

## **AGENDA**

For the Council Meeting to be held on

Thursday 21 June, 2018

Commencing at 5 p.m.

In the Council Chambers, Ravensthorpe.



## SHIRE OF RAVENSTHORPE

### DISCLAIMER

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

In particular and without derogating in any way from the 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 blue ink, appearing to read "Ian Fitzgerald".

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

21/06/2018

65 Morgans Street Ravensthorpe WA 6346  
Tel (08) 9839000; Fax (08) 98381282  
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: \_\_\_\_/\_\_\_\_/2018      Urgency:    Low / Medium / High / Strategic

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

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

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

**OFFICE USE ONLY:**

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

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

Completed: \_\_\_\_/\_\_\_\_/2018      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 JUNE 2018, 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 Julianne Belli (Deputy Shire President)  
Cr Kerry Dickinson  
Cr Ian Goldfinch  
Cr Thomas Major  
Cr Graham Richardson  
Cr Peter Smith

STAFF: Ian Fitzgerald (Chief Executive Officer)  
Darren Kennedy (Manager of Corporate and Community Services)  
Darryn Watkins (Manager Engineering Services)  
Helen Coleman (Personal Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE:

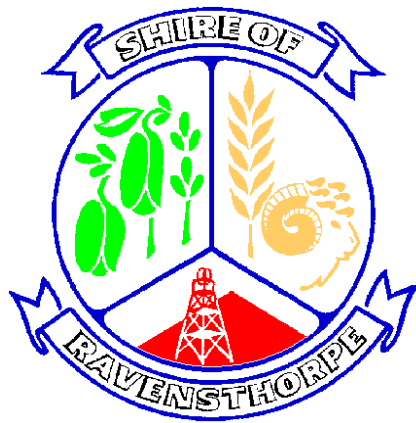
ABSENT:

**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 – 17 MAY, 2018**

OFFICER RECOMMENDATION

ITEM 7.1

That the minutes of the meeting of council held on 17 May, 2018 be confirmed as a true and correct record of proceedings.



## **MINUTES**

For the Council Meeting held on

Thursday 17 May, 2018

Commencing at 5.00 p.m.

In the Hopetoun Community Centre.



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

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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**

HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE

ON 19 APRIL 2018, COMMENCING AT 5.00PM

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

5.00pm – The presiding person, Cr K Dunlop, declared the meeting open.

**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  
Cr Peter Smith

STAFF: Ian Fitzgerald (Chief Executive Officer)  
Darren Kennedy (Manager of Corporate and Community Services)  
Darryn Watkins (Manager Engineering Services)  
Helen Coleman (Personal Assistant)

APOLOGIES:  
NIL

ON LEAVE OF ABSENCE:  
NIL

ABSENT:  
NIL

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

NIL

**4. PUBLIC QUESTION TIME**

NIL

**5. APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST**

NIL

**6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS**

NIL

**7. CONFIRMATION OF MINUTES****7.1 COUNCIL MEETING – 19 APRIL, 2018**

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.1
Moved: Cr Smith	Seconded: Cr Richardson
That the minutes of the meeting of council held on 19 April, 2018 be confirmed as a true and correct record of proceedings subject to the following correction: Item 10.1.4 Resolution number 34/18, Point 1 – delete 2017/18 and insert 2018/19.	
Carried: 7/0	Res:47/18

**8. SUSPENSION OF STANDING ORDERS**

NIL

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

NIL

**10. REPORTS OF OFFICERS****10.1 MANAGER OF CORPORATE AND COMMUNITY SERVICES****10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – APRIL 2018****File Ref:****Applicant:**

Not applicable

**Location:**

Not applicable

**Disclosure of Officer Interest:**

None

**Date:**

30 April, 2018

**Author:**

Eimear Guidera – Creditors/Payroll Officer

**Authorising Officer:**

Stacey Howard – Senior Finance Officer

**Attachments:**

10.1.1.a Schedule of Payments to 30 April, 2018

10.1.1.b Credit Card Transactions to 03 April, 2018

**Summary:**

A local government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

**Background:****2017/18**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Payroll	Trust	Total Payments
Jul	37,315.63	693,920.97	7,794.46	1,914.65	200,694.82	17,796.30	959,436.83
Aug	10,517.76	418,977.10	3,585.31	13,281.22	304,458.69	39,358.05	790,178.13
Sep	39,483.76	1,085,067.72	16,084.74	1,941.35	192,831.32	42,668.10	1,378,076.99
Oct	24,464.11	617,064.01	6,884.19	6,093.86	223,189.24	29,618.30	907,313.71
Nov	36,325.38	1,296,598.61	4,290.18	6,093.86	202,697.02	30,975.98	1,576,981.03
Dec	17,116.66	1,573,742.04	4,477.64	8,479.76	209,705.97	15,181.75	1,828,703.82
Jan	43,339.68	1,842,094.30	0.00	4,933.82	288,703.98	37,283.67	2,216,355.45
Feb	29,956.49	1,870,135.68	478.72	2,374.06	198,812.82	61,295.45	2,163,053.22
Mar	22,517.76	2,708,533.94	1,609.00	4,897.72	193,132.22	36,202.30	2,966,892.94
Apr	35,726.80	638,776.93	91,103.10	4,130.19	187,665.95	3,764.05	961,167.02
May							0.00
Jun							0.00
<b>Total</b>	<b>296,764.03</b>	<b>12,744,911.30</b>	<b>136,307.34</b>	<b>54,140.49</b>	<b>2,201,892.03</b>	<b>314,143.95</b>	<b>15,748,159.14</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 Act (1995)* section 6.8 (2)(b) – expenditure incurred is to be reported to the next ordinary meeting of Council.

*Local Government (Financial Management) Regulations (1996)*

Reg 11: Payments, procedures for making etc.

Reg 12: Payments from municipal fund or trust fund, restrictions on making.

Reg 13: Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

**Policy Implications:**

F1: Credit and Fuel Cards

F2: Payment of Accounts and Purchasing Authority Limits

F6: Purchasing Policy

F7: Regional Price Preference Policy

**Budget / Financial Implications:**

All expenditure has been approved via adoption of the 2017/18 Annual Budget, or resulting from a Council resolution for a budget amendment.

**Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**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 AND COUNCIL DECISION

ITEM 10.1.1

Moved: Cr Goldfinch

Seconded: Cr Smith

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of April 2018, be noted.

Carried: 7/0

Res: 48/18

**10.1.2 REVERSAL OF RATES RAISED IN ERROR**

<b>File Ref:</b>	<b>A11620</b>
<b>Applicant:</b>	Internal
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	7 May, 2018
<b>Author:</b>	Darren Kennedy Manager Corporate and Community Services
<b>Authorising Officer:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Attachments:</b>	10.1.2 Polkinghorn – Births, Deaths & Marriages Search

**Confidential Item**

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to the personal affairs of any person (Section 5.23(2)(b)).*

**Summary:**

This report recommends the reversal of rates outstanding on the Assessment A11620 – 102 Martin Street, Ravensthorpe totalling \$5,350.15

**Background:**

Outstanding rates have arisen due to an administrative error dating back to July 2015 when Council resolved the following:

*Res 68/15*

*“That Council write off the balance outstanding rates and interest owing on A11620 in accordance with Section 6.12 of the Local Government Act 1995 as the debtor cannot be located.”*

At the time, rates outstanding of \$1,084 had arisen due to the property first becoming rateable in the Shire’s rating system in 2014/15 following the discovery of a historical Landgate valuation.

The July 2015 report recommended that the property become non-rateable but it appears that this has not occurred and as a result, rates and penalty interest have continued to be raised.



The subject property owned by a Thomas William Polkinghorn is a historical title dating back to the early 1900's. All surrounding property in this area has previously reverted to the crown and it is unknown as to why this lot has been excluded.

A recent search of the WA Births, Deaths and Marriages (Refer attachment 10.1.2) could not confirm a date of death in Western Australia for anyone of this name, and that may account for non-revested previously. No date of death simply means that the owner has died interstate or internationally.

**Comment:**

Legal advice received in relation to this matter in 2015 provided 3 options under the *Local Government Act (1995)*.

The preferred option to expedite the process and minimise administrative costs was to apply to the Minister for Planning, Lands and Heritage under Section 6.74 for the Land to be reverted in the Crown.

If the application to the Minister is refused the Shire will have to proceed under Section 6.64 to take possession of the land and attempt to sell for a period of 12 months before being in a position to transfer to the Crown or the Shire itself.

The following is a summary of the recommended actions to clear the rates outstanding:

1. Reversal of the rates balance of \$5,350.15 (raised in error and not recoverable);
2. Immediately mark assessment A11620 as non-rateable in the Rate Book despite a rateable valuation being held. (prevents further rates and interest being levied); and
3. Make application to the Minister for Planning, Lands and Heritage under Section 6.74 to revest Lot 505 Martin Street to the Crown.

**Consultation:**

McLeods Barristers & Solicitors – 2015



**Statutory Obligations:**

*Local Government Act (1995)* Section 6.64: Action to be taken to recover rates or service charges and Section 6.74: Power to have land revested in Crown if rates in arrears 3 years.

**Policy Implications:**

This is in accordance with the Debt Recovery Policy submitted for Council approval May 2018.

**Budget / Financial Implications:**

Rate and penalty interest income will be reduced by \$5,350.15 for 2017/18.

This will not have a material impact on the 2017/18 net result.

**Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

**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 AND COUNCIL DECISION	ITEM 10.1.2
Moved: Cr Belli	Seconded: Cr Dickinson
That Council:	
<ol style="list-style-type: none"> <li>1. Reverse the balance of outstanding rates and interest owing on A11620, in accordance with Section 6.12 of the <i>Local Government Act (1995)</i>;</li> <li>2. Approve assessment A11620 being marked as non-rateable; and</li> </ol>	
Carried: 7/0	Res: 49/18

**10.1.3 RAVENSTHORPE COMMUNITY CHILD CARE INC - ACQUISITION**

<b>File Ref:</b>	
<b>Applicant:</b>	Internal
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	7 May, 2018
<b>Author:</b>	Darren Kennedy Manager Corporate & Community Services
<b>Authorising Officer:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Attachments:</b>	10.1.3 RCCC Inc. Audit 30 June 2016

**Summary:** To confirm Council's past intention to take over the ownership and operation of the Ravensthorpe Community Child Care Centre Inc. ("RCCC") with an effective date of 1 July 2016.

**Background:**

Council resolved (63/15) at the June 25, 2015 Ordinary Meeting of Council that:

1. *Agree to take over the license and management for the Ravensthorpe Child Care Centre and authorise the Chief Executive Officer to initiate the appropriate actions.*
2. *That the parents advisory committee be established with a clear Terms of reference including liaison between parents and Council and responsibility for minor centre purchases such as toys.*
3. *Regularly monitor usage numbers and financial performance of the Centre with a view that the service be suspended or withdrawn should numbers drop for a 6 month period of time and it is no longer financially viable.*
4. *Chief Executive Officer to report to Council quarterly on the operations and finances of the Centre*

Subsequent to the above, the Shire became the approved Service Provider effective from 23 October 2015. From an accounting perspective the RCCC operation was maintained as a separate entity for the balance of the 2015/16 financial year. This was to allow for a final audit of the RCCC to be completed so that the audited assets & liabilities of the RCCC could be brought into the Shire's consolidated financial statements for the year ending 30 June 2016.

The final RCCC audit was considerably delayed and only received by the Shire in April 2018. (Refer attached)

As a result the Shire's financial audits for the years ending 30 June 2016 and 30 June 2017 do not correctly reflect the financial transactions of the "Cub House Child Care Centre" ("Cub House").

The Office of the Auditor General (OAG) have confirmed that the required correction is not considered material. An error correction note in the financial statements for the year ending 30 June 2018 will be required to meet Australian Accounting Standards disclosure requirements. This will reflect the assets and liabilities acquired by the Shire from the RCCC on 1 July 2016 omitted and correct the relevant misstated balance sheet items.

Whilst the 30 June 2017 financial statements of the Shire do not reflect the transactions of the Cub House, it should be noted they were audited as part of the overall Shire audit.

**Comment:**

This is essentially an accounting administrative process to finalise the acquisition of the RCCC by bringing the opening balance of assets and liabilities into the financial statements of the Shire of Ravensthorpe effective from 1 July 2016.

**Consultation:**

Russell Harrison (Auditor) – Lincolns  
Office of the Auditor General.

**Statutory Obligations:**

Section 6.4 of the *Local Government Act (1995)* prescribes that annual financial reports of a Local Government are to be in accordance with Australian Accounting Standards.

**Policy Implications:**

N/A

**Budget / Financial Implications:**

N/A

**Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**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 AND COUNCIL DECISION	ITEM 10.1.3
Moved: Cr Dickinson	Seconded: Cr Major
That Council:	
1. Reaffirms the intention of Resolution 63/15 to take over the ownership and operation of the Ravensthorpe Community Child Care Inc. effective 30 June 2016.	
2. Requests the Chief Executive Officer to make the adjustments to the Financial Statements of the Shire of Ravensthorpe to reflect the audit and acquisition of the Ravensthorpe Community Child Care Inc. as at 30 June 2016 in accordance with the Australian Accounting Standards.	
Carried by absolute majority: 7/0	Res: 50/18

**10.1.4 DEBT RECOVERY POLICY AND GUIDELINES**

<b>File Ref:</b>	
<b>Applicant:</b>	Internal
<b>Location:</b>	Shire of Ravensthorpe
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	7 May, 2018
<b>Author:</b>	Darren Kennedy Manager Corporate and Community Services
<b>Authorising Officer:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Attachments:</b>	10.1.4 – F15 Debt Recovery Policy and Guidelines.

**Summary:**

For Council to adopt a policy that provides guidance to shire officers for Debt Recovery.

**Background:**

Council does not have a Debt Recovery Policy for Rates and Sundry Debtors.

The objective of a Debt Recovery Policy & Guideline is to ensure that a consistent approach is applied to all debts and improve the current ad hoc approach to recovery actions.

**Comment:**

The Shire has close to 2000 rate assessments.

To efficiently manage the debt recovery associated with this volume of assessments and to mitigate the risk posed by frequent staff turnover in the rates area, a Debt Recovery Policy and Guideline is considered an essential administrative tool.

The rates debt recovery process under the *Local Government Act (1995)* is onerous and this Policy and Guideline will help streamline future debt recovery activities and provide Council with assurance that the rates and sundry debtor book are being managed effectively.

**Consultation:**

Rates Officer  
Various other Local Governments  
WALGA

**Statutory Obligations:**

*Section 6.60 and Section 6.64* of the *Local Government Act (1995)* detail the options and process for recovery of rates.

**Policy Implications:**

Subject to Council approval the new Debt Recovery Policy will provide guidance to Council and Shire Officers on the approach to be taken for Debt Recovery.

**Budget / Financial Implications:**

Nil

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

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

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**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 AND COUNCIL DECISION	ITEM 10.1.4
Moved: Cr Goldfinch	Seconded: Cr Belli
That Council That Council adopts the Debt Recovery Policy.	
Carried: 7/0	Res: 51/18

### 10.1.5 SOUTH COAST HIGHWAY PROCLAMATION – BALANCE SHEET ADJUSTMENTS

**File Ref:**  
**Applicant:** Internal  
**Location:** Not applicable  
**Disclosure of Officer Interest:** None  
**Date:** 7 May, 2018  
**Author:** Darren Kennedy  
 Manager Corporate and Community Services  
**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer  
**Attachments:** 10.1.5 Heavy Haulage Route

#### Summary:

As part of the Ravensthorpe Heavy Vehicle bypass, de-proclamation of Morgans, Coleman and Jamieson Streets was gazetted on 6 June 2017. This resulted in significant assets in the region of ~\$5.6M transferring to the Shire of Ravensthorpe.

Accounting for the above was over looked during the completion of the 2016/17 audit.

This report outlines the corrective action that needs to be taken following consultation with the Office of the Auditor General (OAG) and auditors – Lincolns as the dollar value involved constitutes a material misstatement.

#### Background:

At the Ordinary meeting of Council on 15 September 2016, Council resolved the following:

*Res: 108/16*

*“That Council endorses the proposal to proclaim the heavy vehicle route as part of the South Coast Highway and de-proclaim those sections being transferred to the Shire of Ravensthorpe”*

Upon de-proclamation on 6 June 2017 the assets essentially gifted from Main Roads Western Australia (MRWA) needed to be recognised in the asset register of the Shire. As this didn't occur the OAG and Lincolns have referred the Shire to AASB 108 – Accounting Policies, Changes in Accounting Estimates and Errors to process the necessary adjustments.

This firstly involves obtaining a fair valuation for all the assets transferred to the Shire as at 30 June 2017. MRWA have provided the breakdown of their written down values at the time of transfer of \$5.647M. This is not a fair valuation however and will need to be independently verified to facilitate the initial recognition in the Shire's Asset register.

<b>Value of Former South Coast Hwy (H918) &amp; Ravensthorpe Hopetoun Rd (M959) transferred to Shire of Ravensthorpe</b>				
		<b>M959</b>	<b>H918</b>	<b>Total</b>
	<b>Cost</b>			
	Land Under Road	-	-	7,830.00
	Earthworks	767,480.06	3,414,381.51	4,181,861.57
	Pavement-Drainage	472,472.69	2,883,816.29	3,356,288.98
	Seal	40,113.39	438,103.02	478,216.41
		<b>1,280,066.14</b>	<b>6,736,300.82</b>	<b>8,024,196.96</b>
	<b>Accum Depn</b>			
	Land Under Road			
	Earthworks	-	450,035.09	450,035.09
	Pavement-Drainage	443,304.61	1,289,741.54	1,733,046.15
	Seal	29,381.35	164,207.41	193,588.76
		<b>472,685.96</b>	<b>1,903,984.04</b>	<b>2,376,670.00</b>
	<b>NBV retired</b>			
	Land Under Road	-	-	7,830.00
	Earthworks	767,480.06	2,964,346.42	3,731,826.48
	Pavement-Drainage	29,168.08	1,594,074.75	1,623,242.83
	Seal	10,732.04	273,895.61	284,627.65
	<b>WDV</b>	<b>807,380.18</b>	<b>4,832,316.78</b>	<b>5,647,526.96</b>



The Shire at 30 June 2018 is also due to revalue the Infrastructure asset class as part of the fair valuation cycle.

Howson Management, provided the Shire with Roads, Footpaths and Drainage Valuations in 2017. They also assisted with the maintenance of the Shire's ROMAN2 database which is used by all WA Local Governments to determine fair value of road networks.

Given Howson Managements' past experience and our Auditors being familiar with their work it is recommended that Howson Management be engaged to provide a componentised fair valuation report as at the 30 June 2018 and that separately Howson Management provide a fair valuation for the assets transferred from MRWA on 6 June 2017 effective as at 30 June 2017.

Once valuations are held the necessary adjustments, restatements and notes required as part of the 30 June 2018 audit can be drafted in accordance with AASB 108.

**Comment:**

The accounting adjustments are required to meet compliance with the Australian Accounting standards and to ensure that the Shire does not receive a qualified audit report.

Asset management plans & LTFP's revisions will need to take into account the impact of the increase to the Shire's road asset base. The increased infrastructure asset value will also have an initial negative impact on asset related ratios that will need explanation.

**Consultation:**

Russell Harrison (Auditor) – Lincolns  
Office of the Auditor General.  
Howson Management

**Statutory Obligations:**

*Section 6.4 of the Local Government Act (1995)* prescribes that annual financial reports of a Local Government are to be in accordance with Australian Accounting Standards.

**Policy Implications:**

N/A

**Budget / Financial Implications:**

Within the Other Property & Services Program there is a budget allocation of \$52,000 for consultants. Year to date this is drawn to \$27,000.

A quote will be obtained from Howson Management but it is not expected to exceed the available budget.

**Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**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 AND COUNCIL DECISION	ITEM 10.1.5
Moved: Cr Smith	Seconded: Cr Richardson
That Council:	
1. Receive the report, noting the requirement to correct a material misstatement in accordance with AASB 108 – Accounting Policies, Changes in Accounting Estimates and Errors; and	
2. Request the Chief Executive Officer to obtain a fair valuation of the assets acquired on 6 June 2017 from Main Roads Western Australia effective at 30 June 2017.	
3. Request the Chief Executive Officer to obtain a fair valuation of the infrastructure asset class as at 30 June 2018, for the purposes of revaluing this asset class.	
Carried: 7/0	Res: 52/18

**10.1.6 MONTHLY FINANCIAL REPORT – 30 APRIL 2018**

<b>File Ref:</b>	
<b>Applicant:</b>	Internal
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	8 May 2018
<b>Author:</b>	Darren Kennedy Manager Corporate & Community Services
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	10.1.6 – Monthly Financial Reports for April 2018

**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 April 2018 Monthly Financial Reports

**Comment:**

The April 2018 Monthly Financial Reports are presented for review.

**Consultation:**

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 apply

**Policy Implications:**

Nil

**Budget / Financial Implications:**

All expenditure has been approved via adoption of the 2017/18 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.

**Risk**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**Sustainability Implications:**

- **Environmental/Economic/Social**

Not applicable to this specific recurring report.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.6
Moved: Cr Dickinson	Seconded: Cr Belli
That Council receive the April 2018 Monthly Financial Reports as presented.	
Carried: 7/0	Res: 53/18

## 10.2 MANAGER OF PLANNING AND DEVELOPMENT

### 10.2.1 LOCAL PLANNING SCHEME NO. 6 – AMENDMENT NO. 1

<b>File Ref:</b>	N/A
<b>Applicant:</b>	Internal
<b>Location:</b>	Shire of Ravensthorpe
<b>Date:</b>	30 April 2018
<b>Author:</b>	Richard Hindley
<b>Authorising Officer:</b>	Ian Fitzgerald
<b>Attachments:</b>	Attachment 10.2.1.a - Amendment No.1 Attachment 10.2.1.b – Submissions Attachment 10.2.1.c - Schedule of Submissions

#### Summary:

For Council to consider supporting draft Amendment No. 1 for approval subject to modifications as a result of the public exhibition that was undertaken as well as the internal assessment of the Amendment during the same period.

#### Background:

Notice of Final Approval of the Shire of Ravensthorpe Local Planning Scheme No. 6 ('the Scheme') was published in the Government Gazette on the 11 July 2017. A review of the Scheme has now been undertaken and a Scheme Amendment has been prepared to modify the Scheme.

This amendment seeks insert a number of new and expanded provisions to improve consistency between Local Planning Scheme No. 6 and the Shire of Esperance's Local Planning Scheme No. 24.

A number of other modification are proposed to improve the clarity of the Scheme and to ensure the ease if its interpretation by the users of the document.

A new Special Control Area is proposed over the Unallocated Crown Land in the Shire that is zoned 'Rural'. This approach inserts identical controls that are in Special Control Area No. 10 in the Shire of Esperance's Local Planning Scheme No. 24.

The deletion of all clauses relating to the 'General Industry' zone and conversion of all this land to 'Light Industry' is also undertaken by this amendment.

Map modifications are proposed to reflect the changes made within the Scheme text.

Corrections have also been made to several incorrect references.

#### Site Description

Shire of Ravensthorpe

## Zoning and Scheme Requirements

This item relates to a Scheme Amendment.

### Comment:

This omnibus amendment details numerous modifications to the Scheme.

The modifications fall into the following categories:

1. Amending Land Uses within Clause 3.2;
2. Removing the 'General Industry' zone;
3. Introducing new exemptions;
4. Updating the Potable Water Standard in the Scheme;
5. Inserting provisions for Sites with more than one street frontage;
6. Inserting provisions for Reciprocal and Shared Parking;
7. Inserting provisions for Parking of Commercial Vehicles;
8. Inserting provisions for Effluent Disposal;
9. Inserting provisions for Light Overspill;
10. Updating the Caretakers Dwelling provisions;
11. Updating the Second-hand Dwellings and Repurposed Dwelling provisions;
12. Inserting provisions for Shipping Containers;
13. Inserting a new Special Control Area for Undeveloped Rural Areas;
14. Inserting new definitions into the Scheme;
15. Updating Schedule 2 to clarify development standards;
16. Inserting a new Schedule for Exempted Signage and Advertising;
17. Amending the Scheme Map to reflect changes in the Text; and
18. Correct typographical errors in the Scheme.

The proposed provisions are consistent with the Local Planning Strategy.

### Proposal

#### Amend the numbering of Clause 2.3

This modification is the renumbering of the clause to allow the insertion of a new clause.

#### Amend Clause 2.3 by inserting as a new Clause b)

This modification inserts a new provision that allows a Shire managed reserve to be used for the purposes of developing or maintaining public infrastructure despite the purposes that is assigned for the reserve under the Scheme.

#### Amend the Scheme by adding a point iii to Clause 3.1 e)

This modification inserts a new objective into the 'Light Industry' zone to cater for its expansion to include the land formerly zoned 'General Industry'. It is proposed to rezone all 'General Industry' zoned land to 'Light Industry' as the uses permitted in both zones are nearly identical. As a component of this all parts of the Scheme that reference the 'General Industry' zone require deletion.

Amend the Scheme by deleting Clause 3.1 f)

This modification deletes the objectives for the 'General Industry' zone. It is proposed to rezone all 'General Industry' zoned land to 'Light Industry' as the uses permitted in both zones are nearly identical. As a component of this all parts of the Scheme that reference the 'General Industry' zone require deletion.

Amend Clause 3.2 Zoning Table by amending the order of Use Classes

This modification resorts the Zoning Table so that land uses are sorted alphabetically. It is also proposed to remove the subheadings so that the Table reads as a traditional zoning table.

Amend Clause 3.2 Zoning Table by amending the permissibility of 'Repurposed dwelling'

This modification amends the permissibility of 'repurposed dwelling' to 'X' in the 'Residential, Rural Townsite and Mixed Use' zones. The use retains the same permissibility in all other zones.

Amend Clause 3.2 Zoning Table by amending the permissibility of 'Exhibition Centre'

This modification amends the permissibility of 'Exhibition Centre' to 'A' in the 'Light Industry' zone. It is proposed to rezone all 'General Industry' zoned land to 'Light Industry' as the proposed change is as a result of amalgamating the zones.

Amend Clause 3.2 Zoning Table by amending the permissibility of 'Reception Centre'

This modification amends the permissibility of 'Reception Centre' to 'X' in the 'Light Industry' zone. It is proposed to rezone all 'General Industry' zoned land to 'Light Industry' as the proposed change is as a result of amalgamating the zones.

Amend Clause 3.2 Zoning Table by amending the permissibility of 'Trade Supplies'

This modification amends the permissibility of 'Trade Supplies' to 'A' in the 'Light Industry' zone. It is proposed to rezone all 'General Industry' zoned land to 'Light Industry' as the proposed change is as a result of amalgamating the zones.

Amend Clause 3.2 Zoning Table by deleting the 'General Industry' zone

This modification deletes the 'General Industry' zone from the Zoning Table. It is proposed to rezone all 'General Industry' zoned land to 'Light Industry' as the uses permitted in both zones are nearly identical. As a component of this all parts of the Scheme that reference the 'General Industry' zone require deletion.

Amend Clause 3.2 Zoning Table by inserting 'Renewable energy facility'

This modification introduces a renewable energy facility as a land use within the Zoning Table and assigns permissibilities based on zone.

Amend Clause 3.2 Zoning Table by inserting 'Winery'

This modification introduces a renewable energy facility as a land use within the Zoning Table and assigns permissibilities based on zone.

Amend the Scheme by inserting a new clause 61(1)(o) into Schedule A

This modification incorporates exemptions for shipping containers where it is not:

- Fully enclosed within a building;
- To be used for the storage of plant, machinery or building equipment where a building permit is current and construction is taking place, provided that the Shipping Container shall be removed within 14 days of completion of construction; or
- A component of an otherwise approved commercial or industrial land use.

This modification is related the incorporation of controls in relation to sea containers as part of this Amendment.

Amend the Scheme by inserting a new clause 61(1)(p) into Schedule A

This modification introduces an exemption for signage that is contained within a new Schedule that is proposed to be inserted into the Scheme. This approach was also taken in Scheme No. 5.

Amend the Scheme by inserting a new clause 61(1)(q) into Schedule A

This modification introduces an exemption for Agricultural activities within the 'Rural' zone. This clause exempts the use of land for 'Agriculture – Extensive' purposes, the erection of windmills and the construction of water tanks, dams and soaks in the 'Rural' zone in compliance with the setback standards contained in Schedule 2.

Amend the Scheme by inserting a new clause 61(1)(r) into Schedule A

This modification introduces an exemption for satellite dishes. The exemption applies where the proposed dish has a diameter of 1.2 metres or less.

Amend the Scheme by inserting a new clause 61(1)(s) into Schedule A

This modification introduces an exemption for a 'renewable energy facility' that is incidental in nature to the use of the land.

Amend the Scheme by inserting a new clause 61(1)(t) into Schedule A

This modification introduces an exemption for a solar hot water system. This exemption is included as based on the current exemptions any commercial premise would need development approval to install solar hot water.

Amend the Scheme by replacing Clause 4.29 with a new heading of 'Potable Water Supply'

This modification introduces a new potable water provision into the Scheme that is consistent with Statement of Planning Policy 2.5 Rural Planning and the associated Rural Planning Guidelines. It should be noted that the formula has had a slight modification with a reduced water consumption rate that reflects usage of tank water when compared to reticulated water.

Amend the Scheme by inserting a new clause 4.33 with the heading 'Site with more than One Street Frontage'

This modification introduces a new provision to provide controls for determining setbacks when a development site has more than one street frontage.

Amend the Scheme by inserting a new clause 4.34 with the heading 'Reciprocal Parking and Shared Parking'

This modification introduces new provisions to manage Reciprocal Parking and Shared Parking. Currently the Scheme does not allow parking to be offset either by time of use or alternative sites and this provision allows this to occur.

Amend the Scheme by inserting a new clause 4.35 with the heading 'Parking of Commercial Vehicles in Residential Areas'

This modification introduces that no person shall park within the 'Residential' or 'Rural Townsite' zone a commercial vehicle without the development approval of the local government. Where the commercial vehicle parking use is proposed in the 'Residential' or 'Rural Townsite' a number of criteria are specified.



Amending the Scheme by inserting a new clause 4.36 with the heading 'Effluent Disposal'

This modification introduces criteria for effluent disposal into the Scheme. These criteria relate on-site effluent disposal systems being to the specifications and satisfaction of the local government. Requirements for the use of 'non-standard' effluent disposal systems may be required at the discretion of the local government.

Amend the Scheme by inserting a new clause 4.37 with the heading 'Light Overspill'

This modification introduces a restriction on Floodlights, spotlights and all other forms of lighting shall be constructed, oriented and controlled so as not to adversely impact on the amenity of any adjacent residents or cause a traffic hazard in the adjacent road network.

Amend the Scheme by replacing Clause 4.25

This modification to the Scheme expands on the requirements for 'caretakers dwellings'. The provision is an extension to the current clause and in particular requires that the when the main use of the site ceases the 'caretakers dwelling' approval is to cease.

Amend the Scheme by replacing Clause 4.27

This modification to the Scheme expands on the requirements for 'Second-hand dwellings' and 'Repurposed dwelling'. The provisions retain the requirement for approval to be issued whilst providing a wider range of criteria by which to assess applications.

Amend the Scheme by replacing '4.31.1' within Clause 4.30.2 with '4.30.1'

This modification corrects an incorrect clause reference within Clause 4.30.2.

Amend the Scheme by replacing '4.31.1' within Clause 4.30.3 with '4.30.1'

This modification corrects an incorrect clause reference within Clause 4.30.3.

Amend the Scheme by inserting a new clause 4.38 with the heading 'Shipping Container Requirements'

It is proposed to introduce shipping container requirements into the Scheme. These requirements are currently in policy and this approach reflects that undertaken by the Shire of Esperance in Local Planning Scheme No. 24.

Amend the Scheme by inserting a new clause 4.39 with the heading 'Outbuildings in the Residential and Rural Residential Zones'

It is proposed to restrict the development of outbuildings on a 'Residential' or 'Rural Residential' zoned lots so it is not permitted unless development approval has already been issued for the erection of a single house, grouped dwelling or multiple dwelling on the lot.

Amend the Scheme by inserting a new clause 4.24.4

It is proposed to introduce a new provision that exempts 'Telecommunications Infrastructure' within the 'Rural' zone from the setbacks assigned in Schedule 2.

Amend the Scheme by renumbering the second Clause 5.1.1 with Clause 5.1.2

This modification corrects an incorrect clause reference within Clause 5.1.2.

Amend the Scheme by inserting a new clause within Table 12 – Special control areas in the Scheme

It is proposed to insert a new Special Control Area with the unallocated crown land areas that are zoned 'Rural' in the Scheme. This Special Control Area is consistent with a comparable clause within the Shire of Esperance Local Planning Scheme No 24 and it seeks to provide for mining activity, low key eco-tourism uses, environmental conservation and agricultural land uses within the area subject to a range of appropriate controls.

Amend Clause 6.2 by inserting the definition of Renewable Energy Facility

It is proposed to insert a new land use into Clause 3.2 – zoning table and this definition is included from the Planning and Development (Local Planning Schemes) Regulations 2015.

Amend Clause 6.2 by inserting the definition of Winery

It is proposed to insert a new land use into Clause 3.2 – zoning table and this definition is included from the Planning and Development (Local Planning Schemes) Regulations 2015.

Amend the Scheme by replacing 'Ni' within the front setback of Non-residential uses in the Rural Townsite zone Schedule 2 with 'Nil'.

It is proposed to correct a typographical error with this modification.

Amend the Scheme by replacing 'variable' within the rear setback of Non-residential uses in the Rural Townsite zone Schedule 2 with 'Nil'.

The use of the word 'variable' creates uncertainty both for developers and assessing officers. It is proposed to insert a standard in the place of an undefined attribute. In this instance it is proposed that the rear setback of non-residential uses in the 'Rural Townsite' zone be listed as 'Nil'.

Amend the Scheme by replacing 'variable' within the landscaping of Non-residential uses in the Rural Townsite zone Schedule 2 with '10'.

The use of the word 'variable' creates uncertainty both for developers and assessing officers. It is proposed to insert a standard in the place of an undefined attribute. In this instance it is proposed that the landscaping of non-residential uses in the 'Rural Townsite' zone be listed as '10',

Amend the Scheme by replacing 'variable' within the rear setback of Non-residential uses in the Mixed Use zone Schedule 2 with 'Nil'.

The use of the word 'variable' creates uncertainty both for developers and assessing officers. It is proposed to insert a standard in the place of an undefined attribute. In this instance it is proposed that the rear setback of non-residential uses in the 'Mixed Use' zone be listed as 'Nil'.

Amend the Scheme by replacing 'variable' within the landscaping of Non-residential uses in the Mixed Use zone Schedule 2 with '10'.

The use of the word 'variable' creates uncertainty both for developers and assessing officers. It is proposed to insert a standard in the place of an undefined attribute. In this instance it is proposed that the landscaping of non-residential uses in the 'Mixed Use' zone be listed as '10',

Amend the Scheme by replacing 'Variable' within the Plot Ratio of Tourism in Schedule 2 with '0.75'.

The use of the word 'variable' creates uncertainty both for developers and assessing officers. It is proposed to insert a standard in the place of an undefined attribute. This modification introduces a plot ratio requirement of 0.75. This allows a wide range of development to occur without encountering a restriction under the Scheme and is particularly pertinent for smaller lots.

Amend the Scheme by replacing 'Variable' within the Rear Setback of Tourism in Schedule 2 with 'Nil(i)'.

The use of the word 'variable' creates uncertainty both for developers and assessing officers. It is proposed to insert a standard in the place of an undefined attribute. In this

instance it is proposed that the rear setback of non-residential uses in the 'Tourism' zone be listed as 'Nil(i)'

Amend the Scheme by inserting a new box for 'Tourism' to clarify Setback standards in Schedule 2

It is proposed to introduce a new standard as (i) under the 'Tourism' zone. This is a conditional variation that stipulates that where a development in the 'Tourism' zone adjoins the 'Residential' zone the minimum setback shall be at the discretion of the local government.

Amend the Scheme by deleting the row 'General Industry' in Schedule 2.

All 'General Industry' zoned land will become 'Light Industry' on the Scheme Map. A number of modifications such as this one are proposed throughout this amendment to support the removal of the 'General Industry' zone.

Amend the Scheme by replacing 'Variable' within the Plot Ratio of Light Industry in Schedule 2 with '0.6'.

The use of the word 'variable' creates uncertainty both for developers and assessing officers. It is proposed to insert a standard in the place of an undefined attribute. This modification introduces the plot ratio requirement contained within Local Planning Policy No.7 – Industrial Design Guidelines into the Scheme.

Amend the Scheme by inserting a new Schedule 5 with the heading 'Exempted Signage and Advertising'

It is proposed to reintroduce a Schedule into the Scheme that list the exempted signage. The proposed exemptions are consistent with what was provided for in Scheme No. 5 and the Signage Local Planning Policy.

Amend the Scheme Map by showing all 'General Industry' zoned land as 'Light Industry'

This modification deletes the 'General Industry' zone from the Scheme Map. All 'General Industry' zoned land will become 'Light Industry' on the Scheme Map. A number of other modifications are proposed throughout this amendment to support the removal of the 'General Industry' zone.

Amend the Scheme Map by showing SCA5 as depicted on the Scheme Amendment Map

This modification inserts SCA5 onto the Scheme Map. The area identified is those areas that are zoned 'Rural' and are also unallocated crown land.

A full copy of the amendment documentation is attached (Attachment A).

In addition to the proposed modification from the consultation additional modification is required to correct a numbering error within the amendment.

**Consultation:**

Upon receiving consent to advertise from the Western Australian Planning Commission, LPS 24 Amendment No. 2 was advertised for public comment in accordance with the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The advertising was commenced on 22 February 2018 and closed on 27 April 2018 being a period of 64 days. Advertising consisted of:

- Advertising notice in the Community Spirit – 22 February 2018;
- Notice placed on the Shire of Ravensthorpe Facebook Page;
- Amendment documentation being available via the Shire of Ravensthorpe's website;

- Copies of the Amendment being placed in the Ravensthorpe and Hopetoun Shire Offices; and
- Referral letters to government departments and servicing agencies.

At the close of the advertising period a total of seven (7) submissions (Attachment B) were received, all of which were from Government Departments and Servicing Agencies. Six of the submissions from servicing and government agencies gave no comment or objection to the proposed amendment. One submission requested a minor modification to one of the clauses as outlined in the Schedule of Submissions (Attachment C).

**Statutory Obligations:**

*Planning and Development Act 2005*

*Planning and Development (Local Planning Schemes) Regulations 2015*

Local Planning Scheme No. 6

**Policy Implications:**

A number of the provisions introduced by this amendment will result in the amendment of a number of local planning policies. Given the length of time it take to finalise the amendment process the current proposed policy framework should be maintained until such time as Amendment No. 1 is gazetted.

**Budget / 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 social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.2.1
Moved: Cr Richardson	Seconded: Cr Smith
That Council:	
1. In accordance with Regulation 41(3)(b) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> support the draft Amendment No. 1 with the proposed modifications to address issues raised in the submissions:	
2. Amend the Scheme by amending point 2 of the amendment which inserts Clause 2.3b) by inserting 'government, public authority or' before 'local government'	
And;	
3. Further inform the Western Australian Planning Commission that as a result of the local government's consideration of the draft Amendment No. 1 under Regulation 50 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> , the following modification is required in addition to those raised in the submissions:	
4. Amend the Scheme by amending point 2.29 of the amendment which by modifying the inserted clause from '4.36' to '4.38'.	
5. Amend the Scheme by amending point 2.30 of the amendment which by modifying the inserted clause from '4.37' to '4.39'.	
Carried: 7/0	Res: 54/18

**10.2.2 LOCAL PLANNING SCHEME NO. 6 – AMENDMENT NO. 2**

**File Ref:**  
**Applicant:** Internal  
**Location:** Shire of Ravensthorpe  
**Date:** 30 April 2018  
**Author:** Richard Hindley  
**Authorising Officer:** Ian Fitzgerald  
**Attachments:** Attachment 10.2.2.a - Amendment No.2  
Attachment 10.2.2.b – Submissions  
Attachment 10.2.2.c - Schedule of Submissions

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**Summary:**

For Council to consider supporting Amendment No. 2 to Local Planning Scheme No. 6 without modification.

**Background:**

Notice of Final Approval of the Shire of Ravensthorpe Local Planning Scheme No. 6 ('the Scheme') was published in the Government Gazette on the 11 July 2017. A review of the Scheme has now been undertaken and a Scheme Amendment has been prepared to modify the Scheme.

This amendment seeks to correct a number of zoning anomalies in the Gazetted Scheme. These changes generally reflect the current reservation or where changes are well advanced to change a reservation.

The introduction of a new zone and the amendment to permitted land uses is also proposed so that they make reference to both the land as well as the objectives of the zone.

There are also a number of modifications that update the Scheme both from external changes as well as finalising some of the changes that were commenced in Amendment No. 1.

**Site Description**

Shire of Ravensthorpe

**Zoning and Scheme Requirements**

This item relates to a Scheme Amendment.

**Comment:**

This omnibus amendment details numerous modifications to the Scheme.

The modifications fall into the following categories:

19. Amending the Scheme Map based on reserve classifications that were omitted in the drafting of the Scheme Map;
20. Inserting the 'Rural Smallholdings zone' and associated provisions;
21. Reviewing land use permissibility's within Clause 3.2;
22. Removing the references to the 'General Industry' zone that were not removed by Amendment No. 1.
23. Updating references to water storage tanks throughout the Scheme to reference one clause;
24. Updating the names of government agencies; and
25. Updating numbering throughout the Scheme where required.

The proposed provisions are consistent with the Local Planning Strategy.

### **Proposal**

It should be noted that the amendment document contains maps of all the map modifications outlined below.

Amend the Scheme Map by rezoning the portion of Reserve 31754 zoned 'Rural' to 'Environmental Conservation'.

This modification incorporates the extension of Reserve 31754 (Cheadanup Nature Reserve) as identified for expansion in the Parks and Wildlife Services 'Esperance and Recherche Parks and Reserves Management Plan 84'. The parcels of land identified are now included in Reserve 31754 and it is appropriate for the Scheme to reflect this.

Amend the Scheme Map by rezoning the portion of Reserve 31128 zoned 'Public Open Space' reserve to 'Environmental Conservation' reserve

This modification seeks to correct a mapping error. A portion of Reserve 31128 (Kundip Nature Reserve) is already reserved as 'Environmental Conservation' with the remainder of the reserve being reserved as 'Public Open Space'. All portions of the reserve have the assigned purpose of 'Conservation of Flora, Fauna and Waterways'. It is appropriate for the Scheme to reflect this.

Amend the Scheme Map by rezoning the portion of Reserve 16119 zoned 'Rural' to 'Public Open Space' reserve.

This modification seeks to correct a mapping error. Reserve 16119 is predominately zoned 'Rural' with a small area to the north of the reserve being reserved as 'Public Open Space'. The entire reserve is currently undeveloped and has no management order. The purpose of this reserve is 'Common'. It is considered inappropriate for this land to be zoned 'Rural' and it is appropriate to reflect its status as a reserve by reserving it as 'Public Open Space' under the Scheme.

Amend the Scheme Map by rezoning Reserve 12200 to 'Public Purposes' reserve with a designation of Infrastructure Services

This modification seeks to correct a mapping error. Reserve 12200 has a purpose of 'Sanitary Site' and is an unmanaged reserve. Given the purpose of the reserve it is appropriate to show it as 'Public Purposes' reserve with a designation of Infrastructure Services.



Amend the Scheme Map by rezoning Reserve 11577 to 'Public Purposes' reserve with a designation of Infrastructure Services

This modification seeks to correct a mapping error. Reserve 11577 has a purpose of 'Water Supply' and is an unmanaged reserve. Given the purpose of the reserve it is appropriate to show it as 'Public Purposes' reserve with a designation of Infrastructure Services.

Amend the Scheme Map by rezoning Reserve 7379 to 'Public Purposes' reserve with a designation of Infrastructure Services.

This modification seeks to correct a mapping error. Reserve 7379 has a purpose of 'Water' and is the responsibility of Water Corporation. Given the purpose of the reserve it is appropriate to show it as 'Public Purposes' reserve with a designation of Infrastructure Services.

Amend the Scheme Map by rezoning Reserve 12141 to 'Public Purposes' reserve with a designation of Infrastructure Services

This modification seeks to correct a mapping error. Reserve 12141 has a purpose of 'Sanitary Site' and is an unmanaged reserve. Given the purpose of the reserve it is appropriate to show it as 'Public Purposes'

Amend the Scheme Map by rezoning Reserve 11145 to 'Public Open Space' reserve.

