



# **AGENDA**

**Ordinary Council Meeting**

**Tuesday**

**16 July, 2019**

**6:00 pm**

**Council Chambers  
Ravensthorpe**



## SHIRE OF RAVENSTHORPE

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

A handwritten signature in black ink, appearing to be "G. Pollock", is written above a horizontal line.

**Gavin Pollock**  
**Chief Executive Officer**

10/07/2019

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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: \_\_\_\_/\_\_\_\_/2019      Urgency:    Low / Medium / High / Strategic

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

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

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

**OFFICE USE ONLY:**

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

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

Completed: \_\_\_\_/\_\_\_\_/2019      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 (1) it, is hereby notified that as from January 2019 to December 2019, Ordinary Council meetings of the Shire of Ravensthorpe will be held as follows:

<b>DATE</b>		<b>LOCATION</b>	<b>TIME</b>
January 2019	No meetings Scheduled		
18 February 2019	Council Forum	Ravensthorpe Council Chambers	1pm
<b>21 February 2019</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>5pm</b>
18 March 2019	Council Forum	Ravensthorpe Council Chambers	1pm
<b>21 March 2019</b>	<b>Council Meeting</b>	<b>Munglinup Community Centre</b>	<b>5pm</b>
15 April 2019	Council Forum	Ravensthorpe Council Chambers	1pm
<b>18 April 2019</b>	<b>Council Meeting</b>	<b>Hopetoun Community Centre</b>	<b>5pm</b>
<b>14 May 2019</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>18 June 2019</b>	<b>Council Meeting</b>	<b>Hopetoun Community Centre</b>	<b>6pm</b>
<b>16 July 2019</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>20 August 2019</b>	<b>Council Meeting</b>	<b>Hopetoun Community Centre</b>	<b>6pm</b>
<b>17 September 2019</b>	<b>Council Meeting</b>	<b>Hopetoun Community Centre</b>	<b>6pm</b>
<b>15 October 2019</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>21 October 2019</b>	<b>Special Council Meeting – Elections</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</b>
<b>19 November 2019</b>	<b>Council Meeting</b>	<b>Hopetoun Community Centre</b>	<b>6pm</b>
<b>17 December 2019</b>	<b>Council Meeting</b>	<b>Ravensthorpe Council Chambers</b>	<b>6pm</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.**

**Gavin Pollock  
Chief Executive Officer**



**ORDINARY MEETING OF COUNCIL**  
**TO BE HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE**  
**ON 16 JULY 2019, COMMENCING AT 6 PM**

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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 Julianne Belli (Deputy Shire President)  
Cr Kerry Dickinson  
Cr Ian Goldfinch  
Cr Thomas Major  
Cr Graham Richardson

STAFF: Gavin Pollock (Chief Executive Officer)  
Les Mainwaring (Director of Corporate and Community Services)  
Graham Steel (Director Technical Services)  
Helen Coleman (Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE:  
Cr Peter Smith

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****6.1 RAVENSTHORPE HANDGUN CLUB – IN PERSON PRESENTATION****7. CONFIRMATION OF MINUTES****7.1 COUNCIL MEETING – 18 JUNE, 2019**

OFFICER RECOMMENDATION

ITEM 7.1

That the minutes of the meeting of council held on 18 June, 2019 be confirmed as a true and correct record of proceedings.

**8. SUSPENSION OF STANDING ORDERS****OFFICER RECOMMENDATION****ITEM 8**

That all Standing Orders be suspended for the remainder of the agenda items to enable detailed discussion, Councillors' questions and briefing by staff on the agenda items in accordance with Council's policy that the meeting on the third Monday of each month is a briefing/discussion meeting only and no decisions will be made on agenda items at this meeting. Decisions on the agenda items listed will be made at the meeting on the following Thursday.

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

## 10. REPORTS OF OFFICERS

### 10.1 CHIEF EXECUTIVE OFFICER

#### 10.1.1 ADOPTION OF SCHEDULE OF FEES AND CHARGES 2019/2020

<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>Senior Finance Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>3 July 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>10.1 Draft Schedule of Fees and Charges 2019/2020</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

As part of the budget preparation process council needs to review the fees and charges which it wishes to set for the coming financial year.

#### **Background:**

A review of the fees and charges to be imposed is carried out annually as part of the budget process.

#### **Comment:**

The 2019/2020 schedule of fees and charges has been formulated using the 2018/2019 year as a basis, with a formatting overhaul to present information to a required statutory level. It is proposed that most of the fees increase by approximately 3% or remain the same. There has been a comprehensive review of all programmes with the addition of many new fees and charges to cover all areas of business more thoroughly, including the inclusion of Private Works Plant and Officer Rates. Childcare fees have been increased by 5% to bring these more in line with industry levels and the inclusion of the new service under Shire management, Little Barrens Early Learning Centre. After careful consideration, many health administration and inspection related fees and charges have been reduced by 3% to assist in the sustainability of small food businesses within the region.

