 7<sup>th</sup> February 2018 in the Hopetoun Community Centre at 7.00pm.

OFFICER RECOMMENDATION (3)

ITEM 10.1.3

That the Audit Committee conduct an in-person meeting with auditors Lincolns to discuss the 2016/17 financial audit.

**10.2      MANAGER OF PLANNING AND DEVELOPMENT**  
**NIL**

### 10.3 MANAGER OF ENGINEERING SERVICES

#### 10.3.1 HOPETOUN PROGRESS ASSOCIATION – DONATION OF PAVERS

**File Ref:****Applicant:**

Hopetoun Progress Association

**Location:**

Aged Care Units, Chambers St Hopetoun

**Disclosure of Officer Interest:**

None

**Date:**7<sup>th</sup> December 2017**Author:**

Darryn Watkins - Manager Engineering Services

**Authorising Officer:**

Ian Fitzgerald – Chief Executive Officer

**Attachments:**

Yes – Letter Hopetoun Progress Association

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**Summary:**

Council to consider the request from the Hopetoun Progress Association for the donation of paving bricks.

**Background:**

The Chief Executive Officer has received a written request from the Hopetoun Progress Association for the donation of 70 sqm of brick pavers to be used at the Chambers Street aged care units.

The Progress Association wish to use these paving bricks to reinstate a tenants existing carport after the completion of major plumbing works which has left the existing carport unusable.

It should be noted that the Chambers Street Aged Care units are owned and managed by the Hopetoun Progress Association.

It should also be noted that the Shire already provides financial support to the Hopetoun Progress Association with funding of \$30,000 as per the 17/18 adopted budget.

**Comment:**

The shire at present has a quantity of brick pavers both new and used salvaged from recent projects. A number of capital works and maintenance projects in this year's budget will have a requirement for these used brick pavers i.e. Rangeview Park upgrade.



The Shire of Ravensthorpe has recently donated 150sqm metres of used brick pavers to the Ravensthorpe Equestrian Club.

**Consultation:**

Chief Executive Officer

Technical Officer

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
  
- **Economic:**  
There are no known significant economic considerations.
  
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple Majority

OFFICER RECOMMENDATION

ITEM 10.3.1

That Council decline the request of the donation of 70 square metres of paving bricks to the Hopetoun Progress Association as the property is not owned or vested with the Shire of Ravensthorpe.

## 10.4 CHIEF EXECUTIVE OFFICER

### 10.4.1 MINUTES BFAC – SEPTEMBER 2017

**File Ref:****Applicant:**

Not applicable

**Location:**

Shire of Ravensthorpe

**Disclosure of Officer Interest:**

Not applicable

**Date:**10<sup>th</sup> December 2017**Author:**Ashley Peczka – Community Emergency Services  
Officer**Authorising Officer:**

Ian Fitzgerald – Chief Executive Officer

**Attachments:**

Yes – Ravensthorpe BFAC minutes

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**Summary:**

Consideration of recommendation from the Shire of Ravensthorpe Bush Fire Advisory Committee meeting held on 27<sup>th</sup> September 2017.

The following recommendations from the Bush Fire Advisory Committee require simple majority vote from council;

1. The Minutes are presented to Council to be received.
2. Council to consider the endorsement of Ian Thompson as a Fire Control Officer with limited powers to only a Permit Issuing Officer for the Hopetoun & surrounding areas.
3. Council to consider amending the Fire Break Notice to include the additional requirement of when burning under 0.1Ha without a fire permit between 30<sup>th</sup> April – 19<sup>th</sup> September landowners will need to take the following precautions;
  - Burn area must have a 3m wide bare earth fire break surrounding it,
  - Someone to be in attendance at all times,
  - Either a fire unit carrying minimum of 400lt is present or a hose connected to running water that can reach the burn area.

**Background:**

Nil

**Comment:**

The Bush Fire Advisory Committee recommendations are in the main procedural matters and should be supported.

**Consultation:**

Nil

**Statutory Obligations:**

Bushfires Act 1954

Shire of Ravensthorpe Bushfire Brigades Local Law 2010.

**Policy Implications:**

Shire of Ravensthorpe Bush Fire Advisory Committee operational guidelines.

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
  
- **Economic:**  
There are no known significant economic considerations.
  
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple majority

**OFFICER RECOMMENDATION****ITEM 10.4.1**

1. That the Minutes of the Shire of Ravensthorpe Bush Fire Advisory Committee meeting held on 27<sup>th</sup> September 2017 be received.
2. Council endorses the appointment of Mr Ian Thompson as a Fire Control Officer with powers restricted to Permit Issuing Officer for Hopetoun & Surrounding Areas.
3. Council to accept amendments to the Fire Break Notice to include the additional requirements of when burning under 0.1Ha without a fire permit between 31<sup>st</sup> May – 31<sup>st</sup> August landowners will need to take the following precautions;
  - Burn area must have a 3m wide bare earth fire break surrounding it,
  - Someone to be in attendance at all times,
  - For rural small holdings, and rural conservation lots a fire unit carrying a minimum of 400lt is present
  - For town site blocks a hose connected to running water that can reach the burn area

**10.4.2 RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 6<sup>th</sup> December 2017**Author:** Ashley Peczka – Community Emergency Services  
Officer**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** Yes – Minutes are attached

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**Summary:**

The minutes of the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 6<sup>th</sup> September 2017 are presented for the information of Councillors. There are no recommendations for Council to consider.

**Background:**

Nil.

**Comment:**

The Local Emergency Management Committee made no recommendations for Council to consider at this meeting. The Minutes are presented to Council to be received.

**Consultation:**

Nil

**Statutory Obligations:**

Emergency Management Act, 2005

**Policy Implications:**

Shire of Ravensthorpe Local Emergency Management Committee operational guidelines.

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
  
- **Economic:**  
There are no known significant economic considerations.
  
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION

ITEM 10.4.2

That the Minutes of the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 6<sup>th</sup> September, 2017 be received.

**11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**12.1 ELECTED MEMBERS**

**12.2 OFFICERS**

**13. MATTERS BEHIND CLOSED DOORS**

**14. CLOSURE OF MEETING**