This modification seeks to correct a mapping error. Reserve 11145 has a purpose of 'Recreation' and is an unmanaged reserve. Given the purpose of the reserve it is appropriate to show it as 'Public Open Space'

Amend the Scheme Map by rezoning Reserve 21723 to 'Public Open Space' reserve

This modification seeks to correct a mapping error. Reserve 21723 has a purpose of 'Recreation' and is an unmanaged reserve. Given the purpose of the reserve it is appropriate to show it as 'Public Open Space'

Amend the Scheme Map by Reserve 27023 to 'Environmental Conservation' reserve

This modification seeks to correct a mapping error. Reserve 27023 has a purpose of 'National Park' as is the southern portion of the Frank Hahn National Park. Given the inclusion of the reserve in the Frank Hahn National Park it is appropriate to show it as 'Environmental Conservation'

Amend the Scheme Map by rezoning a portion of Reserve 30633 to 'Public Purposes' reserve with a designation of Emergency Services

An application is currently being processed by the Department of Planning, Lands and Heritage to change the purpose of the Reserve to 'Emergency Services for St Johns Ambulance Service. Given the proposed purpose of the reserve it is appropriate to show it as 'Public Purposes'

Amend the Scheme Map by rezoning Reserve 36191 to 'Public Purposes' reserve with a designation of Government Services

This modification seeks to correct a mapping error. Reserve 36191 has a purpose of 'Quarry' and is managed by Main Roads. Given the purpose of the reserve it is appropriate to show it as 'Public Purposes'

Amend the Scheme Map by rezoning Reserve 17880 zoned to 'Environmental Conservation' reserve

This modification seeks to correct a mapping error. Reserve 17880 has a purpose of 'Waterway' and is managed by the Water Resources Ministerial Body. This reserve was also identified as proposed Nature Reserve in the Regional Management Plan 1992 -2002 South



Coast Region. Given the purpose of the reserve and its Management Orders it is appropriate to show it as 'Environmental Conservation'.

Amend the Scheme Map by rezoning a portion of Floater Road to 'Local Road';

This modification seeks to correct a mapping error. A portion of the Floater Road as shown below is currently reserved for 'Public open Space'. It is proposed to show the dedicated road reserve as a 'Local Road' in the Scheme.

Amend the Scheme Map by Reserve 13271 to 'Environmental Conservation' reserve

This modification seeks to correct a mapping error. Reserve 13271 has a purpose of 'Gravel and Water Supply' and is managed by the Department of Water. This reserve is also adjacent to Reserve 27525 (Overshot Hill Nature Reserve). Given the purpose of the reserve and its Management Orders it is appropriate to show it as 'Environmental Conservation'.

Amend the Scheme Map by rezoning Reserve 38642 to 'Public Purposes' reserve with a designation of Government Services

This modification seeks to correct a mapping error. Reserve 38642 has a purpose of 'Gravel; and is managed by the Shire of Ravensthorpe. Given the purpose of the reserve it is appropriate to show it as 'Public Purposes'

Amend the Scheme Map by rezoning Lot 1 on Diagram 80567 on the corner of Mason Bay Road and Middle Road to 'Public Purposes' reserve with a designation of Infrastructure Services

This modification seeks to correct a mapping error. Lot 1 on Diagram 80567 on the corner of Mason Bay Road and Middle Road has been developed for telecommunications infrastructure. Given the purpose of the reserve it is appropriate to show it as 'Public Purposes'.

Amend the Scheme Map by Reserve 49742 to 'Environmental Conservation' reserve

This modification seeks to correct a mapping error. Reserve 49742 has a purpose of 'Conservation' and its Management Orders are with the Conservation Commission of Western Australia. Given the purpose and management of the reserve it is appropriate to show it as 'Environmental Conservation'.

Amend the Scheme Map by rezoning Lots 3000 and 3001 on Plan 48791 and a portion of 'Local Road' as 'Primary Distributor Road'

This modification seeks to correct a mapping error. Lots 3000 and 3001 on Plan 48791 and a portion of 'Local Road' form part of the reserve for South Coast Highway. The subject portions of land should be shown as 'Primary Distributor Road'.

Amend the Scheme Map by rezoning Lots 3004, 3005 and 3006 on Plan 48791 as 'Primary Distributor Road'

This modification seeks to correct a mapping error. Lots 3004, 3005 and 3006 on Plan 48791 on Plan 48791 and a portion of 'Local Road' form part of the reserve for South Coast Highway. The subject portions of land should be shown as 'Primary Distributor Road'.

Amend the Scheme Map by rezoning Lot 521 on Plan 403837 and portions of 'Local Road' as 'Primary Distributor Road'

This modification seeks to correct a mapping error. Lot 521 on Plan 403837 and portions of 'Local Road' form part of the reserve for South Coast Highway. The subject portions of land should be shown as 'Primary Distributor Road'.

Amend the Scheme Map by rezoning the portion of 'Local Road' on the corner of Maydon Road and South Coast Highway as 'Primary Distributor Road'

This modification seeks to correct a mapping error. A portion of 'Local Road' reserve on the corner of Maydon Road and South Coast Highway forms part of the reserve for South Coast Highway. The subject portions of land should be shown as 'Primary Distributor Road'.

Amend the Scheme Map by rezoning Reserve 27127 to 'Public Open Space Reserve'

This modification seeks to correct a mapping error. Reserve 27127 is currently zoned 'Rural' with additional use 'A2'. The reserve has a purpose of 'Showground and Recreation' and is managed by the Shire of Ravensthorpe. Given the purpose of the Reserve it is appropriate to apply the 'Public Open Space' reserve.

Amend the Scheme by deleting in Clause 3.4.1 the reference to Additional Use No. 2 and the Scheme Map accordingly

This modification seeks to rezone Reserve 27127 to 'Public Open Space' the additional use requires deletion as additional uses should not apply to reserves in the manner of Clause 3.4.1. It is recommended that Additional Use No. 2 should be deleted from the Scheme.

Amend the Scheme by inserting a replacing the text under Clause 2.3 to introduce an Additional Use to a reserve

Clause 2.3 of the Scheme allows additional uses to be applied to reserves. In this instance the additional use that has been deleted from Reserve 27127 can now be inserted to this Clause with modification to reflect that the land is a reserve.

Amend the Scheme Map by applying 'AR1' to Reserve 27127

By inserting 'AR1' into Clause 2.3 the additional use for land in a local reserve can now be shown on the Scheme Map. It is recommended that 'AR1' be included on the Scheme Map.

Amend the Scheme Map by rezoning Lots 109, 110 and 111 on Plan 39880 and a portion of 'Local Road' as 'Primary Distributor Road'

This modification seeks to correct a mapping error. Lots 109, 110 and 111 on Plan 39880 and a portion of 'Local Road' form part of the reserve for the Hopetoun – Ravensthorpe Road. The subject portions of land should be shown as 'Primary Distributor Road'.

Amend the Scheme Map by rezoning Lots 1518 and 1519 on Plan 29986 as 'Primary Distributor Road'

This modification seeks to correct a mapping error. Lots 1518 and 1519 on Plan 29986 form the turning lane between Newdegate-Ravensthorpe Road and South Coast Highway. These portions of land are currently zone 'Rural' in the Scheme. The subject portions of land should be shown as 'Primary Distributor Road'.

Amend the Scheme Map by rezoning Lots 351 and 352 on Plan 401419 as 'Primary Distributor Road'

This modification seeks to correct a mapping error. Lots 351 and 352 on Plan 401419 form part of the reserve for South Coast Highway. The subject portions of land should be shown as 'Primary Distributor Road'.

Amend the Scheme Map by rezoning Lot 1508 on Plan 191425 as 'Local Road'

This modification seeks to correct a mapping error. Lot 1508 on Plan 191425 is currently zone 'rural' under the Scheme and form part of Moir Road. The subject portions of land should be shown as 'Local Road'.

Amend the Scheme by inserting objectives for the Rural Smallholdings zone

It is proposed to introduce objectives for the 'Rural Smallholdings' zone within the Scheme. This modification is required as land above 4ha in area that is zoned 'Rural Residential' is more properly identified as 'Rural Smallholdings'.

Amend the Scheme Map by rezoning Lots 1, 2, 3, 4, 8, 15, 16, 17, 18, 19, 20 and 21 Blue Vista as 'Rural Smallholdings'

Lots 1, 2, 3, 4, 8, 15, 16, 17, 18, 19, 20 and 21 Blue Vista are currently zoned 'Rural Residential' and range in lot size from 5.8 ha to 15.5 ha. The lot sizes of these lots is over that provided for in the 'Rural Residential' zone. It is recommended that the subject lots be rezoned to 'Rural Smallholdings'.

Amend the Scheme Map by rezoning Lots 1, 2, 3, 8, 9, 10, 15, 16 and 17 Dotterel Drive, Lots 4, 5, 6 and 7 Carnaby Close and Lots 11, 12, 13 and 14 Pardalote Parade as 'Rural Smallholdings'

Lots 1, 2, 3, 8, 9, 10, 15, 16 and 17 Dotterel Drive, Lots 4, 5, 6 and 7 Carnaby Close and Lots 11, 12, 13 and 14 Pardalote Parade are currently zoned 'Rural Residential' and range in lot size from 15.7 ha to 84.6 ha with the larger lots having extensive undevelopable areas. It is recommended that the subject lots be rezoned to 'Rural Smallholdings'.

Amend the Scheme by inserting a new row in Schedule 2 under the row titled 'Rural Residential' with the Title of 'Rural Smallholdings'

With the introduction of a new zone in 'Rural Smallholdings' Schedule 2 – Additional Site and Development Requirements needs to be updated. It is proposed to insert new standards that reflect the large lot sizes that occur in this zone.

Amend the Scheme by inserting 'Rural Smallholdings' as a land use in Clause 3.2 Zoning Table and the associated permissibility's

With the introduction of a new zone in 'Rural Smallholdings' land use permissibility's need to be inserted into the Zoning Table contained in Clause 3.2. The proposed range of land uses and permissibility's are taken from the 'Rural Residential' zone and take into account the larger lot size that are occur in the 'Rural Smallholdings' zone.

Amend the Scheme by amending the permissibility's for 'Rural Residential' in Clause 3.2 Zoning Table

With the introduction of the 'Rural Smallholdings' zone into Clause 3.2 it is appropriate to review the land use permissibility's in the 'Rural Residential' zone. The proposed range of land uses and permissibility's take into account the smaller lot size that are occur in the 'Rural Residential' zone.

Amending the Scheme by amending the permissibility's for 'Rural' in Clause 3.2 Zoning Table

The land use permissibility's in the 'Rural' zone have also been reviewed. The proposed uses are in addition to those already available in the Scheme and provide for a wider range of development to occur within the 'Rural' zone.

Amend the Scheme by amending the permissibility's for 'Light Industry' in Clause 3.2 Zoning Table

The land use permissibility's in the 'Light Industry' zone have been reviewed. The proposed uses are slight broadening of the permitted uses in this zone. It should also be noted that the 'Restaurant/café' use is inserted to preserve the intent of Clause 4.13.7 which limits the 'Restaurant/café' use to the inside of the Heavy Haulage Route in the Ravensthorpe locality.

Amend the Scheme by amending the permissibility's for 'Tourism' in Clause 3.2 Zoning Table

The land use permissibility's in the 'Tourism' zone have also been reviewed. The proposed changes remove uses that are incompatible with the zone objectives whilst introducing a 'Shop' where it is incidental to the predominant use of the site.

Amend the Scheme by amending the permissibility's for 'Mixed Use' in Clause 3.2 Zoning Table

The land use permissibility's in the 'Tourism' zone have also been reviewed. The proposed changes remove uses that are incompatible with the zone objectives whilst introducing uses such as 'Shop' that are compatible and appropriate for the zone.

Amend the Scheme by amending the permissibility's for 'Rural Townsite' in the Table under Clause 3.2 in Clause 3.2 Zoning Table

The land use permissibility's in the 'Rural Townsite' zone have also been reviewed. The proposed changes to the permissible land uses are based on the zones objectives, location, lot size and potential impact on amenity.

Amend the Scheme by amending the permissibility's for 'Residential' in Clause 3.2 Zoning Table

The land use permissibility's in the 'Residential' zone have also been reviewed. The proposed removal of permissibility's of uses as outlined is based on preservation of amenity and appropriateness in terms of the zones objectives.

Amend the Scheme by deleting all references to the 'General Industry' zone in Clause 4.13. With the removal of the 'General Industry' zone in Amendment No. 1 Clause 4.13 needs to be amended so that it only refers to the 'Light Industry' zone.

Amend the Scheme by inserting Rural Smallholdings zone provisions after Clause 4.15

With the addition of a new zone in the 'Rural Smallholdings' zone development controls need to be introduced.

The proposed provisions are based on the 'Rural Residential' provisions in Clause 4.15 with a number of modifications to reflect the larger size of these lots when compared to those that are in the 'Rural Residential' zone.

Amend the Scheme by replacing 'Department of Agriculture and Food'; in Clause 4.15.6 a) with 'Department of Primary Industries and Regional Development - Agriculture and Food'.

This change is required due to the change in name of the 'Department of Agriculture and Food'; to 'Department of Primary Industries and Regional Development - Agriculture and Food'.

Amend the Scheme by replacing Clause 4.15.8 a) with new removal of vegetation provisions

The revised clause extends the range of permitted clearing by adding clearing in association with the construction of an approved building, where it is exotic or a declared weed and where it is subject to an approved clearing permit.

Amend the Scheme by replacing 'Department of Parks and Wildlife' in Clause 4.15.8 b) with 'Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service'.

This change is required due to the change in name of the 'Department of Parks and Wildlife' with 'Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service'

Amend the Scheme by replacing Clause 4.15.9 a) with a reference to the potable water standard.

With the change to the potable water standard proposed by Amendment No. 1 this clause is required to be modified to reference the new clause.

Amend the Scheme by replacing '92,000L' in Schedule 1, SU3 (c) with 'in accordance with Clause 4.30'.

Clause 4.30 (Clause 4.29 in the gazetted Scheme renumbered by this amendment) provides water storage requirements for dwellings without a mains water supply. This modification directs the potable water standard to the main provision of the Scheme.

Amend the Scheme by replacing 'a minimum of a 92 000 litre water storage tank' in Schedule 1, SU7 8. with a reference to the potable water standard.

Clause 4.30 (Clause 4.29 in the gazetted Scheme renumbered by this amendment) provides water storage requirements for dwellings without a mains water supply. This modification directs the potable water standard to the main provision of the Scheme.

Amend the Scheme by replacing 'or a minimum of 92,000 litre storage tank' in Schedule 3, RR4 3. a) with a reference to the potable water standard.

Clause 4.30 (Clause 4.29 in the gazetted Scheme renumbered by this amendment) provides water storage requirements for dwellings without a mains water supply. This modification directs the potable water standard to the main provision of the Scheme.

Amend the Scheme by replacing 'a minimum of 92,000 litre storage tank' in Schedule 3, RR5 6. c) with a reference to the potable water standard.

Clause 4.30 (Clause 4.29 in the gazetted Scheme renumbered by this amendment) provides water storage requirements for dwellings without a mains water supply. This modification directs the potable water standard to the main provision of the Scheme.

Amend the Scheme by replacing all references throughout the Scheme to the 'Department of Environmental Regulation' with 'Department of Water and Environmental Regulation'.

This change is required due to the change in name of the 'Department of Environmental Regulation' to 'Department of Water and Environmental Regulation'.

Amend the Scheme by replacing all references throughout the Scheme to the 'Department of Water' with 'Department of Water and Environmental Regulation'.

This change is required due to the change in name of the 'Department of Water' to 'Department of Water and Environmental Regulation'.

Amend the Scheme by replacing 'Department of Planning and Department of Lands' in Clause 4.24.3 with 'Department of Planning, Lands and Heritage'.

This change is required due to the change in names of the 'Department of Planning and Department of Lands' to 'Department of Planning, Lands and Heritage'.

Amend the Scheme by updating all numbering so that the Scheme is internally consistent.

This is a generic amendment so that should any numbering requiring amendment due to earlier clauses can be corrected by this amendment

A full copy of the amendment documentation is attached.

#### **Consultation:**

Upon receiving consent to advertise from the Western Australian Planning Commission, LPS 24 Amendment No. 2 was advertised for public comment in accordance with the provisions

of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The advertising was commenced on 22 February 2018 and closed on 27 April 2018 being a period of 64 days. Advertising consisted of:

- Advertising notice in the Community Spirit – 22 February 2018;
- Notice placed on the Shire of Ravensthorpe Facebook Page;
- Amendment documentation being available via the Shire of Ravensthorpe’s website;
- Copies of the Amendment being placed in the Ravensthorpe and Hopetoun Shire Offices; and
- Referral letters to government departments and servicing agencies.

At the close of the advertising period a total of six (6) submissions (Attachment B) were received, all of which were from Government Departments and Servicing Agencies. All of the submissions from servicing and government agencies gave no comment or objection to the proposed amendment.

**Statutory Obligations:**

*Planning and Development Act 2005*

*Planning and Development (Local Planning Schemes) Regulations 2015*

Local Planning Scheme No. 6

**Policy Implications:**

None

**Budget / 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 social considerations.



**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Requirements	Rare (1)	Moderate (3)	Minor (2)	Failure to meet Statutory Requirements	Accept Officer Recommendation

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION ITEM 10.2.2

Moved: Cr Smith Seconded: Cr Richardson

That Council:

In accordance with Regulation 41(3)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015* support the draft Amendment No. 2 without modification.

Carried: 7/0 Res: 55/18

**10.2.3 LOTS 30, 31, 36 AND 7 OLD NEWDEGATE ROAD AND LOT 177 FLOATER ROAD, RAVENSTHORPE****File Ref:****Applicant:** Matt Hogben (Albany Surveying and Mapping) on behalf of Galaxy Resources Ltd**Location:** Lots 30, 31, 36 and 7 Old Newdegate Road and Lot 177 Floater Road, Ravensthorpe**Date:** 4 May 2018**Author:** Richard Hindley**Authorising Officer:** Ian Fitzgerald**Attachments:** 10.2.3 - Plan showing proposed road

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**Summary:**

Council have received an application for the development of a road to facilitate the Galaxy Resources Mt Cattlin expansion project. This proposal exceeds the maximum value of development that can be considered under delegation and is therefore being referred to Council for a decision.

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

The proposed alignment of the road extends through Lots 30, 31, 36 and 7 Old Newdegate Road and Lot 177 Floater Road as shown in Attachment A.

**Zoning and Scheme Requirements**

Lots 30, 31, 36 and 7 Old Newdegate Road and Lot 177 Floater Road are zoned 'Rural' under Local Planning Scheme No. 6. It should be noted that when the future road dedication occurs and amendment to the Scheme will be made to reflect the new alignment.

**Comment:**

The proposed development (road) has been requested to facilitate the Galaxy Resources Mt Cattlin expansion project. This project will involve eastward expansion of the existing Mt Cattlin site that requires a section of Floater Road, between Old Newdegate Road and the South Coast Highway bypass, to be closed. The proposed development will ameliorate the impact of the Floater Road closure on users of Floater Road to the north of the Old Newdegate Road.

**Consultation:**

No consultation was undertaken in relation to this item, it should however be noted that the proposed dedication of the road the subject of the development application and the closure of portions of Old Newdegate Road and Floater Road will require advertising in accordance with the *Land Administration Act 1997* and will be presented to Council in due course (The closure of a portion of Floater Road is a separate item at this meeting).



**Statutory Obligations:**

Local Planning Scheme No. 6

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

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:**

None

**Budget / 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 social considerations.

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Requirements	Rare (1)	Moderate (3)	Minor (2)	Failure to meet Statutory Requirements	Accept Officer Recommendation

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.2.3
Moved: Cr Smith	Seconded: Cr Goldfinch
That Council	
<p>1. Resolve to approve Development Application P18-012 for a Road on Lots 30 on Plan 224145, 31 on Plan 224145, 36 on Plan 80856 and 7 on Plan 150030 Old Newdegate Road and Lot 177 on Plan 141641 Floater Road, Ravensthorpe subject to the following conditions:</p> <p>a) Development shall be carried out and fully implemented in accordance with the details indicated on the stamped approved plan(s) unless otherwise required or agreed in writing by the Shire of Ravensthorpe.</p> <p>b) Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved plan, engineering drawings and specifications and, are constructed and drained at Galaxy Resources Ltd's cost.</p> <p>Agreement being reached between the Shire of Ravensthorpe and Galaxy Resources to allow public access to the proposed road prior the its dedication under Section 56 of the <i>Land Administration Act 1997</i>.</p>	
Carried: 7/0	Res: 56/18

**NOTE: As new information has come to hand the Author and Authorising Officer recommend this item be withdrawn from the agenda of this meeting.**

**10.2.4 STATUTORY PROCESS – PART CLOSURE – PORTION OF FLOATER ROAD**

**File Ref:**

**Applicant:** Matt Hogben (Albany Surveying and Mapping) on behalf of Galaxy Resources Ltd

**Location:** Floater Road, Ravensthorpe

**Date:** 4 May 2018

**Author:** Richard Hindley

**Authorising Officer:** Ian Fitzgerald

**Attachments:** Attachment 10.2.4 - Plan showing proposed road closure

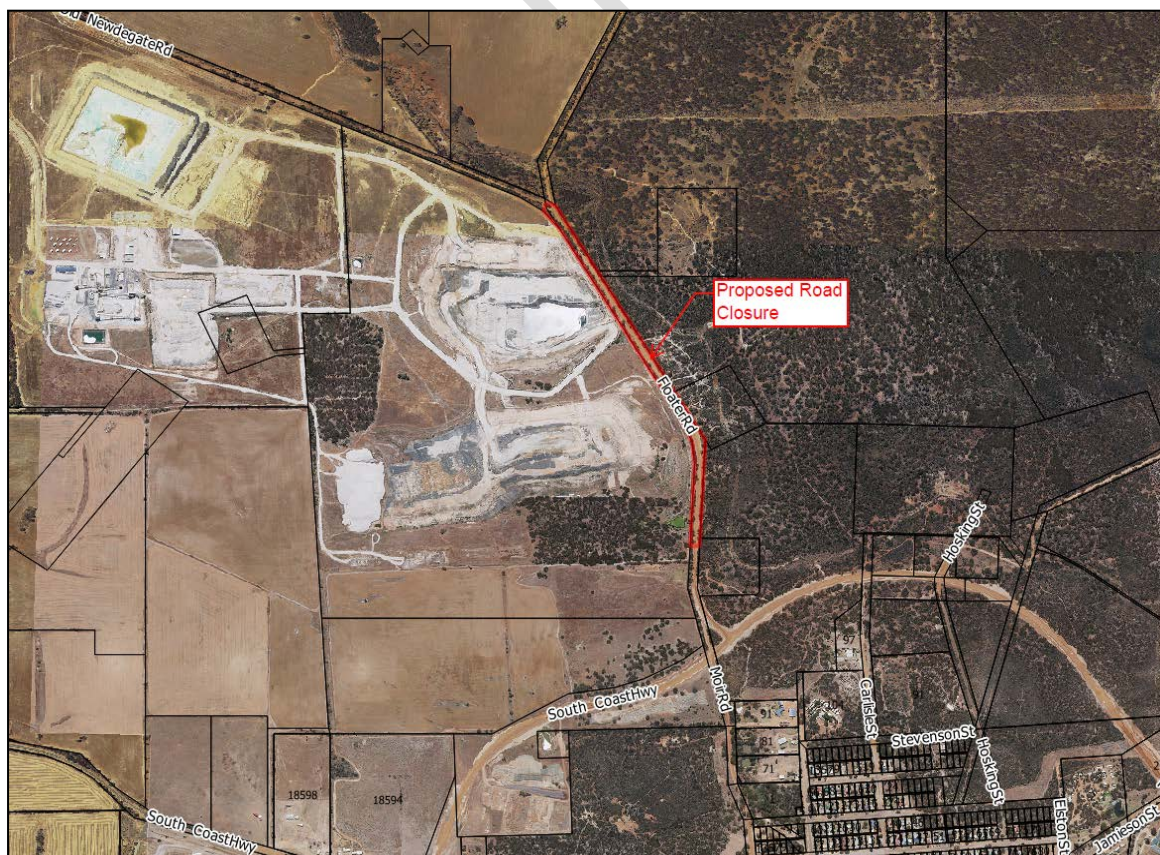
**Summary:**

The Shire has received an application to close a portion of Floater Road to facilitate the Galaxy Resources Mt Cattlin expansion project.

**Background:**

**Site Description**

Portion of Floater Road, Ravensthorpe.



**Zoning and Scheme Requirements**

None at this stage, once the road has been closed the Scheme can be amended to reflect its new status.

**Comment:**

The proposed road closure has been requested to facilitate the Galaxy Resources Mt Cattlin expansion project. This project will involve eastward expansion of the existing Mt Cattlin site that requires a section of Floater Road, between Old Newdegate Road and the South Coast Highway bypass, to be closed.

It should be noted that this agenda item is the first step in a statutory process that Council must follow on receipt of the application. As it is a statutory process the administration could have commenced the process without reference to Council but given the sensitivity of the proposal it has been referred to Council.

There will be community consultation as well as with government agencies with all comments or submissions presented to Council before any formal decisions are made on the application received.

**Consultation:**

The road closure process operates under Section 58 of the Land Administration Act 1997, which requires a minimum 35 day public comment/referral period to all affected landowners and government agencies are to be consulted. A notice is also required to be published in a newspaper circulating in the district.

**Statutory Obligations:**

Local Government Act 1995

Land Administration Act 1997

**Policy Implications:**

None

**Budget / 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".

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Requirements	Rare (1)	Moderate (3)	Minor (2)	Failure to meet Statutory Requirements	Accept Officer Recommendation

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
The proposed road closure will facilitate the Galaxy Resources Mt Cattlin expansion project.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple majority

**NOTICE OF MOTION – Cr Goldfinch**

The Council has received an application for the closure of Floater Rd. Ravensthorpe in accordance with section 58 of the Land Administration Act 1997. The SoR will start the formal proceedings of the Act. I.E advertising, public submissions, and consultation.

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.2.4
Moved: Cr Goldfinch	Seconded: Cr Smith
That Council:	
Agree to the withdrawal of this item.	
Carried: 7/0	Res: 56/18



**10.3      MANAGER OF ENGINEERING SERVICES**  
NIL**10.4      CHIEF EXECUTIVE OFFICER****10.4.1 APPLICATION FOR EXEMPTION TO KEEP MORE THAN THE PRESCRIBED NUMBER OF DOGS****File Ref:****Applicant:**

Jullieanne Laurie

**Location:**

Unit 2/51 Dunn Street, Ravensthorpe

**Disclosure of Officer Interest:**

None

**Date:**

4 May 2018

**Author:**

Stacey Jaskiewicz – Ranger Services

**Authorising Officer:**

Ian Fitzgerald – Chief Executive Officer

**Attachments:**

10.4.1.a - Application for Exemption

10.4.1.b - Neighbour Submission Form

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**Summary:**

An application has been received from Jullieanne Laurie requesting permission to keep three dogs at her property at Unit 2/51 Dunn Street, Ravensthorpe. She currently owns two small breed dogs, a fox terrier aged nine and a west highland terrier aged twelve, which are micro-chipped and registered. The third dog which she owns is a Border collie x, five years old which is also registered, and in the process of being microchipped.

**Background:**

It is a requirement of the Ravensthorpe Shire Council's Dogs Local Law (2011) that the maximum number of dogs that can be kept on a premise within a town site is two unless an exemption is granted by Council under the provisions of section 26(3) of the Dog Act 1976 (as Amended).

**Comment:**

It is recommended that Council agree to the granting of an exemption for the keeping of three dogs at Unit 2/51 Dunn Street, Ravensthorpe subject to the following conditions:

- That the exemption be reviewed in twelve months to ensure that no adverse problems have been experienced as a result of the exemption, and
- That Council reserve the right to withdraw the exemption at any time if any major or substantial problems are experienced prior to the review period.
- That the exemption applies only to the dogs nominated by the applicant.
- Each dog on the property must be registered with the Shire of Ravensthorpe.
- Upon the death or permanent removal of any of the nominated dogs a maximum of two dogs only will be permitted to be kept on this property.

**Site Inspection Undertaken:**

Yes

**Site Inspection:** The Shire Ranger inspected the property and has advised that there are no reasons to withhold the granting of an exemption to keep three dogs at the property. The property is adequately fenced to contain the dogs.

**Consultation:**

A Neighbour Submission form was provided to Unit 3/51 Dunn Street, Ravensthorpe and 49 Dunn Street Ravensthorpe. The adjoining neighbours were given 14 days to respond. The Shire Ranger has liaised with one adjoining neighbour, Terry Yorkshire and feedback returned stated that he has no obligations to Jullianne Laurie keeping three dogs. Attempts were made to speak with the occupier of 49 Dunn Street, Ravensthorpe, the occupier of the premises was not present at the time of visit, and therefore a neighbour submission form was left on the door. There was no feedback submitted from 49 Dunn Street, Ravensthorpe in the time frame provided. The Shire Ranger has considered that there are no valid reasons for withholding such approval.

**Statutory Obligations:**

Dog Act 1976 (As Amended)

Ravensthorpe Shire Council Dogs Local Law (2011)

**Policy Implications:**

N/A

**Budget / Financial Implications:**

N/A

**Strategic Implications:**

N/A

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
Keeping of dogs in a town site may impact on the social cohesion of a community if the dogs create a nuisance.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.1
Moved: Cr Smith	Seconded: Cr Dickinson
That Council: approve an exemption for the keeping of three dogs at Unit 2/51 Dunn Street Ravensthorpe subject to the following conditions:	
That the exemption be reviewed in twelve months' time to ensure that no adverse problems have been experienced as a result of the exemption, and;	
That Council reserve the right to withdraw the exemption at any time if any major or substantial problems are experienced prior to the review period.	
The exemption applies only to the dogs nominated by the applicant.	
Each dog must be registered with the Shire of Ravensthorpe.	
Upon the death or permanent removal of any of the nominated dogs a maximum of two dogs only will be permitted to be kept on this property.	
Carried: 6/1	Res: 57/18

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## 10.4.2 REVIEW OF FEES AND CHARGES FOR 2018/2019

<b>File Ref:</b>	
<b>Applicant:</b>	Internal
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	8 May, 2018
<b>Author:</b>	Darren Kennedy Manager Corporate and Community Services
<b>Authorising Officer:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Attachments:</b>	10.4.2 - Draft Fees & Charges 2018/19

### Summary:

To present the draft Schedule of Fees and Charges for 2018/19 for consideration and inclusion within the 2018/19 draft budget.

### Background:

Similar to previous years a draft copy of the Fees and Charges is presented to Council prior to budget adoption for review and consideration.

Fees and Charges that are new or will vary from the 2017/18 budget have been highlighted in yellow for ease of reference.

### Comment:

Fees and Charges are an important own source of revenue for the Shire and currently account for approximately 6% of operating revenue.

When reviewing the equitability and appropriateness of fees and charges, reference to appropriate Pricing Principles relevant to Local Government is prudent and recommended to Council. These are provided in the table below.

Pricing Principles	Pricing Basis
1. <b>Public Benefit</b> – service provides a broad community benefit and therefore full cost recovery should not apply. Partial cost recovery could apply in some circumstances	Zero to partial cost recovery
2. <b>Private Benefit</b> – service benefits particular users making a contribution to their individual income, welfare or profits generally without any broader benefits to the community.	Full Cost Recovery
3. <b>Shared Benefit</b> – service provides both community benefits and a private benefit	Partial cost recovery
4. <b>Regulatory</b> – fee or charge fixed by legislation	Regulatory

**Consultation:**

Chief Executive Officer  
 Manager of Engineering Services  
 Health & Building Contractor  
 Planning Contractor  
 Various Local Governments & Child Care Centres

**Statutory Obligations:**

Section 6.16 of the *Local Government Act (1995)* provides authority for local governments to impose fees and charges when adopting the annual budget.

Fees and charges may be adopted outside of the annual budget but these require prior public advertising before implementation.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Fees & Charges account for approximately 6% of operating revenue. Opportunities to increase will positively impact Own Source Revenue Coverage ratio which is an indicator of financial sustainability.

**Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

**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 AND COUNCIL DECISION	ITEM 10.4.2
Moved: Cr Richardson	Seconded: Cr Smith
That Council:	
Endorse the attached Schedule of Fees and Charges to be included within the 2018/19 budget.	
Carried: 7/0	Res: 58/18

<b>10.4.3 ASSET MANAGEMENT POLICY – F16</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>	Nil
<b>Date:</b>	8 <sup>th</sup> May 2018
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not Applicable
<b>Attachments:</b>	10.4.3 - Draft Asset Management Policy

**Summary:**

The purpose of this item is to present to Council a proposed Asset Management Policy for consideration and adoption.

**Background:**

Staff have been working with members of the Goldfields Voluntary Regional Organisation of Councils (GVROC) and a consultant to develop asset management plans based on a common platform. As a part of this process the need for an asset management policy has been identified.

**Comment:**

GVROC was successful in obtaining a grant to assist members develop asset management plans and train staff in the use of the platform chosen. The NAMS platform was selected as it provides a good style of asset management plan that can be developed in-house by staff with minimal external assistance. This framework has been developed by the Institute of Public Engineers, is particularly suited to smaller local governments including Ravensthorpe, and is supported by a range of technical expertise.

The draft Asset Management Plan (AMP) is presented as a separate item to Council at this meeting for their consideration. To support the AMP an asset management policy has also been developed – using a model policy from the NAMS platform.

The draft policy as presented will help ensure processes and procedures are in place to help maintain our assets with a replacement cost of over \$178 million including budgeting for repairs, upgrades and/or replacement. The third step in the process will be the development of an asset management strategy aimed at assisting Council in improving the way it delivers services with the infrastructure assets it owns, both now and into the future.

These documents will help inform the development of a new Long Term Financial Plan and Corporate Business Plan. All these documents form part of the integrated planning framework or local governments to work within.

**Consultation:**

GVROC member councils  
NAMS specialist consultant

**Statutory Obligations**

The Integrated Planning Framework requires local governments to develop and maintain asset management plans and a dedicated policy will assist in this process.

**Policy Implications:**

New Asset Management presented for Council's consideration and adoption.

**Budget / Financial Implications**

The asset management policy will help guide the process of maintaining the shire's asset base and appropriate budget provision each year.

**Strategic Implications:**

Theme 3 – Adequate services and infrastructure to cater for the community

3.1.2 Transport networks. Level of implementation of Asset Management Plans

Theme 4 - Civic Leadership

Corporate Governance and Accountability

4.2.1 High quality corporate governance, accountability and compliance.

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance and/or Maintaining assets	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**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 AND COUNCIL DECISION	ITEM 10.4.3
Moved: Cr Richardson	Seconded: Cr Belli
That Council adopts the Asset Management Policy – F16 as presented.	
Carried: 7/0	Res: 59/18

**10.4.4 ASSET MANAGEMENT PLAN**

<b>File Ref:</b>	
<b>Applicant:</b>	Not Applicable
<b>Location:</b>	Not Applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	9 <sup>th</sup> May 2018
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not Applicable
<b>Attachments:</b>	10.4.4 Draft Asset Management Plan

**Summary:**

The purpose of this item is to present to Council a proposed Asset Management Plan (AMP) for consideration and adoption.

**Background:**

Staff have been working with members of the Goldfields Voluntary Regional Organisation of Councils (GVROC) and a consultant to develop asset management plans based on a common platform. The current AMP was prepared by an external consultant as a part of the initial integrated planning framework and has not been updated since adopted by Council. The supporting documentation used in developing the plan was never given to Council which is disappointing.

**Comment:**

As reported under the Asset Management Policy item GVROC was successful in obtaining a grant to assist members develop asset management plans and train staff in the use of the platform chosen. The NAMS platform was selected as it provides a good style of asset management plan that can be developed in-house by staff with minimal external assistance. This framework has been developed by the Institute of Public Engineers, is particularly suited to smaller local governments including Ravensthorpe, and is supported by a range of technical expertise.

The draft Asset Management Plan (AMP) presented to has been prepared using the NAMS platform by staff and an external consultant. The size of our asset base has allowed one overall plan to be developed rather than a plan for each class of asset thus giving a more integrated planning approach.

The plan is based on current asset values and can be readily updated as improvements are made to our asset register. This will include adjustments following the completion of repairs to the road network post the February 2017 floods and as staff work to improve depreciation and valuation schedules over time.

Improvements in financial budgeting and reporting to better reflect maintenance, improvements/upgrades and replacement will also help better inform the data that is used to develop and update the AMP. There will be reviews of useful life of assets and importantly levels of service which all impact the required management of our assets. With a declining population it is important to regularly review our levels of service to ensure whilst the community is well catered for there is not excess expenditure on a service provided just simply because that is what has happened in the past. With available funding reducing and

community expectations growing this will help ensure value for money is obtained wherever possible. Any change in service provision, especially a reduction, may meet with community dissatisfaction but Council's role is ensure the long term provision and financial viability of any service for the benefit of the wider community.

The advantage of using the NAMS platform is the majority of the updates can be completed in-house adding to the staff "ownership" of the AMP and reducing cost of using external consultants.

The AMP will help inform the development of a new Long Term Financial Plan and Corporate Business Plan which in turn assist Council and staff in framing the annual budget. There will be regular reviews of the AMP, not necessarily restricted to the legislated 4 year review requirement.

**Consultation:**

GVROC member councils  
NAMS specialist consultant  
Shire staff

**Statutory Obligations**

The Integrated Planning Framework requires local governments to develop and maintain asset management plans.

**Policy Implications:**

New Asset Management presented for Council's consideration and adoption.

**Budget / Financial Implications**

The asset management policy will help guide the process of maintaining the shire's asset base and appropriate budget provision each year.

**Strategic Implications:**

Theme 3 – Adequate services and infrastructure to cater for the community

3.1.2 Transport networks. Level of implementation of Asset Management Plans

Theme 4 - Civic Leadership - Corporate Governance and Accountability

4.2.1 High quality corporate governance, accountability and compliance.

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance and/or Maintaining assets	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**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 AND COUNCIL DECISION	ITEM 10.4.4
Moved: Cr Smith	Seconded: Cr Richardson
That Council adopts the Asset Management Plan as presented.	
Carried: 7/0	Res: 60/18

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

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

**12.1 ELECTED MEMBERS**  
NIL

**12.2 OFFICERS**  
NIL

**13. MATTERS BEHIND CLOSED DOORS**

COUNCIL DECISION	ITEM 13
Moved: Cr Smith	Seconded: Cr Goldfinch
That Council close the meeting to the public to allow discussion on a Commercial – in Confidence item.	
Carried: 7/0	Res: 61/18

5.21PM *All staff and Councillors remained in the meeting.*

COUNCIL DECISION	ITEM 13
Moved: Cr Belli	Seconded: Cr Smith
That Council re-open the meeting to the public.	
Carried: 7/0	Res: 63/18

5.24PM *Council meeting re-opened to the public.*

**14. CLOSURE OF MEETING – 5.23 PM**

These minutes were confirmed at the meeting of the \_\_\_\_\_

Signed: \_\_\_\_\_  
(Presiding Person at the meeting of which the minutes were confirmed.)