The schedules have been reviewed by the relevant officers for their input into any alterations or additions to the individual business units.

#### **Consultation:**

Councillors  
Chief Executive Officer  
Director of Corporate and Community Services  
Director of Technical Services  
Manager of Childcare Services  
Administration Officers

**Statutory Environment:**

Sections 6.16 and 6.17 of the Local Government Act 1995 (*Imposition of fees and charges and Setting the level of fees and charges*) Clauses 24 & 25 of the Local Government (Financial Management) Regulations 1996 (*Service charges & fees and charges*).

**Policy Implications:**

Nil.

**Financial Implications:**

Setting of fees and charges is an integral part of the budget preparation.

**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.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:****Absolute Majority****Recommendation:****That Council**

- 1. Adopt the 2019/2020 Schedule of Fees and Charges as presented.**
- 2. Retrospectively endorse the 2019/2020 Fees and Charges being effective from the 1 July 2019.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**10.1.2 2017/2018 ANNUAL REPORT AND GENERAL MEETING OF ELECTORS**

<b>File Reference:</b>	<b>FM AU.1</b>
<b>Location:</b>	<b>Nil</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Director of Corporate and Community</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>4 July 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>10.1.2 Annual Financial Statements and OAG Audit Report 10.1.3 Annual Report</b>
<b>Previous Reference:</b>	<b>Nil</b>

**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 2018 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 2018 forms part of the content of the 2017/2018 Annual Report, which is presented for adoption.

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

**Background:**

This was the first year where the audit process involved the Office of the Auditor General (OAG), in conjunction with Lincolns, and in many ways it was a learning process for all parties which added an extra element and change of process for the duration of the audit.

There were also conceptual issues around the change in fair valuation of assets following flood degradation, the recognition of joint venture regional waste facility assets under shared management order over land and the use of Reserve funds for cash flow purposes given the lag time experienced with WANDRRA funded repatriation works after the major flood event of 2017, which all conspired to extend the time required to review and complete the audit.

**Comment:**

The OAG, in conjunction with contracted auditors, Lincolns, have completed the annual audit for the year ending 30 June 2018.

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 32 (page 61) in the financial statements and for further details please refer to the auditors comments in the Attachment to the Management Letter attached to the end of the annual financial report.

The following table compares the financial ratios (Note 32) 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>1.41</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>0.57</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>6.80</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>(0.19)</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>0.25</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>0.89</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>0.56</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 Tuesday 10<sup>th</sup> September 2019.

The Audit Committee, which comprises all of Council, is to meet with the auditor during each financial year with such meetings able to be held via teleconference. The Chief Executive Officer arranged an audit exit interview for the audit committee with OAG and Lincolns on the 18 June 2019 via teleconference to discuss the 2017/18 audit findings.

**Consultation:**

All Councillors and Executive Staff.

**Statutory Environment:**

*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 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

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant environmental considerations.

- **Social**

There are no known significant environmental considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or

extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

**Absolute Majority**

**Recommendation:**

**That Council endorse;**

- 1. The 2017/2018 Annual Report for the year ended 30 June 2018, including the annual financial statements and the auditor's report be accepted.**
  
- 2. Setting the 2017/2018 Annual General Meeting of Electors be held on**  
**\_\_\_\_\_ (Day) \_\_\_\_\_ (Date) \_\_\_\_\_ in the \_\_\_\_\_ (Place) \_\_\_\_\_**  
**at 7:00 pm.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**10.1.3 COMMUNITY DEVELOPMENT FUND 2019/2020**

<b>File Reference:</b>	<b>GS.PR.4</b>
<b>Location:</b>	<b>Nil</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Executive Assistant</b>
<b>Authorising Officer:</b>	<b>Director Corporate and Community Services</b>
<b>Date:</b>	<b>3 July 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>10.1.3.1 Community Development Fund Guidelines and 2019/20 Applications</b>
<b>Previous Reference:</b>	<b>Nil</b>

**Summary:**

Each year before the budget adoption the Shire of Ravensthorpe opens a local community group grant scheme called the Community Development Fund. This enables community groups to apply for a grant of up to \$5000.

**Background:**

Minor Community Grants may be used for any purpose, including minor building construction, maintenance or repair, equipment purchase or hire, events or functions, operating expenses, relief from Council fees and charges etc.