Date: \_\_\_\_\_



**8. SUSPENSION OF STANDING ORDERS**

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

**10. REPORTS OF OFFICERS****10.1 MANAGER OF CORPORATE AND COMMUNITY SERVICES****10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – MAY 2018****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 31 May, 2018**Author:** Eimear Guidera – Creditors/Payroll Officer**Authorising Officer:** Stacey Howard – Senior Finance Officer**Attachments:** 10.1.1.1 Schedule of Payments to 31 May, 2018

10.1.1.2 Credit Card Transactions to 01 May, 2018

**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:****31 May 2018****2017/18**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Payroll	Trust	Total Payments
Jul	37,315.63	693,920.97	7,794.46	1,914.65	200,694.82	17,796.30	959,436.83
Aug	10,517.76	418,977.10	3,585.31	13,281.22	304,458.69	39,358.05	790,178.13
Sep	39,483.76	1,085,067.72	16,084.74	1,941.35	192,831.32	42,668.10	1,378,076.99
Oct	24,464.11	617,064.01	6,884.19	6,093.86	223,189.24	29,618.30	907,313.71
Nov	36,325.38	1,296,598.61	4,290.18	6,093.86	202,697.02	30,975.98	1,576,981.03
Dec	17,116.66	1,573,742.04	4,477.64	8,479.76	209,705.97	15,181.75	1,828,703.82
Jan	43,339.68	1,842,094.30	0.00	4,933.82	288,703.98	37,283.67	2,216,355.45
Feb	29,956.49	1,870,135.68	478.72	2,374.06	198,812.82	61,295.45	2,163,053.22
Mar	22,517.76	2,708,533.94	1,609.00	4,897.72	193,132.22	36,202.30	2,966,892.94
Apr	35,726.80	638,776.93	91,103.10	4,130.19	187,665.95	3,764.05	961,167.02
May	10,061.00	3,410,673.02	38,938.02	2,772.42	196,983.23	2,724.59	3,662,152.28
Jun							0.00
<b>Total</b>	<b>306,825.03</b>	<b>16,155,584.32</b>	<b>175,245.36</b>	<b>56,912.91</b>	<b>2,398,875.26</b>	<b>316,868.54</b>	<b>19,410,311.42</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

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**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
<p>That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of May 2018, be noted.</p>	

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35	02/05/2018	Brodie Pryde	BOND REFUND	2		20.00
INV T1089	26/04/2018	Brodie Pryde	BOND REFUND	2	20.00	
36	02/05/2018	Building and Construction Industry Training Fund	QUARTER 3 RETURN	2		415.84
INV T3	01/05/2018	Building and Construction Industry Training Fund	QUARTER 3 RETURN	2	415.84	
37	11/05/2018	Gavin John Edwards	REFUND CAT TRAP BOND	2		100.00
INV T1223	11/05/2018	Gavin John Edwards	REFUND CAT TRAP BOND	2	100.00	
292	09/05/2018	Telstra	TELSTRA ACCOUNT USAGE CHARGES FROM 11 MAR TO 10 APR	1		8,400.80
INV P32455418/04/2018		Telstra	TELSTRA ACCOUNT USAGE CHARGES FROM 11 MAR TO 10 APR		8,400.80	
293	11/05/2018	Shire of Ravensthorpe	Payroll deductions	1		500.00
INV DEDUC09/05/2018		Shire of Ravensthorpe	Payroll deductions		500.00	
294	11/05/2018	Telstra	MESSAGE BANK ACCESS FEE 22 APR TO 21 MAY	1		245.72
INV T311	02/05/2018	Telstra	SMS DESKTOP 25 APR - 24 MAY		70.72	
INV T311	30/04/2018	Telstra	MESSAGE BANK ACCESS FEE 22 APR TO 21 MAY		175.00	
295	18/05/2018	Bandalup Bushfire Brigade	PAINTING AND MAINTENANCE	1		105.78
INV FAST F03/04/2018		Bandalup Bushfire Brigade	PAINTING AND MAINTENANCE		105.78	
296	24/05/2018	Department of Transport Recreation Boating Facilities Scheme	STARVATION BOAT HARBOUR ANNUAL JETTY LICENCE	1		40.70
INV 041000001/05/2018		Department of Transport Recreation Boating Facilities Scheme	STARVATION BOAT HARBOUR ANNUAL JETTY LICENCE		40.70	
297	25/05/2018	Shire of Ravensthorpe	Payroll deductions	1		200.00
INV DEDUC23/05/2018		Shire of Ravensthorpe	Payroll deductions		200.00	
298	25/05/2018	Water Corporation	ROUNDAABOUT AT VEAL STREET	1		55.00

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 901898318	04/2018	Water Corporation	STANDPIPE AT CNR SENNA RD HOPE TOUN-RAVENSTHORPE ROAD ROUNDAABOUT AT VEAL STREET		16.74	
INV 901742818	04/2018	Water Corporation			38.26	
299	29/05/2018	Water Corporation	5 DAW STREET	1		513.00
INV 901505413	04/2018	Water Corporation	27A CARLISLE STREET		53.62	
INV 900774513	04/2018	Water Corporation	4 DAW STREET		90.60	
INV 900774513	04/2018	Water Corporation	41 KINGSMILL STREET		51.94	
INV 900774913	04/2018	Water Corporation	5 DAW STREET		92.28	
INV 901068213	04/2018	Water Corporation	66 QUEEN STREET		56.98	
INV 901465713	04/2018	Water Corporation	30 KINGSMILL STREET		55.30	
INV 901505413	04/2018	Water Corporation	27C CARLISLE STREET		56.98	
INV 901505413	04/2018	Water Corporation	27B CARLISLE STREET		55.30	
EFT8491	01/05/2018	Esperance Beeline Florist	2 X ANZAC DAY WREATHS & DELIVERY	1		220.00
INV 694	23/04/2018	Esperance Beeline Florist	2 X ANZAC DAY WREATHS & DELIVERY		220.00	
EFT8492	01/05/2018	WCP Civil	FLOOD DAMAGE PACKAGE 11	1		135,560.95
INV 18788	17/04/2018	WCP Civil	FLOOD DAMAGE PACKAGE 11		135,560.95	
EFT8493	02/05/2018	Building Commision, Department of Commerce	BSL RETURN MARCH & APRIL 2018	2		568.75
INV T2	02/05/2018	Building Commision, Department of Commerce	BSL RETURN MARCH & APRIL 2018	2	568.75	
EFT8494	02/05/2018	Charlotte Ostle	BOND REFUND	2		20.00
INV T1122	02/05/2018	Charlotte Ostle	BOND REFUND	2	20.00	
EFT8495	02/05/2018	Dwayne Gray	BOND REFUND	2		20.00
INV T1164	02/05/2018	Dwayne Gray	BOND REFUND	2	20.00	
EFT8496	02/05/2018	Katherine Outback Experience	BOND REFUND	2		400.00
INV T1192	26/04/2018	Katherine Outback Experience	BOND REFUND	2	400.00	

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EFT8497	02/05/2018	Sanet Maritz	BOND REFUND	2	400.00	400.00
INV T1182	26/04/2018	Sanet Maritz	BOND REFUND	2	400.00	
EFT8498	02/05/2018	Southerner's Sporting Club	BOND REFUND	2	400.00	400.00
INV T1205	26/04/2018	Southerner's Sporting Club	BOND REFUND	2	400.00	
EFT8499	02/05/2018	Teagan Doolan	BOND REFUND	2	20.00	20.00
INV T1034	26/04/2018	Teagan Doolan	BOND REFUND	2	20.00	
EFT8500	02/05/2018	Western Australian Farmers Federation	BOND REFUND	2	200.00	200.00
INV T1203	02/05/2018	Western Australian Farmers Federation	BOND REFUND	2	200.00	
EFT8501	04/05/2018	AMPAC Debt Recovery	DEBT RECOVERY COSTS FOR PERIOD ENDING 28/02/2018	1	727.21	727.21
INV 44771	28/02/2018	AMPAC Debt Recovery	DEBT RECOVERY COSTS FOR PERIOD ENDING 28/02/2018		507.21	507.21
INV 45173	09/03/2018	AMPAC Debt Recovery	DEBT RECOVERY COSTS FOR PERIOD ENDING 09/03/2018		220.00	220.00
EFT8502	04/05/2018	Albany Toyota	80,000KM SERVICE ORA P/O 18427	1	855.77	855.77
INV JC1403120/04/2018	04/05/2018	Albany Toyota	80,000KM SERVICE ORA P/O 18427		855.77	
EFT8503	04/05/2018	BOC Limited	BOTTLE RENTAL 26/02/18 - 28/03/18	1	35.55	35.55
INV 401911029/03/2018	04/05/2018	BOC Limited	BOTTLE RENTAL 26/02/18 - 28/03/18		35.55	
EFT8504	04/05/2018	BP Australia Pty Ltd	FUEL ACCOUNT FOR APRIL 2018	1	1,673.90	1,673.90
INV 101744230/04/2018	04/05/2018	BP Australia Pty Ltd	FUEL ACCOUNT FOR APRIL 2018		1,673.90	
EFT8505	04/05/2018	Bob Waddell & Associates Pty Ltd	ASSISTANCE WITH PLANT DEPRECIATION FROM THE ASSET REGISTER	1	957.00	957.00
INV 1313	29/04/2018	Bob Waddell & Associates Pty Ltd	ASSISTANCE WITH PLANT DEPRECIATION FROM THE ASSET REGISTER		957.00	
EFT8506	04/05/2018	Bunnings Group Ltd	SCREWS, BARRIER TAPE, VALVE INLET, HOLESAW, WASHERS,DRILL BITS, WOOD PRIME, PINE P/O 18716	1	431.98	431.98
INV 2022/0030/04/2018	04/05/2018	Bunnings Group Ltd	SCREWS, BARRIER TAPE, VALVE INLET, HOLESAW, WASHERS,DRILL BITS, WOOD PRIME, PINE P/O 18716		431.98	

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EFT8507	04/05/2018	CJD Equipment	BRAKE SHOES-LINED	1		534.70
INV 166698728/03/2018		CJD Equipment	SCREENWASH PUMP		48.94	
INV 166746629/03/2018		CJD Equipment	BRAKE SHOES-LINED		376.20	
INV 166866503/04/2018		CJD Equipment	SENSOR-TEMP		109.56	
EFT8508	04/05/2018	Caltex Australia Starcard	FUEL ACCOUNT FOR APRIL 2018	1		324.64
INV 010629130/04/2018		Caltex Australia Starcard	FUEL ACCOUNT FOR APRIL 2018		324.64	
EFT8509	04/05/2018	Caltex Energy WA	14,001L DIESEL	1		31,906.66
INV S13601805/04/2018		Caltex Energy WA	10,098L DIESEL		13,317.95	
INV S13615123/04/2018		Caltex Energy WA	14,001L DIESEL		18,588.71	
EFT8510	04/05/2018	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE MAY 18	1		1,801.16
INV BWR0519/04/2018		Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE MAY 18		1,801.16	
EFT8511	04/05/2018	Courier Australia	COURIER SERVICE - HITACHI, GUARDIAN PRINT, WESTRAC, JASON SIGNS, JTB SPARES	1		1,279.20
INV 0356	06/04/2018	Courier Australia	COURIER SERVICE - CHEFMASTER, JR & A HERSEY, BEACON EQUIP		93.35	
INV 0354	23/03/2018	Courier Australia	COURIER SERVICE - WESTRAC, ABCO, PATHWEST, CHEM CENTRE, SIGMA		79.45	
INV 0355	30/03/2018	Courier Australia	COURIER SERVICE - T-QUIP, KENWORTH, WESTRAC, FULLA KHITTC		185.27	
INV 0353	16/03/2018	Courier Australia	COURIER SERVICE - HITACHI, GUARDIAN PRINT, WESTRAC, JASON SIGNS, JTB SPARES		676.34	
INV 0352	09/03/2018	Courier Australia	COURIER SERVICE - T-QUIP, ABCO, FUWA HITCH		244.79	
EFT8512	04/05/2018	Day and Nite Maintenance	SERVICE HILUX RA3280	1		789.80
INV 160/1	15/03/2018	Day and Nite Maintenance	SERVICE HILUX RA3280		398.20	
INV 160/2	29/03/2018	Day and Nite Maintenance	SERVICE TRITON RA22		391.60	
EFT8513	04/05/2018	Farmers Center Pty Ltd	H7 24V 70W, MAXI TERMINAL KIT, HEAT SHRINK, SIDE MARKER, DUAL WALL HEAT SHRINK, MASTER FUSE KIT H4 12V 60/55W	1		4,036.04
INV 712031	01/03/2018	Farmers Center Pty Ltd			24.71	



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INV 712109	13/03/2018	Farmers Center Pty Ltd	REDUCER, AIR COUPLING MALE, MALE ELBOW, F EX		67.13	
INV 712121	15/03/2018	Farmers Center Pty Ltd	SOCKET, ANDERSON PLUG SET		19.42	
INV 712122	15/03/2018	Farmers Center Pty Ltd	PLUG, NIPPLE, TEE		42.23	
INV 712133	16/03/2018	Farmers Center Pty Ltd	LOCTITE RETAINING		273.26	
INV 712152	19/03/2018	Farmers Center Pty Ltd	KIT O RING		115.80	
INV 712155	19/03/2018	Farmers Center Pty Ltd	MALE ELBOW, AIR COUPLING, P4MM DBL INS TWIN		10.65	
INV 712166	20/03/2018	Farmers Center Pty Ltd	AIR COUPLING		58.05	
INV 712168	20/03/2018	Farmers Center Pty Ltd	FILTER, FREIGHT		22.25	
INV 712172	20/03/2018	Farmers Center Pty Ltd	GREASE LINE, BRASS OLIVE		914.59	
INV 712175	21/03/2018	Farmers Center Pty Ltd	LED MODULE, FREIGHT		4.46	
INV 712037	02/03/2018	Farmers Center Pty Ltd	O RING		51.35	
INV 712177	21/03/2018	Farmers Center Pty Ltd	3/4 UNC 6 GD8 BOLTS P/O 18838		399.27	
INV 712183	22/03/2018	Farmers Center Pty Ltd	HYDRAULIC OIL FILTER, ELEMENT, FILTER		57.64	
INV 712190	23/03/2018	Farmers Center Pty Ltd	PLUG TRAILER, PIN METAL BASE		31.20	
INV 712194	24/03/2018	Farmers Center Pty Ltd	P/P NON GLARE BLACK		77.75	
INV 712195	24/03/2018	Farmers Center Pty Ltd	REAR VIEW MIRROR, FREIGHT		180.11	
INV 712205	27/03/2018	Farmers Center Pty Ltd	O RING KIT, FIEL FILTER, ELEMENT, FREIGHT		138.29	
INV 712234	29/03/2018	Farmers Center Pty Ltd	AIR COUPLING, METAL BASE, COUPLING, THREAD SEALANT		24.66	
INV 712045	06/03/2018	Farmers Center Pty Ltd	DISC, POWER LOC DISC		11.14	
INV 712055	07/03/2018	Farmers Center Pty Ltd	CARBURETTOR CLEANER		45.79	
INV 712065	08/03/2018	Farmers Center Pty Ltd	100/55W GLOBE, SIKAFLEX WINDOW		23.23	
INV 712073	08/03/2018	Farmers Center Pty Ltd	GLOBE 12V 100W		56.99	
INV 712103	12/03/2018	Farmers Center Pty Ltd	VALVED COUPLING, AIR COUPLING, 1/2F-1/4M REDUCER		283.08	
INV 712106	12/03/2018	Farmers Center Pty Ltd	HARNES TAPE, 9-33V MDL LED		1,071.05	
INV 712107	13/03/2018	Farmers Center Pty Ltd	H7 24V 70W, MAXI TERMINAL KIT, HEAT SHRINK, SIDE MARKER, DUAL WALL HEAT SHRINK, MASTER FUSE KIT AIR COUPLING		31.94	

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EFT8514	04/05/2018	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS	1		218.54
INV 34126	31/03/2018	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS		218.54	
EFT8515	04/05/2018	Gregory Plunkett	REIMBURSEMENT FOR FUEL PURCHASED	1		104.95
INV REIMB04/05/2018		Gregory Plunkett	REIMBURSEMENT FOR FUEL PURCHASED		104.95	
EFT8516	04/05/2018	Hillside Hardware	ACCOUNT 04/04/2018 - 23/04/2018	1		1,931.07
INV APRIL 25/04/2018		Hillside Hardware	ACCOUNT 04/04/2018 - 23/04/2018		1,931.07	
EFT8517	04/05/2018	Hitachi Construction Machinery (Australia)	REPAIRS TO LOADER ENGINE	1		21,568.26
INV IP5003527/03/2018		Hitachi Construction Machinery (Australia)	SERVICE KIT & AIR CLEANERS		806.86	
INV IS5501024/04/2018		Hitachi Construction Machinery (Australia)	REPAIRS TO LOADER ENGINE		2,302.07	
INV IS5501024/04/2018		Hitachi Construction Machinery (Australia)	REPAIRS TO LOADER ENGINE		18,459.33	
EFT8518	04/05/2018	Hopetoun & Ravensthorpe Medical	PRE EMPLOYMENT MEDICAL, DRUG SCREEN, MUSCULAR SKELETAL EXAM - RUSSLAN ZUKS	1		376.20
INV 18982	26/04/2018	Hopetoun & Ravensthorpe Medical	PRE EMPLOYMENT MEDICAL, DRUG SCREEN, MUSCULAR SKELETAL EXAM - RUSSLAN ZUKS		376.20	
EFT8519	04/05/2018	Hopetoun Men In Sheds Incorporated	MANNING OF HOPETOUN TRANSFER STATION FOR APRIL 2018 - P/O 18916	1		800.00
INV 234	30/04/2018	Hopetoun Men In Sheds Incorporated	MANNING OF HOPETOUN TRANSFER STATION FOR APRIL 2018 - P/O 18916		800.00	
EFT8520	04/05/2018	Hopetoun Plumbing and Gas	REPAIR BURST WATER PIPE P/O 18712	1		462.00
INV 1113	19/04/2018	Hopetoun Plumbing and Gas	REPAIR BURST WATER PIPE P/O 18712		462.00	
EFT8521	04/05/2018	Hopetoun Tree Services	POWER LINE WORK IN RAVENSTHORPE	1		5,010.00
INV 709	19/04/2018	Hopetoun Tree Services	POWER LINE WORK IN RAVENSTHORPE		5,010.00	
EFT8522	04/05/2018	Hopetoun Tyre Service	4 X 11R22.5 D/COIN TR100 TYRES	1		2,116.40
INV 13341	23/03/2018	Hopetoun Tyre Service	4 X 11R22.5 D/COIN TR100 TYRES		1,342.00	
INV 13343	26/03/2018	Hopetoun Tyre Service	2 X ADV GL283A TYRES & 2 X STRIP & REPAIR TYRES		774.40	

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EFT8523	04/05/2018	Jason Signmakers	SUPPLY STREETSCAPE SIGNAGE P-O 18609	1		21,960.18
INV 186614	26/04/2018	Jason Signmakers	SUPPLY STREETSCAPE SIGNAGE P-O 18609		20,480.90	
INV 186436	19/04/2018	Jason Signmakers	BUNDLE SIGN POSTS, POST CAPS, BRACKETS & BOLTS		1,479.28	
EFT8524	04/05/2018	Kleenwest Distributors	URINAL BLOCKS, REODOUR PELLETS, TOILET ROLL, AIR WEAVE, HAND POWER, SPARKLE	1		4,530.68
INV 30294	26/03/2018	Kleenwest Distributors	URINAL BLOCKS, REODOUR PELLETS, TOILET ROLL, BRAKE KLEEN, BIO KLEEN, SPARKLE		1,680.69	
INV 28534	12/12/2017	Kleenwest Distributors	URINAL BLOCKS, REODOUR PELLETS, TOILET ROLL, AIR WEAVE, HAND POWER, SPARKLE		2,005.19	
INV 29779	28/02/2018	Kleenwest Distributors	ULTRASLIM AIR WEAVE, TOILET ROLL		844.80	
EFT8525	04/05/2018	Landmark	TIMT CONSTANT DIAMETER X 35	1		2,073.96
INV 900347706	03/2018	Landmark	JOINER & VALVE		4.65	
INV 900363312	03/2018	Landmark	TIMT CONSTANT DIAMETER X 35		982.52	
INV 900387920	03/2018	Landmark	KLEEN KWIK GAS 8.5KG EXCHANGE		41.55	
INV 900415227	03/2018	Landmark	BARM TOMCAT II RODENT 1.8KG RED BLOX		62.72	
INV 900420128	03/2018	Landmark	TIMT CONSTANT DIAMETER X 35		982.52	
EFT8526	04/05/2018	Lite Industries Pty Ltd	BURIAL DECKING, SOLID SAFETY LID, REMOVABLE COLLAR	1		3,054.26
INV 6527	10/04/2018	Lite Industries Pty Ltd	BURIAL DECKING, SOLID SAFETY LID, REMOVABLE COLLAR		3,054.26	
EFT8527	04/05/2018	Palmer Earthmoving Pty Ltd T/As Palmer Civil Construction	AGRN 743 PACKAGE 9 MOOLYALL RD MARCH 2018 CLAIM	1		334,291.57
INV 2164	31/03/2018	Palmer Earthmoving Pty Ltd T/As Palmer Civil Construction	AGRN 743 PACKAGE 9 MOOLYALL RD MARCH 2018 CLAIM		271,171.89	
INV 2165	31/03/2018	Palmer Earthmoving Pty Ltd T/As Palmer Civil Construction	AGRN 743 PACKAGE 10 WOODENUP RD MARCH 2018 CLAIM		63,119.68	
EFT8528	04/05/2018	Ravensthorpe Agencies	MARCH 2018 ACCOUNT	1		228.80
INV 20483	29/03/2018	Ravensthorpe Agencies	MARCH 2018 ACCOUNT		228.80	
EFT8530	04/05/2018	Ravensthorpe Roadhouse	FUEL ACCOUNT MARCH 2018	1		194.86

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INV INV-0231/03/2018		Ravensthorpe Roadhouse	FUEL ACCOUNT MARCH 2018		194.86	
EFT8531	04/05/2018	Ravensthorpe Wildflower Show Inc.	COMMUNITY DEVELOPMENT FUND GRANT 17/18 JAN - MAR INSTALMENT	1		3,500.00
INV CDF	01/05/2018	Ravensthorpe Wildflower Show Inc.	COMMUNITY DEVELOPMENT FUND GRANT 17/18 MAY INSTALMENT		1,107.00	
INV CDF	01/04/2018	Ravensthorpe Wildflower Show Inc.	COMMUNITY DEVELOPMENT FUND GRANT 17/18 JAN - MAR INSTALMENT		2,393.00	
EFT8532	04/05/2018	Rodney Clarence Daw	Rates refund for assessment A419 28 CARLISLE STREET RAVENSTHORPE 6346	1		25.68
INV A419	04/05/2018	Rodney Clarence Daw	Rates refund for assessment A419 28 CARLISLE STREET RAVENSTHORPE 6346		25.68	
EFT8533	04/05/2018	Roselea Trading	Hopetoun Gym Rent	1		638.45
INV RENT	03/05/2018	Roselea Trading	Hopetoun Gym Rent		488.34	
INV RATES	03/05/2018	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT8534	04/05/2018	Sigma Chemicals	LIQUID CHLORINE, DRUM POLY, PALLET P/O 18874	1		1,133.77
INV 406513	03/04/2018	Sigma Chemicals	CREDIT NOTE - DRUM POLY & PALLETS		-594.00	
INV 113878	04/04/2018	Sigma Chemicals	HYDROCHLORIC ACID, SODIUM BICARBONATE P/O 18863		319.77	
INV 115316	20/04/2018	Sigma Chemicals	LIQUID CHLORINE, DRUM POLY, PALLET P/O 18874		1,408.00	
EFT8535	04/05/2018	South Coastal Agencies	MARCH ACCOUNT	1		11,181.18
INV 248	04/04/2018	South Coastal Agencies	MARCH ACCOUNT		11,181.18	
EFT8536	04/05/2018	T-Quip	TYRES 6PLY SUPER TURF X 2	1		450.10
INV 74929#	16/03/2018	T-Quip	TYRES 6PLY SUPER TURF X 2		450.10	
EFT8537	04/05/2018	WALGA	SHORT COURSE - MEETING PROCEDURES FOR GRAHAM RICHARDSON (SERVING ON COUNCIL) P/O 18537	1		100.00
INV I30706330	04/2018	WALGA	SHORT COURSE - MEETING PROCEDURES FOR GRAHAM RICHARDSON (SERVING ON COUNCIL) P/O 18537		50.00	
INV I30706330	04/2018	WALGA	SHORT COURSE - INTERGRATED STRATEGIC PLANNING FOR GRAHAM RICHARDSON (SERVING ON COUNCIL) P/O 18537		50.00	

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EFT8538	04/05/2018	Wayne Turpin Panelbeaters	EXCESS DUE ON INSURANCE CLAIM - TRITON IGDJ444	1		500.00
INV 8370/2	30/04/2018	Wayne Turpin Panelbeaters	EXCESS DUE ON INSURANCE CLAIM - TRITON IGDJ444		500.00	
EFT8539	04/05/2018	WesTrac	AIRCON ASSEMBLY BOLTS	1		126.38
INV PI2263028/03/2018	04/05/2018	WesTrac	AIRCON ASSEMBLY BOLTS		126.38	
EFT8540	09/05/2018	Hopetoun & Ravensthorpe Medical	PRE EMPLOYMENT MEDICAL/ DRUG SCREEN - HELEN COLEMAN	1		284.90
INV 19407	08/05/2018	Hopetoun & Ravensthorpe Medical	PRE EMPLOYMENT MEDICAL/ DRUG SCREEN - HELEN COLEMAN		284.90	
EFT8541	09/05/2018	Landgate	RURAL UV INTERIM VALUATION SHARED	1		161.80
INV 339056	24/04/2018	Landgate	RURAL UV INTERIM VALUATION SHARED		161.80	
EFT8542	09/05/2018	Modern Teaching Aids	DISPOSABLE GLOVES 10X200 P/O 18579	1		217.80
INV 433267919/04/2018	09/05/2018	Modern Teaching Aids	DISPOSABLE GLOVES 10X200 P/O 18579		217.80	
EFT8543	09/05/2018	Ray White Rural South Coast WA	RENT PER CALENDER MONTH - 165 BANKSIA ROAD HOPETOUN	1		1,213.33
INV T3563	08/05/2018	Ray White Rural South Coast WA	RENT PER CALENDER MONTH - 165 BANKSIA ROAD HOPETOUN		1,213.33	
EFT8544	11/05/2018	Albany Mapping & Surveying Services	UAV AERIAL SURVEYING, TRANSIT KMS, DRAFTING -GIS P/O 18922	1		2,317.15
INV 180504304/05/2018	11/05/2018	Albany Mapping & Surveying Services	UAV AERIAL SURVEYING, TRANSIT KMS, DRAFTING -GIS P/O 18922		2,317.15	
EFT8545	11/05/2018	Daimler Trucks Perth	NEW CANTER 815 CREW CAB P/O #18634	1		171,888.60
INV S1457	22/03/2018	Daimler Trucks Perth	NEW CANTER 815 CREW CAB P/O #18634		88,242.00	
INV S1457	22/03/2018	Daimler Trucks Perth	INSPECTION AND WEIGHTBRIDGE P/O18634		507.90	
INV S1458	01/05/2018	Daimler Trucks Perth	NEW CANTER TIP TRUCK P/O 18635		82,665.00	
INV S1458	04/05/2018	Daimler Trucks Perth	INSPECTION AND WEIGHBRIDGE P/O 18635		473.70	
EFT8547	11/05/2018	Downer EDI Works Pty Ltd	RAVY AIRPORT PAVEMENT RESEAL P/O 18787	1		78,641.97
INV 600428930/04/2018	11/05/2018	Downer EDI Works Pty Ltd	RAVY AIRPORT PAVEMENT RESEAL P/O 18787		78,641.97	

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EFT8548	11/05/2018	Esperance Motor Group trading as Esperance Toyota	SUPPLY & FIT OF REVERSE CAMERA FOR RANGER HILUX RA222 P/O 17967	1		456.46
INV JC1402112/04/2018		Esperance Motor Group trading as Esperance Toyota	SUPPLY & FIT OF REVERSE CAMERA FOR RANGER HILUX RA222 P/O 17967		456.46	
EFT8549	11/05/2018	Fire Mitigation Services Pty Ltd	FIRE MANAGEMENT WORKS H36 - BRMS ravmun512-CHOPPER ROLLING AND FIREBREAK MAINTENANCE	1		3,650.00
INV 247	15/04/2018	Fire Mitigation Services Pty Ltd	FIRE MANAGEMENT WORKS H36 - BRMS ravmun512-CHOPPER ROLLING AND FIREBREAK MAINTENANCE		3,650.00	
EFT8550	11/05/2018	Moore Stephens Pty Ltd	SUPPLY OF 2017/2018 WEST AUST LOCAL GOV RATES COMP REPORT	1		214.50
INV 306967	03/04/2018	Moore Stephens Pty Ltd	SUPPLY OF 2017/2018 WEST AUST LOCAL GOV RATES COMP REPORT		214.50	
EFT8551	11/05/2018	Munglinup Roadhouse	CLEANING OF TOILETS MUNGLINUP APR- MAR	1		880.00
INV 30	01/05/2018	Munglinup Roadhouse	CLEANING OF TOILETS MUNGLINUP APR- MAR		880.00	
EFT8552	11/05/2018	Perfect Computer Solutions	MONTHLY FEE APRIL	1		85.00
INV 23575	30/04/2018	Perfect Computer Solutions	MONTHLY FEE APRIL		85.00	
EFT8553	11/05/2018	Shire of Ravensthorpe Social Club	Payroll deductions	1		100.00
INV DEDUC09/05/2018		Shire of Ravensthorpe Social Club	Payroll deductions		100.00	
EFT8554	11/05/2018	Sport and Recreation Surfaces	COMMENCEMENT OF WORKS TENNIS COURT REINSTATEMENT P/O 18564	1		140,963.35
INV 616	17/02/2018	Sport and Recreation Surfaces	TENDER FOR RAVY TENNIS COURT REINSTATEMENT, RESURFACING OF MULTI USE COURTS HOPETOU P/O 185645		56,513.60	
INV 640	07/05/2018	Sport and Recreation Surfaces	COMMENCEMENT OF WORKS TENNIS COURT REINSTATEMENT P/O 18564		84,449.75	
EFT8555	11/05/2018	Waterman Irrigation	W1 STANDPIPE HOPETOUN SUPPORT AND CLOUDSERVER P/O 18800	1		440.62
INV SINV-128/03/2018		Waterman Irrigation	W1 STANDPIPE HOPETOUN SUPPORT AND CLOUDSERVER P/O 18800		440.62	
EFT8556	18/05/2018	4 Rivers Plumbing & Gas	SUMP CLEAN OUT	1		286.00
INV 3895	08/05/2018	4 Rivers Plumbing & Gas	SUMP CLEAN OUT		286.00	

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EFT8557	18/05/2018	Albany Mapping & Surveying Services	WATER DEPTH SOUNDINGS/ELEVATIONS MODELLING P/O 18149	1	5,745.96	5,745.96
INV 180504104/05/2018	18/05/2018	Albany Mapping & Surveying Services	WATER DEPTH SOUNDINGS/ELEVATIONS MODELLING P/O 18149		5,745.96	
EFT8558	18/05/2018	BOC Limited	BOTTLE RENTAL 29/03/18 - 27/04/18	1	31.26	31.26
INV 401934728/04/2018	18/05/2018	BOC Limited	BOTTLE RENTAL 29/03/18 - 27/04/18		31.26	
EFT8559	18/05/2018	Beacon Equipment	5L - HP SUPER 2-STROKE OIL X 2	1	438.60	438.60
INV 43013#905/04/2018	18/05/2018	Beacon Equipment	SPOOL - AUTOCUT X 10, VALVE GASKET SET		218.60	
INV 42897#927/03/2018	18/05/2018	Beacon Equipment	5L - HP SUPER 2-STROKE OIL X 2		220.00	
EFT8560	18/05/2018	Bob Waddell & Associates Pty Ltd	ASSISTANCE WITH 2018/19 ANNUAL BUDGET, ASSISTANCE WITH PLANT DEPRECIATION ALLOCATIONS	1	99.00	99.00
INV 1326	14/05/2018	Bob Waddell & Associates Pty Ltd	ASSISTANCE WITH 2018/19 ANNUAL BUDGET, ASSISTANCE WITH PLANT DEPRECIATION ALLOCATIONS		99.00	
EFT8561	18/05/2018	Bunnings Group Ltd	DOOR LOCK DIGITAL P/O 18725	1	75.05	75.05
INV 2179/0112/05/2018	18/05/2018	Bunnings Group Ltd	DOOR LOCK DIGITAL P/O 18725		75.05	
EFT8562	18/05/2018	CJD Equipment	BRAKE FADE PROBLEM	1	542.66	542.66
INV 167619818/04/2018	18/05/2018	CJD Equipment	STUD BOLTS X 3		167.71	
INV 620425619/04/2018	18/05/2018	CJD Equipment	BRAKE FADE PROBLEM		283.80	
INV 164398909/02/2018	18/05/2018	CJD Equipment	AIR FILTER CARTRIDGE		91.15	
EFT8563	18/05/2018	CR Hose Glassware Pty Ltd	RENAISSANCE WHITE WINE GLASS X 72	1	560.00	560.00
INV 37575-D17/05/2018	18/05/2018	CR Hose Glassware Pty Ltd	RENAISSANCE WHITE WINE GLASS X 72		560.00	
EFT8564	18/05/2018	Cleanaway Pty Ltd	COLLECTIONS FOR MARCH 2018	1	33,513.20	33,513.20
INV 980042830/04/2018	18/05/2018	Cleanaway Pty Ltd	MASONS BAY COLLECTIONS FOR APRIL 2018		302.50	
INV 980042930/04/2018	18/05/2018	Cleanaway Pty Ltd	STARVATION BAY COLLECTIONS FOR APRIL 2018		544.50	

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INV 980233530/04/2018	18/05/2018	Cleanaway Pty Ltd	COLLECTIONS FOR APRIL 2018		16,333.10	
INV 979785531/03/2018	18/05/2018	Cleanaway Pty Ltd	COLLECTIONS FOR MARCH 2018		16,333.10	
EFT8565	18/05/2018	Community Spirit Newspaper Inc	QUARTER PAGE ADVERT- COMMUNITY DEVELOPMENT FUND	1		90.00
INV 21984	19/04/2018	Community Spirit Newspaper Inc	QUARTER PAGE ADVERT- COMMUNITY DEVELOPMENT FUND		90.00	
EFT8566	18/05/2018	Courier Australia	COURIER CHARGES - KOMATSU, JASON SIGNS	1		2,137.25
INV 360	04/05/2018	Courier Australia	COURIER CHARGES - TUTT BRYANT, HERSEY, JASON SIGNS		56.88	
INV 358	20/04/2018	Courier Australia	COURIER CHARGES - PATHWEST, BEACON, JASON SIGNS		372.34	
INV 357	13/04/2018	Courier Australia	COURIER CHARGES - CJD, JASON SIGNS, ABCO, LITE INDUSTRIES		789.31	
INV 359	27/04/2018	Courier Australia	COURIER CHARGES - KOMATSU, JASON SIGNS		918.72	
EFT8567	18/05/2018	Department of Transport (Shire Licensing)	PLATE SWAP FROM RA3583 TO 1 GET117	1		25.70
INV 925871902/05/2018	18/05/2018	Department of Transport (Shire Licensing)	PLATE SWAP FROM RA3583 TO 1 GET117		25.70	
EFT8568	18/05/2018	Esperance Fire Services	ROUTINE FIRE EQUIPMENT INSPECTION- NORTH RAVY HALL	1		33.00
INV 4667	12/02/2018	Esperance Fire Services	ROUTINE FIRE EQUIPMENT INSPECTION- NORTH RAVY HALL		33.00	
EFT8569	18/05/2018	FE Daw & Sons	APRIL 2018 ACCOUNT	1		314.88
INV ACCOU07/05/2018	18/05/2018	FE Daw & Sons	APRIL 2018 ACCOUNT		314.88	
EFT8570	18/05/2018	Gregory Plunkett	REIMBURSEMENT OF FUEL FOR THE NEW TRUCK	1		106.00
INV REIMB07/05/2018	18/05/2018	Gregory Plunkett	REIMBURSEMENT OF FUEL FOR THE NEW TRUCK		106.00	
EFT8571	18/05/2018	Hitachi Construction Machinery (Australia)	MODULE, SWITCH	1		1,268.61
INV IP5003630/04/2018	18/05/2018	Hitachi Construction Machinery (Australia)	MODULE, SWITCH		1,268.61	
EFT8572	18/05/2018	Hopetoun Bowling Club	SPONSORSHIP FOR MEN'S 2 DAY CLASSIC	1		250.00
INV J1839	18/05/2018	Hopetoun Bowling Club	SPONSORSHIP FOR MEN'S 2 DAY CLASSIC		250.00	

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EFT8573	18/05/2018	Hopetoun Painting Service	REPAINTING OF ALL INTERNAL SURFACES 27C CARLISLE STREET P/O 18719	1	6,171.00	6,171.00
INV 1051	10/05/2018	Hopetoun Painting Service	REPAINTING OF ALL INTERNAL SURFACES 27C CARLISLE STREET P/O 18719		6,171.00	
EFT8574	18/05/2018	Hopetoun Plumbing and Gas	PUMPING OUT JERDACUTTUP TOURIST BAY TOILET P/O18714	1	1,386.00	1,386.00
INV 1124	04/05/2018	Hopetoun Plumbing and Gas	PUMPING OUT JERDACUTTUP TOURIST BAY TOILET P/O18714		1,386.00	
EFT8575	18/05/2018	J & A Building Pty Ltd	COMPLETION OF TIP SHOP SHED	1	26,583.40	26,583.40
INV 1897	09/05/2018	J & A Building Pty Ltd	COMPLETION OF TIP SHOP SHED		26,583.40	
EFT8576	18/05/2018	Jason Signmakers	20X MAGNETIC SIGNS WITH SHIRE LOGO P/O18913	1	770.00	770.00
INV 186812	07/05/2018	Jason Signmakers	20X MAGNETIC SIGNS WITH SHIRE LOGO P/O18913		770.00	
EFT8577	18/05/2018	Komatsu Australia PTY LTD	MIRROR ASSY	1	311.80	311.80
INV 994971	23/04/2018	Komatsu Australia PTY LTD	LAMP		58.58	
INV 996394	24/04/2018	Komatsu Australia PTY LTD	LAMP		58.47	
INV 996620	24/04/2018	Komatsu Australia PTY LTD	MIRROR ASSY		145.52	
INV 994716	23/04/2018	Komatsu Australia PTY LTD	MIRROR		49.23	
EFT8578	18/05/2018	Landgate	RURAL UV GEN VALS FIRST 500 SHARED	1	8,235.68	8,235.68
INV 845763	02/05/2018	Landgate	LAND ENQUIRY X 23 TOTAL FOR APRIL		227.70	
INV 338776-16/04/2018	16/04/2018	Landgate	RURAL UV GEN VALS FIRST 500 SHARED		8,007.98	
EFT8579	18/05/2018	Landmark	ROUNDUP, ESTERCIDE, METSULFURON, SHARPEN WDG HERBICIDE	1	3,772.51	3,772.51
INV 900476416/04/2018	16/04/2018	Landmark	HOPETOUN CAMPING AREA LPG GAS BOTTLE P/O18711		130.83	
INV 900455510/04/2018	10/04/2018	Landmark	KLEEN KWIK GAS 8.5KG EXCHANGE		41.55	
INV 900445606/04/2018	06/04/2018	Landmark	ROUNDUP, ESTERCIDE, METSULFURON, SHARPEN WDG HERBICIDE		2,136.04	
INV 900460511/04/2018	11/04/2018	Landmark	TIMT CONSTANT DIAMETER X 35		982.52	
INV 900510826/04/2018	06/04/2018	Landmark	ROUNDUP ULTRA MAX 20L		175.78	

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INV 900475616/04/2018	18/05/2018	Landmark	TOMCAT II RODENT 1.8KG		62.72	
INV 900480217/04/2018	18/05/2018	Landmark	TIMT CONSTANT DIAMTER X 5		125.46	
INV 900524530/04/2018	18/05/2018	Landmark	BGCC BUILDERS CHOICE FAST 20KG X 12		117.61	
EFT8580	18/05/2018	Lincolns	CARRY OUT AUDIT AND PREPARE FINANCIAL REPORT FOR RAVY CHILD CARE	1		5,937.80
INV 4757	27/04/2018	Lincolns	CARRY OUT AUDIT AND PREPARE FINANCIAL REPORT FOR RAVY CHILD CARE		5,937.80	
EFT8581	18/05/2018	Meridian Agencies	ACCOUNT FOR APRIL 2018	1		212.57
INV APRIL 203/05/2018	18/05/2018	Meridian Agencies	ACCOUNT FOR APRIL 2018		212.57	
EFT8583	18/05/2018	Perfect Computer Solutions	SALTO EXPORT OF DATA, NEW USER ACCOUNTS SETUPS, RESETUP OF SECURITY	1		170.00
INV 23589	03/05/2018	Perfect Computer Solutions	SALTO EXPORT OF DATA, NEW USER ACCOUNTS SETUPS, RESETUP OF SECURITY		170.00	
EFT8584	18/05/2018	Ravensthorpe Agencies	APRIL 2018 ACCOUNT	1		1,818.99
INV 20954	30/04/2018	Ravensthorpe Agencies	APRIL 2018 ACCOUNT		1,818.99	
EFT8585	18/05/2018	Ravensthorpe Roadhouse	CATERING LUNCH FOR 15 - MEL HAYMONT MITIGATION TOUR	1		70.00
INV 270	06/03/2018	Ravensthorpe Roadhouse	CATERING LUNCH FOR 15 - MEL HAYMONT MITIGATION TOUR		70.00	
EFT8586	18/05/2018	South Coastal Agencies	SHACKLE	1		107.25
INV 262	02/05/2018	South Coastal Agencies	SHACKLE		107.25	
EFT8587	18/05/2018	Southern Wire Industrial Pty Ltd (SWI Fencing)	REMOVAL OF EXISTING FENCE, SUPPLY AND INSTALL CHAINLINK FENCE P/O 18786	1		95,243.50
INV 8515	08/05/2018	Southern Wire Industrial Pty Ltd (SWI Fencing)	FENCING AT RRWMF GATES P/O 18786		41,134.50	
INV 8389	30/04/2018	Southern Wire Industrial Pty Ltd (SWI Fencing)	REMOVAL OF EXISTING FENCE, SUPPLY AND INSTALL CHAINLINK FENCE P/O 18786		54,109.00	
EFT8588	18/05/2018	Star Track Express Pty Limited	FREIGHT CHARGES - HITACHI	1		504.49
INV 618057024/05/2017	18/05/2018	Star Track Express Pty Limited	FREIGHT CHARGES - HITACHI		148.25	

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INV 618057005/04/2017		Star Track Express Pty Limited	FREIGHT CHARGES - HITACHI		48.00	
INV 618057019/04/2017		Star Track Express Pty Limited	FREIGHT CHARGES - HITACHI		48.67	
INV 618057018/01/2017		Star Track Express Pty Limited	FREIGHT CHARGES - HITACHI		132.58	
INV 618057012/04/2017		Star Track Express Pty Limited	FREIGHT CHARGES - HITACHI		126.99	
EFT8589	18/05/2018	Swan's Veterinary Services	EUTHANASIA OF STRAY DOG - P/O 17969	1		133.40
INV 258285	30/04/2018	Swan's Veterinary Services	EUTHANASIA OF STRAY DOG - P/O 17969		133.40	
EFT8590	18/05/2018	Veno's Dingo Services	CARETAKING DUTIES HAMERSLEY INLET P/O17971	1		1,212.75
INV 86	13/05/2018	Veno's Dingo Services	CARETAKING DUTIES HAMERSLEY INLET P/O17971		1,212.75	
EFT8591	18/05/2018	WA Contract Ranger Services	MICROCHIPPING FEES P/O 18924	1		45.46
INV 01541	10/05/2018	WA Contract Ranger Services	MICROCHIPPING FEES P/O 18924		45.46	
EFT8592	18/05/2018	WCP Civil	MORGAN/DANCE ST INTERSECTION WORKS,	1		323,352.46
INV 18744	09/04/2018	WCP Civil	MORGAN/NEIL ST INTERSECTION WORKS P/O 18796		68,752.93	
INV 18742	09/04/2018	WCP Civil	DANCE/MARTIN ST INTERSECTION WORKS,		161,724.50	
INV 18745	09/04/2018	WCP Civil	NEIL/MARTIN ST INTERSECTION WORKS P/O 18797		29,538.41	
INV 18739	09/04/2018	WCP Civil	MORGAN/DANCE ST INTERSECTION WORKS,		20,413.70	
INV 18743	09/04/2018	WCP Civil	MORGAN/NEIL ST INTERSECTION WORKS P/O 18796		15,752.00	
INV 18741	09/04/2018	WCP Civil	MOIR/MORGAN ST INTERSECTION WORKS P/O 18798		27,170.92	
EFT8593	18/05/2018	WINC Australia Pty Ltd	HOPETOUN COMMUNITY CENTREWORKS P/O 18776			379.69
INV 902409524/04/2018		WINC Australia Pty Ltd	CONSTRUCT RAGLAN ST PEDESTRIAN ACCESS P/O18773		137.82	
INV 902420410/05/2018		WINC Australia Pty Ltd	CHAMBERS STREET PRAM RAMPS		17.50	
INV 902420510/05/2018		WINC Australia Pty Ltd	DIARIES P/O 18587		224.37	
EFT8594	18/05/2018	Waterman Irrigation	LABELS, MANILLA DIVIDERS, CHAI TEA, ENTERED STAMPS, HOLE PUNCHES P/O 18586	1		44.06
			FELT PINBOARD - TRIPOD PROJECTOR, PAPER P/O 18582			
			OUTSTANDING BALANCE FOR INVOICE SINV-13168			

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INV SINV-128/03/2018		Waterman Irrigation	OUTSTANDING BALANCE FOR INVOICE SINV-13168		44.06	
EFT8595	18/05/2018	Palmer Earthmoving Pty Ltd T/As Palmer Civil Construction	WANDRRA 2017 AGRN 743 PACKAGE 10 APRIL 2018 CLAIM	1	477,874.88	
INV 2177	30/04/2018	Palmer Earthmoving Pty Ltd T/As Palmer Civil Construction	WANDRRA 2017 AGRN 743 PACKAGE 9 APRIL 2018 CLAIM		44,615.48	
INV 2178	30/04/2018	Palmer Earthmoving Pty Ltd T/As Palmer Civil Construction	WANDRRA 2017 AGRN 743 PACKAGE 10 APRIL 2018 CLAIM		433,259.40	
EFT8596	22/05/2018	BCP Contractors Pty Ltd	WANDDRA TENDER PACKAGE 3, CLAIM 6	1	211,440.43	
INV INV-56(30/04/2018		BCP Contractors Pty Ltd	WANDDRA TENDER PACKAGE 5, CLAIM 5		66,669.51	
INV INV-56(30/04/2018		BCP Contractors Pty Ltd	WANDDRA TENDER PACKAGE 3, CLAIM 6		144,770.92	
EFT8597	22/05/2018	WCP Civil	FLOOD DAMAGE PACKAGE 12	1	596,819.57	
INV 18903	07/05/2018	WCP Civil	FLOOD DAMAGE PACKAGE 12		596,819.57	
EFT8598	24/05/2018	4 Rivers Plumbing & Gas	GREASE TRAP PUMP OUT HCC P/O 18920	1	1,078.00	
INV 3902	08/05/2018	4 Rivers Plumbing & Gas	GREASE TRAP PUMP OUT HCC P/O 18920		1,078.00	
EFT8599	24/05/2018	ALLToilets (WA)	FROMIT UNISEX ACCESSIBLE TOILET P/O 18763	1	9,581.00	
INV 9385	01/05/2018	ALLToilets (WA)	FROMIT UNISEX ACCESSIBLE TOILET P/O 18763		9,581.00	
EFT8600	24/05/2018	AusQ Training	BASIC TRAFFIC MANAGEMENT & TRAFFIC CONTROLLER - 1 GROUP BOOKING P/O 18917		5,596.00	
INV 3158	16/05/2018	AusQ Training	BASIC TRAFFIC MANAGEMENT & TRAFFIC CONTROLLER - 1 GROUP BOOKING P/O 18917		5,596.00	
EFT8601	24/05/2018	Best Office Systems	PRINTER READINGS 20/05/2018	1	1,545.30	
INV 541093	14/05/2018	Best Office Systems	PRINTER READINGS 20/05/2018		1,545.30	
EFT8602	24/05/2018	Commonwealth Bank	ATM CASH SERVICES & MAINTENANCE JUNE 18	1	1,801.16	
INV BWR06,18/05/2018		Commonwealth Bank	ATM CASH SERVICES & MAINTENANCE JUNE 18		1,801.16	
EFT8603	24/05/2018	Courier Australia	COURIER CHARGES	1	24.58	
INV 0361	11/05/2018	Courier Australia	COURIER CHARGES		24.58	