**Comment:**

The Community Development Fund will be allocated from within Council's general revenue budget each year with applications closing this year on 31<sup>st</sup> May 2019 for funding available after adoption of the financial year budget.

ORGANISATION	PROJECT	\$
Ravensthorpe Progress Association	Eucalypt Trail	\$5000.00
<i>Support the project but funding expenditure was not explained or budgeted. Encourage to apply next year with more clarification and information.</i>		
Ravensthorpe Community Resource Centre	Community Phone Directory	\$4092.00
<i>Support the project.</i>		
Hopetoun Progress Association	Marquee	\$4410.00
<i>Support the project.</i>		
Ravensthorpe Hand Gun Club	Development of 100m Range	\$5000.00
<i>Support the project.</i>		
Ravensthorpe Regional Arts Council	Music and Film Project Relief from Hall Fees	\$430.00
<i>Support the project based on 2019/2020 fees and charges.</i>		
Ravensthorpe Historical Society	Official Opening of Heritage Street Walk	\$1300.00
<i>Support the project.</i>		
Ravensthorpe Wildflower Show	Subsidies Workshop, Conference and Botanical Plat Identification	\$4200.00
<i>Support the project.</i>		
Hopetoun Community Resource Centre	Hopetoun Colour Run	\$3000.00
<i>Support the project.</i>		
Elizabeth Aberline	Piano	\$3099.0
<i>Piano to be put up as a 2019/2020 budgeted item.</i>		
<b>TOTAL:</b>		<b>\$30,531.00</b>

**Consultation:**

All Councillors and Executive Team.

**Statutory Environment:**

N/A.

**Policy Implications:**

Council Policy G5 (Community Development Fund) provides for up to 1% of rate revenue to be allocated to the funding of approved Community Development Fund applications each financial year. In 2019/20 it is anticipated 1% of rate revenue would equate to approximately \$40,000. Note: 2018/19 allocation was \$41,000.

**Financial Implications:**

Any application approved by Council will be listed for funding in the draft 2019/20 budget for Council’s formal adoption.

**Strategic Implications:**

Council Policy G5 – Community Development Fund states the objectives of the fund to be:

- a) To provide financial assistance for organisations and/or projects, which benefit the community.
- b) To assist community based (not for profit) organisations to develop and maintain facilities.
- c) To provide community based (not for profit) organisations with relief from Council imposed fees and charges.

**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.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or

extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

**Simple Majority**

**Recommendation:**

**That Council endorse;**

- 1. Including the following projects in the Draft 2019/20 Budget and the Chief Executive Officer then advising groups of the status of their application**

<b>ORGANISATION</b>	<b>PROJECT</b>	<b>AMOUNT</b>
Ravensthorpe Community Resource Centre	Community Phone Directory	\$4092.00
Hopetoun Progress Association	Marquee	\$4410.00
Ravensthorpe Hand Gun Club	Development of 100m Range	\$5000.00
Ravensthorpe Regional Arts Council	Music and Film Project	\$430.00 In Kind
Ravensthorpe Historical Society	Official Opening of Heritage Street Walk	\$1300.00
Ravensthorpe Wildflower Show	Subsidies Workshop, Conference and Botanical Plat Identification	\$4200.00
Hopetoun Community Resource Centre	Hopetoun Colour Run	\$3000.00
<b>TOTAL:</b>		<b>\$22,432.00</b>

- 2. The Chief Executive Officer advising the following Community groups their application is unsuccessful.**

<b>ORGANISATION</b>	<b>PROJECT</b>	<b>AMOUNT</b>
Ravensthorpe Progress Association	Eucalypt Trail	\$5000.00
Elizabeth Aberline	Piano	\$3099.0

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

### **10.1.4 RAVENSTHORPE BUSH FIRE ADVISORY COMMITTEE (BFAC) AGM & ELECTION – JUNE 2019**

<b>File Reference:</b>	<b>CS.ME.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Community Emergency Services Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 July 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>10.1.4 BFAC AGM Minutes – June 2019</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

Consideration of recommendation from the Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC) meeting held on 11<sup>th</sup> June 2019.

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 Mr Reece Laycock (North Ravensthorpe BFB) as a Fire Control Officer with unrestrictive powers for the Shire of Ravensthorpe.
3. Council to consider the endorsement of Mr Andrew Venning (Hopetoun Rural BFB) as a Fire Control Officer with limited powers to only a Permit Issuing Officer for the Hopetoun & surrounding areas.
4. Council to consider the endorsement of personnel elected into the various Fire Control Officer positions as per the Ravensthorpe BFAC AGM minutes.

#### **Background:**

The BFAC meet annually to review the Shire's Fire requirements for the past season and to advise of Fire Control Officers for Council to endorse under the *Bush Fire Act 1954*.