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EFT8604	24/05/2018	DX Print Group Pty Ltd	SWIMMING POOL INSPECTION BOOK	1		231.00
INV 89942	17/05/2018	DX Print Group Pty Ltd	SWIMMING POOL INSPECTION BOOK		231.00	
EFT8605	24/05/2018	Department of Transport (Shire Licensing)	PLATE SWAP FROM IGNR076 TO RA206	1		25.70
INV 927010008/05/2018		Department of Transport (Shire Licensing)	PLATE SWAP FROM IGNR076 TO RA206		25.70	
EFT8606	24/05/2018	Environmental Monitoring Systems Pty Ltd	ENVIRONMENTAL HEALTH SERVICE APRIL 2018	1		8,279.70
INV 1173	17/05/2018	Environmental Monitoring Systems Pty Ltd	ENVIRONMENTAL HEALTH SERVICE APRIL 2018		8,279.70	
EFT8607	24/05/2018	Freight Lines Group	NATURE PLAY SOLUTIONS FIREMAN POLE FREIGHT	1		546.28
INV 34847	17/04/2018	Freight Lines Group	SIGMA CHEMICAS SKID DG - 20 L DRUMS		175.95	
INV 35026	20/04/2018	Freight Lines Group	NATURE PLAY SOLUTIONS FIREMAN POLE FREIGHT		370.33	
EFT8608	24/05/2018	Hillside Hardware	ACCOUNT 26/04/2018 - 17/05/2018 P/O 18915	1		1,871.18
INV APR-M.17/05/2018		Hillside Hardware	ACCOUNT 26/04/2018 - 17/05/2018 P/O 18915		1,871.18	
EFT8609	24/05/2018	Hitachi Construction Machinery (Australia)	CUTTING EDGE KITS P/O 18876	1		3,376.99
INV IP5003609/05/2018		Hitachi Construction Machinery (Australia)	CUTTING EDGE KITS P/O 18876		3,291.06	
INV IP5003611/05/2018		Hitachi Construction Machinery (Australia)	PLOW BOLT P/O 18876		85.93	
EFT8610	24/05/2018	Hopetoun & Ravensthorpe Medical	PRE EMPLOYMENT MEDICAL, DRUG SCREEN - EDWARD KILBEY	1		838.20
INV 18250	01/05/2018	Hopetoun & Ravensthorpe Medical	PRE EMPLOYMENT MEDICAL, INSTANT DRUG SCREEN SANDRA COLLINS		268.40	
INV 19645	14/05/2018	Hopetoun & Ravensthorpe Medical	PRE EMPLOYMENT MEDICAL, DRUG SCREEN - EDWARD KILBEY		284.90	
INV 19648	14/05/2018	Hopetoun & Ravensthorpe Medical	PRE EMPLOYMENT MEDICAL, DRUG SCREEN - GREG BRITTAIN		284.90	
EFT8611	24/05/2018	Hopetoun Community Resource Centre	PRINTING OF BROCHURES FOR FITZGERALD COAST TOURISM ASSOCIATION	1		90.00
INV FCTA	14/05/2018	Hopetoun Community Resource Centre	PRINTING OF BROCHURES FOR FITZGERALD COAST TOURISM ASSOCIATION		90.00	
EFT8612	24/05/2018	Jerramungup Electrical Service	WATER PROFF POWER POINT, NEW LED LIGHTS, INDOOR 1 SENSOR P/O 18723	1		2,197.47

10.1.1.1



Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 11414	01/05/2018	Jerramongup Electrical Service	INSTALL NEW EXIT SIGN, UPGRADE METER BOX TO NEW ELECTRICAL STANDARDS P/O18717		845.06	
INV 11417	01/05/2018	Jerramongup Electrical Service	REPAIR FOR FAULTY POWER SWITCH AT 93 SPENCE STREET RAVY P/O 18722		133.07	
INV 11418	01/05/2018	Jerramongup Electrical Service	WATER PROFF POWER POINT, NEW LED LIGHTS, INDOOR SENSOR P/O 18723		887.02	
INV 11415	01/05/2018	Jerramongup Electrical Service	INSTALLATION LED LIGHT OLD MORGUE BUILDING - CAT POUND P/O18724		332.32	
EFT8613	24/05/2018	Kleenwest Distributors	TOILET BRUSH P/O 18870	1		375.76
INV 31164	10/05/2018	Kleenwest Distributors	TOILET BRUSH P/O 18870		375.76	
EFT8614	24/05/2018	Landgate	VALUATION ROLLS - MINING TENEMENTS	1		1,061.45
INV 339242-27/04/2018		Landgate	VALUATION ROLLS - MINING TENEMENTS		1,061.45	
EFT8615	24/05/2018	Perfect Computer Solutions	NAME CHANGE, UPDATE PLAY ACCOUNT SYNERGY, SYNERGY UPGRDAE, MAPPING TOOL ISSUE RECONFIG, KB UPDATE	1		892.50
INV 23624	17/05/2018	Perfect Computer Solutions	NAME CHANGE, UPDATE PLAY ACCOUNT SYNERGY, SYNERGY UPGRDAE, MAPPING TOOL ISSUE RECONFIG, KB UPDATE		892.50	
EFT8616	24/05/2018	South Coast Foodservice	MOP HEADS P/O 18585	1		41.25
INV 420575216/05/2018		South Coast Foodservice	MOP HEADS P/O 18585		41.25	
EFT8617	24/05/2018	Southern Regional Medical Group	RETURN TO WORK MEDICAL - KENNETH ATKINSON	1		143.00
INV 337916S15/05/2018		Southern Regional Medical Group	RETURN TO WORK MEDICAL - KENNETH ATKINSON		143.00	
EFT8618	24/05/2018	Stott Redman	REIMBURSEMENT FOR BRIGADE AGM & BRIGADE TRAINING CATERING	1		427.40
INV REIMBU2/10/2017		Stott Redman	REIMBURSEMENT FOR BRIGADE AGM & BRIGADE TRAINING CATERING		427.40	
EFT8619	24/05/2018	WALGA	TRAINING COURSE - MEETING PROCEDURES - DARREN KENNEDY P/O18581	1		100.00
INV 18581	30/04/2018	WALGA	TRAINING COURSE - MEETING PROCEDURES - DARREN KENNEDY P/O18581		50.00	

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 18581	30/05/2018	WALGA	TRAINING COURSE - INTEGRATED STRATEGIC PLANNING - DARREN KENNEDY P/O18581		50.00	
EFT8620	24/05/2018	WINC Australia Pty Ltd	TRIPOD	1		277.53
INV 902420410	05/2018	WINC Australia Pty Ltd	TRIPOD		277.53	
EFT8621	25/05/2018	Albany Mapping & Surveying Services	SURVEY & DESIGN BEDFORD HARBOUR ROAD	1		7,988.31
INV 018050115	05/2018	Albany Mapping & Surveying Services	SURVEY & DESIGN BEDFORD HARBOUR ROAD		7,988.31	
EFT8622	25/05/2018	Australia Day Council of WA	GOLD MEMBERSHIP 2018 - 2019	1		577.50
INV 3101	09/05/2018	Australia Day Council of WA	GOLD MEMBERSHIP 2018 - 2019		577.50	
EFT8623	25/05/2018	Bob Waddell & Associates Pty Ltd	ASSISTANCE WITH THE 2018/19 ANNUAL BUDGET	1		231.00
INV 1333	21/05/2018	Bob Waddell & Associates Pty Ltd	ASSISTANCE WITH THE 2018/19 ANNUAL BUDGET		231.00	
EFT8624	25/05/2018	Guardian Print & Graphics	BUSINESS CARDS - KIRRA HASLEBY	1		135.00
INV 6720	20/04/2018	Guardian Print & Graphics	BUSINESS CARDS - KIRRA HASLEBY		135.00	
EFT8625	25/05/2018	Katherine Hooper	REIMBURSEMENT FOR FUEL	1		54.51
INV REIMB23	05/2018	Katherine Hooper	REIMBURSEMENT FOR FUEL		54.51	
EFT8626	25/05/2018	Ravensthorpe Historical Society Inc.	COMMUNITY DEVELOPMENT FUND 17/18 - MAY INSTALMENT	1		1,600.00
INV CDF	23/05/2018	Ravensthorpe Historical Society Inc.	COMMUNITY DEVELOPMENT FUND 17/18 - MAY INSTALMENT		1,600.00	
EFT8627	25/05/2018	Shire of Ravensthorpe Social Club	Payroll deductions	1		100.00
INV DEDUC23	05/2018	Shire of Ravensthorpe Social Club	Payroll deductions		100.00	
EFT8628	25/05/2018	Mark Rhodes	BOND REFUND	2		50.00
INV T1157	25/05/2018	Mark Rhodes	BOND REFUND	2	50.00	
EFT8629	25/05/2018	Rebecca Renne	BOND REFUND	2		20.00
INV T1097	25/05/2018	Rebecca Renne	BOND REFUND	2	20.00	

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8630	25/05/2018	Sharon Atkins	BOND REFUND	2		20.00
INV T1146	25/05/2018	Sharon Atkins	BOND REFUND	2	20.00	
EFT8631	25/05/2018	South Coast Natural Resource Management (NRM)	BOND REFUND	2		50.00
INV T1219	25/05/2018	South Coast Natural Resource Management (NRM)	BOND REFUND	2	50.00	
EFT8632	25/05/2018	Vikki Shields	BOND REFUND	2		20.00
INV T1128	25/05/2018	Vikki Shields	BOND REFUND	2	20.00	
EFT8633	29/05/2018	Ullrich Aluminium Pty Ltd	10 LENGTH WALLBOARD JOINER	1		234.69
INV 64CASE25/05/2018	29/05/2018	Ullrich Aluminium Pty Ltd	10 LENGTH WALLBOARD JOINER		234.69	
EFT8634	29/05/2018	WCP Civil	STOCKPILE REHAB & ADDITIONAL DRAINAGE WORKS	1		552,008.37
INV 18931	04/05/2018	WCP Civil	STOCKPILE REHAB & ADDITIONAL DRAINAGE WORKS		552,008.37	
1011	01/05/2018	1 - BANK FEES	MAINTENANCE FEES	1		60.00
1011	01/05/2018	1 - BANK FEES	OBB RECORD FEE	1		13.20
1011	01/05/2018	1 - BANK FEES	TRANSACTION FEE	1		5.00
1011	01/05/2018	1 - BANK FEES	BPAY FEES	1		210.14
1011	03/05/2018	1 - BANK FEES	MERCHANT FEES	1		430.55
DD4063.1	09/05/2018	Loyd D.G. & Sandra Collins Superfund	Superannuation contributions	1		160.62
INV SUPER	09/05/2018	Loyd D.G. & Sandra Collins Superfund	Superannuation contributions	1	160.62	
DD4063.2	09/05/2018	SuperWrap Personal Super Plan	Payroll deductions	1		937.49
INV SUPER	09/05/2018	SuperWrap Personal Super Plan	Superannuation contributions	1	697.11	
INV DEDUC	09/05/2018	SuperWrap Personal Super Plan	Payroll deductions	1	240.38	
DD4063.3	09/05/2018	Maystar Pty Ltd ATF The Russlan Zuks Super Fund	Payroll deductions	1		557.70



Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER 09/05/2018	09/05/2018	Maystar Pty Ltd ATF The Russian Zuks Super Fund	Superannuation contributions	1	414.70	
INV DEDUC09/05/2018	09/05/2018	Maystar Pty Ltd ATF The Russian Zuks Super Fund	Payroll deductions	1	143.00	
DD4063.4	09/05/2018	MTAA Superannuation Fund	Superannuation contributions	1		92.09
INV SUPER 09/05/2018	09/05/2018	MTAA Superannuation Fund	Superannuation contributions	1	92.09	
DD4063.5	09/05/2018	WA Local Government Super Plan	Payroll deductions	1		7,504.64
INV DEDUC09/05/2018	09/05/2018	WA Local Government Super Plan	Payroll deductions	1	178.40	
INV DEDUC09/05/2018	09/05/2018	WA Local Government Super Plan	Payroll deductions	1	260.54	
INV DEDUC09/05/2018	09/05/2018	WA Local Government Super Plan	Payroll deductions	1	90.38	
INV DEDUC09/05/2018	09/05/2018	WA Local Government Super Plan	Payroll deductions	1	47.05	
INV SUPER 09/05/2018	09/05/2018	WA Local Government Super Plan	Superannuation contributions	1	6,865.09	
INV DEDUC09/05/2018	09/05/2018	WA Local Government Super Plan	Payroll deductions	1	63.18	
DD4063.6	09/05/2018	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1		2,394.08
INV DEDUC09/05/2018	09/05/2018	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	436.57	
INV SUPER 09/05/2018	09/05/2018	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	1,957.51	
DD4063.7	09/05/2018	Colonial First State	Superannuation contributions	1		75.93
INV DEDUC09/05/2018	09/05/2018	Colonial First State	Payroll deductions	1	11.25	
INV SUPER 09/05/2018	09/05/2018	Colonial First State	Superannuation contributions	1	64.68	
DD4063.8	09/05/2018	MLC Superannuation	Superannuation contributions	1		52.16
INV SUPER 09/05/2018	09/05/2018	MLC Superannuation	Superannuation contributions	1	52.16	
DD4063.9	09/05/2018	AMP Super	Superannuation contributions	1		62.25
INV SUPER 09/05/2018	09/05/2018	AMP Super	Superannuation contributions	1	62.25	
DD4071.1	14/05/2018	BANKWEST Corporate Mastercard	MARCH 2018 STATEMENT	1		4,130.19
INV MARCH03/03/2018	03/03/2018	BANKWEST Corporate Mastercard	MARCH 2018 STATEMENT	1	4,130.19	

Date: 18/06/2018  
Time: 2:55:42PM

Shire of Ravensthorpe  
Creditors Payments May 2018

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD4071.2	14/05/2018	SG Fleet	IEZG055 LEASE RENTAL 22/05/18 - 21/06/18	1	1,539.45	1,539.45
INV AUSG060/04/2018		SG Fleet	IEZG055 LEASE RENTAL 22/05/18 - 21/06/18	1	1,539.45	
DD4071.3	14/05/2018	Westnet Pty Ltd	MAY 2018 WESTNET BILL	1	633.61	633.61
INV 996128917/04/2018		Westnet Pty Ltd	MAY 2018 WESTNET BILL	1	633.61	
DD4084.1	23/05/2018	Loyd D.G. & Sandra Collins Superfund	Superannuation contributions	1	59.59	59.59
INV SUPER 23/05/2018		Loyd D.G. & Sandra Collins Superfund	Superannuation contributions	1	59.59	
DD4084.2	23/05/2018	FirstChoice Personal Super	Superannuation contributions	1	40.91	40.91
INV SUPER 23/05/2018		FirstChoice Personal Super	Superannuation contributions	1	40.91	
DD4084.3	23/05/2018	SuperWrap Personal Super Plan	Payroll deductions	1	937.49	937.49
INV SUPER 23/05/2018		SuperWrap Personal Super Plan	Superannuation contributions	1	697.11	697.11
INV DEDUC23/05/2018		SuperWrap Personal Super Plan	Payroll deductions	1	240.38	240.38
DD4084.4	23/05/2018	Maystar Pty Ltd ATF The Russian Zuks Super Fund	Payroll deductions	1	557.70	557.70
INV SUPER 23/05/2018		Maystar Pty Ltd ATF The Russian Zuks Super Fund	Superannuation contributions	1	414.70	414.70
INV DEDUC23/05/2018		Maystar Pty Ltd ATF The Russian Zuks Super Fund	Payroll deductions	1	143.00	143.00
DD4084.5	23/05/2018	MTAA Superannuation Fund	Superannuation contributions	1	145.59	145.59
INV SUPER 23/05/2018		MTAA Superannuation Fund	Superannuation contributions	1	145.59	
DD4084.6	23/05/2018	WA Local Government Super Plan	Payroll deductions	1	7,400.55	7,400.55
INV DEDUC23/05/2018		WA Local Government Super Plan	Payroll deductions	1	178.40	178.40
INV DEDUC23/05/2018		WA Local Government Super Plan	Payroll deductions	1	260.54	260.54
INV DEDUC23/05/2018		WA Local Government Super Plan	Payroll deductions	1	47.05	47.05
INV SUPER 23/05/2018		WA Local Government Super Plan	Superannuation contributions	1	6,854.83	6,854.83
INV DEDUC23/05/2018		WA Local Government Super Plan	Payroll deductions	1	59.73	59.73
DD4084.7	23/05/2018	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,832.29	2,832.29

10.1.1.1

Date: 18/06/2018  
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Shire of Ravensthorpe  
Creditors Payments May 2018

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUC23/05/2018		Australian Superannuation (Formally Westscheme)	Payroll deductions	1	548.94	
INV SUPER 23/05/2018		Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,283.35	
DD4084.8	23/05/2018	Colonial First State	Superannuation contributions	1		75.93
INV DEDUC23/05/2018		Colonial First State	Payroll deductions	1	11.25	
INV SUPER 23/05/2018		Colonial First State	Superannuation contributions	1	64.68	
DD4084.9	23/05/2018	BT Super For Life	Superannuation contributions	1		56.97
INV SUPER 23/05/2018		BT Super For Life	Superannuation contributions	1	56.97	
DD4097.1	31/05/2018	Department of Transport (Shire Licensing)	DoT Payment by Authority May 2018	1		22,915.95
INV MAY1831/05/2018		Department of Transport (Shire Licensing)	DoT Payment by Authority May 2018	1	22,915.95	
DD4097.2	31/05/2018	Water Corporation	Account Payments by Authority May 2018	1		7,690.05
INV MAY1831/05/2018		Water Corporation	Account Payments by Authority May 2018	1	7,690.05	
DD4097.3	31/05/2018	Horizon Power	Account Payments by Authority May 2018	1		2,951.77
INV MAY1831/05/2018		Horizon Power	Account Payments by Authority May 2018	1	2,951.77	
DD4097.4	31/05/2018	Synergy	Account Payments by Authority May 2018	1		2,488.30
INV MAY1831/05/2018		Synergy	Account Payments by Authority May 2018	1	2,488.30	
DD4063.10	09/05/2018	BT Super for Life	Superannuation contributions	1		650.05
INV SUPER 09/05/2018		BT Super for Life	Superannuation contributions	1	650.05	
DD4063.11	09/05/2018	Care Super Pty Ltd	Superannuation contributions	1		142.45
INV SUPER 09/05/2018		Care Super Pty Ltd	Superannuation contributions	1	142.45	
DD4063.12	09/05/2018	FirstChoice Personal Super	Superannuation contributions	1		63.19
INV SUPER 09/05/2018		FirstChoice Personal Super	Superannuation contributions	1	63.19	
DD4084.10	23/05/2018	MLC Superannuation	Superannuation contributions	1		47.24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER 23/05/2018	23/05/2018	MLC Superannuation	Superannuation contributions	1	47.24	
DD4084.11	23/05/2018	AMP Super	Superannuation contributions	1		62.25
INV SUPER 23/05/2018	23/05/2018	AMP Super	Superannuation contributions	1	62.25	
DD4084.12	23/05/2018	BT Super for Life	Superannuation contributions	1		650.05
INV SUPER 23/05/2018	23/05/2018	BT Super for Life	Superannuation contributions	1	650.05	
DD4084.13	23/05/2018	Care Super Pty Ltd	Superannuation contributions	1		116.12
INV SUPER 23/05/2018	23/05/2018	Care Super Pty Ltd	Superannuation contributions	1	116.12	
09052018	09/05/2018	SHIRE OF RAVENSTHORPE	PAYROLL PROCESSING 09.05.18	1		85,373.02
25032018	23/05/2018	SHIRE OF RAVENSTHORE	PAYROLL PROCESSING 23.05.18	1		85,934.88

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	Municipal Bank Account	3,660,785.46
2	Trust Bank Account	2,724.59
<b>TOTAL</b>		<b>3,663,510.05</b>

**10.1.2 MONTHLY FINANCIAL REPORT – 31 MAY 2018**

<b>File Ref:</b>	
<b>Applicant:</b>	Internal
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	13 June 2018
<b>Author:</b>	Darren Kennedy Manager Corporate & Community Services
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	10.1.2 – Monthly Financial Reports for May 2018

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**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 May 2018 Monthly Financial Reports.

**Comment:**

The May 2018 Monthly Financial Reports are presented for review.

**Consultation:**

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 apply

**Policy Implications:**

Nil

**Budget / Financial Implications:**

All expenditure has been approved via adoption of the 2017/18 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.

**Risk**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**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.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION	ITEM 10.1.2
That Council:	
Receive the May 2018 Monthly Financial Reports as presented.	

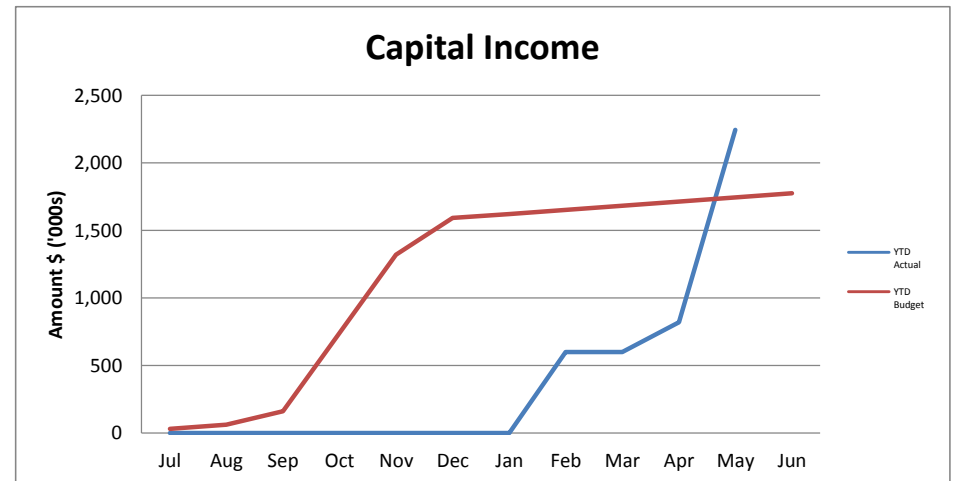
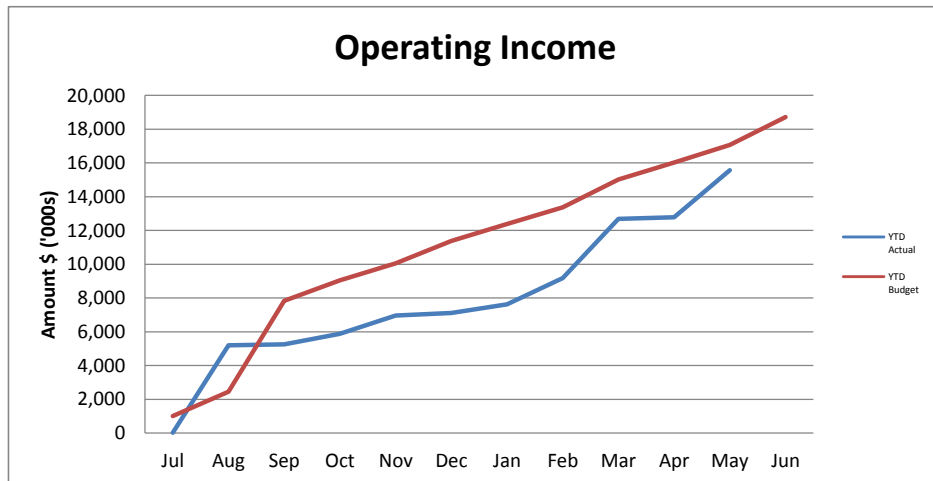
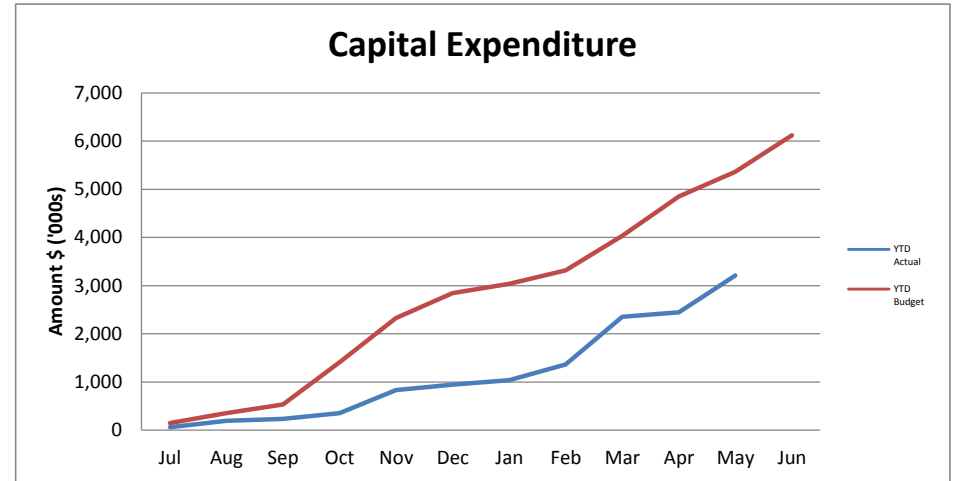
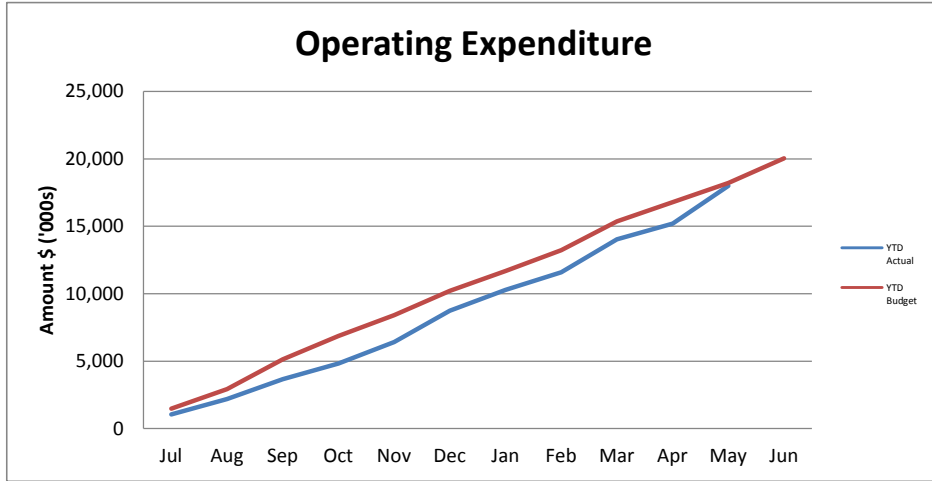


**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2018**

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6 Rating Information	11
7 Trust Funds	14
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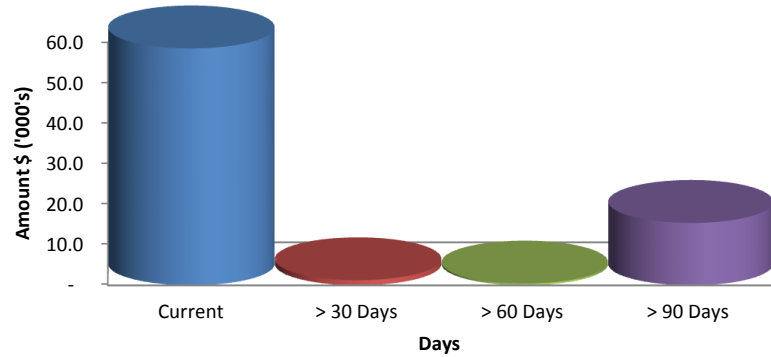
# Income and Expenditure Graphs to 31 May 2018



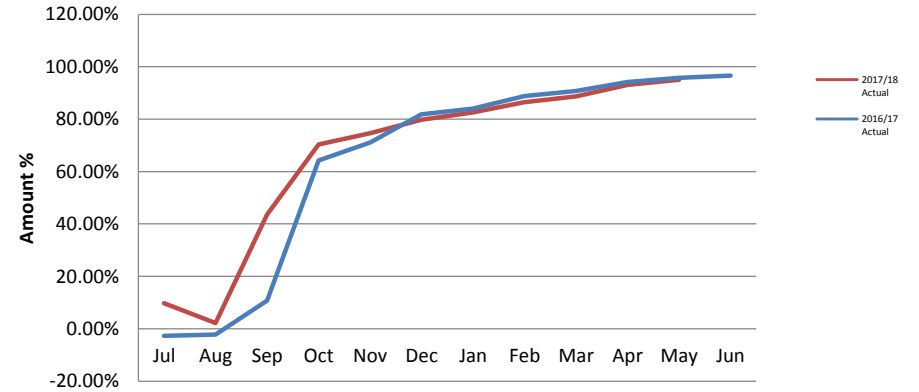


## Other Graphs to 31 May 2018

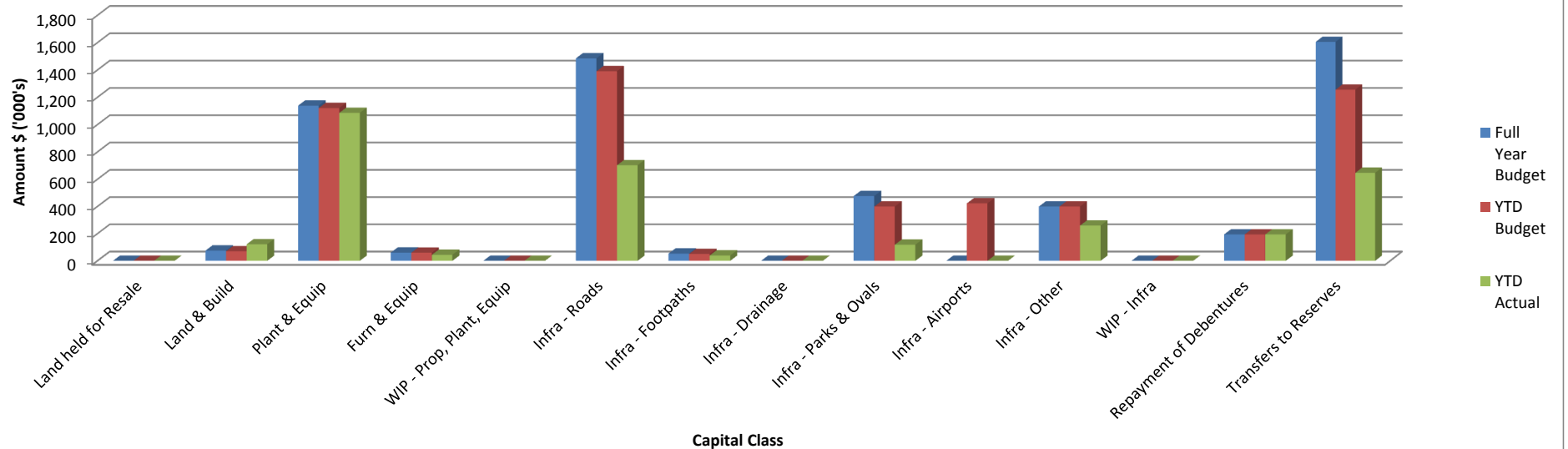
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



## SHIRE OF RAVENSTHORPE

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2018

	NOTE	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	MAY 2018 Y-T-D Budget \$	MAY 2018 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>								
<b>Revenues/Sources</b>								
Governance		3,825	2,910	2,910	2,909	(1)	(0.03%)	
General Purpose Funding		1,103,693	1,021,678	802,803	1,007,919	205,116	25.55%	▲
Law, Order, Public Safety		196,149	224,890	181,911	199,098	17,187	9.45%	
Health		3,000	4,000	3,666	3,486	(180)	(4.91%)	
Education and Welfare		192,361	192,361	176,253	122,424	(53,829)	(30.54%)	▼
Housing		10,400	10,400	9,394	9,100	(294)	(3.13%)	
Community Amenities		833,127	810,627	715,337	619,842	(95,495)	(13.35%)	▼
Recreation and Culture		298,500	374,875	342,868	388,340	45,472	13.26%	▲
Transport		12,010,248	11,818,973	10,607,660	8,914,497	(1,693,163)	(15.96%)	▼
Economic Services		98,500	98,500	93,572	154,192	60,620	64.78%	▲
Other Property and Services		155,000	150,000	135,959	144,562	8,603	6.33%	
		<u>14,904,803</u>	<u>14,709,214</u>	<u>13,072,333</u>	<u>11,566,369</u>	<u>(1,505,964)</u>	<u>(11.52%)</u>	
<b>(Expenses)/(Applications)</b>								
Governance		(586,688)	(592,488)	(538,181)	(440,365)	97,816	18.18%	▼
General Purpose Funding		(157,749)	(154,749)	(142,467)	(122,443)	20,024	14.06%	▼
Law, Order, Public Safety		(583,620)	(698,061)	(656,320)	(614,816)	41,504	6.32%	
Health		(260,635)	(322,961)	(294,955)	(283,701)	11,254	3.82%	
Education and Welfare		(353,617)	(353,567)	(321,888)	(326,333)	(4,445)	(1.38%)	
Housing		(262,228)	(255,063)	(224,278)	(174,672)	49,606	22.12%	▼
Community Amenities		(1,290,994)	(1,270,743)	(1,145,524)	(1,087,717)	57,807	5.05%	
Recreation & Culture		(1,650,851)	(1,702,226)	(1,547,166)	(1,498,213)	48,953	3.16%	
Transport		(13,983,149)	(14,035,957)	(12,757,524)	(13,242,868)	(485,344)	(3.80%)	
Economic Services		(314,435)	(359,156)	(328,753)	(307,427)	21,326	6.49%	
Other Property and Services		(294,294)	(296,044)	(248,739)	103,193	351,932	141.49%	▼
		<u>(19,738,260)</u>	<u>(20,041,016)</u>	<u>(18,205,795)</u>	<u>(17,995,362)</u>	<u>210,433</u>	<u>(1.16%)</u>	
<b>Net Operating Result Excluding Rates</b>		<b>(4,833,457)</b>	<b>(5,331,802)</b>	<b>(5,133,462)</b>	<b>(6,428,993)</b>	<b>(1,295,531)</b>	<b>25.24%</b>	
<b>Adjustments for Non-Cash</b>								
<b>(Revenue) and Expenditure</b>								
(Profit)/Loss on Asset Disposals	2	111,405	111,405	110,693	1,573	(109,120)	98.58%	▼
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0	0.00%	
Rounding		0	0	0	0	0	0.00%	
Depreciation on Assets		3,352,401	3,352,401	3,077,626	2,661,154	(416,472)	13.53%	▼
<b>Capital Revenue and (Expenditure)</b>								
Purchase Land Held for Resale	1	0	0	0	0	0	0.00%	
Purchase of Land and Buildings	1	(71,200)	(75,205)	(70,298)	(121,676)	(51,378)	(73.09%)	▲
Purchase of Furniture & Equipment	1	(60,000)	(60,000)	(59,576)	(44,082)	15,494	26.01%	▼
Purchase of Plant & Equipment	1	(1,292,800)	(1,138,650)	(1,120,804)	(1,085,423)	35,381	3.16%	
Purchase of WIP - PP & E	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(1,508,050)	(1,484,886)	(1,390,348)	(702,276)	688,072	49.49%	▼
Purchase of Infrastructure Assets - Footpaths	1	(29,810)	(52,974)	(50,455)	(39,021)	11,434	22.66%	▼
Purchase of Infrastructure Assets - Drainage	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(431,690)	(476,190)	(398,980)	(118,376)	280,604	70.33%	▼
Purchase of Infrastructure Assets - Airports	1	(533,550)	(633,550)	(422,324)	(94,584)	327,740	77.60%	▼
Purchase of Infrastructure Assets - Other	1	(399,069)	(399,069)	(399,034)	(258,920)	140,114	35.11%	▼
Purchase of WIP - INFRA	1	0	0	0	0	0	0.00%	
Proceeds from Disposal of Assets	2	233,992	233,992	231,940	221,450	(10,490)	(4.52%)	
Repayment of Debentures	3	(193,909)	(193,909)	(193,902)	(193,908)	(6)	(0.00%)	
Proceeds from New Debentures	3	0	0	0	0	0	0.00%	
Advances to Community Groups		0	0	0	0	0	0.00%	
Self-Supporting Loan Principal Income		0	0	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	4	(1,605,000)	(1,605,000)	(1,255,086)	(646,688)	608,398	48.47%	▼
Transfers from Restricted Asset (Reserves)	4	1,541,275	1,541,275	1,512,829	1,950,000	437,171	28.90%	▲
ADD Net Current Assets July 1 B/Fwd	5	1,713,985	2,206,970	2,206,970	2,206,970	0	0.00%	
LESS Net Current Assets Year to Date	5	<u>(523)</u>	<u>(238)</u>	<u>650,333</u>	<u>1,304,485</u>	<u>654,152</u>	<u>(100.59%)</u>	
<b>Amount Raised from Rates</b>		<b><u>(4,004,954)</u></b>	<b><u>(4,004,954)</u></b>	<b><u>(4,004,544)</u></b>	<b><u>(3,997,285)</u></b>	<b><u>7,259</u></b>	<b><u>(0.18%)</u></b>	

This statement is to be read in conjunction with the accompanying notes.

**Material Variances Symbol**

Above Budget Expectations

Greater than 10% and \$10,000

▲

Below Budget Expectations

Less than 10% and \$10,000

▼

**Purpose**

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

**The Materiality variances adopted by Council are:**

Actual Variance to YTD Budget up to 5%:	Don't Report
Actual Variance exceeding 10% of YTD Budget	Use Management Discretion
Actual Variance exceeding 10% of YTD Budget and a value greater than \$10,000:	Must Report

**REPORTABLE OPERATING REVENUE VARIATIONS**

**General Purpose Funding - Revenue over YTD budget**

TIMING: 4th Qtr Fags received in May, budgeted for in June

**Law, Order, Public Safety**

**Health -**

**Education and Welfare - Revenue under YTD budget**

TIMING: Revenue for Cub House to be transferred from external bank account during June

**Community Amenities - Revenue under YTD budget**

TIMING : Reduced recoup of grant monies from Jerramungup due to lower expenditure YTD.

**Recreation and Culture - Revenue over YTD budget**

TIMING : Insurance income for Tennis courts received during May. Offset with expenditure

**Transport - Revenue under YTD Budget**

TIMING : Flood damage works and recoups

**Economic Services - Revenue over YTD budget**

PERMANENT: Recoup of FCTA costs higher than budgeted

**Other Property and Services**

**REPORTABLE OPERATING EXPENSE VARIATIONS**

**Governance - Expenditure under YTD budget**

TIMING : CDF grants yet to be claimed. Xmas decorations to be purchased.

**General Purpose Funding - Expenditure under YTD budget**

TIMING: Valuation and Consultancy expenditure down on budget

**Law, Order, Public Safety -**

**Health -**

**Education and Welfare -**

**Housing - Expenditure under YTD budget**

TIMING : Reduced maintenance works due to unscheduled absence by BMO.

**Communtiy Amenities -**

**Recreation & Culture -**

**Transport**

**Economic Services -**

**Other Property and Services - Expenditure under YTD budget**

TIMING : Plant operating costs underbudget hence we have over recovered. Will be adjusted by 30 June.

**REPORTABLE NON-CASH VARIATIONS**

**(Profit)/Loss on Asset Disposals - Expenditure under YTD budget**

PERMANENT : Proceeds from disposals well above budget.

**Depreciation on Assets - Expenditure under YTD budget**

PERMANENT: Reduced depreciation on roads following reduction in value due to flood damage

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

**Purchase of Land & Buildings - Expenditure over YTD Budget**

ERROR: Hopetoun tennis courts resurfacing to be moved in June to Parks & Ovals

**Purchase of Furniture & Equipment - Expenditure under YTD budget**

Timing of purchases

**Purchase of Plant & Equipment - Expenditure under YTD budget**

Timing of plant purchases

**Purchase of Infrastructure Assets Roads - Expenditure under YTD budget**

Timing of Road projects

**Purchase of Infrastructure Parks & Assets - Expenditure under YTD budget**

TIMING: Tennis courts reconstruction commencing in May

**Purchase of Infrastructure Airports - Expenditure under YTD budget**

PERMANENT: Airport resealing deferred and rollover of grant being sought

**Purchases of Infrastructure Other - Expenditure under YTD budget**

Timing of projects

**REPORTABLE CAPITAL INCOME VARIATIONS**

**Proceeds from Disposal of Assets -**

**Repayment of Debentures -**

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD ENDED 31 MAY 2018

	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Budget \$	MAY 2018 Actual \$
<b>1. ACQUISITION OF ASSETS</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program</u></b>				
<b>Health</b>				
<u>Doctors &amp; Other Health</u>				
New Furniture - Ravensthorpe Surgery	5,000	5,000	4,576	0.00
Toyota Hilux - Doctor	55,000	48,250	48,250	48,203.37
Surgery Upgrade Ravensthorpe	5,000	9,700	9,700	9,675.00
<b>Education &amp; Welfare</b>				
<u>Child Care Centres</u>				
Little Barrens- Air-Con	15,000	0	0	0.00
<b>Community Amenities</b>				
<u>Sanitation - household Refuse</u>				
Munglinup Transfer Station	75,000	75,000	74,993	0.00
Hopetoun Transfer Station	75,000	75,000	74,993	0.00
Ravensthorpe Regional Landfill	249,069	249,069	249,048	258,919.89
<u>Sewerage</u>				
<b>Recreation and Culture</b>				
<u>Public Halls &amp; Civic Centres</u>				
Hopetoun Community Centre Fit Out	50,000	50,000	50,000	44,081.89
Solar Power Installation At Hopetoun	0	0	0	0.00
Herbarium At Ravensthorpe Hall	0	6,775	6,775	6,774.00
<u>Other Recreation &amp; Sport</u>				
Resurface Courts - Hopetoun	30,000	37,530	34,397	84,278.50
Rangeview Park Upgrade	174,190	174,190	159,654	11,374.04
Ravensthorpe Cricket Pitch	7,000	7,000	6,413	0.00
Munglinup Community Playground	50,500	50,500	46,288	50,800.00
Ravensthorpe Tennis Courts	200,000	231,500	173,625	56,202.09
Ravensthorpe Bowls Club - Lighting	0	13,000	13,000	0.00
<u>Libraries</u>				
New Inverter Air-Cons	14,200	14,200	13,013	14,198.00
Ravensthorpe Crc - Kitchen Improvements	7,000	7,000	6,413	6,750.00
<b>Transport</b>				
<u>Construction - Roads, Bridges, Depots</u>				
<b>Roads Construction Council</b>				
Jerdacuttup Road - Tamrine Road	150,000	150,000	137,489	0.00
Phillips River Rd Canoe Trail	49,220	49,220	49,218	35,464.08
Streetscape Morgan Street Stage 2	45,000	45,000	41,228	0.00
Ethel Daw Drive	23,164	0	0	0.00
Nindibillup Rd Slk 1.0-11.0	0	0	0	0.00
Floodway Sealing Repairs	50,310	50,310	46,079	0.00
Veal Street - Carpark Expansion	25,000	25,000	22,902	18,557.91
Gravel Pit Reinstatement	40,000	40,000	36,689	14,951.05
Gravel Pit Development	40,000	40,000	36,689	90.90
<b>Roads Mrwa V Of G Constr</b>				
Jerdacuttup Road X Bedford Hbr Road	142,256	142,256	142,254	145,461.10
Hamersley Drive X Hopetoun Road	70,848	70,848	70,846	71,019.73
<b>Roads Mrwa V Of G Constr</b>				
Ravensthorpe Streetscape	32,545	32,545	32,544	32,711.42

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD ENDED 31 MAY 2018

1. ACQUISITION OF ASSETS (Continued)	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Budget \$	MAY 2018 Actual \$
The following assets have been acquired during the period under review:				
<b>By Program (Continued)</b>				
<b>Transport (Continued)</b>				
<b>Roads To Recovery Construction</b>				
Morgans St Asphalt / Kerb Stage 2	57,191	57,191	57,188	32,487.84
Veal Street Entrance	121,780	121,780	111,595	6,500.00
Raglan Street	81,000	81,000	74,239	44,233.45
The Esplanade	130,732	130,732	119,812	40,138.46
Ravensthorpe Streets	349,004	349,004	319,913	260,660.43
<b>Bridges Construction</b>				
Springdale Road Bridge	100,000	100,000	91,663	0.00
<b>Footpath Construction</b>				
Birdwood Street Pathway	29,810	29,810	27,291	14,320.00
Chambers Street Footpath	0	23,164	23,164	24,700.84
<b>Road Plant Purchases</b>				
Hino - P&G Truck Hopetoun	105,000	71,000	71,000	80,681.73
Tri Axle Float	70,000	65,000	65,000	58,880.00
Tandem Dolly	40,000	27,000	27,000	22,700.00
Construction Grader	330,000	316,000	316,000	316,000.00
Sundry Plant And Equipment Purchases (Less	18,800	18,800	17,226	0.00
Maintenance Truck - Ravensthorpe	120,000	75,000	75,000	75,580.64
Toyota Hilux - Leading Hand Ute	45,000	41,200	41,200	41,176.05
Toyota Hilux - P&G Team Leader	45,000	42,000	42,000	42,989.77
Toyota Hilux - Dozer Ute	43,000	35,200	35,200	38,265.57
Toyota Hilux - Grader 1 Ute	43,000	35,200	35,200	38,279.78
Toyota Hilux - Grader 2 Ute	43,000	35,200	35,200	38,279.78
Toyota Hilux - Hopeton P&G Ute	45,000	42,000	42,000	43,010.14
Kuboto Utility Vehicle - Ravensthorpe	35,000	35,000	32,076	29,163.00
Toro Mower - Hopetoun	45,000	35,000	35,000	34,620.00
Mechanic Vehicle	80,000	80,000	73,326	44,696.27
Street Sweeper	80,000	80,000	73,326	75,900.00
<b>Aerodromes</b>				
Toyota Hilux - Aro/Ranger 2 Ute	50,000	56,800	56,800	56,996.50
Runway Reseal	533,550	633,550	422,324	94,583.64
<b>Other Property &amp; Services</b>				
<b>Administration</b>				
Computer Upgrades	5,000	5,000	5,000	0.00
	<u>4,326,169</u>	<u>4,320,524</u>	<u>3,911,819</u>	<u>2,464,356.86</u>
<b>By Class</b>				
Land Held for Resale - Current	0	0	0	0.00
Land Held for Resale - Non Current	0	0	0	0.00
Land	0	0	0	0.00
Buildings	71,200	75,205	70,298	121,675.50
Furniture & Equipment	60,000	60,000	59,576	44,081.89
Plant & Equipment	1,292,800	1,138,650	1,120,804	1,085,422.60
Work in Progress - PPE	0	0	0	0.00
Infrastructure - Roads	1,508,050	1,484,886	1,390,348	702,276.37
Infrastructure - Footpaths	29,810	52,974	50,455	39,020.84
Infrastructure - Drainage	0	0	0	0.00
Infrastructure - Parks & Ovals	431,690	476,190	398,980	118,376.13
Infrastructure - Airports	533,550	633,550	422,324	94,583.64
Infrastructure - Other	399,069	399,069	399,034	258,919.89
Work in Progress - INFRA	0	0	0	0.00
	<u>4,326,169</u>	<u>4,320,524</u>	<u>3,911,819</u>	<u>2,464,356.86</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2018