#### **Comment:**

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

#### **Consultation:**

BFAC Committee.

#### **Statutory Environment:**

*Bushfires Act 1954* and *Local Government Act 1995*.

#### **Policy Implications:**

Shire of Ravensthorpe Bushfire Brigades Local Law 2010.

#### **Financial Implications:**

Nil.

#### **Strategic Implications:**

Nil.



**Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant environmental considerations.

- **Social**

There are no known significant environmental considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

**Simple Majority**

**Recommendation:**

**That Council endorse;**

1. **Receiving the Bush Fire Advisory Committee meeting AGM minutes from the 11 June 2019.**
2. **Mr Reece Laycock (North Ravensthorpe BFB) as a Fire Control Officer with unrestrictive powers for the Shire of Ravensthorpe.**
3. **Mr Andrew Venning (Hopetoun Rural BFB) as a Fire Control Officer with limited powers to only a Permit Issuing Officer for the Hopetoun & surrounding areas.**
4. **Personnel elected into the various Fire Control Officer positions as per the Ravensthorpe BFAC AGM minutes.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

### **10.1.5 RAVENSTHORPE BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – JUNE 2019**

<b>File Reference:</b>	<b>CS.ME.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Community Emergency Services Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 July 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>10.1.5.1 BFAC Minutes – June 2019</b> <b>10.1.5.2 Draft – Shire of Ravensthorpe Fire Break Notice</b>
<b>2019/20</b>	
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

Consideration of recommendation from the Shire of Ravensthorpe Bush Fire Advisory Committee meeting held on 11<sup>th</sup> June 2019.

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

- The Minutes are presented to Council to be received.
- Council to consider and endorse the Shire of Ravensthorpe 2019/20 Fire Break Notice.

#### **Background:**

The BFAC meet before and after the Fire Season to review the actions for the coming season and to review the Shire Fire Break information.

#### **Comment:**

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

#### **Consultation:**

BFAC Committee.

#### **Statutory Environment:**

*Bushfires Act 1954 and Local Government Act 1995.*

#### **Policy Implications:**

Shire of Ravensthorpe Bushfire Brigades Local Law 2010.

#### **Financial Implications:**

Nil.

#### **Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant environmental considerations.

- **Social**

There are no known significant environmental considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

**Simple Majority**

**Recommendation:**

**That Council endorse;**

- 1. Receiving the Bush Fire Advisory Committee minutes from the 11 June 2019.**
- 2. The Shire of Ravensthorpe 2019/20 Fire Break Notice as presented.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

## 10.2 DIRECTOR OF CORPORATE AND COMMUNITY SERVICES

### 10.2.1 DIFFERENTIAL RATES 2019-2020

<b>File Reference:</b>	<b>RV.RC.001</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Director Corporate and Community Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Office</b>
<b>Date:</b>	<b>08 July 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Objects and Reasons 2019-2020</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

This report recommends Council adopt 2019/20 differential rates for the purpose of advertising.

#### **Background:**

Council adopted a system of differential rating for the first time in the 2015/16 financial year. As part of the budget setting process for 2019/20 council will consider a continuation of differential rating, noting that as part of the differential rating process as it stands, ministerial approval will be required prior to rates being struck for the year.

#### **Comment:**

Section 6.36 of the *Local Government Act (1995)* allows Council to implement a system of differential rating subject to public advertising, adoption by Council, and approval from the Minister for Local Government, Sport and Cultural Industries, before being applied.

The Act allows for differential rates to be applied to help overcome an issue where the land use within the rating category is completely different and therefore rates in the dollar applied are significantly different. The use of differential rating helps to ensure equality within the rating system.

The objects and reasons for the differential rating model has not changed from last year where Ministerial Approval was granted:

Rating growth during 2018/19 has been attributed to \$16,000 and in addition the proposed model attached delivers an overall increase in rate income yield for 2019/20 of approximately 3.5% or \$150,000. This percentage increase is lower than that outlined in the long term financial plan rating strategy of 3.7%.

Key elements of the 2019/2020 rating strategy are that rate in the dollar increases have been adjusted downwards on rural farming to achieve a reduced yield of 3% and general minimum rates have increased by only \$20 for the benefit of lower socio economic residential ratepayers.

The proposed rates in the dollar for 2019/20 are outlined below and in the attached model:

<b>RATING CATEGORY</b>	<b>2018/19 RATE Cent in \$</b>	<b>2018/19 RATE Cent in \$</b>
<b>GRV Residential</b>	11.2985	11.7165
<b>GRV Commercial</b>	12.6873	13.1567
<b>GRV Industrial</b>	14.8920	15.4430
<b>GRV Transient Workforce / Short Stay</b>	30.1308	31.4867
<b>UV</b>	0.9428	0.8567
<b>UV Mining</b>	8.0000	8.3600
<b>Minimum – Except UV Mining</b>	\$850	\$870
<b>Minimum – UV Mining</b>	\$300	\$320

**Consultation:**

All Councillors and Executive Staff.

**Statutory Environment:**

Sections 6.33, 6.35 and 6.36 of Local Government Act 1995.

**Policy Implications:**

Nil.

**Financial Implications:**

It is estimated the overall rate yield, based on the proposed rates in the dollar, in 2019/20 will be \$4.45 million.

**Strategic Implications:**

Strategic Community Plan 2014 – 2024

Theme 4 – Civic Leadership: 4.1 Financial Sustainability.

**Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant environmental considerations.

- **Social:**

There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.



**Voting Requirements:**

**Simple Majority**

**Recommendation:**

**That Council**

1. Endorse the following differential rates across all categories to form the basis of the proposed rate setting for the 2019/20 budget.

	Cost in \$	Minimum
GRV Residential	0.117165	\$870.00
GRV Commercial	0.131567	\$870.00
GRV Industrial	0.154430	\$870.00
GRV – Transient Workforce Camps / Short Stay Accommodation	0.314867	\$850.00
UV - Rural	0.008567	\$850.00
UV – Mining	0.083600	\$320.00

2. Adopt the Objectives and Reasons for the Proposed Differential rates for 2019/20.
3. Authorise the Chief Executive Officer to advertise the differential rates and call for public submissions in accordance with Section 6.36 of the Local Government Act 1995 for a minimum of 21 days.
4. Authorise the Chief Executive Officer to make application to seek Ministerial approval under Section 6.33 of the Local Government Act 1995 to impose differential rates that are more than twice the lowest differential rate being imposed.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**10.2.2 SCHEDULE OF ACCOUNT PAYMENTS – JUNE 2019**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe - Administration  
**Applicant:** Internal  
**Author:** Executive Assistant  
**Authorising Officer:** Director of Corporate and Community Services  
**Date:** 10 July 2019  
**Disclosure of Interest:** Nil  
**Attachments:** 10.1.2.1 Schedule of Payments to 30 June 2019  
 10.1.2.2 Credit Card Transactions to 31 May 2019  
**Previous Reference:** Nil

**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:**

Period 1/7/2018 – 30/6/2019;

**2018/19**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	1,367	2,442,344	90,290	12,115	950		174,327
Aug	37,082	2,032,888	225,672	5,618	688	2,301,948	212,428
Sep	10,479	887,060	53,711	5,559	2,617	959,426	173,926
Oct	10,076	1,922,570	115,844	8,636	2,049	2,059,175	123,007
Nov	13,107	1,535,900	83,928	6,003	1,815	1,640,752	161,814
Dec	4,095	1,420,883	97,019		833	1,522,831	238,074
Jan	11,899	493,318	48,486	4,145	580	558,427	171,237
Feb	9,940	886,889	211,726	2,817	540	1,111,912	184,652
Mar	1,155	2,560,559	106,713	2,185	1,350	2,671,962	251,635
Apr	1,599	2,112,538	123,583	3,438	530	2,241,688	172,442.55
May	27,569	3,293,415	87,693	12,410	1,458	3,422,544	174,310
Jun	19,598	1,710,076	85,238	7,317	180	1,822,409	181,200
<b>Total</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</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:**

Senior Finance Officer.

**Statutory Environment:**

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

**Policy Implications:**

N/A.

**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.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

**Simple Majority**

**Recommendation:**

**That Council endorse;**

**pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of June 2019 be noted.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**10.1.3 MONTHLY FINANCIAL REPORT – 30 JUNE 2019**

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe - Administration</b>
<b>Applicant:</b>	<b>Internal</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer:</b>	<b>Director of Corporate and Community Services</b>
<b>Date:</b>	<b>10 July 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>10.1.3.1 – Monthly Financial Reports for June 2019</b>
<b>Previous Reference:</b>	<b>Nil</b>

**Summary:**

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:**

Council is requested to review the June 2019 Monthly Financial Reports.

**Comment:**

The June 2019 Monthly Financial Report is presented for review.

**Consultation:**

Chief Executive Officer.

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

All expenditure has been approved via adoption of the 2018/19 Annual Budget, or resulting from a Council Motion for a budget amendment.

**Strategic Implications:** Strategic Community Plan 2014 – 2024

Theme 4 – Civic Leadership: 4.2 High quality corporate governance, accountability & compliance.