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Written Down Value			Sale Proceeds			Profit(Loss)		
	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Actual \$	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Actual \$	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Actual \$
<b>Law, Order &amp; Public Safety</b>									
<b>Health</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toyota Kluger GXL - Doctor	33,001.31	33,001.31	27,194.52	24,545.00	24,545.00	20,219.55	(8,456.31)	(8,456.31)	(6,974.97)
<b>Transport</b>									
John Deere 670 GP Construction Grader	105,284.02	105,284.02	88,599.05	52,000.00	52,000.00	101,330.19	(53,284.02)	(53,284.02)	12,731.14
Mitsubishi Triton 2014	15,094.68	15,094.68	12,429.78	8,181.00	8,181.00	8,992.27	(6,913.68)	(6,913.68)	(3,437.51)
RA3359 - Hilux - 2015 Triton	23,392.71	23,392.71	19,397.95	15,545.00	15,545.00	15,265.00	(7,847.71)	(7,847.71)	(4,132.95)
Ford Ranger	21,618.93	21,618.93	18,710.15	20,090.00	20,090.00	19,355.91	(1,528.93)	(1,528.93)	645.76
Isuzu Maintenance Truck	29,037.94	29,037.94	0.00	18,181.00	18,181.00	0.00	(10,856.94)	(10,856.94)	0.00
2013 Triton - Grader 1	14,827.68	14,827.68	12,701.92	7,272.00	7,272.00	10,901.36	(7,555.68)	(7,555.68)	(1,800.56)
2013 Triton - Grader 2	14,827.68	14,827.68	12,701.92	6,363.00	6,363.00	10,719.55	(8,464.68)	(8,464.68)	(1,982.37)
2013 Triton - Dozer	13,898.37	13,898.37	11,890.68	8,181.00	8,181.00	14,765.00	(5,717.37)	(5,717.37)	2,874.32
2010 Hino - P&G Truck Hopetoun	27,497.91	27,497.91	0.00	16,363.00	16,363.00	0.00	(11,134.91)	(11,134.91)	0.00
2005 Tri Axle Float	6,493.17	6,493.17	0.00	36,363.00	36,363.00	0.00	29,869.83	29,869.83	0.00
2005 Tandem Dolly	13,527.42	13,527.42	0.00	3,636.00	3,636.00	0.00	(9,891.42)	(9,891.42)	0.00
Toyota Hilux Ute - Airport Manger	26,895.55	26,895.55	19,396.73	17,272.00	17,272.00	19,901.36	(9,623.55)	(9,623.55)	504.63
<b>Other Property &amp; Services</b>									
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	345,397.37	345,397.37	223,022.70	233,992.00	233,992.00	221,450.19	(111,405.37)	(111,405.37)	(1,572.51)

By Class of Asset	Written Down Value			Sale Proceeds			Profit(Loss)		
	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Actual \$	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Actual \$	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Actual \$
<b>Plant &amp; Equipment</b>									
Toyota Kluger GXL - Doctor	33,001.31	33,001.31	27,194.52	24,545.00	24,545.00	20,219.55	(8,456)	(8,456.31)	(6,974.97)
John Deere 670 GP Construction Grader	105,284.02	105,284.02	88,599.05	52,000.00	52,000.00	101,330.19	(53,284)	(53,284.02)	12,731.14
Mitsubishi Triton 2014	15,094.68	15,094.68	12,429.78	8,181.00	8,181.00	8,992.27	(6,914)	(6,913.68)	(3,437.51)
RA3359 - Hilux - 2015 Triton	23,392.71	23,392.71	19,397.95	15,545.00	15,545.00	15,265.00	(7,848)	(7,847.71)	(4,132.95)
Ford Ranger	21,618.93	21,618.93	18,710.15	20,090.00	20,090.00	19,355.91	(1,529)	(1,528.93)	645.76
Isuzu Maintenance Truck	29,037.94	29,037.94	0.00	18,181.00	18,181.00	0.00	(10,857)	(10,856.94)	0.00
2013 Triton - Grader 1	14,827.68	14,827.68	12,701.92	7,272.00	7,272.00	10,901.36	(7,556)	(7,555.68)	(1,800.56)
2013 Triton - Grader 2	14,827.68	14,827.68	12,701.92	6,363.00	6,363.00	10,719.55	(8,465)	(8,464.68)	(1,982.37)
2013 Triton - Dozer	13,898.37	13,898.37	11,890.68	8,181.00	8,181.00	14,765.00	(5,717)	(5,717.37)	2,874.32
2010 Hino - P&G Truck Hopetoun	27,497.91	27,497.91	0.00	16,363.00	16,363.00	0.00	(11,135)	(11,134.91)	0.00
2005 Tri Axle Float	6,493.17	6,493.17	0.00	36,363.00	36,363.00	0.00	29,870	29,869.83	0.00
2005 Tandem Dolly	13,527.42	13,527.42	0.00	3,636.00	3,636.00	0.00	(9,891)	(9,891.42)	0.00
Toyota Hilux Ute - Airport Manger	26,895.55	26,895.55	19,396.73	17,272.00	17,272.00	19,901.36	(9,624)	(9,623.55)	504.63
	345,397.37	345,397.37	223,022.70	233,992.00	233,992.00	221,450.19	(111,405)	(111,405.37)	(1,572.51)

Summary

Profit on Asset Disposals	29,869.83	29,869.83	16,755.85
Loss on Asset Disposals	(141,275.20)	(141,275.20)	(18,328.36)
	(111,405.37)	(111,405.37)	(1,572.51)

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2018

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
		2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Actual \$	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Actual \$	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Actual \$	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Actual \$
<b>Housing</b>													
Loan 145 Satff Housing	291,827	0	0	0	32,957	32,957	32,957	258,870	258,870	258,870	9,930	9,930	5,711
Loan 147 Other Housing	270,108	0	0	0	15,397	15,397	15,397	254,711	254,711	254,711	10,785	10,785	7,594
<b>Recreation and Culture</b>													
Loan 146 Hopetoun Community Centre	337,778	0	0	0	12,664	12,664	12,664	325,114	337,778	325,114	14,321	14,321	8,398
<b>Transport</b>													
Loan 138D Town Street	343,210	0	0	0	25,099	25,099	12,343	318,111	318,111	330,867	24,774	24,774	14,850
Loan 144 Town Street	251,038	0	0	0	45,393	45,393	45,393	205,645	205,645	205,645	13,574	13,574	9,657
Loan 143B Refinance	261,347	0	0	0	29,515	29,515	29,515	231,832	231,832	231,832	8,893	8,893	5,114
Loan 138E Refinance	334,649	0	0	0	32,883	32,883	45,639	301,766	301,766	289,010	12,055	12,055	7,003
	2,089,957	0	0	0	193,909	193,909	193,908	1,896,048	1,908,712	1,896,049	94,332	94,332	58,327

(\*) Self supporting loan financed by payments from third parties.  
All other loan repayments were financed by general purpose revenue.

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2018

	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Actual \$
<b>4. RESERVES</b>			
<b>Cash Backed Reserves</b>			
<b>(a) Plant Reserve</b>			
Opening Balance	226,855	226,855	226,855
Amount Set Aside / Transfer to Reserve	204,009	204,009	3,119
Amount Used / Transfer from Reserve	0	0	0
	<u>430,864</u>	<u>430,864</u>	<u>229,974</u>
<b>(b) Emergency Farm Water Reserve</b>			
Opening Balance	26,259	26,259	26,259
Amount Set Aside / Transfer to Reserve	464	464	361
Amount Used / Transfer from Reserve	0	0	0
	<u>26,723</u>	<u>26,723</u>	<u>26,620</u>
<b>(c) Building Reserve</b>			
Opening Balance	1,492,299	1,492,299	1,492,299
Amount Set Aside / Transfer to Reserve	1,226,368	1,226,369	620,519
Amount Used / Transfer from Reserve	(1,200,000)	(1,200,000)	(1,950,000)
	<u>1,518,667</u>	<u>1,518,668</u>	<u>162,818</u>
<b>(d) Road &amp; Footpath Reserve</b>			
Opening Balance	415,353	415,353	415,353
Amount Set Aside / Transfer to Reserve	7,339	7,339	5,711
Amount Used / Transfer from Reserve	0	0	0
	<u>422,692</u>	<u>422,692</u>	<u>421,064</u>
<b>(e) Swimming Pool Upgrade Reserve</b>			
Opening Balance	43,249	43,249	43,249
Amount Set Aside / Transfer to Reserve	764	764	595
Amount Used / Transfer from Reserve	0	0	0
	<u>44,013</u>	<u>44,013</u>	<u>43,844</u>
<b>(f) UHF Repeater Reserve</b>			
Opening Balance	0	0	0
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
<b>(g) Airport Reserve</b>			
Opening Balance	688,899	688,899	688,899
Amount Set Aside / Transfer to Reserve	62,173	62,387	9,639
Amount Used / Transfer from Reserve	(341,275)	(341,275)	0
	<u>409,797</u>	<u>410,011</u>	<u>698,538</u>
<b>(h) Waste &amp; Sewerage Reserve</b>			
Opening Balance	292,900	292,901	292,901
Amount Set Aside / Transfer to Reserve	5,176	4,961	3,860
Amount Used / Transfer from Reserve	0	0	0
	<u>298,076</u>	<u>297,862</u>	<u>296,761</u>



## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2018

	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Actual \$
<b>4. RESERVES (Continued)</b>			
<b>Cash Backed Reserves (Continued)</b>			
<b>(i) State Barrier Fence Reserve</b>			
Opening Balance	141,539	141,539	141,539
Amount Set Aside / Transfer to Reserve	72,501	72,501	1,946
Amount Used / Transfer from Reserve	0	0	0
	<u>214,040</u>	<u>214,040</u>	<u>143,485</u>
<b>(j) Leave Reserve</b>			
Opening Balance	68,249	68,248	68,248
Amount Set Aside / Transfer to Reserve	26,206	26,206	938
Amount Used / Transfer from Reserve	0	0	0
	<u>94,455</u>	<u>94,454</u>	<u>69,186</u>
<b>Total Cash Backed Reserves</b>	<u><u>3,459,327</u></u>	<u><u>3,459,327</u></u>	<u><u>2,092,290</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

Plant Reserve	204,009	204,009	3,119
Emergency Farm Water Reserve	464	464	361
Building Reserve	1,226,368	1,226,369	620,519
Road & Footpath Reserve	7,339	7,339	5,711
Swimming Pool Upgrade Reserve	764	764	595
UHF Repeater Reserve	0	0	0
Airport Reserve	62,173	62,387	9,639
Waste & Sewerage Reserve	5,176	4,961	3,860
State Barrier Fence Reserve	72,501	72,501	1,946
Leave Reserve	26,206	26,206	938
	<u>1,605,000</u>	<u>1,605,000</u>	<u>646,688</u>

**Transfers from Reserves**

Plant Reserve	0	0	0
Emergency Farm Water Reserve	0	0	0
Building Reserve	(1,200,000)	(1,200,000)	(1,950,000)
Road & Footpath Reserve	0	0	0
Swimming Pool Upgrade Reserve	0	0	0
UHF Repeater Reserve	0	0	0
Airport Reserve	(341,275)	(341,275)	0
Waste & Sewerage Reserve	0	0	0
State Barrier Fence Reserve	0	0	0
Leave Reserve	0	0	0
	<u>(1,541,275)</u>	<u>(1,541,275)</u>	<u>(1,950,000)</u>
<b>Total Transfer to/(from) Reserves</b>	<u><u>63,725</u></u>	<u><u>63,725</u></u>	<u><u>(1,303,312)</u></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2018

4. RESERVES (Continued)

**Cash Backed Reserves (Continued)**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Plant Reserve**

To be used to assist in the purchasing of major plant and machinery.

**Emergency Farm Water Reserve**

To be used for the repair and/or construction of emergency farm water supplies in the Shire of Ravensthorpe

**Building Reserve**

To be used for the construction, refurbishment, modification or renovation of all buildings in the Shire of Ravensthorpe

**Road and Footpath Reserve**

To be used for the construction, renewal, resealing or repair of the road and footpath network.

**Swimming Pool Upgrade Reserve**

To be used towards any major repairs or improvements for the Ravensthorpe swimming pool.

**UHF Repeater Reserve**

Used in 2016/17 for upgrded diplexer on UHF Radio Repeaters in Hopetoun and Munglinup.

**Airport Reserve**

To be used for the construction, reconstruction, repairs or modification of facilities including buildings, tarmac, airstrip and associated infrastructure at the Ravensthorpe Airport

**Waste and Sewerage Reserve**

To be used for the repair and/or construction of waste and sewerage facilities in the Shire of Ravensthorpe.

**State Barrier Fence Reserve**

To be used for the extension of the State Barrier Fence from Ravensthorpe to Esperance

**Leave Reserve**

To be used to fund long service leave and non-current annual leave requirements

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MAY 2018**

	<b>2016/17 B/Fwd Per 2017/18 Budget \$</b>	<b>2016/17 B/Fwd Per Financial Report \$</b>	<b>MAY 2018 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,600,690	734,667	726,317
Cash - Restricted Unspent Grants	0	866,807	158,208
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	3,395,602	3,395,602	2,092,292
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	191,728	194,228	211,827
Sundry Debtors	260,166	280,338	74,885
Provision for Doubtful Debts	0	0	0
Gst Receivable	0	0	308,495
Accrued Income/Payments In Advance	6,132	492,277	0
Loans - Clubs/Institutions	0	0	0
Inventories	14,700	14,700	50,480
	<u>5,469,018</u>	<u>5,978,619</u>	<u>3,622,504</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(303,238)	(303,238)	(153,921)
Accrued Interest On Loans	(29,027)	(29,027)	0
Accrued Salaries & Wages	(23,861)	(23,861)	0
Income In Advance	0	0	0
Gst Payable	(3,305)	0	(16,873)
Payroll Creditors	0	(3,305)	(52,696)
Accrued Expenses	0	(16,616)	0
PAYG Liability	0	0	0
Other Payables	0	0	(2,237)
Current Employee Benefits Provision	(407,412)	(436,224)	(436,224)
Current Loan Liability	0	(193,909)	0
	<u>(766,843)</u>	<u>(1,006,180)</u>	<u>(661,951)</u>
<b>NET CURRENT ASSET POSITION</b>	4,702,175	4,972,439	2,960,553
Less: Cash - Reserves - Restricted	(3,395,602)	(3,395,602)	(2,092,292)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	407,412	436,224	436,224
Add Back : Current Loan Liability	0	193,909	0
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u>1,713,985</u>	<u>2,206,970</u>	<u>1,304,485</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2018

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2017/18 Rate Revenue \$	2017/18 Interim Rates \$	2017/18 Back Rates \$	2017/18 Total Revenue \$	2017/18 Budget \$
<b>General Rate</b>								
GRV Residential	0.108901	715	10,423,846	1,135,167	(440)	773	1,135,500	1,140,440
GRV Commercial	0.122287	33	1,398,212	170,983		0	170,983	170,983
GRV Industrial	0.144197	32	493,532	71,166		0	71,166	71,166
GRV Transient Workforce Accom	0.301308	1	780,000	235,020		0	235,020	235,020
GRV Short Stay Accommodation	0.301308	1	72,800	21,935		0	21,935	21,935
UV - Mining	0.010889	1	156,007	1,699	(4,134)	1,923	(511)	1,699
UV Properties	0.009620	332	178,888,500	1,720,907	1,600	2,730	1,725,238	1,720,907
Non-Rateable		0				(2,972)		
<b>Sub-Totals</b>		1,115	192,212,897	3,356,878	(2,974)	2,455	3,359,330	3,362,150
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV Residential	938	439	1,589,113	411,958		0	411,958	412,896
GRV Commercial	938	10	51,501	9,384		0	9,384	9,384
GRV Industrial	938	15	64,508	14,076		0	14,076	14,076
GRV Transient Workforce Accom	938	0	0	0		0	0	0
GRV Short Stay Accommodation	938	0	0	0		0	0	0
UV - Mining	938	123	2,049,521	115,423		0	115,423	116,362
UV Properties	938	96	5,229,644	90,086		0	90,086	90,086
<b>Sub-Totals</b>		683	8,984,287	640,927	0	0	640,927	642,804
Back Rates							3,997,805	4,004,954
Interim Rates							2,455	0
<b>Total Amount of General Rates</b>							(2,974)	0
Specified Area Rates							3,997,286	4,004,954
Ex Gratia Rates							46,891	46,891
Rate Written Off							(4,037)	(5,000)
<b>Total Rates</b>							4,040,140	4,046,845

All land except exempt land in the Shire of Ravensthorpe is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2014/15 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MAY 2018**

**7. TRUST FUNDS**

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

<b>Detail</b>	<b>Balance 01-Jul-17 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>Balance \$</b>
Builders Construction Industry Training Func	(25)	1,074	(1,074)	(25)
Bitumen Tender Document Bond	487	0	0	487
Building Registration Board Levy	0	1,833	(1,777)	56
Gym Swipe Card Bond	8,202	2,300	(520)	9,982
Hall Hire and Key Bonds	4,223	6,120	(5,550)	4,793
Hopetoun Tennis Club	9,072	0	0	9,072
Police Licensing Receipts	1,658	305,427	(307,058)	27
Candidate Nominations	0	640	(640)	0
Pavillion Hire Bonds	1,233	0	0	1,233
Ravensthorpe Cemetery Group	76	0	0	76
Rehabilitation Bond - Barminco	6,866	0	0	6,866
Shire Staff Housing Bond	0	0	0	0
Rural Subdivisions Shed Bonds	33,494	0	0	33,494
Standpipe Swipe Card Bond	2,400	350	(50)	2,700
Subdivision Maintenance Bonds	14,375	0	0	14,375
Sundry Overpayments	5,393	0	0	5,393
Swimming Pool Key Deposits	3,020	960	(180)	3,800
Unknown Rates Payments	1,719	0	0	1,719
Flood Damage Donations	400	0	0	400
	<b>92,593</b>	<b>318,704</b>	<b>(316,849)</b>	<b>94,448</b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2018

8. OPERATING STATEMENT BY PROGRAM

	MAY 2018 Actual \$	2017/18 Adopted Budget \$	2016/17 Actual \$
<b>OPERATING REVENUES</b>			
Governance	2,909	3,825	3,825
General Purpose Funding	5,005,205	5,108,647	7,260,283
Law, Order, Public Safety	199,098	196,149	602,370
Health	3,486	3,000	1,397
Education and Welfare	122,424	192,361	186,036
Housing	9,100	10,400	10,400
Community Amenities	619,842	833,127	2,450,781
Recreation and Culture	388,340	298,500	395,274
Transport	8,914,497	12,010,248	2,880,421
Economic Services	154,192	98,500	122,504
Other Property and Services	144,562	155,000	264,012
<b>TOTAL OPERATING REVENUE</b>	<b>15,563,655</b>	<b>18,909,757</b>	<b>14,177,301</b>
<b>OPERATING EXPENSES</b>			
Governance	(440,365)	(586,688)	(481,876)
General Purpose Funding	(122,443)	(157,749)	(142,997)
Law, Order, Public Safety	(614,816)	(583,620)	(545,127)
Health	(283,701)	(260,635)	(253,850)
Education and Welfare	(326,333)	(353,617)	(328,666)
Housing	(174,672)	(262,228)	(204,862)
Community Amenities	(1,087,717)	(1,290,994)	(1,101,750)
Recreation & Culture	(1,498,213)	(1,650,851)	(1,510,576)
Transport	(13,242,868)	(13,983,149)	(4,811,193)
Economic Services	(307,427)	(314,435)	(307,242)
Other Property and Services	103,193	(294,294)	(254,809)
<b>TOTAL OPERATING EXPENSE</b>	<b>(17,995,362)</b>	<b>(19,738,261)</b>	<b>(9,942,947)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(2,431,707)</u></b>	<b><u>(828,504)</u></b>	<b><u>4,234,354</u></b>

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MAY 2018**

**8. OPERATING STATEMENT BY NATURE & TYPE**

	<b>MAY 2018 Actual \$</b>	<b>2017/18 Adopted Budget \$</b>	<b>2016/17 Actual \$</b>
<b>OPERATING REVENUES</b>			
Rates	4,037,480	4,046,845	3,928,415
Operating Grants, Subsidies and Contributions	8,719,233	11,671,922	3,723,369
Non-Operating Grants, Subsidies and Contributions	969,825	1,256,932	4,375,274
Fees and Charges	932,589	1,092,797	1,151,052
Service Charges	0	0	0
Interest Earnings	95,575	110,000	135,268
Profit on Asset Disposals	16,756	29,870	54,552
Proceeds on Disposal of Assets	296,008	233,992	277,077
Realisation on Disposal of Assets	(221,450)	(233,992)	(277,077)
Other Revenue	717,641	701,391	809,374
<b>TOTAL OPERATING REVENUE</b>	<b><u>15,563,657</u></b>	<b><u>18,909,757</u></b>	<b><u>14,177,304</u></b>
<b>OPERATING EXPENSES</b>			
Employee Costs	(3,076,642)	(3,728,789)	(3,209,508)
Materials and Contracts	(11,607,481)	(11,594,124)	(2,864,174)
Utility Charges	(143,845)	(189,268)	(191,707)
Depreciation on Non-Current Assets	(2,661,154)	(3,352,401)	(3,044,259)
Interest Expenses	(58,326)	(94,332)	(100,126)
Insurance Expenses	(280,930)	(311,603)	(303,662)
Loss on Asset Disposals	(18,328)	(141,275)	(67,392)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(148,655)	(326,470)	(162,120)
<b>TOTAL OPERATING EXPENSE</b>	<b><u>(17,995,361)</u></b>	<b><u>(19,738,262)</u></b>	<b><u>(9,942,948)</u></b>
<b>CHANGE IN NET ASSETS</b>			
<b>RESULTING FROM OPERATIONS</b>	<b><u><u>(2,431,704)</u></u></b>	<b><u><u>(828,505)</u></u></b>	<b><u><u>4,234,356</u></u></b>

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MAY 2018**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>MAY 2018 Actual \$</b>	<b>2016/17 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	2,976,817	4,997,076
Trade and Other Receivables	595,208	966,843
Inventories	50,480	14,700
<b>TOTAL CURRENT ASSETS</b>	<b>3,622,505</b>	<b>5,978,619</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	23,206	23,206
Inventories	0	0
Property, Plant and Equipment	33,994,861	34,146,758
Infrastructure	25,001,218	25,269,138
<b>TOTAL NON-CURRENT ASSETS</b>	<b>59,019,285</b>	<b>59,439,102</b>
<b>TOTAL ASSETS</b>	<b>62,641,790</b>	<b>65,417,721</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	225,728	376,047
Long Term Borrowings	0	193,909
Provisions	436,224	436,224
<b>TOTAL CURRENT LIABILITIES</b>	<b>661,952</b>	<b>1,006,180</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	1,896,049	1,896,049
Provisions	85,140	85,140
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,981,189</b>	<b>1,981,189</b>
<b>TOTAL LIABILITIES</b>	<b>2,643,141</b>	<b>2,987,369</b>
<b>NET ASSETS</b>	<b>59,998,649</b>	<b>62,430,352</b>
<b>EQUITY</b>		
Trust Imbalance	0	0
Retained Surplus	37,255,909	38,384,304
Reserves - Cash Backed	2,092,292	3,395,602
Revaluation Surplus	20,650,447	20,650,447
<b>TOTAL EQUITY</b>	<b>59,998,649</b>	<b>62,430,353</b>



SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2018

10. FINANCIAL RATIOS

	2018 YTD	2017	2016	2015
Current Ratio	6.08	3.01	1.64	1.37
Operating Surplus Ratio	5.65	3.29	(0.24)	2.15

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
Operating Surplus Ratio	$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$

**10.1.3 COUNCIL CONSIDERATION OF PUBLIC SUBMISSIONS ON INTENTION TO IMPOSE DIFFERENTIAL RATES AND MINIMUM PAYMENTS FOR THE 2018/19 ANNUAL BUDGET**

<b>File Ref:</b>	<b>RV.RC.001</b>
<b>Applicant:</b>	
<b>Location:</b>	
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	14 June 2018
<b>Author:</b>	Kirra Hasleby – Rates Officer
<b>Authorising Officer:</b>	Darren Kennedy Manager Corporate & Community Services
<b>Attachments:</b>	10.1.3.1 submissions 10.1.3.2 WALGA advertorial

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**Summary:**

A local government is required to consider any public submissions received on Council's intention to impose the 2018/19 differential rates and minimum payment under Section 6.36(4) of the *Local Government Act 1995 (LGA)*. The proposed differential rates and minimum payments have been advertised for local public notice seeking public comment for not less than 21 days which ended 30 May 2018.

The purpose of this report is to present Council with details of the submissions received for consideration, of which there were 15 received, following the statutory local public notice period and prior to adoption of the 2018/19 Annual Budget.

Council is also requested to authorise the Chief Executive Officer to make an application to the Minister for Local Government and Communities for 1) approval to impose a differential general rate under section 6.33(3) of the LGA that is more than twice the lowest differential rate being imposed.

**Background:**Intention to Impose 2018/2019 Differential Rates

As part of the annual budget process, and in order to make up the budget deficiency, Council is required to impose a general rate on rateable land within its district.

At the Ordinary Council Meeting 19<sup>th</sup> April 2018, Council resolved the following:

*That Council:*

OFFICER RECOMMENDATION		ITEM 10.1.4
Moved: Cr Dickinson		Seconded: Cr Smith
1) Endorse the following differential rates across all categories to form the basis of the proposed rate setting for the 2018/19 budget.		
	Cost in \$	Minimum
GRV Residential	0.114890	\$850.00
GRV Commercial	0.129010	\$850.00
GRV Industrial	0.151406	\$850.00
GRV – Transient Workforce Camps / Short Stay Accommodation	0.301308	\$850.00
UV - Rural	0.010197	\$850.00
UV – Mining	0.080000	\$300.00
2) Adopt the Objectives and Reasons for the Proposed Differential rates for 2018/19		
3) Authorise the Chief Executive Officer to advertise the differential rates and call for submissions in accordance with the Local Government Act 1995 – Section 6.36 – for a minimum of 21 days		
4) Authorise the Chief Executive Officer to seek Ministerial approval under Section 6.33 of the Local Government Act 1995 to impose the differential rates at the end of the advertising period, subject to no submissions being received.		
Carried: 7/0		Res: 34/18

In regards to (4.) above, the DLGC advised that the Minister requires evidence of Council consideration of any submissions received. Under Sections 6.33 of the LGA, the proposed UV Mining differential rate is set at more than twice the base UV Rural rate, and the proposed GRV – Transient Workforce / Short Stay Accommodation differential rate is set at more than twice the base GRV Residential rate. The Minister may grant an exemption on these two categories, but this cannot be progressed until Council has considered any submissions relating to these differential rating categories.

A call for submissions on differential rates was advertised on Saturday 6<sup>th</sup> May 2018 in the West Australian and Thursday 17<sup>th</sup> May 2018 in the Community Spirit. Public notices were also placed on notice boards located at the Ravensthorpe Shire Administration office and at the Hopetoun Shire office, with the submission period closing at 4pm, Wednesday 30<sup>th</sup> May 2018. Also public notice was placed on the Shire website.

Further consultation and community engagement was conducted through letters to ratepayers of the properties classified in the GRV- Transient Workforce / Short Accommodation differential category, informing them of the opportunity to submit public comment on the proposed differential rates and minimum payment.

**Comment:**

This report presents summarised details of the submissions received for Council's consideration with further details contained in Attachment 1 – Schedule of Public Submissions. A total of 15 submissions were received in response to the published invitation to comment on the proposed differential rates and minimum payment.

Council is requested to consider the public submissions detailed in the attached schedule. In summary, all submissions detailed objections to rate increase proposed. The basis of objections reflected a number of common themes which are outlined as follows:

*Property Values within the Shire have decreased;*

Objections were provided on the basis that property sale values have decreased recently. In response, fluctuations in sale values are taken into consideration by the State Government's Valuer-General when his agency completes its periodic revaluation. This is a valuation methodology process of Landgate and not something Council is able to influence.

Any movements in valuations whether up or down, are taken into consideration during the Council's rate setting process to uphold the principle of consistency when determining the proposed rates in the dollar.

If a land owner wishes to object to the GRV and UV recorded on either the rate notice or on the valuation roll, information including details on how to lodge an objection is available from Landgate. The objection must be lodged within 60 days after the issue of the rate notice as per Section 32(1)(a) of the Valuation of Land Act 1978. Objections, which must be in writing, may be on the grounds that a valuation is not fair or is unjust, inequitable or incorrect, whether by itself or in comparison with other valuations in force. It is the responsibility of the Valuer-General to determine the GRV or UV values.

*Pest Control should be a Government responsibility;*

The Pest Control Levy is not being imposed by the Shire of Ravensthorpe

*Rates should rise in line with National Inflation Rate;*

Council has a Long Term Financial Plan in place that allows for a 5.5% increase in rate revenue each financial year. This is a document that was available for comment prior to adoption and is available on the website. There is a misconception that inflation and CPI are all that impacts increases in local government costs. The attached article from the WALGA President addresses some of the matters that impact on local government costs.

*Rates are high in this area, with little Services provided by the Shire;*

Council levies rates to be able to provide a range of services and facilities for the community and visitors to utilise. It is not the fact of whether all residents utilise all of the services provided by the Shire, it is a matter of the services being available to all inhabitants of the district, irrespective of those that directly impact on individual properties. It is a bit disappointing that some sections of the community are not aware of what the shire does provide and the organisations we support so a bit of public education may be in order.

*Ratepayers are struggling, given the Economic Climate, with 2017 Flood Event and Mine Closure.*

The economic climate and the other factors mentioned are outside of the shire's control and it should be noted that we are also impacted by these matters. Our responsibility is to provide a level of service and facilities that meet the needs of the community both now and into the future.

Whilst the Differential Rates notice does mention the rates for residential, commercial, industrial and broad acre farming properties these rates are able to be imposed by Council without advertising. It is the rates levied on the mining camps and mining leases that need approval.

There were no submissions received from owners of properties that are rated on the UV Rural basis.

**Consultation:**

Community via advertising

**Statutory Obligations:**

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

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Rate revenue is raised to meet the shortfall between other income sources including grants and user charges and the costs of providing services and facilities over the 12 month period. Local government does not budget for a "profit" – only to raise revenue to allow it to operate effectively and efficiently for the year and over the longer term. Without rate revenue services and facilities would be removed or reduced.

**Strategic Implications:**

Strategic Community Plan 2014 – 2024

Theme 4 – Civic Leadership: 4.1 Financial Sustainability.

**Risk**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance And financial capacity	Unlikely (2)	Moderate (6)	Major(1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements and having sufficient finance to provide services and facilities	Accept Officer Recommendation

**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 ITEM 10.1.3

That Council:

1. Receives the submissions and notes the objections contained therein.
2. In accordance with Section 6.36 of the Local Government Act 1995 endorses the following proposed differential general rates and minimum payments as advertised:

Differential Rate Category	Rate in the Dollar	Minimum Payment
GRV Residential	0.112985	\$850.00
GRV Commercial	0.126873	\$850.00
GRV Industrial	0.148920	\$850.00
GRV – Transient Workforce Camps / Short Stay Accommodation	0.301308	\$850.00
UV - Rural	0.009428	\$850.00
UV – Mining	0.080000	\$300.00



	Date Received	Submission received from	Record Number	Summary of Submission	Comments to Submission (for Agenda prep)
1.	27/05/2018	G Allen	IRM18510348	<p>Raised concerns that the rates are comparable with rates for properties in the city. City ratepayers receive more in return for their rate in the dollar.</p> <p>Question if the financial cost to revamp Children's Playground in Hopetoun was warranted, would the money not be better served in putting towards the CRC or Little Barrens.</p> <p>Part of rates payment is about receiving services that the Shire provides, and being able to take waste to the local tip, whatever the waste consist of, this service has been taken away.</p> <p>Objection to the imposing of the "Pest Levy" on residential property owners as this is a cost that farmers should incur, because this is where it starts.</p> <p>Ratepayers' opinion is that Rates should rise in line with the National Inflation Rate.</p>	<p>Ravensthorpe provides some services that the city don't need to – support for doctor, bushfire brigades are 2 examples</p> <p>Playground – jumpy pillow was funded by Hopetoun Progress via grant – not the shire</p> <p>Hopetoun is a transfer station – not a refuse site. All waste is removed to the Ravensthorpe landfill. Metal waste is not accepted because of cost to Council to dispose of</p> <p>Pest Levy is nothing to do with Council – Southern Biosecurity Group is raising this levy which Council also has to pay – cost shifting by the state government</p> <p>Increases in costs to local government are to some extent passed on to us by the state government – increases in water, power, vehicle licences, national and state wage increases. Our increased costs are not the same as increases in CPI linked to the cost of a basket of groceries</p>
2.	27/05/2018	K & M Wilson	IRM18510349	<p>Find that a rate increase of 5.5% to be excessive, when the national inflation rate is 2.2%, ratepayer does not understand the basis on which the increase is justified.</p> <p>Housing prices have decreased in Hopetoun and the surrounding areas, and the banks consider that housing and land to be "not a good" investment.</p> <p>Ratepayer feels like little is done in their locality, except policing firebreaks and providing rubbish collection. Perhaps the government could consider ratepayers contribution in regards to the Carbon Sick Credits.</p>	<p>Increases in costs to local government are to some extent passed on to us by the state government – increases in water, power, vehicle licences, national and state wage increases. Our increased costs are not the same as increases in CPI linked to the cost of a basket of groceries</p> <p>Values of property are assessed by the Valuer General over which the shire has no control</p>

				<p>Objection to the imposing of the "Pest Levy" to assist with control of Wild Dogs and Plant pest. Ratepayers view is Pest Control is the responsibility of government and by imposing such a levy it is abrogating the responsibilities.</p>	<p>Local governments provide a lot more than fire control and rubbish – roads, libraries, parks and gardens, ovals, public toilets, amenities for visitors, beach infrastructure, swimming pool just to name a few</p> <p>Pest Levy is nothing to do with Council – Southern Biosecurity Group is raising this levy which Council so has to pay – cost shifting by the state government</p>
3.	28/05/2018	D Gale	IRM18510350	<p>Objection to the proposed rate rise, given the economic climate within the Ravensthorpe Shire, many people are struggling.</p> <p>Rates are already high for this area with very little services provided by the Shire. The Shire needs to be looking at reducing their own expenditure.</p>	<p>The shire provides a great range of services which many in the community don't recognise.</p> <p>The state government passes increased costs onto local government including power, water, vehicle licences, street lighting etc.</p>
4.	28/05/2018	F & R Gibberd	IRM18510351	<p>Concerns raised over the size of the proposed rates increase.</p> <p>Like many others in the community ratepayers are already finding it difficult to meet the increasing costs of daily living</p>	<p>The state government passes increased costs onto local government including power, water, vehicle licences, street lighting etc.</p>
5.	28/05/2018	V Tancred	IRM18510355	<p>Objection to the proposed rates increase, ratepayers are going without to pay costs of living bills now, without rate increases.</p> <p>Questioned what the Shire requires the extra money for.</p>	<p>The state government passes increased costs onto local government including power, water, vehicle licences, street lighting etc.</p> <p>The shire is constantly reviewing services to try and find cost savings to stretch their budget just like everyone else in the community.</p>
6.	29/05/2018	H Gardiner	IRM18510360	<p>Questioned rate increase with no increase in services.</p> <p>Due to the closure of the Mine there is less money around and people are struggling.</p>	<p>The state government passes increased costs onto local government including power, water, vehicle licences, street lighting etc.</p> <p>The shire is constantly reviewing services to try and find cost savings to stretch their budget just like everyone else in the community.</p>

7.	29/05/2018	B & J Peart	IRM18510368	<p>Believe ratepayers should not be responsible for expenses previously covered by the state government.</p> <p>Lost any decent bus service between Hopetoun, Ravensthorpe and Albany due to the government shortage of cash.</p> <p>Our tele-centre is threatened with reduction of funding, which could cause closure.</p> <p>Let government find extra cash by cost cutting.</p>	<p>The state government passes increased costs onto local government including power, water, vehicle licences, street lighting etc. Which we all need to pay for.</p> <p>The Shire provides money to the CRC's in both towns to help support their operations and has objected to the reduction in their grants.</p> <p>The shire is constantly reviewing services to try and find cost savings to stretch their budget just like everyone else in the community.</p>
8.	29/05/2018	E O'Driscoll	IRM18510362	<p>With Commercial Leasing, Tenants pay the Rates; they are sending my tenants broke.</p> <p>Property is prime real estate, been trying to sell for 10 years. Banks will not let ratepayer lend money due to the town.</p> <p>Believe that the increase is not fair in this area.</p>	<p>Values of property are assessed by the Valuer General over which the shire has no control</p>
9.	29/05/2018	A & M Domeyer	IRM18510364	<p>Ratepayer disagrees to the following rates for each rating category for years 2018/19.</p>	
10.	30/05/2018	L Baker	IRM18510378	<p>Ratepayer disagrees with the proposed rate increase. Inflation rate is approximately 2%.</p> <p>The Shire should cut back on non-core things – keep cars longer, reduce fuel cost, rangers could clean facilities.</p>	<p>Increases in costs to local government are to some extent passed on to us by the state government – increases in water, power, vehicle licences, national and state wage increases. Our increased costs are not the same as increases in CPI linked to the cost of a basket of groceries</p> <p>Keeping vehicles longer would end up costing more due to increased maintenance and higher change-over costs.</p> <p>Fuel costs are increasing and staff still</p>

				Ask the ratepayers what they would like to see carried out in the Shire.	need to grade roads and travel between facilities. Rangers already clean some facilities.  Council surveys residents every 2 years on services and facilities with the next survey coming out in the next month or so.
11.	30/05/2018	K Sinclair	IRM18510384	Land prices have not increased by rather decreased so why is the Shire wanting the increase.	Increases in shire costs are not related to land or property prices nor CPI.
12.	30/05/2018	C Gordon	IRM18510396	<p>Small Businesses are struggling due to the impact of the flood event and mine closure, with staff income cuts and less people coming into the area for property sales or rentals.</p> <p>Given the recent rent reduction and housing price reductions have had to recommend, I doubt that a rates increase of this amount is justifiable.</p> <p>The Shire have taken a massive hit of increased costs with the flood event and that has to be recovered somewhere but all were impacted during that event too with insurance not paying on damaged flood fencing and other flow on effects to small business.</p> <p>Another cost increase may result in more small businesses closing - rates for commercial property are passed to the tenant so that adds extra expense when income is already low.</p>	<p>Shire costs are increasing just like everybody else with state government passing on costs.</p> <p>The increase in shire costs cannot not be simply related to inflation or CPI.</p>
14.	30/05/2018	L Collins	IRM18510398	Inflation presently running at less than 3 % and has been for quite a few years, and the fact that most Australians have not received a pay rise in a number of years, I find it extremely annoying that ANY level of Government wants to increase living expenses.	The state government has increased power, water and vehicle licencing costs. There has been a 3.5% increase in the national wage announced earlier in June which impacts wages the shire needs to pay.
15.	30/06/2018	M Richardson	IRM18510420	<p>Ratepayers don't really see a lot of services that the shire provides.</p> <p>Rubbish Collection Service charge is expensive.</p> <p>The Property values in Ravensthorpe are very low.</p>	Values of property are assessed by the Valuer General over which the shire has

				<p>Roads within the neighbourhood are bad.</p> <p>Pest control which should be already provided since we're paying too much on rates already.</p> <p>everything here so ridiculously expensive, plus travelling 4 hours to the nearest cheaper necessities</p>	<p>no control</p> <p>Pest Levy is nothing to do with Council – Southern Biosecurity Group is raising this levy which Council so has to pay – cost shifting by the state government</p>
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# Rusted-on bias in unjust criticism of Council rates rises



COUNCILLOR  
LYNNE CRAIGIE  
PRESIDENT  
WALGA

Local Governments often bear the brunt of long-held misconceptions and never more so than around their annual rates increases.

Each year many including government, the media and ratepayers look closely at the final figure of a Councils' rates increase and often pass judgement on it using inappropriate yardsticks such as the Consumer Price Index.

A few weeks back, households awoke to a headline that Councils were being told to "rein in rate increases".

It would have been a fair demand to make but for the fact that Council rate increases were admirably low and far less than other government charges.

Accompanying the article was a table that listed the rate rises of 12 metropolitan Local Governments – the highest of which was 4% and the lowest under 1% - the average was slightly less than 2.5%.

In making the claim by the Opposition to rein in rates – the Minister was commendably more circumspect – the article ignorantly compared rate rises to inflation with CPI of 1.5%.

Furthermore, the article didn't mention a more relevant context – comparing Council rates increases to other charges by government that also directly affect households.

That is, the average 2.5% Council rate rise wasn't considered in light of the average 7% increase to electricity, 5.5% for water; 5.8% for car registration or 3.7% for motor licences.

Ironically the largest of all State Government increases this year is the 10% rise for the Emergency Services Levy that is collected via Council rate notices but does not go to Local Government.

Indeed, the State Government's own statements put the increased costs to households from the recent budget at 4.8%, which is less than the 6% averaged over the past decade.

Those numbers put the average 2.5% rise in Council rates in a much fairer context, especially when you consider that increases to utility charges such as electricity will contribute to the Councils' costs.

But back to instead using inflation, or the CPI as a comparison. Whilst it may seem on the surface to be a fair comparison, it isn't. It is instead an argument that is easily understood but fatally flawed.

The factors that contribute to cost increases to Local Government, and as a consequence rates, are far more complex than comparing a cost-of-living basket of goods and services.

It is the same as saying that the price of bananas should only go up by CPI and not as a consequence of a myriad of factors including wages, cost of production and even climate.

It is hoped that ratepayers will recognise that an average Council rate rise of 2.5% is a positive achievement in an environment of much greater increases to other household charges.

Despite facing ongoing biases and misconceptions, Councils persevere in their efforts to meet community aspirations specific to their own context and for that, they are to be commended.



**10.2      MANAGER OF PLANNING AND DEVELOPMENT**

See information bulletin item 2

**10.3      MANAGER OF ENGINEERING SERVICES**

Nil



## 10.4 CHIEF EXECUTIVE OFFICER

### 10.4.1 COMMUNITY DEVELOPMENT FUND 2018/19

**File Ref:**

**Applicant:**

**Location:** Not applicable

**Disclosure of Officer Interest:** None

**Date:** 5<sup>th</sup> June 2018

**Author:** Ian Fitzgerald – Chief Executive Officer

**Authorising Officer:** Not applicable

**Attachments:** Community Development Fund Applications

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**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 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 2018 for funding after adoption of the budget.

The following applications have been received for 2018/2019:

<b>ORGANISATION</b>	<b>PROJECT</b>	<b>\$</b>
Hopetoun Community Child Care Centre Inc.	Little Barrens Early Learning Centre	\$5,000.00
Ravensthorpe Community Resource Centre	Photo printer acquisition	\$3,294.50
Ravensthorpe Community Resource Centre	Conduct of 2 courses – Club Governance and Responsible Service of Alcohol	\$1,599.25
Ravensthorpe Tigers Football and Sporting Club	Nature Play Space	\$2,450.00
Ravensthorpe Wildflower Show Inc.	Blinds for Herbarium 10 bali flags and 2 plant ID courses	\$4,220.00
Ravensthorpe Historical Society Inc.	Phase 3 extension of the museum and visitors centre	\$5,000.00
Hopetoun Community Resource Centre	Plant identification signs	\$2,376.00
Winter Sports Association	Stage 2 governance project	\$1,909.54
Windspray Arts	Advertising banners	\$1,163.50
Southerners Sporting Club	HD storage containers, Hockey nets, fishing competition	\$4,245.00
<b>TOTAL:</b>		<b>\$28,881.79</b>

**Consultation:**

N/A

**Statutory Obligations:**

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 2018/19 it is anticipated 1% of rate revenue would equate to approximately \$41,000. Note: 2017/18 allocation was \$44,132.