**Sustainability Implications:**

- **Environmental**  
Not applicable to this specific recurring report.
- **Economic**  
Not applicable to this specific recurring report.
- **Social**  
Not applicable to this specific recurring report.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

**Simple Majority**

**Recommendation:**

**That Council receive the June 2019 Monthly Financial Report as presented.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

### 10.3 MANAGER OF PLANNING AND DEVELOPMENT

#### 10.3.1 PROPOSED SINGLE DWELLING AT LOT 3 BLUE VISTA, HOPETOUN

<b>File Reference:</b>	<b>P19-03</b>
<b>Location:</b>	<b>Lot 3 Bleu Vista, Hopetoun</b>
<b>Applicant:</b>	<b>Lance &amp; Tabitha Franke</b>
<b>Author:</b>	<b>Senior Planning Officer – Esperance Shire</b>
<b>Authorising Officer:</b>	<b>Manager Strategic Planning &amp; Land Project – Esperance Shire</b>
<b>Date:</b>	<b>18 June 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Attachment A – Plans and Information</b>
<b>Previous Reference:</b>	<b>N/A</b>

**Summary:**

For Council to consider an application for the development of a Single Dwelling at Lot 3 Blue Vista, Hopetoun.

**Background:****Site Description**

Lot 3 Blue Vista, Hopetoun is 119,121m<sup>2</sup> in size. The only development on site is a previously approved Outbuilding (Shed).

**Assessment:**

The following are the zoning and Scheme requirements under Local Planning Scheme No. 6.

Lot 3 Blue Vista is zoned 'Rural Smallholdings' by the Shire's Local Planning Scheme No. 6.

The objectives of the zone are as follows:

- i. To provide for lot sizes in the range of 4 ha to 40 ha.
- ii. To provide for a limited range of rural land uses where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.
- iii. To set aside areas for the retention of vegetation and landform or other features which distinguish the land.

The following provisions are contained in Local Planning Scheme No. 6:

**4.16 Development in the Rural Smallholdings zone.**

4.16.1 Land uses and development within the Rural Smallholdings zone shall comply with the following general provisions.

4.16.2 Subdivision

- a) Subdivision shall generally be in accordance with an approved Structure Plan where required under Part 4 of the deemed provisions.

- b) Further subdivision of lots other than what has been shown on an approved Structure Plan will generally not be supported.

#### 4.16.3 Building Envelopes

##### 4.16.3.1 Where the subject site is subject to a building envelope -

- a) No development is permitted outside of the designated building envelope, approved by the local government, except for:
  - i. Provision of a suitable access way to the building envelope;
  - ii. Provision of suitable boundary fencing as approved by the local government; and
  - iii. Implementation of an approved fire management plan or any other general fire requirements.
- b) The local government may consider approving land uses outside of the allocated building envelope, where:
  - i. the land use does not require the removal of native vegetation;
  - ii. the land use does not require the construction of a building or structure; and
  - iii. adequate separation has been provided between adjoining land uses.
- c) The local government may, where adequate justification has been provided by the applicant, approve a variation or relocation of the building envelope subject to advertising in accordance with clause 64 of the deemed provisions provided it is satisfied that:
  - i. the objectives of the zone are not compromised;
  - ii. the visual amenity and rural character of the locality will not be affected by the change of location;
  - iii. the proposed size and location of the envelope can accommodate future development, including on-site effluent disposal systems and water supply tanks, and not have a detrimental effect on the environment; and
  - iv. general fire requirements and any endorsed fire management plans are considered.

##### 4.16.3.2 Where no building envelope has been designated, a plan shall be submitted identifying a building envelope that:

- a) is delineated on-site by the landowner and approved by the local government prior to the commencement of any site works. The local government may require an alternative building envelope if it considers the proposed building envelope would be detrimental to the landscape or environment;
- b) does not exceed 5% of the lot area;
- c) complies with the minimum setback requirements of Schedule 2 of this Scheme and any setback requirements under an endorsed fire management plan; and
- d) has due regard to the land capability for effluent disposal, wind protection, fire management and the objective to minimise erosion and the visual prominence of buildings.



#### 4.16.4 Building Design, Materials and Colours

- a) Buildings shall be designed and constructed of materials which allow them to blend into the landscape of the site. Council may refuse to approve walls and roofs constructed of reflective materials such as unpainted zincalume and off-white colours. Council will be supportive of walls and roofs with green, brown or red tones in keeping with the amenity of the area.
- b) Dwelling houses shall not exceed 7.5 metres in height which is measured vertically from the natural ground level unless otherwise approved by Council.
- c) Any water tanks should be coloured an appropriate natural shade of brown or green or suitably screened with vegetation in keeping with the amenity of the area to the satisfaction of Council.