**Budget / Financial Implications:**

Any application approved by Council will be listed for funding in the 2018/19 budget.

**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.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION			ITEM 10.4.1
That Council resolve to fund the following 2017/2018 Community Development Fund applications received:			
1.	Hopetoun Community Child Care Centre Inc.	Little Barrens Early Learning Centre	\$5,000.00
2.	Ravensthorpe Community Resource Centre	Photo printer acquisition	\$3,294.50
3.	Ravensthorpe Community Resource Centre	Conduct of 2 courses – Club Governance and Responsible Service of Alcohol	\$1,599.25
4.	Ravensthorpe Tigers Football and Sporting Club	Nature Play Space	\$2,450.00
5.	Ravensthorpe Wildflower Show Inc.	Blinds for Herbarium 10 bali flags and 2 plant ID courses	\$4,220.00
6.	Ravensthorpe Historical Society Inc.	Phase 3 extension of the museum and visitors centre	\$5,000.00
7.	Hopetoun Community Resource Centre	Plant identification signs	\$2,376.00
8.	Winter Sports Association	Stage 2 governance project	\$1,909.54
9.	Windspray Arts	Advertising banners	\$1,163.50
10.	Southerners Sporting Club	HD storage containers, Hockey nets, fishing competition	\$4,245.00
	<b>TOTAL:</b>		<b>\$28,881.79</b>



Re: Community Development Fund application

last year's Income and expenditure statement is not available due to issues with our previous bookkeeper losing all data, Ian Fitzgerald is aware of this issue, but our new Bookkeeper has supplied a current profit and Loss.

Kind regards

Tammy Munday  
Centre Manager  
0898383278

**A** Buckie Street, Hopetoun 6348

**T** 08 9838 3278 **F** 08 9838 3278 **E** [littlebarrenselc@bigpond.com](mailto:littlebarrenselc@bigpond.com)

ABN 46 297 427 825

**AGENDA ITEM 10.4.1.1**



# Shire of Ravensthorpe

## Community Development Fund

### APPLICATION FORM 2018/2019

The closing date for applications is -  
**4:00pm 31<sup>st</sup> May 2018**

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer  
 Shire of Ravensthorpe  
 PO Box 43  
 RAVENSTHORPE WA 6346

### INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Development Fund Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

### PLEASE NOTE

- An application received outside the above deadline will be returned to the Applicant with the request that it be resubmitted for consideration in the following financial year funding round.
- Applications for Community Donations (maximum \$250) can be submitted at any time.
- Please do not bind your application – use a bulldog clip or similar.
- Please submit all attachments in an A4 or A3 format.

AGENDA ITEM 10.4.1.1

<b>APPLICATION SUMMARY SHEET</b> PLEASE COMPLETE CAREFULLY.
All relevant information must be provided. If assistance is required, please contact Administration at the Shire office
<b>Name of Organisation/Group/Applicant:</b> Hopetoun Community Child Care Centre Inc.
Address: P O Box 154
HOPETOUN WA 6348
Contact Person: Tammy Munday
Contact email: littlebarrenselc@bigpond.com
Position: Centre Manager
Telephone: (H) 0898383278
(W)
Amount requested: <b>\$ 5000</b>



**Applicant:** Hopetoun Community Child Care Centre

**Postal Address:** 16 Buckie St HOPETOUN WA 6348

**ABN:** 46297427825\_(If applicable)

**Registered for GST?** YES

(If yes, the grant will be grossed up by 10% for GST and a tax invoice must be provided prior to payment)

**Contact Person 1:** Tammy Munday **Position:** Centre Manager

**Email:** littlebarrenselc@bigpond.com

**Telephone (hm)** 08 98383278 **(wk)** \_\_\_\_\_

**Contact Person 2:** Rebecca Nelson **Position:** Chairperson

**Email:** beckyroogirl@hotmail.com

**Telephone (hm)** 0488017554 **(wk)** \_\_\_\_\_

**Objectives of the Organisation:**  
 Hopetoun Community Child Care Centre INC (HCCC) is responsible for the management of Little Barrens Early Learning Centre (LBELC) and ensuring it continues to provide high quality education and care for the children within the community. By providing this service it allows parents to go back into the workforce and respite for those that do not have family support. LBELC provides employment for educators and training opportunities for those wishing to pursue a career in early childhood education. LBELC provides a place for children to learn, grow and develop a sense of belonging which is fundamental in reaching one's full potential. LBELC provides the shire with a basic service that is offered in larger towns/ cities which assists with attracting and retaining the population. The service also provides a meeting place for children and families and creates a support network for all those involved.

**Current Membership Numbers:**

<b>20 years and over</b>	<b>Male</b> _____	<b>Female</b> _____
<b>Junior (&lt; 20 years)</b>	<b>Male</b> _____	<b>Female</b> _____
<b>TOTAL</b>	<b>Male</b> _____	<b>Female</b> _____

**Existing Facilities:**

The Hopetoun Community Child Care Centre have managed LBELC since 2012. The HCCC and staff have been successfully rated as Meeting all National Quality Standards in 2014. The HCCC and management team endeavor to seek new ideas and funding to ensure the standard is maintained and the longevity of the centre.

**Project Description:**

The Community Development Fund will assist LBELC to remain financially viable in this transient remote town. The attendance numbers fluctuate to the point of closure of the service on some days. The Community Development Fund will fund the expertise of a bookkeeper/ paid treasurer on the committee and assist with paying utility costs.

**Location:**

Hopetoun WA

**Demonstrated Need / Benefit:**

Having the expertise of a bookkeeper ensures the financial responsibility of the business is maintained in a professional manner and reduces the heavy work load for the Centre Manager whom is employed as a part time contract educator. LBELC is unable to carry this cost and the Hopetoun Community Child Care Centre require this expertise to ensure the successful governance of the organisation. Due to limited revenue, the assistance with utility costs and insurance cover will ensure the viability of the centre for the year ahead. Income saved from these costs been could be used to replenish children's arts and crafts, replace worn equipment and educational resources to meet the children's learning and wellbeing needs. This would also leave some money to be used for maintenance issues and professional development.



**Other organizations involved or sharing facility:**

Currently due to a drop in town residents and putting ongoing projects on hold, no other community group or organisation utilizes the space within the service. A Centre run adult fitness class is preparing to begin, encouraging enrollments and more community participation of the Centre. Should the Community Development Fund application be successful then the Hopetoun Community Child Care Centre would be able to waiver any hire costs to future organisations as all utility costs would be covered.

**If Council contribution does not meet requested amount how will project be financed or affected?:**

If the council is unable to meet the requests with the Community Development fund the service would not be able to cover the bookkeeper costs and this position would be unable to exist. The Centre Manager would potentially have to take on more responsibility which would have a roll-on effect to wages expenses. The Hopetoun Community Child Care Centre would continue to seek other funding bodies to assist with operational or project costs to assist with operating this high-quality service that exist within the shire.

**Budget**

\$	Cost ex-GST	GST	Cost Inc GST	Confirmed?	Notes
<b>Applicant Cash</b>			\$4445	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Voluntary (in kind) labour</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Donated materials</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Funds from other sources</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Amount requested from the Community Development Fund?</b>			\$5000		
<b>TOTAL PROJECT AMOUNT</b>					



**Ongoing Management:**

The Hopetoun Community Child Care Centre has been incorporated since February 2011 and in September 2012 successfully opened a 19 places education and care service. The commitment and dedication of past and present members has enabled the centre to operate independently through times of uncertainty. The past and present Centre Managers have showed great commitment to ensuring the viability of the centre and respects the important part the centre plays within the community and all its stakeholders. The Hopetoun Community Child Care Centre have encouraged traineeships and endorsed professional development which in turn has led to a team of qualified and passionate employees. The staff have created great relationships with children which will play an important part in the child's development in their future years. All current staff and committee members are fully committed to providing the best possible education and care to the children of the shire. The staff and committee have demonstrated resilience during times of low numbers and have shown to be very passionate about keeping the Centre an ongoing presence in our community.

**DECLARATION**

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

**Name:**Tammy Munday**Position Held:**Centre Manager**Signature:**T Munday**Date:**15/5/18

## ADDITIONAL INFORMATION REQUIRED

The following additional information must accompany all applications for:

### Minor Grants – less than \$5,000

- Income and expenditure statement for previous year and current bank balance
- If applicable, written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council.  
e.g. Dept of Sport & Recreation, LotteryWest, etc.
- Copies of quotations if over \$1000.00

Please forward completed applications to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

Or email to:

[secretary@ravensthorpe.wa.gov.au](mailto:secretary@ravensthorpe.wa.gov.au)

Applications are to be received in the Shire Office by 4.00 pm Thursday 31<sup>st</sup> May 2018.



**Proprietors: Alan & Donna  
Higgins**

Hopetoun Garden and Property  
Services  
PO Box 249  
HOPETOUN WA 6348  
Australia  
Phone: 0408597017  
hopetoungapservices@icloud.com

ABN: 65 467 395 097

Quote: 1

**Quote**

**Quote date: 14/05/2018**

**Bill to:**

Little Barrens Early Learning Centre  
Buckie St  
Hopetoun WA 6348

**Expiry:**

13/06/2018

DESCRIPTION	TAX TYPE	AMOUNT (inc GST)
Bookkeeping based on \$35 per hour x average of 4.5 hrs per week for 46 weeks of Financial year 2018-2019	GST	7,245.00
	GST:	\$658.64
	<b>TOTAL (inc GST):</b>	<b>\$7,245.00</b>

## Profit and loss

# Hopetoun Community Childcare Centre Inc

16 Buckie Street, Hopetoun WA 6348, Australia

Accrual mode

01 Jul 2017 - 14 May 2018

Generated 14 May 2018

		Total
<b>Income</b>		
4-1200	Long Daycare	98,941.20
4-1300	Sustainability Grant	14,826.60
4-1600	Donations	1,800.00
<b>Total Income</b>		<b>115,567.80</b>

<b>Less Expenses</b>		
6-1000	Accounting/Bookkeeping fees	6,055.45
6-1200	Advertising	224.09
6-1300	STAFF DEV/TRAINING	344.50
6-1400	Bank charges	198.00
6-1500	Computer Subscriptions	400.91
6-2000	Electricity & gas	987.16
6-3000	Internet	266.14
6-3400	Craft & Activities	87.45
6-3500	Children Care Products	11.28
6-3510	Children Play Products	538.13
6-3520	Other Food for Children	452.91
6-3530	Fruit for Children	87.34
6-3540	Gifts/Donations	180.00
6-3550	Resources	790.07
6-3560	Kindy Hub	52.00
6-3570	Cleaning Products	316.59
6-3590	Operational Costs	206.18
6-3600	Office supplies	63.17
6-4000	Postage & courier	310.55
6-4200	Printing & stationery	129.90
6-4400	First Aid Supplies	288.08
6-4601	Refunded money exp	457.00
6-4800	Repairs & maintenance	92.41
6-5200	Sundry expenses	13.55
6-5400	Superannuation expense	18,108.76
6-5600	Telephone	699.44
6-6200	Wages & salaries	118,786.54
6-6400	Water	1,112.92
6-6600	Work cover insurance	1,199.50
<b>Total Expenses</b>		<b>152,460.02</b>

**AGENDA ITEM 10.4.1.1**

<b>Operating Profit</b>	<b>-36,892.22</b>
-------------------------	-------------------

<b>Plus Other Income</b>		
--------------------------	--	--

8-1000	Playgroup	2,080.16
8-1200	Paid Parental Leave	11,826.00
8-1400	Room Hire	227.27
<b>Total Other Income</b>		<b>14,133.43</b>

<b>Less Other Expenses</b>		
----------------------------	--	--

9-2000	LDPDF Grant	1,705.83
9-3000	Helping Hand Grant	1,642.29
<b>Total Other Expenses</b>		<b>3,348.12</b>

<b>Net Profit</b>	<b>-26,106.91</b>
-------------------	-------------------

## Helen Coleman

---

**From:** Ravensthorpe Community Resource Centre <ravensthorpe@crc.net.au>  
**Sent:** Tuesday, 29 May 2018 12:42 PM  
**To:** Helen Coleman  
**Subject:** ICR18510365 - CDF Grant Application  
**Attachments:** 2018 Photo Printer Grant.pdf  
  
**Categories:** EasyRecordsAutoDisposal

To whom it may concern,

Please find attached the CDF Grant Application from the Ravensthorpe CRC.

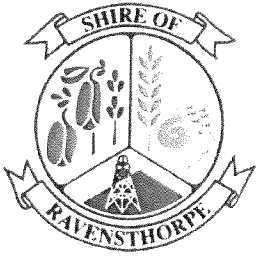
**Kindest Regards,**

**Khiara Daw**  
**Trainee Coordinator**

The Fitzgerald Building | 28 Dunn Street | PO Box 299 | RAVENSTHORPE WA 6346  
P: (08) 9838 1340 | F: (08) 9838 1335 | E: [ravensthorpe@crc.net.au](mailto:ravensthorpe@crc.net.au)







# Shire of Ravensthorpe

## Community Development Fund

### APPLICATION FORM 2018/2019

The closing date for applications is -  
**4:00pm 31<sup>st</sup> May 2018**

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer  
 Shire of Ravensthorpe  
 PO Box 43  
 RAVENSTHORPE WA 6346

### INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Development Fund Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

#### APPLICATION SUMMARY SHEET

PLEASE COMPLETE CAREFULLY.

All relevant information must be provided. If assistance is required, please contact Administration at the Shire office

**Name of Organisation/Group/Applicant:**  
 Ravensthorpe Community Resource Centre

Address: 28 Dunn Street, Ravensthorpe WA 6346

Contact Person: Gabrielle Major

Contact email: ravensthorpe@crc.net.au

Position: Manager

Telephone: (H) 0437 158 506

(W) 9838 1340

Amount requested: **\$ 3 294.5**

### PLEASE NOTE

- An application received outside the above deadline will be returned to the Applicant with the request that it be resubmitted for consideration in the following financial year funding round.
- Applications for Community Donations (maximum \$250) can be submitted at any time.
- Please do not bind your application – use a bulldog clip or similar.
- Please submit all attachments in an A4 or A3 format.

**AGENDA ITEM 10.4.1.2**



**Applicant:** Ravensthorpe Community Resource Centre

---

**Postal Address:** PO Box 299 Ravensthorpe WA 6346

---

**ABN:** 65 849 544 247 (If applicable)

**Registered for GST?** Please select YES  NO

(If yes, the grant will be grossed up by 10% for GST and a **tax invoice** must be provided prior to payment)

**Contact Person 1:** Gabrielle Major **Position:** Manager

**Email:** ravensthorpe@crc.net.au

**Telephone (hm)** 0437 158 506 **(wk)** 9838 1340

**Contact Person 2:** Hayley Wisewould **Position:** Project Officer

**Email:** ravensthorpe@crc.net.au

**Telephone (hm)** 0407 470 337 **(wk)** 9838 1340

**Objectives of the Organisation:**  
 The Ravensthorpe CRC aims to provide advanced technology facilities and resources for education, business, social and cultural development.  
 We are the community and business hub for Ravensthorpe and surrounds and we establish and develop our facilities accordingly.  
 As a key stakeholder within the Shire of Ravensthorpe, the CRC strives to develop partnerships and negotiate business opportunities for the benefit of the entire community.

**Current Membership Numbers:**

<b>20 years and over</b>	<b>Male</b> <u>137</u>	<b>Female</b> <u>120</u>
<b>Junior (&lt; 20 years)</b>	<b>Male</b> <u>40</u>	<b>Female</b> <u>34</u>
<b>TOTAL</b>	<b>Male</b> <u>177</u>	<b>Female</b> <u>154</u>

**Existing Facilities:**

- 3 latest model Pc's with Windows Suite and one Mac for customer use
- Snaplab Photo Printer (outdated -photo paper has been discontinued and machine cannot detect modern Smartphones)
- Guillotine
- A3 & A1 laminators
- Laptops
- Scanner/printer/copier/fax
- Video projector & screen
- Binding
- Smartboard
- Video conference facilities
- PA system
- Two iPad Pros
- Government Access Computer
- Newly renovated kitchen for hire

**Project Description:**

To purchase a quality photo printer so that our customers are able to get a hardcopy of their photos from any smart or storage device, including members and non-members.

**Location:**

The new photo printer will be housed at the Ravensthorpe CRC but available for all community members to access.

**Demonstrated Need / Benefit:**

Due to the lack of similar facilities in the area the CRC is often visited by locals and tourists alike to have photos printed.

Our current photo printer, a Sony Snaplab, was purchased eight years ago and is no longer manufactured. Recently the photo paper that this machine uses was discontinued worldwide. Currently we can supply 5x7 and 6x8 prints but not the standard 6x4 which is primarily requested.

Due to this customers have to wait until the leave town to have their photos printed. This takes away from local business and also inconveniences locals.

A low cost photo printer these days can produce great quality photographs would be a real asset to the community and could be utilised by many other community groups such as Dunnart and for events like the Wildflower Show.

**Other organizations involved or sharing facility:**

Many community groups and businesses utilize the services, facilities and equipment of the Ravensthorpe CRC, including:

- Ravensthorpe District High School
- Ravensthorpe Regional Chamber of Commerce
- Fitzgerald Coast Tourism Association
- Ravensthorpe Agricultural Initiative Network
- Ravensthorpe Hospital Auxiliary
- Madden Rural
- Ravensthorpe Agencies
- Landmark
- Ravensthorpe & Districts Football Association
- Ravensthorpe Wildflower Show
- Ravy Country Kitchen
- Ravensthorpe District Art Group
- Ravensthorpe Regional Arts Council

**If Council contribution does not meet requested amount how will project be financed or affected?:**

The project will not proceed without a grant for the cost of the Photo Printer.

Due to recent budget cuts the CRC would be unable to pay for this heavily used service itself. The cost charged for prints covers only the consumables, not the capital outlay.

**Budget**

\$	Cost ex-GST	GST	Cost Inc GST	Confirmed?	Notes
Applicant Cash				YES <input type="checkbox"/> NO <input type="checkbox"/>	
Voluntary (in kind) labour				YES <input type="checkbox"/> NO <input type="checkbox"/>	
Donated materials				YES <input type="checkbox"/> NO <input type="checkbox"/>	
Funds from other sources				YES <input type="checkbox"/> NO <input type="checkbox"/>	
Amount requested from the Community Development Fund?	\$2 995.00	\$299.50	\$3 294.5		
<b>TOTAL PROJECT AMOUNT</b>	\$2 995.00	\$299.50	\$3 294.5		

**Ongoing Management:**

The Ravensthorpe CRC will home and help with the usage of the Kodak Photo Printer. The ongoing maintenance, servicing and purchasing on photo paper stock will also be coordinated and financed by the CRC.

**DECLARATION**

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

**Name:** \_\_\_\_\_ Khiara Daw \_\_\_\_\_

**Position Held:** \_\_\_\_\_ Trainee Coordinator \_\_\_\_\_

**Signature:** \_\_\_\_\_  \_\_\_\_\_

**Date:** \_\_\_\_\_ 17/05/2018 \_\_\_\_\_

## **ADDITIONAL INFORMATION REQUIRED**

The following additional information must accompany all applications for:

### **Minor Grants – less than \$5,000**

- Income and expenditure statement for previous year and current bank balance
- If applicable, written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council.  
e.g. Dept of Sport & Recreation, LotteryWest, etc.
- Copies of quotations if over \$1000.00

Please forward completed applications to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

Or email to:

[secretary@ravensthorpe.wa.gov.au](mailto:secretary@ravensthorpe.wa.gov.au)

**Applications are to be received in the Shire Office by 4.00 pm Thursday 31<sup>st</sup> May 2018.**

## Ravensthorpe Community Resource Centre

**From:** "Bruno Polito" <Bruno@iphoto.net.au>  
**Date:** Thursday, 3 May 2018 2:04 PM  
**To:** <ravensthorpe@crc.net.au>  
**Cc:** "Stuart Holmes" <Stuart@iphoto.net.au>; "David Hill" <David.Hill@iphoto.net.au>; "Nigel Calmiano" <Nigel@iphoto.net.au>; "sales" <sales@iphoto.net.au>; "Rob Voysey" <Rob@iphoto.net.au>  
**Attach:** KPP Tablet flyer\_2018.pdf; KPP MAY 2018.pdf  
**Subject:** Kodak Tablet Kiosk for Ravensthorpe

Hi Khiara,

Thanks for your time today, on the phone.

As discussed, I've attached the flyer and order form for the Kodak Tablet Kiosk Solution for Ravensthorpe

Please note, this is a complete kit.

It Includes everything you need:

- KODAK Kiosk Tablet 100
  - KODAK Print Hub
  - KODAK 305 Printer\*
  - Even a box of media to print your first 640 6x4inch prints (or 320 6x8in prints)
  - Plus no ongoing kiosk software charges (unlike Dakis)
- \*Prints 6x4in, 6x8in & 5x7in prints (5x7in prints require trimming)

All this for just **\$2,995.00** excluding GST

Let me know how you would like to proceed?

Cheers,

Bruno Polito - National Marketing Manager Australia & New Zealand  
 INDEPENDENT PHOTOGRAPHIC SUPPLIES PTY LTD



Unit 5a, 3 Central Avenue,

Thornleigh NSW 2120

P.O. Box 317, Thornleigh NSW 2120

AUSTRALIA

Ph: +61 2 9875 2244/ Fax: +61 2 9875 5448

Mobile: (+61) 0 417 657111

email: [bruno@iphoto.net.au](mailto:bruno@iphoto.net.au)

[www.iphoto.net.au](http://www.iphoto.net.au)


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## Your accounts

Planned upgrade - Westpac Live unavailable Sunday 01:00am to 4:30am, Sydney time. 

Westpac Community Solutions One  
036-150 229382

\$3,099.75

Westpac Community Solutions Cash Reserve...  
036-150 243870

\$160,877.97


Westpac Community Solutions One  
036-184 104772

\$68,839.01

The share market 

Westpac Online Investing  
ALL ORDINA **6138.00** -6.10 ▼  
S&P/ASX 20... **6031.50** -5.60 ▼  
as at 11:50am, 25 May 2018


[International Markets Roundup](#)...  
[more](#)  
Source: Morningstar

1 Australian Dollar is: 

United States Dollar **USD 0.717**  
Euro **EUR 0.612**  
Great British Pound **GBP 0.536**  
New Zealand Dollar **NZD 1.043**

as at 11:35am, 25 May 2018

[Calculate other amounts](#)

Upcoming payments 


There are no payments to display

Safe Banking Tips

Learn how to protect your business when banking online

[Learn more](#)

[Add accounts](#)

Payment approvals 

No payments awaiting approval

Last sign in 11:16am, 18 May 2018 AEST

### Things you should know

1 For the specific cut-off time for each payment type, please refer to the [Help centre](#)



**Ravensthorpe Community Resource Centre**  
**Profit & Loss**  
 July 2016 through June 2017

	Jul 16 - Jun 17
Ordinary Income/Expense	
Income	
CONTRACTS - Inc	
ATO services provided	1,572.72
Department of Human Services	4,775.02
Dpt of Regional Development DRD	121,509.52
Public Transport Authority	277.73
Rav Public Library Service	45,245.45
Trainee Incentive Payment	4,000.00
Weather Readings Commissions	4,579.06
Total CONTRACTS - Inc	181,959.50
MEMBERSHIPS - Inc	425.47
MISCELLANEOUS - Inc	
PROFESSIONAL DEV & OTHER - INC	1,376.03
Spring Festival	11,992.00
Bank Interest	1,583.15
Department Projects	1,433.17
Grants & Other Funds	13,893.04
Marketing & Promotion	3,213.00
Total MISCELLANEOUS - Inc	33,490.39
PRODUCT SALES - Inc	
General Sale	
Local Phone Book	159.18
General Sale - Other	1,000.70
Total General Sale	1,159.88
Ticket Sales	2,519.00
Toners and Cartridges	501.50
Total PRODUCT SALES - Inc	4,180.38
SERVICES - Inc	
Bus Ticket Sales	2,162.38
Courses & Training Fees	54.55
EFTPOS \$1 Charges	195.00
Equipment & Room Hire/Use	
Video-Conferencing	81.82
Equipment & Room Hire/Use - Other	5,919.56
Total Equipment & Room Hire/Use	6,001.38
Internet/Email/Computer Use	1,154.74
Printing / Copying	8,384.23
Secretarial & Admin Jobs	1,666.61
Snap Lab	735.40
Ticket Selling Commission	237.50
Total SERVICES - Inc	20,591.79
Total Income	240,647.53
Gross Profit	240,647.53
Expense	
Depreciation Expencc	2,564.52
BUILDING EXPENSES - Exp	
Cleaning	229.01
Insurance	750.00
Gardening	758.18
Repairs & Maintenance	333.80
Utilities	5,284.42
Total BUILDING EXPENSES - Exp	7,355.41
COMMISSION & CONTRACTS - Exp	
Public Transport Authority Exp	1,984.95
Rav Public Library Service Exp	
Books, Equipment & Furniture	923.73
Library Freight	1,414.12
Library Project Expenses	408.60



9:54 AM  
 25/05/18  
 Accrual Basis

**Ravensthorpe Community Resource Centre**  
**Profit & Loss**  
 July 2016 through June 2017

	Jul 16 - Jun 17
Library Supplies	820.62
Rav Public Library Service Exp - Other	18.75
<b>Total Rav Public Library Service Exp</b>	<b>3,585.82</b>
Weather Reading Expenses	1,460.17
<b>Total COMMISSION &amp; CONTRACTS - Exp</b>	<b>7,030.94</b>
<b>EMPLOYEE COSTS - Exp</b>	
Miscellaneous	1,347.38
Payroll Expenses	
Annual Leave Entitlement	-794.83
LSL Accrued	5,046.02
Gross Wages	124,774.45
Workers Comp Insurance	1,236.36
Superannuation Expense	11,454.37
<b>Total Payroll Expenses</b>	<b>141,716.37</b>
<b>Total EMPLOYEE COSTS - Exp</b>	<b>143,063.75</b>
<b>IT COSTS - Exp</b>	
Equipment	1,106.27
Licences/Subscriptions	2,479.19
SLA - IT Support	8,424.83
Software	314.40
<b>Total IT COSTS - Exp</b>	<b>12,324.69</b>
<b>MARKETING &amp; PROMOTION - Exp</b>	
Advertising	65.00
Branding	3,217.00
Fuctions & Events	1,606.62
Promotional Items	600.00
<b>Total MARKETING &amp; PROMOTION - Exp</b>	<b>5,488.62</b>
<b>MISCELLANEOUS- Exp</b>	
Spring Festival	10,411.98
Centre Projects - EXP	254.21
Bad Debts	142.46
Bank Charges	
Online Banking Transaction Fee	0.00
Bank Charges - Other	510.00
<b>Total Bank Charges</b>	<b>510.00</b>
Department Projects EXP	889.26
Grants & Other Funds	3,688.77
Committee & Voluntary Expenses	93.96
Membership Expenses	930.45
<b>Total MISCELLANEOUS- Exp</b>	<b>16,921.09</b>
<b>OFFICE &amp; SERVICE EXPENSES- Exp</b>	
Auditing / Accounting	3,500.00
Freight & Postage	204.37
Konika Minolta	9,023.34
Office & Kitchen Supplies	2,840.89
Snap Lab	1,246.35
Telephone, Fax & Internet	2,317.28
<b>Total OFFICE &amp; SERVICE EXPENSES- Exp</b>	<b>19,132.23</b>
<b>PRODUCT SALES - Exp</b>	
General	
Bow Wow Meow Pet Tags	28.50
General - Other	64.44
<b>Total General</b>	<b>92.94</b>
Ticket Sales	2,210.00
Toners and Cartridges	408.74

9:54 AM

25/05/18

Accrual Basis

**Ravensthorpe Community Resource Centre**  
**Profit & Loss**  
July 2016 through June 2017

	Jul 16 - Jun 17
PRODUCT SALES - Exp - Other	20.00
Total PRODUCT SALES - Exp	2,731.68
PROFESSIONAL DEV & OTHER - Exp	5,022.27
Total Expense	221,635.20
Net Ordinary Income	19,012.33
Other Income/Expense	
Other Income	29.05
Total Other Income	29.05
Net Other Income	29.05
Net Income	<u>19,041.38</u>





# Shire of Ravensthorpe

## Community Development Fund

### APPLICATION FORM 2018/2019

The closing date for applications is -  
**4:00pm 31<sup>st</sup> May 2018**

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer  
 Shire of Ravensthorpe  
 PO Box 43  
 RAVENSTHORPE WA 6346

### INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Development Fund Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

### APPLICATION SUMMARY SHEET

PLEASE COMPLETE CAREFULLY.

All relevant information must be provided. If assistance is required, please contact Administration at the Shire office

**Name of Organisation/Group/Applicant:**

Ravensthorpe Community Resource  
 Centre

**Address:**

6 Dunn Street  
 Ravensthorpe WA 6346

**Contact Person:** Hayley Wisewould

**Contact email:** [ravensthorpe@crc.net.au](mailto:ravensthorpe@crc.net.au)

**Position:** Project Officer

**Telephone:** (H) 98357036

(W) 98381340

**Amount requested:** \$ 1599.25

### PLEASE NOTE

- An application received outside the above deadline will be returned to the Applicant with the request that it be resubmitted for consideration in the following financial year funding round.
- Applications for Community Donations (maximum \$250) can be submitted at any time.
- Please do not bind your application – use a bulldog clip or similar.
- Please submit all attachments in an A4 or A3 format. **AGENDA ITEM 10.4.1.3**

**Applicant:** Ravensthorpe Community Resource Centre

---

**Postal Address:** PO Box 299, Ravensthorpe WA 6346

---

**ABN:** 65 849 544 247

**Registered for GST?** Please select YES  X

(If yes, the grant will be grossed up by 10% for GST and a **tax invoice** must be provided prior to payment)

**Contact Person 1:** Hayley Wisewould **Position:** Project Officer

**Email:** ravensthorpe@crc.net.au

**Telephone (hm)** (08) 98357036 **(wk)** (08) 98381340

**Contact Person 2:** Gabrielle Major **Position:** Manager

**Email:** rcrcmanager@westnet.com.au

**Telephone (hm)** \_0437 158 506 **(wk)** (08) 98381340

**Objectives of the Organisation:**  
 It is our vision to be the community and business hub for Ravensthorpe and the surrounding areas. Our mission is to be a sustainable and innovative organisation by welcoming and supporting the needs of our community and visitors. We aim to provide a vibrant, well-equipped and multi-functional facility that provides access to information, services, technology and training in collaboration with the Ravensthorpe community, CRC Network and stakeholders.

**Current Membership Numbers:**

<b>20 years and over</b>	<b>Male</b> <u>  137  </u>	<b>Female</b> <u>  120  </u>
<b>Junior (&lt; 20 years)</b>	<b>Male</b> <u>  40  </u>	<b>Female</b> <u>  34  </u>
<b>TOTAL</b>	<b>Male</b> <u>  177  </u>	<b>Female</b> <u>  154  </u>

**Existing Facilities:**

Through our contract with Department of Primary Industries and Regional Development, Ravensthorpe CRC regularly delivers workshops for business & community development. We have a well-equipped conference room with a recently refurbished kitchen for lunch/refreshments, video-conference facilities, experienced project coordinators and ease of access to all local avenues for marketing our workshops (an up-to-date website, an active facebook page, a good relationship with the Community Spirit and comprehensive community database).

**Project Description:**

Ravensthorpe CRC seeks financial assistance for the delivery of two different, specialised courses in the next financial year.

We would like to deliver a Club Governance Workshop. This will provide skills and knowledge to not-for-profit groups in order for them to update their constitutions, a legal requirement by July 2019. Wheatbelt Business Network offer this workshop for \$679.25 including presenter, travel and all resources. The costs associated with coordination, venue hire, catering and promotions will all be borne by Ravensthorpe CRC through the DPIRD contract.

Secondly, we wish to facilitate RSA/Approved Manager bundled course (\$165pp) for volunteers on community groups to assist with running bars at community events. The proposal is for community groups to be offered the opportunity to send representative(s) for \$50.00 per person, while all other community members to pay full cost of \$165, thereby providing another opportunity for professional development. As above, the costs associated with coordination, venue hire, catering and promotions will all be borne by Ravensthorpe CRC through the DPIRD contract.

**Location:**

Workshops will be held within the CRC premises.

**Demonstrated Need / Benefit:**

**Constitution Workshop** – following local consultation by Ravensthorpe CRC, it became clear that several, local incorporated associations are still yet to update their constitutions inline with the Incorporations Act 2015. This workshop would provide not only the necessary knowledge and skills but also the impetus for volunteers to update their constitutions (required by law by July 2019). It will also provide opportunity for volunteer board members to learn more about their roles and responsibilities from an expert in the field.

**RSA / Managers Course** – currently, there are a very small number of community members that are qualified to manage bars at local events. This puts pressure on those individuals and means that they are heavily relied upon to be available for events. At the last Enduro Club event, \$300 plus travel was paid to someone from Esperance to act as the Manager on Duty, meaning much-needed funds not only left the club but also the town.

Upskilling more locals would take the pressure off individuals and allow for the Approved Manager role to be shared amongst various people across events in the community throughout the year. Having people with their RSA also increases the volunteer pool for community groups when using bars as fundraising opportunities.

CDF funding for these projects will allow the CRC to deliver relevant workshops based on community-need rather than the more generic courses that we are generally limited to because they have no presenters fee or the like.

**Other organizations involved or sharing facility:**

Ravensthorpe Tigers Football & Sporting Club  
 Ravensthorpe Progress Association  
 Ravensthorpe Community Christmas Tree  
 Ravensthorpe Enduro Club

**If Council contribution does not meet requested amount how will project be financed or affected?:**

The project will not proceed without a grant. If CDF is not received, the CRC would need to invest time to seek alternative grant opportunities or stick to delivery of state/federally-funded workshops that aren't necessarily in demand locally.

**Budget**

\$	Cost ex-GST	GST	Cost Inc GST	Confirmed?	Notes
Applicant Cash	\$363.64	\$36.36	\$400.00	YES <input type="checkbox"/> NO <input type="checkbox"/>	For catering & promotions
Voluntary (in kind) labour	\$545.45	\$54.55	\$600.00	YES <input type="checkbox"/> NO <input type="checkbox"/>	Event management/facilitation
Donated materials				YES <input type="checkbox"/> NO <input type="checkbox"/>	
Funds from other sources	\$272.73	\$27.27	\$300.00	YES <input type="checkbox"/> NO <input type="checkbox"/>	Participant fee for RSA/Managers Course
Amount requested from the Community Development Fund?	\$1453.86	\$145.39	\$1599.25		
<b>TOTAL PROJECT AMOUNT</b>	<b>\$2635.68</b>	<b>\$263.57</b>	<b>\$2899.25</b>		

**Ongoing Management:**

Once the courses are complete there is no further management required.

**DECLARATION**

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

**Name:** \_\_\_\_\_ Hayley Wisewould \_\_\_\_\_

**Position Held:** \_\_\_\_\_ Project Officer \_\_\_\_\_

**Signature:** \_\_\_\_\_  \_\_\_\_\_

**Date:** \_\_\_\_\_ 24<sup>th</sup> May 2018 \_\_\_\_\_



## ADDITIONAL INFORMATION REQUIRED

The following additional information must accompany all applications for:

### Minor Grants – less than \$5,000

- Income and expenditure statement for previous year and current bank balance
- If applicable, written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council.  
e.g. Dept of Sport & Recreation, LotteryWest, etc.
- Copies of quotations if over \$1000.00

Please forward completed applications to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

Or email to:

[secretary@ravensthorpe.wa.gov.au](mailto:secretary@ravensthorpe.wa.gov.au)

**Applications are to be received in the Shire Office by 4.00 pm Thursday 31<sup>st</sup> May 2018.**

**Wheatbelt Business Network**

PO Box 309

Narembeen WA 6369

0898808035

eo@wheatbeltbusinessnetwork.com.au

www.wheatbeltbusinessnetwork.com.au

ABN: 18 291 340 495

ABN 18 291 340 495



# QUOTE

**QUOTE NO. 1006**

**DATE 24/05/2018**

**ADDRESS**

Gabrielle Major

Ravensthorpe Community

Resource Centre

28 Dunn St

Ravensthorpe WA 6346

Please detach top portion and return with your payment.

ACTIVITY	QTY	RATE	GST	AMOUNT
Caroline Robinson - Fee for Service Governance Club Governance Workshop and materials	6.50	95.00	GST	617.50

Please find your quote attached! We appreciate you considering Wheatbelt Business Network.

SUBTOTAL	617.50
GST TOTAL	61.75
<b>TOTAL</b>	<b>A\$679.25</b>

Kind Regards

Wheatbelt Business Network  
PH 9880 8035  
E eo@wheatbeltbusinessnetwork.com.au


Accepted By

Accepted Date

PLEASE REF. INVOICE NUMBER ON REMITTANCE  
Payment by EFT BSB: 036-105 Acc: 177739

Payment by Credit Card.  
Name:  
Number:  
Expiry Date:  
CCV:

## Your accounts

Planned upgrade - Westpac Live unavailable Sunday 01:00am to 4:30am, Sydney time. 

### Westpac Community Solutions One

036-150 229382

\$3,099.75

### Westpac Community Solutions Cash Reserve...

036-150 243870

\$160,877.97

### Westpac Community Solutions One

036-184 104772

\$68,839.01

### The share market

Westpac Online Investing

ALL ORDINA... 6138.00 -6.10 ▼

S&P/ASX 20... 6031.50 -5.60 ▼

as at 11:50am , 25 May 2018

[International Markets Roundup...](#)

[more](#)

Source: Morningstar

### 1 Australian Dollar is:

United States Dollar **USD 0.717**

Euro **EUR 0.612**

Great British Pound **GBP 0.536**

New Zealand Dollar **NZD 1.043**

as at 11:35am , 25 May 2018

[Calculate other amounts](#)

### Upcoming payments

There are no payments to display.

### Safe Banking Tips

Learn how to protect your business when banking online

[Learn more](#)

[Add accounts](#)

### Payment approvals

No payments awaiting approval

Last sign in 11:16am, 18 May 2018 AEST

### Things you should know

1 For the specific cut-off time for each payment type, please refer to the [Help centre](#).

**Ravensthorpe Community Resource Centre**  
**Profit & Loss**  
 July 2016 through June 2017

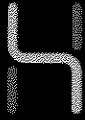
	Jul 16 - Jun 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>CONTRACTS - Inc</b>	
ATO services provided	1,572.72
Department of Human Services	4,775.02
Dpt of Regional Development DRD	121,509.52
Public Transport Authority	277.73
Rav Public Library Service	45,245.45
Trainee Incentive Payment	4,000.00
Weather Readings Commissions	4,579.06
<b>Total CONTRACTS - Inc</b>	181,959.50
<b>MEMBERSHIPS - Inc</b>	425.47
<b>MISCELLANEOUS - Inc</b>	
<b>PROFESSIONAL DEV &amp; OTHER - INC</b>	1,376.03
Spring Festival	11,992.00
Bank Interest	1,583.15
Department Projects	1,433.17
Grants & Other Funds	13,893.04
Marketing & Promotion	3,213.00
<b>Total MISCELLANEOUS - Inc</b>	33,490.39
<b>PRODUCT SALES - Inc</b>	
General Sale	
Local Phone Book	159.18
General Sale - Other	1,000.70
<b>Total General Sale</b>	1,159.88
Ticket Sales	2,519.00
Toners and Cartridges	501.50
<b>Total PRODUCT SALES - Inc</b>	4,180.38
<b>SERVICES - Inc</b>	
Bus Ticket Sales	2,162.38
Courses & Training Fees	54.55
EFTPOS \$1 Charges	195.00
Equipment & Room Hire/Use	
Video-Conferencing	81.82
Equipment & Room Hire/Use - Other	5,919.56
<b>Total Equipment &amp; Room Hire/Use</b>	6,001.38
Internet/Email/Computer Use	1,154.74
Printing / Copying	8,384.23
Secretarial & Admin Jobs	1,666.61
Snap Lab	735.40
Ticket Selling Commission	237.50
<b>Total SERVICES - Inc</b>	20,591.79
<b>Total Income</b>	240,647.53
<b>Gross Profit</b>	240,647.53
<b>Expense</b>	
Depreciation Expence	2,564.52
<b>BUILDING EXPENSES - Exp</b>	
Cleaning	229.01
Insurance	750.00
Gardening	758.18
Repairs & Maintenance	333.80
Utilities	5,284.42
<b>Total BUILDING EXPENSES - Exp</b>	7,355.41
<b>COMMISSION &amp; CONTRACTS - Exp</b>	
Public Transport Authority Exp	1,984.95
Rav Public Library Service Exp	
Books, Equipment & Furniture	923.73
Library Freight	1,414.12
Library Project Expenses	408.60

**Ravensthorpe Community Resource Centre**  
**Profit & Loss**  
 July 2016 through June 2017

	Jul 16 - Jun 17
Library Supplies	820.62
Rav Public Library Service Exp - Other	18.75
<b>Total Rav Public Library Service Exp</b>	<b>3,585.82</b>
Weather Reading Expenses	1,460.17
<b>Total COMMISSION &amp; CONTRACTS - Exp</b>	<b>7,030.94</b>
<b>EMPLOYEE COSTS - Exp</b>	
Miscellaneous	1,347.38
Payroll Expenses	
Annual Leave Entitlement	-794.83
LSL Accrued	5,046.02
Gross Wages	124,774.45
Workers Comp Insurance	1,236.36
Superannuation Expense	11,454.37
<b>Total Payroll Expenses</b>	<b>141,716.37</b>
<b>Total EMPLOYEE COSTS - Exp</b>	<b>143,063.75</b>
<b>IT COSTS - Exp</b>	
Equipment	1,106.27
Licences/Subscriptions	2,479.19
SLA - IT Support	8,424.83
Software	314.40
<b>Total IT COSTS - Exp</b>	<b>12,324.69</b>
<b>MARKETING &amp; PROMOTION - Exp</b>	
Advertising	65.00
Branding	3,217.00
Fuctions & Events	1,606.62
Promotional Items	600.00
<b>Total MARKETING &amp; PROMOTION - Exp</b>	<b>5,488.62</b>
<b>MISCELLANEOUS- Exp</b>	
Spring Festival	10,411.98
Centre Projects - EXP	254.21
Bad Debts	142.46
Bank Charges	
Online Banking Transaction Fee	0.00
Bank Charges - Other	510.00
<b>Total Bank Charges</b>	<b>510.00</b>
Department Projects EXP	889.26
Grants & Other Funds	3,688.77
Committee & Voluntary Expenses	93.96
Membership Expenses	930.45
<b>Total MISCELLANEOUS- Exp</b>	<b>16,921.09</b>
<b>OFFICE &amp; SERVICE EXPENSES- Exp</b>	
Auditing / Accounting	3,500.00
Freight & Postage	204.37
Konika Minolta	9,023.34
Office & Kitchen Supplies	2,840.89
Snap Lab	1,246.35
Telephone, Fax & Internet	2,317.28
<b>Total OFFICE &amp; SERVICE EXPENSES- Exp</b>	<b>19,132.23</b>
<b>PRODUCT SALES - Exp</b>	
General	
Bow Wow Meow Pet Tags	28.50
General - Other	64.44
<b>Total General</b>	<b>92.94</b>
Ticket Sales	2,210.00
Toners and Cartridges	408.74

**Ravensthorpe Community Resource Centre**  
**Profit & Loss**  
**July 2016 through June 2017**

	<u>Jul 16 - Jun 17</u>
PRODUCT SALES - Exp - Other	20.00
Total PRODUCT SALES - Exp	2,731.68
PROFESSIONAL DEV & OTHER - Exp	5,022.27
Total Expense	<u>221,635.20</u>
Net Ordinary Income	19,012.33
Other Income/Expense	
Other Income	
Other Income	29.05
Total Other Income	<u>29.05</u>
Net Other Income	<u>29.05</u>
Net Income	<u><u>19,041.38</u></u>



Australian Hotels Association  
WESTERN AUSTRALIA

COMO The Treasury, Perth



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Responsible Service of Alcohol (RSA)

Approved Managers Course MLP1

Staff and Social Media Conduct

Redundancy Refresher

Managing Ill and Injured Employees

Training FAQs

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HR Seminars

Allergen Awareness Course

Beermasters

Cocktail Courses

Conflict Resolution

Liquor Licensing Compliance

Maximise Your Profits

Venue Training 101

WA Service with a Smile

## Welcome to WA's MLP Management of Licensed Premises Training



AHA the founder and official provider of MLP Training & approved by the Department of Racing, Gaming and Liquor

- ✓ Complete the MLP1 MLPLCA401A Course in your own time 24/7, at your home or office at your own pace
- ✓ Flexibility to login and out as often as you wish - for a period of one month
- ✓ No upfront costs, pay on completion
- ✓ Statement of Attainment upon successful completion

Click [HERE](#) to start immediately or scroll down for the technical stuff!



+ FREE WA Service with a Smile Platinum

or FREE online Conflict Resolution

or FREE online Allergen Awareness

The AHA has delivered training to over 120,000 people since 1998. Our trainers are experienced hospitality professionals and we ensure students are trained in the most current and accurate information.

### Simple Course Options

#### Option 1 - Online Management of Licensed Premises MLP1 (MLPLCA401A)

This is WA's required course for all licensees and unrestricted Approved Managers who wish to be accredited. You must have completed the Responsible Service of Alcohol (SITHFAB002) course. If you have not completed RSA then take Option 2 below, the combined MLP1 & RSA training

Member Price: \$229

Non AHA Members: \$249

Register [HERE NOW](#)



#### Option 2 - Online Management of Licensed Premises MLP1 (MLPLCA401A) including RSA

Online Management of Licensed Premises MLP1 (MLPLCA401A) including Provide Responsible Service of Alcohol (SITHFAB002) This course is for all Licensees and unrestricted Approved Managers. It includes the Provide Responsible Service of Alcohol (SITHFAB002).

Member Price: \$249

Non Member Price: \$269

Register [HERE NOW](#)



**AGENDA ITEM 10.4.1.3**



### Training

Responsible Service of Alcohol (RSA) - SITHFAB002

Management of Licensed Premises (MLP) - 52735WA / MLPLCA401A

Combination/Bundle Courses

Other Courses

Harm Minimisation

Club Member Specials until 30th June 2016!

Enter your Club's Unique Discount Code to get

# 50% off!

You can also bundle buy to save even more!

- [enrol now](#) \$27.50 | RSA & Food Handler - save \$27.50
- [enrol now](#) \$32.50 | RSA & Customer Service - save \$32.50
- [enrol now](#) \$65 | RSA & Food Supervisor - save \$65
- [enrol now](#) \$82.50 | RSA & Approved Manager - save \$82.50



# Bundles for Western Australia

## Alcohol Training

\$185<sup>00</sup>

### #10 Alcohol Bundle WA

This course is for people who wish to become an Approved Manager in WA and who do not already have an RSA certificate

**COURSES INCLUDED IN BUNDLE (CLICK TO LEARN MORE):**

- [WA RSA : SITHFAB002 - Provide responsible service of alcohol \(Release 1\)](#)
- [52Z35WA - Course in Management of Licensed Premises](#)



# Shire of Ravensthorpe

## Community Development Fund

### APPLICATION FORM 2018/2019

The closing date for applications is -  
**4:00pm 31<sup>st</sup> May 2018**

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer  
 Shire of Ravensthorpe  
 PO Box 43  
 RAVENSTHORPE WA 6346

### INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Development Fund Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

<b>APPLICATION SUMMARY SHEET</b> PLEASE COMPLETE CAREFULLY.	
All relevant information must be provided. If assistance is required, please contact Administration at the Shire office	
<b>Name of Organisation/Group/Applicant:</b>	
Ravensthorpe Tigers Football & Sporting Club	
Address:	
Po Box 42 Ravensthorpe WA 6346	
Contact Person: Portia Chambers	
Contact email: ravytigersfansc@hotmail.com	
Position: Secretary	
Telephone: (H) 9838 0084	
(W) 0438 943 965	
Amount requested: <b>\$ 2,450.00</b>	

### PLEASE NOTE

- An application received outside the above deadline will be returned to the Applicant with the request that it be resubmitted for consideration in the following financial year funding round.
- Applications for Community Donations (maximum \$250) can be submitted at any time.
- Please do not bind your application – use a bulldog clip or similar.
- Please submit all attachments in an A4 or A3 format.

**AGENDA ITEM 10.4.1.4**

**Applicant:** Ravensthorpe Tigers Football & Sporting Club

**Postal Address:** Po Box 42 Ravensthorpe WA 6346

**ABN:** 26989423372 (If applicable)

**Registered for GST?** Please select YES  NO

(If yes, the grant will be grossed up by 10% for GST and a **tax invoice** must be provided prior to payment)

**Contact Person 1:** Portia Chambers **Position:** Secretary

**Email:** ravytigersfandsc@hotmail.com

**Telephone (hm)** 9838 0084 **(wk)** 0438 943 965

**Contact Person 2:** Kye Chambers **Position:** President

**Email:** ravytigersfandsc@hotmail.com

**Telephone (hm)** 98380084 **(wk)** 0427 380 084

**Objectives of the Organisation:**

The objective of the Ravensthorpe Tigers Football and Sporting Club is to provide community members aged 4 and upwards winter sports. The club consists of three sports, football, netball and hockey being played at the Ravensthorpe Entertainment and Sporting Complex against the neighboring towns of Hopetoun and Lake King.

**Current Membership Numbers:**

<b>20 years and over</b>	<b>Male 38</b>	<b>Female 47</b>
<b>Junior (&lt; 20 years)</b>	<b>Male 27</b>	<b>Female 30</b>
<b>TOTAL</b>	<b>Male 65</b>	<b>Female 77</b>

**Existing Facilities:**

The Ravensthorpe Entertainment Centre and Sporting Complex consists of a two storey pavilion with multiuse courts for netball, basketball, tennis, badminton and volleyball. Outside, there is the football oval, which is also used for cricket, and a hockey field. The tennis courts are being upgraded due to the 2017 floods. At the tennis area there is an old pavilion which is primarily used by tennis and the hockey ladies.

The fenced playground alongside the tennis pavilion is the area which the Ravensthorpe Tigers Football and Sporting Club would like to improve.

**Project Description:**

The project consists of removing the existing fence, playground equipment and sand in order to be replaced with a new Nature Play space suitable for children aged 0-12/15. The CDF Application is to cover the cost of the Concept Design Fee set by Nature Play Solutions.

**Location:**

At the Ravensthorpe Entertainment Centre and Sporting Complex adjacent to the tennis pavilion.

**Demonstrated Need / Benefit:**

The existing playground equipment and soft fall base of sand has been poorly maintained and neglected, therefore has become quite outdated and unsuitable for younger children.

The Shire of Ravensthorpe's Entertainment Centre and Sporting Complex Master Plan which was adopted by council on the 15<sup>th</sup> October 2015 identified a playground as a common need at the complex.

Installing a Nature Play space would cater for children aged 0-12/15 which would encourage the children in the community to develop social, physical and educational skills whilst having fun.

By upgrading the existing area to Nature Play, it could open up the area to future skateboarding facilities.

**Other organizations involved or sharing facility:**  
 The Ravensthorpe Tennis Club

**Future possibilities:**  
 Ravensthorpe Youth Club  
 Ravensthorpe Playgroup

**If Council contribution does not meet requested amount how will project be financed or affected?:**  
 The Ravensthorpe Tigers Football and Sporting Club will then make the payment. The Concept design is essential for obtaining funding.

**Budget**

\$	Cost ex-GST	GST	Cost Inc GST	Confirmed?	Notes
<b>Applicant Cash</b>	\$10,000			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
<b>Voluntary (in kind) labour</b>	\$5,000			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
<b>Donated materials</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Funds from other sources</b>	\$100,000			YES <input type="checkbox"/> NO <input type="checkbox"/>	Awaiting responses
<b>Amount requested from the Community Development Fund?</b>	\$2,450.00				
<b>TOTAL PROJECT AMOUNT</b>	\$117,450.00				

**Ongoing Management:**

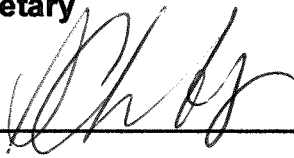
The Nature play equipment should require minimal maintenance into the future as it is mainly constructed out of wood, concrete and rocks.  
The sand soft fall area would require weed control and possible refill or replacement some time into the future.

**DECLARATION**

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

**Name:** Portia Chambers

**Position Held:** Secretary

**Signature:**  \_\_\_\_\_

**Date:** 24/05/2018



## ADDITIONAL INFORMATION REQUIRED

The following additional information must accompany all applications for:

### Minor Grants – less than \$5,000

- Income and expenditure statement for previous year and current bank balance
- If applicable, written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council.  
e.g. Dept of Sport & Recreation, LotteryWest, etc.
- Copies of quotations if over \$1000.00

Please forward completed applications to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

Or email to:

[secretary@ravensthorpe.wa.gov.au](mailto:secretary@ravensthorpe.wa.gov.au)

**Applications are to be received in the Shire Office by 4.00 pm Thursday 31<sup>st</sup> May 2018.**





15 May 2018

Councillor Jules Belli  
Shire of Ravensthorpe  
65 Morgans Street  
RAVENSTHORPE WA 6346

Via: [crjulesbelli@gmail.com](mailto:crjulesbelli@gmail.com)

Dear Jules,

### **NATURE PLAYSPACE, RAVENSTHORPE SPORTS GROUND**

Thank you for the opportunity to provide a fee proposal regarding the development of a nature playspace at the Ravensthorpe sports ground. I've included below, an overview of our approach to playspace design, our design and build approach and a fee for initial concept design development.

Nature Play Solutions was founded to provide design and build solutions for play space developments: to ensure a single point of responsibility for project delivery and quality; and maximise play opportunities from the available budget. We have formed a multi-disciplinary team with the skills and expertise to cover all aspects of consultation, analysis, design, product development, construction, installation and support.

We believe our design and build process streamlines project delivery and ensures that the intent of our bespoke designs are conveyed seamlessly from the design team to the build team on the ground without the significant time, effort and cost of the traditional project delivery process of design, documentation, tender and construction.

Our team specialise in play provision and understand the requirements of play spaces; making the translation from design to reality an efficient process providing cost savings that can be directed back into the project for enhanced play provision. We work together to deliver a play space that provides great play opportunities – that is our number one aim – and we build spaces that are attractive, integrated with the landscape, provide learning opportunities, reflect the values of the community and possess a strong sense-of-place.

Our reputation has been built upon the successful delivery of an extensive portfolio of design and build projects across a range of sectors including public open spaces, schools and children's services.

With team member backgrounds in Landscape Architecture, Horticulture, Occupational Therapy, Child and Community Development, Playwork, Education and Care, Playground Safety and Construction, we can provide play areas that are integrated, functional and comply with all State and National legislative requirements.

## Our Design & Build Approach

We offer a two stage design and build process, outlined below.

### Stage 1 – Initiation and concept design

As discussed, a concept design can help to articulate the play and amenity features proposed for the playspace, support community engagement and assist with funding applications. The development of the concept design includes the following scope of works –

- **Confirm scope**  
Discuss the project with relevant Shire personnel to clarify scope, target project budget, design/construction/staging timeline, etc.
- **Concept design**  
Develop a scaled Concept Design, with indicative 3D images.  
We offer up to two (2) revisions to allow for input from Shire personnel and community stakeholders.
- **Cost schedule**  
Cost schedule for full construction to ensure the design matches the available budget and/or funding expectations. Cost breakdown to include site preparation, supply and installation of play elements and features, surfacing treatments, allowance for landscape planting, reticulation installation/modification, site clean-up and rectification, as required.

### Milestone – Approval

The milestone of completing the design stage provides an opportunity to finalise the build scope and agree to proceed with installation works. The design fee for work until this point will be capped, as outlined below.

### Stage 2 – Build

The design will be built and installed as a fixed price project in line with the agreed concept design and cost schedule. The final construction budget will be dependent upon final agreed design, included play features and finishes.

### **Concept Design fee**

- |  |                         |
|--|-------------------------|
| ▪ Concept Design only  | \$2,450.00 + GST        |
| ▪ Rebate upon proceeding with construction                       | -\$1,000.00 + GST       |
| ▪ <b>Total Concept Design Fee for Design &amp; Build Project</b> | <b>\$1,450.00 + GST</b> |

The deliverables included in the design fee are –

- Concept Design – to scale, and annotated (up to 2 revisions)
- Colour 3D Model with indicative colour renders
- Indicative Construction Cost Estimate

Note: The 'Concept Design only' fee will be invoiced upon commencement of design work, with the rebate applied as part of the construction pricing, should that proceed. For construction undertaken in stages the design rebate will be applied on a pro rata basis.

Additional concept design revisions (over the 2 included) will be charged at \$850.00 + GST

## Exclusions

- On site design meeting/consultation  
A fee can be provided upon request.
- Staging plan  
Provide a suggested scope for initial and subsequent construction stages to suit target budgets/timeline.
- Tender documentation  
Design detail and specifications suitable for tender.
- Community consultation  
Community consultation session (1.5 hours) to engage with the local community regarding nature play concepts and play inclusion preferences.

A fee for preparation of drawings and/or specifications suitable for tender can be provided upon request. However, we have proposed a design and build approach for consideration. This would allow the cost savings for that body of work to be directed to the play space budget and help to maximise play outcomes for the community.

Nature Play Solutions is fully insured for Professional Indemnity, Public Liability, Worker's Compensation and Property Damage &/or Personal Injury.

We look forward to the opportunity of working with you to develop an exciting nature playspace for the children and families of Ravensthorpe.

If you have any questions or need any additional information, please contact me on 08 9361 1355, 0419 948 803 or [kerry@natureplaysolutions.com.au](mailto:kerry@natureplaysolutions.com.au).

Regards,



Kerry Logan, BSocSc  
OUTDOOR PLAY CONSULTANT

Meeting

10.4.1.4

10.4.1.4

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## RAVENSTHORPE HOPETOUN FUTURE FUND

### ATTENTION: Kye Chambers

Ravensthorpe Tigers Football and Sporting Club  
PO Box 42  
RAVENSTHORPE WA 6346

Dear Kye

### 2018/2019 FUTURE FUND GRANT

Thank you for your Expression of Interest for a grant in 2018-2019.

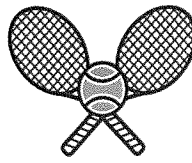
I am pleased to advise the Board has accepted your application for further consideration and suggest that you seek additional funding from other sources to expand the project prior to your submission of a full business case application to support your Expression of Interest.

The business case will need to be submitted by 4.00 pm Friday 8 June 2018. An electronic copy of the "Business Case Guidelines" and "Grant Application Form 2018/2019" will be send to your listed email address.

Yours faithfully

Trevor DeLangrafft  
Chairman  
2 May 2018





## Ravensthorpe Tennis Club

ABN 18 468 545 443

PO Box 349 Ravensthorpe WA 6346

Secretary: Jodi Duncan Email: [jodidunc@hotmail.com](mailto:jodidunc@hotmail.com) Ph: 0427 326 876

---

25th May 2018

Kye Chambers  
President  
Ravensthorpe Tigers Football and Sporting Club  
PO Box 42  
Ravensthorpe WA 6346

Dear Kye,

RE: Pavillion Playground Upgrade

Thank you for your letter seeking support for a proposal by Ravensthorpe Tigers Football and Sporting Club (RTF & SC) to upgrade the pavilion playground at the Ravensthorpe Sporting Ground.

The Ravensthorpe Tennis Club (RTC) has voted to support the proposal with all members present at a meeting on May 24th, 2018 in favour of the upgrade. This support is contingent on the hit-up wall being retained and incorporated into the new playground precinct; alternatively, the hit-up wall may be replaced in another suitable location near the tennis courts. In any event, we strongly believe a hit-up wall is a great asset to our club and seek assurance that this will be carefully considered in the proposal.

RTC will happily contribute \$2000.00 to the project.

As well as benefiting the children who are affiliated with the tennis club, the proposed playground upgrade would be a great asset to the children of the wider community. We congratulate you on initiating this fantastic project and look forward to working with you to see it come to fruition.

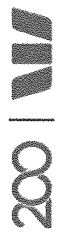
Regards,

Jodi Duncan  
Secretary  
Ravensthorpe Tennis Club

**AGENDA ITEM 10.4.1.4**







# Your accounts

[Edit view](#)



Transfer funds

Make a payment

Planned upgrade - Westpac Live unavailable Sunday 01:00am to 4:30am, Sydney time.

Account	Available	Current balance
Westpac Community Solutions C... 036-150 231984	\$24,435.31	\$24,435.31
Westpac Community Solutions O... 036-150 231976	\$5,123.48	\$5,123.48
Westpac Community Solutions O... 036-150 244144	\$351.21	\$351.21
Westpac Community Solutions O... 036-184 760657	\$5,564.92	\$5,564.92
Accounts total		\$35,474.92

**The share market** 1 Australian Dollar is:

Westpac Online Investing	United States Dollar	USD 0.715
ALL ORDINA...	Euro	EUR 0.608
S&P/ASX 20...	Great British Pound	GBP 0.533

Upcoming payments: There are no payments to display.

New in Westpac Live: Discover new features designed to help you better manage your business banking.

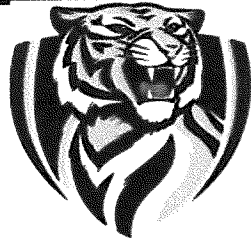


**Ravensthorpe Tigers Football & Sporting Club**  
**Financial Year:**

January 1 - December 31, 2017

	Totals	Main	Debit	Term	Cricket
<b>Income</b>					
Memberships	\$6,845.00	\$6,245.00	\$600.00	\$0.00	\$0.00
Fundraising	\$3,379.78	\$3,379.78	\$0.00	\$0.00	\$0.00
RHWA fundraising	\$1,584.00	\$378.00	\$1,206.00	\$0.00	\$0.00
Sponsorship	\$1,550.00	\$1,550.00	\$0.00	\$0.00	\$0.00
Bar	\$10,483.86	\$1,800.01	\$8,683.85	\$0.00	\$0.00
Gate	\$3,081.60	\$0.00	\$3,081.60	\$0.00	\$0.00
Canteen	\$8,816.05	\$672.45	\$8,143.60	\$0.00	\$0.00
Interest	\$150.44	\$3.79	\$3.99	\$142.36	\$0.30
50s Club	\$1,400.00	\$1,300.00	\$100.00	\$0.00	\$0.00
Wind Up	\$7,174.15	\$3,551.10	\$3,623.05	\$0.00	\$0.00
Merchandise	\$1,418.65	\$1,232.00	\$186.65	\$0.00	\$0.00
Sarcoma fundraiser	\$8,663.25	\$2,700.00	\$5,963.25	\$0.00	\$0.00
Miscellaneous	\$98.00	\$0.00	\$98.00	\$0.00	\$0.00
<b>Total Income</b>	<b>\$54,546.78</b>	<b>\$22,812.13</b>	<b>\$31,689.99</b>	<b>\$142.36</b>	<b>\$0.30</b>
<b>Expenses</b>					
Prizes	\$1,783.10	\$1,088.10	\$695.00	\$0.00	\$0.00
Umpires	\$2,070.00	\$0.00	\$2,070.00	\$0.00	\$0.00
Groundkeeping	\$1,275.00	\$1,275.00	\$0.00	\$0.00	\$0.00
Bar	\$6,697.63	\$5,333.63	\$1,364.00	\$0.00	\$0.00
Canteen	\$5,378.15	\$2,987.40	\$2,390.75	\$0.00	\$0.00
Merchandise	\$4,673.06	\$4,673.06	\$0.00	\$0.00	\$0.00
Wind Up	\$8,054.25	\$4,418.40	\$3,635.85	\$0.00	\$0.00
Sarcoma fundraiser	\$8,863.25	\$8,863.25	\$0.00	\$0.00	\$0.00
Admin	\$382.22	\$346.22	\$36.00	\$0.00	\$0.00
Bookkeeping	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00
Bank Fees	\$227.65	\$225.65	\$2.00	\$0.00	\$0.00
Miscellaneous	\$4,022.21	\$1,720.80	\$2,301.41	\$0.00	\$0.00
Affiliations	\$7,540.30	\$7,540.30	\$0.00	\$0.00	\$0.00
<b>Total Expenses</b>	<b>\$51,266.82</b>	<b>\$38,771.81</b>	<b>\$12,495.01</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Income</b>	<b>\$3,377.96</b>	<b>-\$15,959.68</b>	<b>\$19,194.98</b>	<b>\$142.36</b>	<b>\$0.30</b>





**RTF&SC TREASURER'S REPORT**

MEETING  
20-Mar-18

REPORT  
31-Dec-17

	Opening balance 1/1/17	31/12/2017
MAIN ACCOUNT	1546	2587
DEBIT ACCOUNT	1028	2222
CRICKET ACCOUNT	351	351
TERM DEPOSIT	28244	29386
<b>TOTAL BANK FUNDS</b>	<b>\$31,168.93</b>	<b>\$34,546.30</b>
<b>CASH FLOAT</b>		<b>\$0.00</b>
<b>TOTAL FUNDS</b>		<b>\$34,546.30</b>

<b>P&amp;L 2017</b>	See detail on workbook	<b>\$3,377.37</b>
---------------------	------------------------	-------------------

\*\$0.59 discrepancy since Main Account December Interest not included on statement

P&L breakdown of major income/expenditure streams

Bar	\$3,786.23
Gate	\$3,081.60
Canteen	\$3,437.90
Wind Up	-\$880.10
Memberships	\$6,845.00
Fundraising & Sponsorship	\$4,929.78
Affiliations	-\$7,540.30
Merchandise	-\$3,254.41
Admin/Bookkeeping/Audit/B	
ank fees	-\$909.87
Groundkeeping	-\$1,275.00
Miscellaneous	-\$3,924.21

**NOTES**

\$1584 of RWHA funds being held puts actual retained funds at: **\$1,793.37**

Miscellaneous includes trailer eskies (\$1098), goal posts, stop watch, medical supplies, Esp Sportspower, carnival costs & last year's RWHA fundraising)



THE BOARD OF DIRECTORS OF THE CORPORATION HAS REVIEWED AND APPROVED THE FINANCIAL STATEMENTS OF THE CORPORATION FOR THE PERIOD ENDED 31/12/2013.

17/1/2014

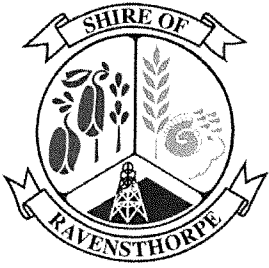
THE BOARD OF DIRECTORS OF THE CORPORATION HAS REVIEWED AND APPROVED THE FINANCIAL STATEMENTS OF THE CORPORATION FOR THE PERIOD ENDED 31/12/2013. THE FINANCIAL STATEMENTS HAVE BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE COMPANIES ACT 1993 AND THE FINANCIAL REPORTING STANDARDS APPLICABLE TO THE CORPORATION.

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# Shire of Ravensthorpe

## Community Development Fund

APPLICATION FORM 2018/2019

The closing date for applications is -

**31<sup>st</sup> May 2018**

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

### INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Development Fund Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

### APPLICATION SUMMARY SHEET

PLEASE COMPLETE CAREFULLY.

All relevant information must be provided. If assistance is required, please contact Administration at the Shire office

#### Name of Organisation/Group/Applicant:

Ravensthorpe Wildflower Show Inc.

Address:

PO Box 231, Ravensthorpe WA 6346

Contact Email:

**kandmnorman@bordernet.com.au**

Contact Person: Madeleine Norman

Position: Hon. Treasurer

Telephone: 9839 6055

(H)

9839 6034

(W)

Amount requested: **\$4,220.00**

<b>Applicant:</b> <u>Ravensthorpe Wildflower Show Inc.</u>	
<b>Postal Address:</b> <u>PO Box 231, Ravensthorpe 6346</u>	
<b>ABN:</b> <u>41 239 259 305</u>	
<b>Registered for GST?</b> Please select <u>NO X</u>	
(If yes, the grant will be grossed up by 10% for GST and a <b>tax invoice</b> must be provided prior to payment)	
<b>Contact Person 1:</b> <u>Jennifer Biddulph</u>	<b>Position:</b> <u>Chairperson</u>
<b>Email:</b> <u>cjbiddulph@wn.com.au</u>	
<b>Telephone (hm)</b> <u>9835 7034</u>	<b>(mob)</b> <u>0428 580 737</u>
<b>Contact Person 2:</b> <u>Madeleine Norman</u>	<b>Position:</b> <u>Treasurer</u>
<b>Email:</b> <u>kandmnorman@bordnet.com.au</u>	
<b>Telephone (hm)</b> <u>9839 6055</u>	<b>(wk)</b> <u>9839 6034</u>

<b>Objectives of the Organisation:</b> The objectives of the Ravensthorpe Wildflower Show Inc are to:
<ul style="list-style-type: none"> <li>• Promote the Ravensthorpe district</li> <li>• Educate the public about our incredible flora, its variety and its need for preservation</li> <li>• Provide all visitors with an experience they'll always remember (i.e. the show)</li> <li>• Maintain and expand the Ravensthorpe herbarium</li> <li>• Act as an umbrella organisation for the annual Spring Festival</li> <li>• Publish information material such as wildflower DVDs and books</li> <li>• Liaise with Western Australian Herbarium</li> <li>• Facilitate research into Ravensthorpe's flora</li> <li>• Train community members to become competent volunteers during Show time</li> </ul>

<b>Current Membership Numbers:</b>		
<b>20 years and over</b>	<b>Male</b> <u>4</u>	<b>Female</b> <u>15</u>
<b>Junior (&gt;20 years)</b>	<b>Male</b> _____	<b>Female</b> _____
<b>TOTAL</b>	<b>Male</b> <u>4</u>	<b>Female</b> <u>15</u>

**Existing Facilities:**

- Herbarium housed in purpose built Town Hall annexe.
- The herbarium is equipped with a computer, printer/scanner, email and internet access and state-of-the-art modern microscopes.
- Reference library for plant species.
- The herbarium houses approx 3000 plant specimens collected within the Shire (at a value of \$171,000). It also provides research and identifying facilities for visiting scientists and interested individuals.

**Project Description:**

Subsidy to purchase the following:

- Blinds for the new Herbarium
- 10 Bali style flags for venue identification during the Festival
- Two plant ID courses.

**Location:** Herbarium, Town Hall, Carlyle Street, Ravensthorpe

**Demonstrated Need / Benefit:**

The Wildflower Show endeavours to meet its own expenses as much as possible, but does require help in some instances:

- The ID courses are popular but 'sold' to the public at a nominal fee of \$15/day, to encourage maximum participation and recruit new members.
- The blinds are necessary for security reasons, and also protection of materials and comfort of workers.
- The Bali flags are a new addition to the Festival 'furniture' and will assist with signaling events at different venues through town. All part of making the Show and the Festival more ...festive, and user friendly.

This year, the Festival coordinator, employed, managed and paid by the Wildflower Show committee will not benefit from Tourism WA contributions as in the past three years. This represents an additional, and quite major, expense for the committee.

**Other organisations involved:**

- Ravensthorpe Historical Society
- Ravensthorpe Regional Arts Council
- Ravensthorpe Progress Association
- RAIN
- All community groups participating in the Spring Festival each year.

**If Council contribution does not meet requested amount how will project be financed or affected?:**

The Wildflower Show committee will use their own finances to the detriment of other projects and/or equipment.

**Budget**

\$	Cost ex-GST	GST	Cost Inc GST	Confirmed?	Notes
<b>Applicant Cash</b>	1,183	0		YES	
<b>Voluntary (in kind) labour</b>	225	0		Yes	<ul style="list-style-type: none"> <li>• 3 hrs @ \$25 to organize courses</li> <li>• 6 hrs @ \$25 to measure &amp; install blinds</li> </ul>
<b>Donated materials</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Funds from other sources</b>				NO <input type="checkbox"/>	
<b>Amount requested from the Community Development Fund?</b>	4,220.	0	<b>4,220</b>		
<b>TOTAL PROJECT AMOUNT</b>	5,628.00		5,628.00		

**Ongoing Management:**

- The blinds, once installed, will not need any ongoing management
- The Bali flags will be stored in a safe place after the Spring Festival
- The ID courses speak for themselves.

**DECLARATION**

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

**Name:** Jennifer Biddulph

**Position Held:** Chairperson

**Signature:** 

**Date:** 29<sup>th</sup> May 2018

## ADDITIONAL INFORMATION REQUIRED

The following additional information must accompany all applications for:

### Minor Grants – less than \$5,000

- Income and expenditure statement for previous year and current bank balance.
- If applicable, written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council.  
eg. Dept of Sport & Recreation, Lotterywest, etc.
- Copies of quotations if over \$1000.00.

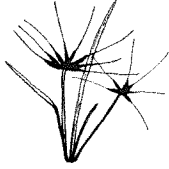
Please forward completed applications to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

Or email to:

[secretary@ravensthorpe.wa.gov.au](mailto:secretary@ravensthorpe.wa.gov.au)

**Applications are to be received in the Shire Office by 4.00 pm Thursday 31<sup>st</sup> May 2018.**



**Dr G F CRAIG - Environmental Consultant**

ABN: 96 108 746 719

PO Box 130, Ravensthorpe WA 6346

Phone/Fax: 08 9838 1071

E-mail: ripicasa@wn.com.au

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**Quote**

Date: 30 April 2018

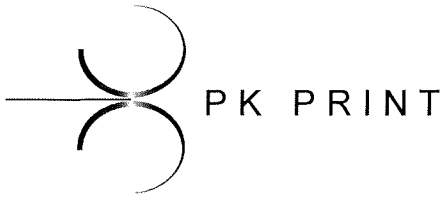
Attention: Madeleine Norman  
Treasurer  
Ravensthorpe Wildflower Show Inc  
Ravensthorpe WA 6346

<b>PLANT IDENTIFICATION COURSE</b>
------------------------------------

	<u>No.</u>	<u>Unit Cost</u>	<u>Total</u>
Two day workshop	2	\$ 1000.00	\$ 2000.00
		GST	\$ 200.00

<b>TOTAL (inc GST)</b>	<b>\$ 2,200.00</b>
------------------------	--------------------





RAVENSTHORPE HISTORICAL SOCIETY



15/05/18

QUOTE NO: 46,792

ATTENTION: SUE LEIGHTON

WE HAVE PLEASURE IN SUBMITTING OUR QUOTATION FOR THE FOLLOWING WORK:

**PRINTING: BALI STYLE BANNER**

QUANTITY: 10  
 TRIM SIZE: TBA  
 COLOUR INK: 4 COLOUR 1 SIDE MIRROR REVERSE WITH POLE KIT, GROUND SPIKE AND BAG  
 STOCK: PVC BANNER AS SAMPLE SUPPLIED BANNER BASES SUPPLIED  
 ORIGATION: PDF SUPPLIED  
 PLATES: PK PRINT  
 DELIVERY: CLIENT TO PICK UP

<b>QUOTATION:</b>	<b>Quantity :</b>	<b>10</b>
	<b>Printing(\$)</b>	<b>1,740.91</b>
	<b>GST(\$)</b>	<b>174.09</b>
	<b>TOTAL(\$)</b>	<b>1,915.00</b>

This quotation is given subject to our Terms and Conditions of Trading which are available upon request. Our Terms and Conditions shall be deemed to be embodied in any contract arising out of this quotation unless otherwise agreed upon in writing. This quotation is valid for 30 days. Client alterations will incur additional charges. Variations to this quotation may require re-estimating.

2.5% Surcharge applies for Credit Card payments. Visa and Mastercard Accepted.  
We do not accept American Express or Diners Club

Please indicate your acceptance by filling in the areas below.

Quantity:	Price:
Name:	Signature:

Yours Sincerely  
Peter Owell

23 EMLACEMENT CRESCENT HAMILTON HILL WA 6163  
 PO BOX 436 SOUTH FRE MANTLE WA 6162  
 T (08) 9336 3800 F (08) 9336 3811  
 Email: jobs@pkprint.com.au Web: www.pkprint.com.au  
 ABN 25 500 205 965

**AGENDA ITEM 10.4.1.5**



165 Albany Hwy Albany WA 6330  
Ph: (08) 9842-2611 Fx: (08) 9841-3734  
E: Curtains@AlbanyInteriors.com.au  
ABN: 88 149 233 303

Date Printed : Monday, April 09, 2018

Quote # : 1007913

Quote Date : 09/Apr/2018

Consultant : Shirley Romaniuk

Consultant Ph : (08) 9842-2611

**Client Details**

**Rosemary Jasper**

PO Box 30  
Ravensthorpe WA 6346

Job Address  
Ravensthorpe Herbarium  
Ravensthorpe WA 6346

Home :  
Work :  
Mob : 0428123400  
Fax :

Email : rosemary.jasper@bigpond.com

This document has 1 Page

		Price(incGST)
<b>2 Windows</b>		
1 X Roller Blind	Living Waratah Blockout Tbc Elipse	\$402.14
Includes Additional Items		
<b>Total For 2 Windows</b>		<b>\$402.14</b>
<b>2 Smaller Windows</b>		
1 X Roller Blind	Living Waratah Blockout Tbc Elipse	\$350.26
Includes Additional Items		
<b>Total For 2 Smaller Windows</b>		<b>\$350.26</b>
<b>1 Window</b>		
1 X Roller Blind	Living Waratah Blockout Tbc Elipse	\$222.33
<b>Total For 1 Window</b>		<b>\$222.33</b>

General Comments : Quotation is for Supply Only. Subject to check measure. If you would like installation you would need to add \$749.00 for install & Travel to your quote

Travel for Measure

Total:

cents rounded down

Deposit Required:

All prices shown are inclusive of GST

Thank you for the opportunity to quote.

If you wish to proceed a deposit of 60% (or purchase order) is required with the balance payable on completion. Deposit can be paid by Cash, Credit Card, Cheque or Direct Deposit, ANZ BSB 016-510 A/C 248018917

**Customers Signature Accepting the Quotation**

**X**

\_\_\_\_\_

Financial Statement for 2017 Wildflower Show 30.11.2016 to 15.1.2018

**INCOME**

**Gala Dinner**

Advertising	-	82.85	
Catering	-	5,422.45	
Enterertainment	-	2,131.82	
Other Gala Dinner		8,107.07	Ticket sales
<b>TOTAL Gala Dinner</b>			<b>469.95 Small profit!</b>

Herbarium fittings grants	20,000.00	Lotteries & CDF
---------------------------	-----------	-----------------

Interest cheque a/c only	10.17
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Membership RWS	140.00
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**Wildflowers**

Advertising	-	4,609.31	
Agents		3,352.60	other earnings throughout the year
Aprons		65.00	last year (late payer!)
Consultant	-	2,640.00	Ann Rick x 2 yrs
Coordinator	-	3,850.00	
Donation	-	2,500.00	as per last meeting
Entertainment	-	120.00	
Expertise	-	440.00	Accomm Ray
float		-	
Grant		6,500.00	Tourism WA
Materials	-	66.00	cash boxes
Misc. expenses	-	1,114.01	thank yous, wrap up lunch, misc FE Daw
Promotion	-	994.40	signage
Suppliers	-	7,466.65	
Takings		23,950.15	incl door and shop
Venue hire	-	809.00	Town hall (bond refunded)
<b>TOTAL Wildflowers</b>			<b>7,758.38</b>

Total Income	29,878.50
--------------	-----------

**EXPENSES**

**Administration-Business expenses**

Advertising	52.70	AGM
Freight & Post-Freight, couriers	51.35	
Insurance	3,364.50	
Internet	813.68	
Membership	150.00	Ravensthorpe Comm centre
Professional services	550.00	Accountant
Sponsorship	1,000.00	RRAC flower workshop
Subs	55.00	WA WF Society
<b>TOTAL Administration-Business expenses</b>		<b>6,037.23</b>

**Herbarium Costs**

Consumables & Material	2,736.08	Lever Arch files, ink, cleaning etc.
Rent premise-Rent office,factory,shop.	975.00	final Snr Cits
Other Herbarium Costs	34,229.45	fittings
<b>TOTAL Herbarium Costs</b>		<b>37,940.53</b>

<b>ID course</b>		
Fee	-	468.00 from participants
Materials		146.30 jewellers lenses
Payment		1,100.00 G craig
Subsidy	-	1,100.00 CDF
Venue hire		99.00 Sports Pav.
<b>TOTAL ID course</b>		<b>- 222.70 small profit!</b>

TOTAL EXPENSES 43,755.06

OVERALL TOTAL - 13,876.56

Add o/balance 10,605.53

less net transfers in 8,000.00

**As per bank statement 15.1.18 4,728.97**

Cash Reserves as @ 15.1.18 **\$28,098.92**  
incl. 221.41 interest

**Total Widflower funds \$ 32,827.89**

Spring Festival as @ 15.1.18 **\$4,706.46**  
incl. \$18.99 interest



## Account activity

Discover what's new in Westpac Live for business.

[Learn more](#)

Westpac Community  
Solutions One  
036-184 763313

### Account actions

- See full account details
- Manage account settings
- View & download statements
- Exports and reports
- Bank feeds

\$5,068.23

## Transactions

[Open search](#)

Date ▾	Description	Debit	Credit	Balance <sup>1</sup>
21 May 2018	DEPOSIT ONLINE 2034489 PYMT DIANNE BURTON RavyWidflwr		\$216.00	\$5,068.23
15 May 2018	PAYMENT BY AUTHORITY TO WESTNET 181330518ae1ace	-\$44.99		\$4,852.23
11 May 2018	WITHDRAWAL ONLINE 1019748 PYMT PK Print P Inv 21505	-\$230.00		\$4,897.22
7 May 2018	WITHDRAWAL ONLINE 1835082 PYMT Dexion Bal Inv 499965 Shelves	-\$1,179.86		\$5,127.22
7 May 2018	DEPOSIT Ravy Shire Shire Ravy		\$3,500.00	\$6,307.08
2 May 2018	WITHDRAWAL ONLINE MULTI 1662579 PYMT MANUAL	-\$1,116.55		\$2,807.08
2 May 2018	DEPOSIT ONLINE 2677902 TFR Westpac Business Cas		\$2,000.00	\$3,923.63
30 Apr 2018	INTEREST PAID		\$0.17	\$1,923.63
26 Apr 2018	DEPOSIT RJJasper ID course and mbr		\$40.00	\$1,923.46
24 Apr 2018	WITHDRAWAL ONLINE 1256929 PYMT Community Inv 21919	-\$90.00		\$1,883.46
23 Apr 2018	DEPOSIT PAMELA JONES Pam Jones RWcourse		\$30.00	\$1,973.46
16 Apr 2018	PAYMENT BY AUTHORITY TO WESTNET 18103050b03e921	-\$44.99		\$1,943.46
3 Apr 2018	WITHDRAWAL ONLINE MULTI 1512782 PYMT MANUAL	-\$325.00		\$1,988.45
29 Mar 2018	INTEREST PAID		\$0.24	\$2,313.45
27 Mar 2018	WITHDRAWAL ONLINE 1185242 PYMT Ravensthor various	-\$28.00		\$2,313.21
26 Mar 2018	WITHDRAWAL ONLINE 1415247 PYMT Hopetoun C Inv 854	-\$21.95		\$2,341.21
21 Mar 2018	WITHDRAWAL ONLINE 1724798 PYMT PK Print P Inv 21404 flyers	-\$729.00		\$2,363.16
21 Mar 2018	DEPOSIT ONLINE 2343323 PYMT HOPETOUN COMMUNI HCRC Jetty books		\$50.00	\$3,092.16
19 Mar 2018	PAYMENT BY AUTHORITY TO WESTNET 1807404fdf89583	-\$204.99		\$3,042.16
14 Mar 2018	WITHDRAWAL/CHEQUE 200291	-\$33.00		\$3,247.15
13 Mar 2018	WITHDRAWAL ONLINE 1874543 PYMT Meridian A Feb statement	-\$31.40		\$3,280.15
12 Mar 2018	DEPOSIT ONLINE 2368433 PYMT MADELEINE NORMAN Enid Lyn		\$20.00	\$3,311.55

21/05/2018, 5:17 pm

**AGENDA ITEM 10.4.1.5**



# Wildflower Workshops

RAVENSTHORPE Wildflower Show and Ravensthorpe Shire Community Development funding subsidised a weekend of workshops on April 28 and 29 to develop the knowledge and skills of its members and other flora enthusiasts.

The workshops were organized by Ravensthorpe Wildflower Show Secretary Di Burton to tap into the expertise of botanist Gil Craig and the growing interest in our local wildflowers. This opportunity was taken up by people as far away as Albany and Perth, making the trek into town by locals seem a minor commitment in comparison!

Saturday was spent out in the field, primarily along Moir Road, practicing the detailed procedures set out by Gil on the collection, documentation and preservation of plant specimens; all picked under licence and prepared for the Ravensthorpe Herbarium.

This part of the workshop was to clarify the protocols for collecting and maintaining the integrity of the Herbarium's collection and is the first of many steps that specimens go through before being accepted and included in the Herbarium.

Having enjoyed a day out in the field on a perfect Saturday, Sunday had its focus at the Herbarium, challenging our knowledge of the detailed observations required and specific vocabulary used to describe the unique aspects of plants in the Proteaceae family.

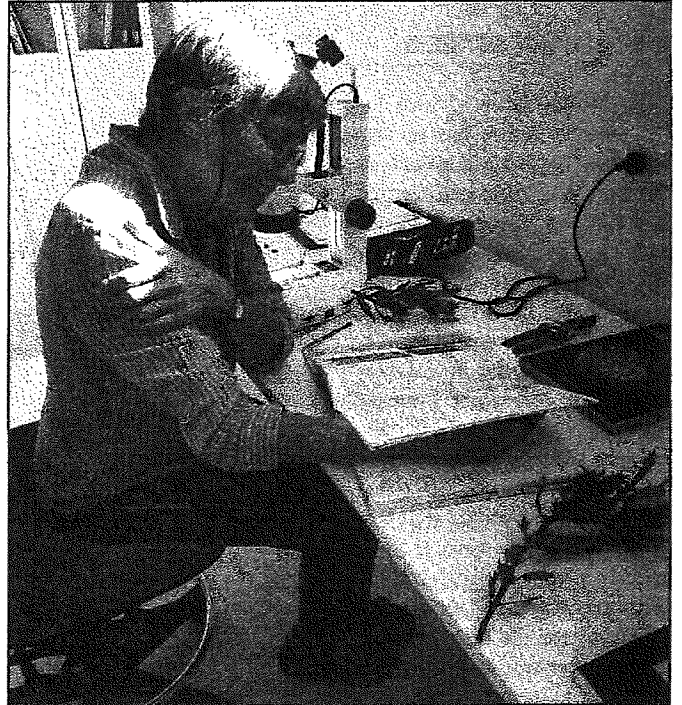
Each specimen needed to be identified by genus, species and subspecies.

This task could not have been successful without the extensive knowledge Gil has of our local flora, the many resources, both hard copy, online and herbarium collection, and the brilliant new microscopes that the herbarium now has.

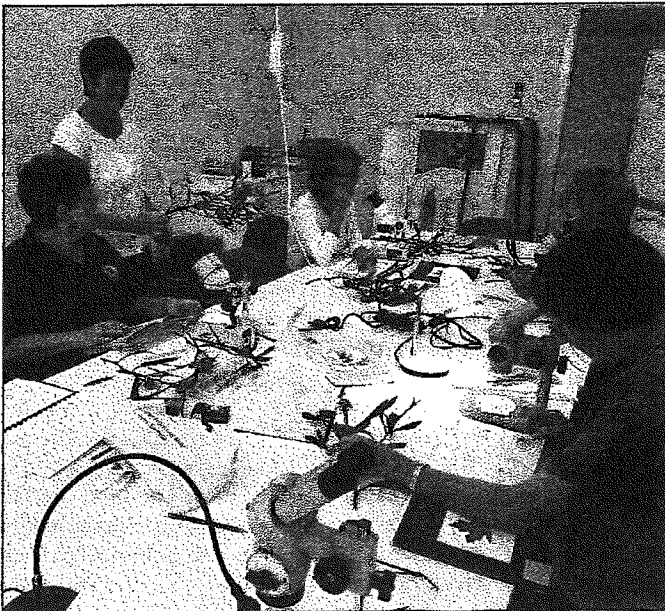
Personally, I would still not pass the challenge to distinguish a *Petrophile* from an *Isopogon*, but I could nail the one between *Proteaceae* and *Myrtaceae*!

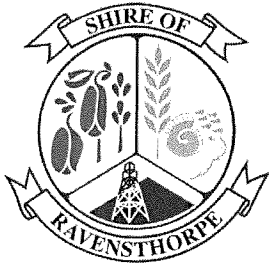
The workshops were a resounding success due to the cooperative efforts of the Wildflower Society, Di and Gil. Thank you on behalf of all participants.

—Kier Douthie, Ravensthorpe Herbarium.



PHOTOS by K Douthie.





# Shire of Ravensthorpe

## Community Development Fund

APPLICATION FORM 2018/2019

The closing date for applications is -

**4:00 pm 31<sup>st</sup> May 2018**

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer  
 Shire of Ravensthorpe  
 PO Box 43  
 RAVENSTHORPE WA 6346

### INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Development Fund Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

### APPLICATION SUMMARY SHEET

PLEASE COMPLETE CAREFULLY.