#### 4.16.5 Fire Management

- a) Where an approved fire management plan exists, all development shall be in accordance with that fire management plan.
- b) The ongoing management requirements of the fire management plan are to be implemented by the landowner to the satisfaction of the local government.

#### 4.16.6 Keeping of livestock

- a) The keeping of livestock/animals requires the approval of the local government. The local government may refer the application to the Department of Primary Industries and Regional Development - Agriculture and Food for comment prior to making a determination.
- b) Livestock/animals will be required to be kept within appropriately fenced areas as approved by the local government. The ongoing maintenance of fences will be the responsibility of the landowner.

#### 4.16.7 Land degradation

Any development, overstocking, or other land management practices that results in soil erosion, spreading of weeds, destruction of vegetation or any other land degradation will be required to be rectified and any damage made good, to the satisfaction of the local government on advice from the relevant authorities, at the landowners cost.

#### 4.16.8 Vegetation protection

- a) Approval is required from the local government for the removal of vegetation unless:
  - i. It is within the agreed building envelope; or
  - ii. It is associated with the construction of an approved building; or
  - iii. It is the subject of an approved clearing permit; or
  - iv. Such vegetation is diseased or dangerous; or
  - v. It is the removal of exotic species and/or declared weeds; or
  - vi. It is general fire management or any other requirement of an approved fire management plan; or
  - vii. It is necessary for an approved access way.

- b) The local government may liaise with the Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service to determine the significance of vegetation.

#### 4.16.9 Servicing

- a) Where a reticulated water supply is not available, each dwelling shall be provided a water storage tank in accordance with Clause 4.29 in addition to any requirements of an approved fire management plan.
- b) Where a reticulated sewerage system is not available, each dwelling shall be provided with an appropriate effluent disposal system.

Due to the nature of the proposed development the Housing Local Planning Policy applies.

### **1. General Requirements**

a. Single Houses, Grouped Dwellings and Multiple Dwellings are required to comply with the requirements of the Residential Design Codes of WA (Where they apply) or as varied by the criteria set out in the clauses and Table 1 “Housing Requirements” below.

c. All houses are to provide verandahs, porticos, porches or other architectural relief on the elevations that are viewed from the street with a minimum length of 25% of the front façade of the house.

d. Rural Residential and Rural Smallholdings zone specific requirements

- i. Where a building envelope is shown on a Subdivision Guide Plan it may be varied on application to the Council and the new building envelope location assessed against:
- The objective of the zone;
  - Protection of landscape values;
  - Impact on views from neighbouring properties; and
  - Fire management requirements impacting remnant vegetation.
- ii. Fencing around yards:
- Solid panel fencing permitted around private areas of house and immediate yard but within the building envelope.
  - Fence between house and street is to be visually permeable.

Table 1 Housing Requirements Policy Requirement	Rural Residential and Rural Smallholdings zones
Location of Housing	As per specific zone requirements, either setback from boundaries or located within a building envelope.
Reflective materials	Not permitted
Minimum internal floor area	-
Carparking, Garages and Carports	Gravel hardstand area required for the house. Garages and carports attached to the house are to be constructed of same materials.
Driveways & carparking	Minimum width 3.0m Maximum width 5.0m Maximum 1 driveway per dwelling. Located to minimise noise and dust on neighbouring properties
Landscaping	House and driveway location is to minimise the removal of existing remnant vegetation

Schedule 2 Clause 3 (5) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed Provisions) states:

- (5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

The proposed development is not consistent with the requirement for all houses to provide verandahs, porticos, porches or other architectural relief on the elevations that are viewed from the street with a minimum length of 25% of the front façade of the house. No verandahs, porticos, porches or other architectural relief is proposed at this time.

**Comment:**

The application has been referred to Council due to non-compliance with a Local Planning Policy as well as objections being received.

The structure does not comply with Housing Local Planning Policy and as such the Officers Recommendation is for the refusal of the application as per the policy.

**Options**

Option 1 – Refuse

That Council resolve to refuse Development Application P19-03 for an Single Dwelling at Lot 3 Blue Vista, Hopetoun for the following reason:

- 1) The proposed development is not consistent with the provisions of the Housing Local Planning Policy.

This is the officer recommendation as the proposal is inconsistent with a component of a Local Planning Policy. The administration is bound to the policy provision however an alternative recommendation is included as Council have the power to approve the development as it only needs to give regard to the Policy when making its decision.

Option 2 – Approve

That Council resolve to approve Development Application P19-03 for a Single Dwelling at Lot 3 Blue Vista, Hopetoun subject to the following conditions:

1. Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application.
2. During construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).
3. The land and buildings the subject of this approval shall be used for the purposes of Dwelling only and for no other purpose unless otherwise approved in accordance with the provisions of Local Planning Scheme No. 6 (refer below definition as extracted from the Residential Design Codes).
  - Dwelling – A building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.
4. The Outbuilding (Shed) shall be used for purposes incidental and ancillary to the enjoyment of the dwelling on the land only, and shall not be used for human habitation, commercial or industrial uses.
5. A minimum of two (2) car parking bays are to be provided on-site in accordance with the requirements of Australian Standard AS2890.1:2004 Parking Facilities – Off-street Car Parking.
6. The driveway/accessway shall be constructed and maintained to an all-weather standard (e.g. gravel, crushed rock) to facilitate access to the development by 2 wheel drive vehicles.
7. All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Ravensthorpe.
8. The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Ravensthorpe.
9. The approved development shall provide a potable water supply with a capacity of not less than 120,000 litres. A building permit is required for a water storage tank with a capacity of over 5,000 Litres.
10. Prior to the commencement of development, an application to construct or install an apparatus for the treatment of sewage and the disposal of effluent and liquid wastes must be submitted for the approval of the Shire of Ravensthorpe, in accordance with the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*.
11. The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.
12. The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.

13. All fencing shall be in accordance with Shire of Ravensthorpe Fencing Local Law 2015.
14. The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.
15. The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.

ADVICE TO APPLICANT:

1. **THIS IS NOT A BUILDING PERMIT.** An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe (Building Services) prior to any works commencing on-site.
2. Planning approval is not to be construed as an approval to commence works as a separate building permit is also required.
3. The development is to comply with the *Building Code of Australia, Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.
4. It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.
5. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Ravensthorpe will take no responsibility for incorrectly located buildings.
6. A separate planning approval from the Shire of Ravensthorpe is required for the keeping of stock and/or animals on the property.
7. A licence from the Department of Water and Environmental Regulation (DoWER) may be required to install a water bore on-site. Consultation should occur with the DoWER for further information in this regard.
8. The development the subject of this planning approval must comply with the *Environmental Protection Act 1986* and the *Environmental Protection (Unauthorised Discharge) Regulations 2004* in relation to discharges into the environment.
9. The approved development is to comply with the requirements of the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*, including the following criteria:
  - A person shall not cause or permit any structures to be erected above any septic tank or drainage line if that structure -
    - obstructs free access to the apparatus; or has walls on more than 3 sides.
    - A person shall not, without the permission of the relevant local government, cause or permit a receptacle for drainage -
      - a) to have any structure erected above it; or
      - b) to be subject to vehicular traffic or be located less than 1.2m from an area that is subject to vehicular traffic; or

c) to be paved or covered with a surface treatment.

10. Septic tanks are to be located a minimum of 1.2 metres from all buildings, footings and boundaries. Leach drains are to be 1.8 metres from all buildings, any septic tanks, any other leach drains or soak wells and boundaries.

11. The approved development is required to comply with the following legislation (as amended from time to time):

- *Health (Miscellaneous Provisions) Act 1911*
- *Sewerage (Lighting, Ventilation & Construction) Regulations 1971*
- *Health Act (Laundries and Bathrooms) Regulations 1971*

This option is presented to Council as it is not bound by the Local Planning Policy however it has to give it regard in making a determination.

**Consultation:**

The application was advertised to adjoining landowners between 5 and 19 June 2019. During the advertising no submissions were received.

**Statutory Environment:**

Local Planning Scheme No. 6.

The applicant has a right of review to the State Administrative Tribunal if aggrieved by any planning decision.

Under Clause 4.12.1 all development within the Rural Townsite and Mixed Use Zones shall have regard to any Local Planning Policy adopted by the local government. Schedule 2 Clause 3 (5) of the Deemed Provisions also states that in making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

It should also be noted that pursuant to Section 211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

**Policy Implications:**

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

**Financial Implications:**

None for Council

**Strategic Implications:**

The proposal is to do with the following theme of the Strategic Community Plan:

Theme 1:

A healthy, strong and connected community that is actively engaged and involved;  
Outcome 1.2 “Vibrant & attractive townsite”.

**Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant economic considerations.

- **Social**

There are no known significant economic considerations.

**Risk Implications:**

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
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Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

**Simple Majority**

**Recommendation:**

**That Council resolve to refuse Development Application P19-03 for a Single Dwelling at Lot 3 Blue Vista, Hopetoun for the following reason:**

- 1) The proposed development is not consistent with Clause 1(c) of Local Planning Policy: Housing.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_



**10.4      DIRECTOR OF TECHNICAL SERVICES**

Nil.

**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**