All relevant information must be provided. If assistance is required, please contact Administration at the Shire office

**Name of Organisation/Group/Applicant:**

Ravensthorpe Historical Society Inc.

**Address:**

PO Box 231, Ravensthorpe WA 6346

**Contact Email:**

**kandmnorman@bordnet.com.au**

Contact Person: Madeleine Norman

Position: Hon. Treasurer

Telephone: 9839 6055

(H)

9839 6034

(W)

Amount requested: **\$5,000.00**



**Applicant:** Ravensthorpe Historical Society Inc.**Postal Address:** PO Box 231, Ravensthorpe 6346**ABN:** 53 652 892 960**Registered for GST?** Please select **NO**  **X**(If yes, the grant will be grossed up by 10% for GST and a **tax invoice** must be provided prior to payment)**Contact Person 1:** Madeleine Norman**Position:** Hon. Treasurer**Email:** kandmnorman@bordnet.com.au**Telephone (hm)** 9839 6055**(wk)** 9839 6034**Contact Person 2:** Ian Dickinson**Position:** Hon. President**Email:** bushcodepost@wn.com.au**Telephone (hm)** 9838 1259**(mob)** 0428 381 259**Objectives of the Organisation:**

The objectives of the Ravensthorpe Historical Society Inc are to:

- Preserve the history of the Ravensthorpe district
- Educate the public about Ravensthorpe's history
- In association with the schools, teach the children of our district to be proud of their heritage.
- Provide all visitors with information about our district and our historical past
- Make locals and visitors aware of the environment within which Ravensthorpe's history developed and continues to do so.
- Organise historically relevant exhibitions (e.g. *We Remember Them*)
- Catalogue, record, manage and display memorabilia associated with the district's history
- Raise funds to allow the Historical Society to meet its objectives
- Conduct historical tours in the district
- Create and maintain a website promoting Ravensthorpe's history
- Promote Ravensthorpe worldwide through its history by initiating a virtual museum

**Current Membership Numbers:**

<b>20 years and over</b>	<b>Male</b> <u>  4  </u>	<b>Female</b> <u>  15  </u>
<b>Junior (&gt;20 years)</b>	<b>Male</b> <u>          </u>	<b>Female</b> <u>          </u>
<b>TOTAL</b>	<b>Male</b> <u>  4  </u>	<b>Female</b> <u>  15  </u>

**Existing Facilities:**

- Dance Cottage which is set up as a permanent period display of a 1900s home.
- An extensive yard containing various historical displays.
- A purpose built museum and display building.
- A purpose built shelter for larger mining and machinery display.
- An up-to-date computer for cataloguing, webpage maintenance and other record keeping activities
- An up-to-date website [www.ravensthorpehistory.org.au](http://www.ravensthorpehistory.org.au)

**Project description:**

- Progress the design of the museum/visitor centre extension to Phase 3

**Location:** Corner of Morgans and Moir Streets, Ravensthorpe

**Demonstrated Need / Benefit:**

Ravensthorpe Museum and Visitor Centre are at presently at capacity. There is no room for further exhibits, and visitor information material is cramped, and not displayed to its best advantage. So much more could be done with more space!

The proposed plans (attached) would allow for a radical re-design of the facility, as well as providing protection from the elements to some of the outside exhibits.

RHS has already expended \$6,253 of its own fund (not counting the component paid with RHFF 17/18 funds) to move the project along.

The next stage, which would allow us to take the project to the Shire, costs in excess of \$10,000. RHS needs help.

**Although Council has indicated IN PRINCIPLE agreement with this project, RHS has not yet formally approached Council with plans, as there was not enough information available for Council to reach a decision.**

**The proposed Stage 3 of planning would allow RHS to take the project to Council for approval.**

The latest plans are included with this application so Council can see what is being envisaged. Stage 3 of the planning process would give more concrete information on the whole project.

**Other organisations involved or sharing facility:**

- Partnership with FCTA to run the visitor centre
- Informal association with Men in Shed (Hopetoun), high school manual arts students.
- Collaboration with Ravensthorpe Regional Arts Council
- Collaboration with Ravensthorpe Wildflower Show & Spring Festival

**If Council contribution does not meet requested amount how will project be financed or affected?**

Should the Council contribution not be forthcoming, the project will be put on hold till the next round of RHFF funding applications.

**Budget**

\$	Cost ex-GST	GST	Cost Inc GST	Confirmed ?	Notes
<b>Applicant Cash</b>	5,800.00	580.00	6,380.00	YES	Architectural design
<b>Voluntary (in kind) labour</b>	39,000.00		See notes	YES	Museum open, 5 days/wk, 6 hrs/day = \$750/wk
<b>Donated materials</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Funds from other sources</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Amount requested from the Community Development Fund?</b>	5,000.00	500.00	5,500.00		Establish scope of work 1,600.00 Seek estimates: 1,800.00 Quantity surveyor: \$1,500.(all ex GST)
<b>TOTAL PROJECT AMOUNT</b>	<b>49,800.00</b>	<b>1,080.00</b>	<b>11,880.00</b>		

**Ongoing Management:**

The project does not present any ongoing management issues.

**DECLARATION**

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

**Name:** Madeleine Norman

**Position Held:** Hon. Treasurer

**Signature:** 

**Date:** 24.5.2018

## ADDITIONAL INFORMATION REQUIRED

The following additional information must accompany all applications for:

### Minor Grants – less than \$5,000

- Income and expenditure statement for previous year and current bank balance.
  - See Audited financials for 2017
  - Bank statement for 23.5.2018
- If applicable, written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council.
- Copies of quotations if over \$1000.00. Email quote from Veens Design Group

Please forward completed applications to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

Or email to:

[secretary@ravensthorpe.wa.gov.au](mailto:secretary@ravensthorpe.wa.gov.au)

**Applications are to be received in the Shire Office by 4.00 pm 31 May 2018**

**From:** Roger Veen [mailto:roger@veensdesign.com.au]  
**Sent:** Tuesday, 22 May 2018 1:53 PM  
**To:** 'Enaweena' <kandmnorman@bordnet.com.au>  
**Subject:** RE: Ravensthorpe Museum Extensions - Design Drawings

Hi Madeleine,

Option 2 quote as follows for you. Hope this is satisfactory:

OR – less expensive:

1. Architectural - **\$5900.00 plus GST**
2. Consultant discussions to establish a scope of works - **\$1600.00 plus GST**
3. Seeking estimate costs for this work - **\$1800.00 plus GST**
4. Working with a QS (Quantity Surveyor) for these costings - **\$1500.00 plus GST**

I look forward to your advice when you are able. Have a great afternoon.

Regards

*Roger Veen*  
DIRECTOR

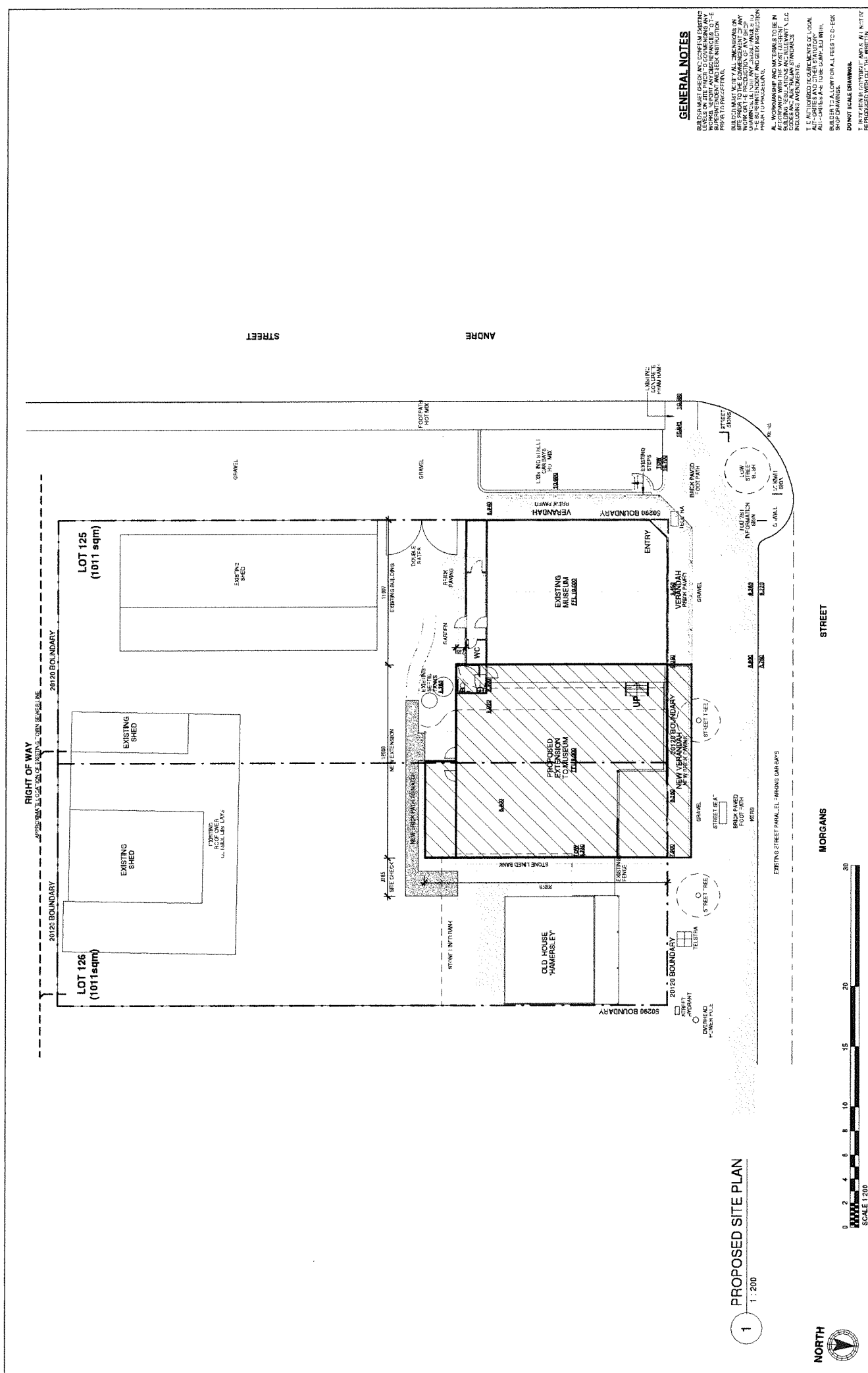


P (08) 97212526  
Suite 1, 26 Carey St  
Bunbury WA 6230



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PLEASE THINK OF THE ENVIRONMENT BEFORE PRINTING THIS EMAIL MESSAGE.



**GENERAL NOTES**

BUILDER MUST CHECK AND CONFIRM EXISTING LEVELS ON SITE PRIOR TO COMMENCING ANY WORK. ALL WORK TO BE IN ACCORDANCE WITH THE CURRENT BUILDING REGULATIONS AND BEER INSTRUCTION PER THE PROJECT.

THESE PLANS ARE THE PROPERTY OF VEENS DESIGN GROUP. NO PART OF THESE PLANS ARE TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF VEENS DESIGN GROUP.

ALL WORKMANSHIP AND MATERIALS TO BE IN ACCORDANCE WITH THE VOST (VICTORIAN OFFSHORE TENDER) CODE OF PRACTICE AND ALL TANK STANDARDS RELATIVE TO THE PROJECT.

ALL UNFINISHED WORK TO BE COMPLETED BY THE BUILDER TO ALLOW FOR ALL FEES TO BE PAID TO THE LOCAL AUTHORITY.

DO NOT SCALE DRAWING.

**PROPOSED NEW WORKS SITE PLAN**

Project Number	8701-17	Sheet Number	A004	Current Revision	A
Date	JUNE 2017	Drawn by	GR	Checked by	RV
Scale: 1:200 ON A2 SHEET					

**Project Name**  
**PROPOSED EXTENSIONS**  
**LOTS 125/126 MORGANS STREET**  
**RAVENSTHORPE HISTORICAL SOCIETY**

No.	Date	Description
A	09/03/18	ISSUED FOR CLIENT REVIEW

**veens**  
 DESIGN GROUP

Sales & Marketing Group  
 P 08 9221 2208 | www.veensdesign.com.au  
 F 08 9221 2207 | www.veensdesign.com.au



**1**  
 PROPOSED SITE PLAN  
 SCALE 1:200





## Account activity

**Did you know?** You can view cheque, deposit or withdrawal slip images. Fees and charges apply.

[Learn how](#)

Westpac Community Solutions One  
036-184 760331

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**\$3,314.23**

### Account actions

- [See full account details](#)
- [Manage account settings](#)
- [View & download statements](#)
- [Exports and reports](#)
- [Bank feeds](#)

## Transactions

[Open search](#)

Date ▾	Description	Debit	Credit	Balance <sup>1</sup>
22 May 2018	<a href="#">MERCHANT SETTLEMENT 0950001 RAVENSTHORPE HS INC 0001 RAVENSTHORPE</a>		\$25.00	\$3,314.23
21 May 2018	<a href="#">MERCHANT SETTLEMENT 0920001 RAVENSTHORPE HS INC 0001 RAVENSTHORPE</a>		\$25.00	\$3,289.23
17 May 2018	<a href="#">MERCHANT SETTLEMENT 0970001 RAVENSTHORPE HS INC 0001 RAVENSTHORPE</a>		\$87.50	\$3,264.23
16 May 2018	<a href="#">MERCHANT SETTLEMENT 0960001 RAVENSTHORPE HS INC 0001 RAVENSTHORPE</a>		\$58.00	\$3,176.73
15 May 2018	<a href="#">DEPOSIT 0037999 APOST: RAVENSTHORPE LP ~112893</a>		\$198.50	\$3,118.73
14 May 2018	<a href="#">MERCHANT SETTLEMENT 0940001 RAVENSTHORPE HS INC 0001 RAVENSTHORPE</a>		\$88.00	\$2,920.23
11 May 2018	<a href="#">WITHDRAWAL ONLINE 1005965 PYMT Allan Gove Inv 13739</a>	-\$385.00		\$2,832.23
10 May 2018	<a href="#">MERCHANT SETTLEMENT 0970001 RAVENSTHORPE HS INC 0001 RAVENSTHORPE</a>		\$86.00	\$3,217.23
8 May 2018	<a href="#">PAYMENT BY AUTHORITY TO WESTNET 181260515cab24b</a>	-\$103.15		\$3,131.23
7 May 2018	<a href="#">PAYMENT BY AUTHORITY TO WATER CORP 9007747140</a>	-\$4.78		\$3,234.38
7 May 2018	<a href="#">WITHDRAWAL ONLINE MULTI 1882990 PYMT MANUAL</a>	-\$710.24		\$3,239.16
7 May 2018	<a href="#">DEPOSIT 0037796 APOST: RAVENSTHORPE LP ~112893</a>		\$1,076.00	\$3,949.40
7 May 2018	<a href="#">DEPOSIT ONLINE 2823384 PYMT MADELEINE NORMAN Archer subs</a>		\$10.00	\$2,873.40
4 May 2018	<a href="#">MERCHANT SETTLEMENT 0910001 RAVENSTHORPE HS INC 0001 RAVENSTHORPE</a>		\$92.00	\$2,863.40
4 May 2018	<a href="#">DEPOSIT 0037755 APOST: RAVENSTHORPE LP ~112893</a>		\$298.15	\$2,771.40
2 May 2018	<a href="#">WITHDRAWAL ONLINE MULTI 1635642 PYMT MANUAL</a>	-\$2,759.25		\$2,473.25
1 May 2018	<a href="#">WITHDRAWAL WESTPAC MERCHANT FEES 25303090FEE 001556</a>	-\$46.75		\$5,232.50
30 Apr 2018	<a href="#">MERCHANT SETTLEMENT 0940001 RAVENSTHORPE HS INC 0001 RAVENSTHORPE</a>		\$30.50	\$5,279.25

**Ravensthorpe Historical Society Inc  
Financial statements  
For the year ended 28 February 2018**

# **Ravensthorpe Historical Society Inc**

**ABN: 53 652 892 960**

## **Committee's report**

**For the year ended 28 February 2018**

Your committee members submit the financial report of Ravensthorpe Historical Society Inc for the financial year ended 28 February 2018.

### **Committee members**

The names of the committee members throughout the year and at the date of this report are:

### **Significant changes**

No significant change in the nature of these activities occurred during the year.

### **Operating result**

The loss of the Association for the financial year after providing for income tax amounted to -\$771.

Signed in accordance with a resolution of the members of the committee:

Chairperson:

Dated

# Ravensthorpe Historical Society Inc

ABN: 53 652 892 960

## Income statement

For the year ended 28 February 2018

	2018 \$
<b>Other income</b>	
<b>Other Income</b>	
Membership Fees	75
Visitor Centre Rental	4,500
Bank Interest	193
	<hr/> 4,768
<b>Grant Income</b>	
Shire of Ravensthorpe	2,783
Wildflower Donation	500
	<hr/> 3,283
	<hr/> 8,051
<b>Net loss</b>	<hr/> -771
Retained earnings at the beginning of the financial year	42,004
<b>Retained earnings at the end of the financial year</b>	<hr/> <hr/> <u>41,233</u>

*The accompanying notes form part of these financial statements.*

# Ravensthorpe Historical Society Inc

ABN: 53 652 892 960

## Notes to the financial statements

For the year ended 28 February 2018

The financial statements cover Ravensthorpe Historical Society Inc as an individual entity. Ravensthorpe Historical Society Inc is a not-for-profit association incorporated in West Australian under the Associations Incorporated Act 2015 ('the Act').

Comparatives are consistent with prior years, unless otherwise stated.

### 1 Basis of preparation

In the opinion of the Committee of Management, the association is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors and AASB 1054 Australian Additional Disclosures.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

The financial statements have been prepared on a cash basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of this financial report.

# Ravensthorpe Historical Society Inc

ABN: 53 652 892 960

## Auditors Review Report

A review of a financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

### *Conclusion*

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the financial report of Ravensthorpe Historical Society Inc does not satisfy the requirements of West Australian Associations Incorporated Act 2015 including:

- a) giving a true and fair view of the registered entity's financial position as at 28 February 2018 and of its financial performance for the year ended on that date; and
- b) complying with Australian Accounting Standards to the extent described in Note 1

### *Basis of Accounting*

Without modifying our conclusion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the responsible entities' financial reporting responsibilities under the West Australian Association Incorporated Act 2015. As a result, the financial report may not be suitable for another purpose.



Stephan Haycock

26 April 2018

Date



# Shire of Ravensthorpe

## Community Development Fund

### APPLICATION FORM 2018/2019

The closing date for applications is -  
**4:00pm 31<sup>st</sup> May 2018**

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer  
 Shire of Ravensthorpe  
 PO Box 43  
 RAVENSTHORPE WA 6346

### INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Development Fund Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

### APPLICATION SUMMARY SHEET

PLEASE COMPLETE CAREFULLY.

All relevant information must be provided. If assistance is required, please contact Administration at the Shire office

**Name of Organisation/Group/Applicant:**

Hopetoun Community Resource Centre

Address:

PO Box 179, Hopetoun WA 6348

Contact Person Email: melnkay38@gmail.com

Contact Person: Kay Wilson

Position: Chairperson

Telephone: (H) 9838 3874

Amount requested: **\$2,376**

### PLEASE NOTE

- An application received outside the above deadline will be returned to the Applicant with the request that it be resubmitted for consideration in the following financial year funding round.
- Applications for Community Donations (maximum \$250) can be submitted at any time.
- Please do not bind your application – use a bulldog clip or similar.
- Please submit all attachments in an A4 or A3 format. **AGENDA ITEM 10.4.1.7**



**Applicant:** Hopetoun Community Resource Centre Inc.

**Postal Address:** PO Box 179, Hopetoun WA 6348

**ABN:** 21 026 698 043 (If applicable)

**Registered for GST?** Please select YES  NO

(If yes, the grant will be grossed up by 10% for GST and a **tax invoice** must be provided prior to payment)

**Contact Person 1:** Kay Wilson

**Position:** Chairperson

**Email:** melnkay38@gmail.com.au

**Telephone (hm)** 9838 3874

**(mob)** 0402 980 804

**Contact Person 2:** Karrina Smallman

**Position:** Executive Officer

**Email:** hopetoun@crc.net.au

**Telephone (hm)** 0428133044

**(wk)** 9838 3062

### Objectives of the Organisation:

Established in 1989, the Hopetoun Community Resource Centre (formerly known as Hopetoun Telecentre) is a community owned and operated facility which plays a vital role in providing much needed community services, including Local, State and Federal Government services to the local community.

Our Mission Statement is:

The Hopetoun CRC aims to provide resources and motivation for the economic, social and cultural development of Hopetoun, by making available office services and supplies, training, education, communication and access to information.

### Current Membership Numbers:

<b>20 years and over</b>	<b>Male</b> <u>  21  </u>	<b>Female</b> <u>  54  </u>
<b>Junior (&lt; 20 years)</b>	<b>Male</b> <u>          </u>	<b>Female</b> <u>          </u>
<b>TOTAL</b>	<b>Male</b> <u>  21  </u>	<b>Female</b> <u>  54  </u>
<b>Plus</b>		
<b>Business</b>	<b>3</b>	
<b>Community Groups</b>	<b>4</b>	

**Existing Facilities:**

The Hopetoun CRC has a range of facilities which are essential to provide services to our community and its visitors. Our CRC offers access to government services, economic and business development support and social development support. We also have a very well maintained and utilised public library, visitor information centre and a range of essential office products and services for sale.

**Project Description:** (a) To install 40 anodised aluminium plant identification signs for the flora and rocks outside the Hopetoun Community Centre.



Size of sign = 12cm x 8.5cm

Each plant sign provides four lines of text to identify the common and botanical names. In addition the QR code can be scanned to read more information on the plant profile and provides photos in all seasons. We have tried at length to source similar product in Australia but there is nothing like the professional Plants Map style and QR code facility.

(b) Provide a larger sign showing the garden layout, promoting the Fitzgerald River National Park and explaining how to use the QR codes. This sign will be made by an Esperance sign writer and will acknowledge the support of Shire of Ravensthorpe.

**Location:**

Landscaped area at the front of the Hopetoun Community Centre.

**Demonstrated Need / Benefit:**

This project will provide attractive and durable plant identification with an interactive component. Locals and visitors alike seek more information on these plants, chosen to showcase the diverse flora of the shire. Accurate identification is important and will add to the public's experience of this valued amenity.

International recognition of the value of the outstanding biodiversity on the FRNP warrants attention to providing more information in a public location.

Furthermore, this project will assist the Shire of Ravensthorpe in promoting this aspect of the region and providing instant, accurate plant identification.

**Other organizations involved or sharing facility:**

- Shire of Ravensthorpe
- Hopetoun Community Resource Centre and Library
- Hopetoun Progress Association
- Numerous groups hiring the facilities in the Community Centre

**If Council contribution does not meet requested amount how will project be financed or affected?:**

The project will need to be abandoned or delayed until an alternative funding source can be identified.

**Budget**

\$	Cost ex-GST	GST	Cost Inc GST	Confirmed?	Notes
<b>Applicant Cash</b>	0	0	0	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Voluntary (in kind) labour</b>	\$360	0	\$360	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	12 hours @\$30 per hour
<b>Donated materials</b>	0	0	0	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Funds from other sources</b>	0	0	0	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Amount requested from the Community Development Fund?</b>	\$2,160	\$216	\$2,376		40 signs & stakes plus one large sign
<b>TOTAL PROJECT AMOUNT</b>	\$2,520	\$216	\$2,736		

**Ongoing Management:**

In collaboration with the Shire of Ravensthorpe, Hopetoun Community Resource Centre will oversee the care and maintenance of these items.

**DECLARATION**

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

**Name:** Kay Wilson \_\_\_\_\_

**Position Held:** Chair \_\_\_\_\_

**Signature:**  \_\_\_\_\_

**Date:** 30/05/18 \_\_\_\_\_

## ADDITIONAL INFORMATION REQUIRED

The following additional information must accompany all applications for:

### Minor Grants – less than \$5,000

- Income and expenditure statement for previous year and current bank balance
- If applicable, written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council.  
e.g. Dept of Sport & Recreation, LotteryWest, etc.
- Copies of quotations if over \$1000.00

Please forward completed applications to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

Or email to:

[secretary@ravensthorpe.wa.gov.au](mailto:secretary@ravensthorpe.wa.gov.au)

**Applications are to be received in the Shire Office by 4.00 pm Thursday 31<sup>st</sup> May 2018.**



**PLANTS**  
MAP

Call (540) 693-0821  
hello@plantsmap.com  
info.plantsmap.com

## Products and Prices

### Signs

\$6.00 USD each

- Size: 12cm x 8.5cm
- 4 lines of text
- QR code links to your plant profile on Plants Map
- Available with or without hole



### Stakes

20" Long stake – \$6.25 USD each

- Black anodized aluminum stake
- Options: 3M VHB permanent adhesive strips or removable 3M Dual Lock™ strips.



**Shipping to Australia for 40 signs & stakes estimated at \$700.00 USD**

**TOTAL cost for 40 signs & stakes delivered = \$1,190.00 USD (approx. \$1,580.00 AUD\*)**

\*plus any import duty and GST (approx. \$180.00 AUD)

**AGENDA ITEM 10.4.1.7**

### Hopetoun CRC Bank Balances as of 29<sup>th</sup> May 2018

Community Solutions Cheque Account –	\$52,974.57
Community Solutions Account –	\$1,177.27
Community Solutions Cash Reserve Account –	\$5,896.62
Community Solutions Cash Reserve Bonus Account –	\$81,680.04



Signed: Karrina Smallman  
Executive Officer



# Hopetoun Community Resource Centre Inc

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**Financial statements  
For the year ended 30 June 2017**



**Accounting Services**

Suite 8, 10 William Street  
Esperance WA 6450  
08 9071 6333  
[www.alangoveandco.com](http://www.alangoveandco.com)  
ABN: 98 097 041 499

**AGENDA ITEM 10.4.1.7**

# Hopetoun Community Resource Centre Inc

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**ABN: 21 026 698 043**

## **Contents**

**For the year ended 30 June 2017**

<b>Committee's report</b>	<b>1</b>
<b>Income statement</b>	<b>2</b>
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<b>Independent audit report</b>	<b>9</b>

# Hopetoun Community Resource Centre Inc

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**ABN: 21 026 698 043**

## **Committee's report**

**For the year ended 30 June 2017**

Your committee members submit the financial report of Hopetoun Community Resource Centre Inc for the financial year ended 30 June 2017.

### **Committee members**

The names of the committee members throughout the year and at the date of this report are:

### **Principal activities**

The principal activity of the association during the financial year is:

Library, information technology and other support services for the Hopetoun community.

### **Significant changes**

No significant change in the nature of these activities occurred during the year.

### **Operating result**

The profit of the Association for the financial year amounted to \$8,957.

Signed in accordance with a resolution of the members of the committee:

Chairperson:

Treasurer:

Dated

# Hopetoun Community Resource Centre Inc

ABN: 21 026 698 043

## Income statement

For the year ended 30 June 2017

	2017	2016
	\$	\$
<b>Income</b>		
Investment Income	929	1,514
<b>Support Income</b>		
Tenders WA	132,380	128,360
Library Contract SOR	40,982	40,218
Shire of Ravensthorpe Tourism	10,545	10,000
Dept Human Resources	4,775	4,171
Self Funded Training	807	1,324
Other Grant Income	236	182
Broadband for Seniors	360	360
Sponsorships	-	136
Lottery West Grants	-	15,781
Community Development Grant	-	4,300
	<b>190,085</b>	<b>204,831</b>
<b>Other Income</b>		
Insurance Recoveries	-	125
	-	<b>125</b>
<b>Activities Income</b>		
Office Services	8,290	9,987
Office Supplies Sales	13,796	16,249
Books & Gift Sales	5,220	4,975
Graphic Design Services	1,641	1,781
TransWA Agency	597	824
Equipment & Room Hire	4,873	3,670
Membership Fees	1,679	1,576
Dept Parks & Wildlife	(375)	683
Other Activity Income	5,967	13,067
	<b>41,687</b>	<b>52,813</b>
	<b>232,702</b>	<b>259,284</b>
<b>Expenses</b>		
<b>Activities Expense</b>		
Advertisement & Promotions	542	1,372
Cost of Goods - Books & Gifts	4,051	3,149
Cost of Goods - Office supplies	12,529	15,430
Graphic Design Cost	144	-
Library Books & Resources	1,337	4,347
Library Freight	1,458	3,004
Office Services Cost	2,877	-
Self Funded Training Cost	700	1,154

The accompanying notes form part of these financial statements.

# Hopetoun Community Resource Centre Inc

ABN: 21 026 698 043

## Income statement

For the year ended 30 June 2017

	2017 \$	2016 \$
Visitor Centre Cost	677	-
	<b>24,316</b>	<b>28,456</b>
<b>Administration Expenses</b>		
Administration	7,988	4,019
Bank Fees	514	516
Cleaning	2,909	512
Electricity	-	983
Insurance	3,511	1,984
Licence Agreement	2,477	1,591
Repair & Maintenance	1,651	2,428
Subscriptions	1,644	3,963
Sundry Expenditure	1,708	-
Superannuation	17,211	16,245
Telephone	2,884	3,759
Training	536	535
Wages	136,936	135,563
	<b>179,970</b>	<b>172,100</b>
Auditor's Remuneration	1,091	1,000
Depreciation	5,802	9,070
<b>Support Expenses</b>		
Capital Expenditure	1,053	34,091
Information technology Spending	3,297	6,760
Other Grant Expenditure	2,929	-
Relocation Cost	-	9,478
Tenders WA	5,286	-
	<b>12,566</b>	<b>50,328</b>
	<b>223,744</b>	<b>260,954</b>
<b>Net profit (loss)</b>	<b>8,957</b>	<b>(1,670)</b>
Retained earnings at the beginning of the financial year	451,933	453,604
<b>Retained earnings at the end of the financial year</b>	<b>460,891</b>	<b>451,933</b>

The accompanying notes form part of these financial statements.

# Hopetoun Community Resource Centre Inc

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ABN: 21 026 698 043

## Balance sheet

For the year ended 30 June 2017

	Note	2017 \$	2016 \$
<b>Current assets</b>			
Cash and Cash Equivalents	2	117,999	105,539
Trade and Other Receivables	3	825	41,022
<b>Total current assets</b>		<b>118,824</b>	<b>146,560</b>
<b>Non-current assets</b>			
Property, plant and equipment	4	352,036	357,838
<b>Total non-current assets</b>		<b>352,036</b>	<b>357,838</b>
<b>Total assets</b>		<b>470,860</b>	<b>504,398</b>
<b>Current liabilities</b>			
Trade and Other Payables	5	4,561	44,227
Provisions	6	5,409	8,238
<b>Total current liabilities</b>		<b>9,970</b>	<b>52,465</b>
<b>Total liabilities</b>		<b>9,970</b>	<b>52,465</b>
<b>Net assets</b>		<b>460,891</b>	<b>451,933</b>
<b>Members' funds</b>			
Retained earnings		460,891	451,933
<b>Total members' funds</b>		<b>460,891</b>	<b>451,933</b>

---

The accompanying notes form part of these financial statements.

# Hopetoun Community Resource Centre Inc

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**ABN: 21 026 698 043**

## **Notes to the financial statements**

**For the year ended 30 June 2017**

### **1 Basis of preparation**

In the opinion of the Committee of Management, the association is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the West Australian Association's Incorporated Act 2015.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors and AASB 1054 Australian Additional Disclosures.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of this financial report.

#### **Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the balance sheet.

#### **Cash and cash equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

#### **Property, plant and equipment**

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

Property, plant and equipment is depreciated on a diminishing value basis over the asset's useful life to the Association, commencing when the asset is ready for use.



# Hopetoun Community Resource Centre Inc

ABN: 21 026 698 043

## Notes to the financial statements

For the year ended 30 June 2017

	Note	2017 \$	2016 \$
<b>2 Cash and cash equivalents</b>			
Petty Cash Imprest		199	-
Cheque Account		29,948	19,588
Solutions Deposit Account		1,000	-
Cash Reserve Account		5,883	5,857
Cash Reserve Bonus Account		80,969	80,094
		<b>117,999</b>	<b>105,539</b>
<b>3 Trade and other receivables</b>			
<b>Current</b>			
Trade Debtors		825	548
GST Paid		-	40,474
		<b>825</b>	<b>41,022</b>
<b>4 Property, plant and equipment</b>			
<b>Buildings</b>			
Buildings		299,818	299,818
<b>Plant and equipment</b>			
Library Equipment		35,068	35,068
Less: Accumulated Depreciation		(12,691)	(10,205)
		<b>22,377</b>	<b>24,863</b>
<b>Office furniture and equipment</b>			
Office Equipment		47,116	47,116
Less: Accumulated Depreciation		(39,043)	(38,146)
		<b>8,073</b>	<b>8,970</b>
<b>Furniture and fittings</b>			
Office Furniture		43,429	43,429
Less: Accumulated Depreciation		(21,661)	(19,242)
		<b>21,768</b>	<b>24,187</b>
<b>Total property, plant and equipment</b>		<b>352,036</b>	<b>357,838</b>

These notes should be read in conjunction with the attached compilation report of AG Accounting Services Accountants.

# Hopetoun Community Resource Centre Inc

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ABN: 21 026 698 043

## Notes to the financial statements

For the year ended 30 June 2017

	Note	2017 \$	2016 \$
<b>5 Trade and other payables</b>			
<b>Current</b>			
Trade Creditors		88	-
GST Collected		4,473	27,035
GST suspense account		-	17,192
		<b>4,561</b>	<b>44,227</b>
<b>6 Provisions</b>			
<b>Current</b>			
Provision for Parental Leave		1,345	-
Superannuation Contributions Payable		4,064	4,600
PAYG Payable		-	3,638
		<b>5,409</b>	<b>8,238</b>

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These notes should be read in conjunction with the attached compilation report of AG Accounting Services Accountants.

# Hopetoun Community Resource Centre Inc

---

**ABN: 21 026 698 043**

## **Statement by members of committee**

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report:

1. Presents fairly the financial position of Hopetoun Community Resource Centre Inc as at 30 June 2017 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Hopetoun Community Resource Centre Inc will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:

Chairperson:

Dated

# Hopetoun Community Resource Centre Inc

---

**ABN: 21 026 698 043**

## **Independent audit report to the members of association, Hopetoun Community Resource Centre Inc**

### **Report on the audit of the financial report**

#### **Opinion**

I have audited the accompanying financial report, being a special purpose financial report, of Hopetoun Community Resource Centre Inc (the association), which comprises the balance sheet as at 30 June 2017, the income statement, and notes to the financial statements, including a summary of significant accounting policies and management's assertion statement.

In my opinion, the accompanying financial report of the association for the year ended 30 June 2017 is prepared, in all material respects, in accordance with the West Australian Associations Act of 2015.

#### **Basis of opinion**

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial report section of my report. I am independent of the association in accordance with the auditor independence requirements of the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### **Emphasis of matter**

The documented internal controls over cash sale income were limited and as such our audit procedures with respect to cash sales was restricted to the amounts recorded in the financial records. We are thus unable to form an opinion on whether the reported cash sales are complete.

I draw attention to note 1 of the financial report, which describes the basis of accounting. The financial report is prepared to assist the association in Western Australian Association Incorporated Act 2015. As a result, the financial report may not be suitable for another purpose. My report is intended solely for the association and should not be distributed to or used by parties other than the association. My opinion is not modified in respect of this matter.

#### **Responsibility of management and those charged with governance**

Management is responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Act 1987, and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the association's financial reporting process.

# Hopetoun Community Resource Centre Inc

---

**ABN: 21 026 698 043**

## **Independent audit report to the members of association, Hopetoun Community Resource Centre Inc**

### **Auditor's responsibilities for the audit of the financial report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.



**Stephan Haycock**

**Suite 8, 10 William Street, ESPERANCE WA 6450**

**21 August 2017**



# Shire of Ravensthorpe

## Community Development Fund

### APPLICATION FORM 2018/2019

The closing date for applications is -  
**4:00pm 31<sup>st</sup> May 2018**

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer  
 Shire of Ravensthorpe  
 PO Box 43  
 RAVENSTHORPE WA 6346

### INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Development Fund Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

### APPLICATION SUMMARY SHEET

PLEASE COMPLETE CAREFULLY.

All relevant information must be provided. If assistance is required, please contact Administration at the Shire office

**Name of Organisation/Group/Applicant:**  
 Winter Sports Association

via the auspice of Ravensthorpe & Districts Football Association

Address: PO Box 257, Ravensthorpe WA 6346

Contact Person: Tom Major

Contact email: tommajor86@gmail.com

Position: President

Telephone: (H) 0403 782 887

(W) \_\_\_\_\_

Amount requested: \$ 1750.45 + gst

### PLEASE NOTE

- An application received outside the above deadline will be returned to the Applicant with the request that it be resubmitted for consideration in the following financial year funding round.
- Applications for Community Donations (maximum \$250) can be submitted at any time.
- Please do not bind your application – use a bulldog clip or similar.
- Please submit all attachments in an A4 or A3 format.

**AGENDA ITEM 10.4.1.8**



**Applicant:** Winter Sports Association

**Postal Address:** PO Box 257, Ravensthorpe WA 6346

**ABN:** 65 366 423 408 - this is the ABN of the R&DFA ABN, the auspice organisation

**Registered for GST?** Please select YES  NO

(If yes, the grant will be grossed up by 10% for GST and a **tax invoice** must be provided prior to payment)

**Contact Person 1:** Tom Major **Position:** President

**Email:** tommajor86@gmail.com

**Telephone (hm)** 0403 782 887 **(wk)** 98381081

**Contact Person 2:** Rod Daw **Position:** Secretary

**Email:** bluegroper@activ8.com

**Telephone (hm)** 08 9838 1204 **(wk)**

**Objectives of the Organisation:**

To fixture the football, hockey and netball competition spanning Ravensthorpe, Lake King and Hopetoun.

To coordinate the finals series of the Winter Sports competition.

(This project seeks to expand and formalize the objectives of the organisation).

**Current Membership Numbers:**

**20 years and over** Male 76 Female 108

**Junior (< 20 years)** Male 73 Female 73

**TOTAL** Male 149 Female 181

**Existing Facilities:**

Stage One of the 2017 Winter Sports Project provided a list of recommendations to increase participation levels in our winter sports in order to create a vibrant and sustainable local sporting competition.

The consultant for Stage One has quoted and is available to conduct Stage Two – the implementation of the recommendations.

**Project Description:**

In 2017, the three winter sports clubs and sporting associations (with financial assistance from the Department of Sport & Recreation, WACFL and Great Southern Regional Football Development Council) engaged a consultant, Wheatbelt Business Network, to address diminishing participation levels – both volunteer and player – in our local competition. Stage One of the project included facilitated club, association and community meetings; the formation of a working group; communication with the affiliation bodies (Hockey WA, WACFL & Netball WA) and a community-wide survey. Stage One was completed with the presentation of recommendations in February 2018.

Stage Two will see the implementation of the major governance recommendations. The proposal is for one, formalized, over-arching Winter Sports governing body. The current structure is unincorporated and has no role other than fixturing. Beyond fixtures, it does not allow for competition-wide decision-making. At the same time, the three sports associations will be dissolved and replaced with working groups. As a result of the project, these working groups will be able to focus their attention on sports and competition development rather than wasting valuable volunteer hours on governance duties which will be centralized via Stage Two.

Since the participation issues faced by the winter sporting competition also plague other sports in the area, the proposed governance model will be structured to enable it to act as an umbrella organisation for all sports in the district.

**Location:**

Ravensthorpe, Lake King and Hopetoun

**Demonstrated Need / Benefit:**

Following the partial implementation of the recommendations from Stage One, Ravensthorpe Tigers Football & Sporting Club has already seen a 17 per cent increase in memberships. There is now demand and momentum for the implementation of the rest of the recommendations.

Other sports outside of football, netball & hockey have also seen steady declines in recent years (such as basketball which wasn't active at all in 2017/18) and this project paves the way for the reemergence of sustainable, local sporting options year round.

There has been financial support for the project through the Department of Sport & Recreation which is watching with a keen interest to see the outcomes of the project as a "pilot" with hopes it can be replicated across the state.

Without funding to proceed to Stage Two all the work and investment in Stage One will come to nothing.



**Other organisations involved or sharing facility:**

Ravensthorpe & District Football Association  
 Ravensthorpe Women's Hockey Association  
 Ravensthorpe Netball Association  
 Southerner's Sporting Club  
 Lakes Sporting Club  
 Ravensthorpe Tigers Football and Sporting Club

**If Council contribution does not meet requested amount how will project be financed or affected?:**

Without the Community Development Fund component the scope of the project will be limited to the mere set up/paperwork of the governance structure with no extra guidance or follow through (including the application to Department of Sport & Rec for Every Club funding of approximately \$25 000 per year for the next 2 years which will allow for the full completion of the project).

We feel that it is important that we demonstrate financial commitment from a range of stakeholders (including local government) to qualify for the further DSR funding.

**Budget**

\$	Cost ex-GST	GST	Cost Inc GST	Confirmed?	Notes
<b>Applicant Cash</b>	\$270.00	\$27.00	\$297.00	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Remaining from Stage 1 funds
<b>Voluntary (in kind) labour</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Donated materials</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Funds from other sources</b>	\$3454.55	\$345.45	\$3800.00	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	See emails attached
<b>Amount requested from the Community Development Fund?</b>	\$1750.45	\$175.05	\$1925.50		
<b>TOTAL PROJECT AMOUNT</b>			\$6022.50		

**Ongoing Management:**

Gabrielle Major commenced this project in April 2017 in a voluntary capacity and will see it through to completion or for as long as there is support from the participating sporting clubs.


Please note – the bank account submitted herewith is that of the auspice organisation – Ravensthorpe & District Football Association. The Winter Sports Association, currently does not have a bank account of its own (or funds, beyond the \$300 held in trust by R&DFA). The project seeks to formalize, incorporate and set up the overarching body so that it is able to be active in ensuring the sustainability of sport in the region.

**DECLARATION**

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

**Name:**            \_\_\_ Tom Major \_\_\_\_\_

**Position Held:**    \_\_\_ President \_\_\_\_\_

**Signature:**         \_\_\_\_\_

**Date:**              \_\_\_ 31-05-2018 \_\_\_\_\_

## ADDITIONAL INFORMATION REQUIRED

The following additional information must accompany all applications for:

### Minor Grants – less than \$5,000

- Income and expenditure statement for previous year and current bank balance
- If applicable, written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council.  
e.g. Dept of Sport & Recreation, LotteryWest, etc.
- Copies of quotations if over \$1000.00

Please forward completed applications to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

Or email to:

[secretary@ravensthorpe.wa.gov.au](mailto:secretary@ravensthorpe.wa.gov.au)

**Applications are to be received in the Shire Office by 4.00 pm Thursday 31<sup>st</sup> May 2018.**

# RE: CDF Grant Application

rodney clarence daw <[bluegroper@activ8.net.au](mailto:bluegroper@activ8.net.au)>

Thu 31/05/2018 7:51 AM

To: 'Gabrielle Major' <[gabrielleleake@hotmail.com](mailto:gabrielleleake@hotmail.com)>;

Morning Gabrielle

Resolved agreed to contribute \$1200

Regards Rod

---

**From:** Gabrielle Major [<mailto:gabrielleleake@hotmail.com>]

**Sent:** Wednesday, May 30, 2018 9:55 AM

**To:** rodney clarence daw

**Subject:** Re: CDF Grant Application

Hi Rod,

Have received the documentations from Khiara - thank you very much! One last request, could you please confirm via email that R&DFA have agreed to their contribution of \$1200 for Stage 2, the grant is asking for confirmation of all contributions.

Cheers

Gab

---

**From:** rodney clarence daw <[bluegroper@activ8.net.au](mailto:bluegroper@activ8.net.au)>

**Sent:** Tuesday, 29 May 2018 7:49 AM

**To:** 'Gabrielle Major'

**Subject:** RE: CDF Grant Application

Morning Gabrielle

Roger to your request will take in this morning god willing

Good luck with your application sounds good

Kind regards ROD

---

**From:** Gabrielle Major [<mailto:gabrielleleake@hotmail.com>]

**Sent:** Monday, May 28, 2018 9:43 AM

**To:** [bluegroper@activ8.net.au](mailto:bluegroper@activ8.net.au)

**Subject:** CDF Grant Application

Hi Rod,

Thanks for your time on the phone just now. As I mentioned, I'd like to submit a grant application to the Community Development Fund to assist in covering the costs of Stage 2 of the Winter Sports Project. With permission from your executive, I will do this under R&DFA as auspice for the unincorporated Winter Sports Association - there is no further expense to R&DFA than what has already been contributed (\$1200).

To allow me to complete the grant application, could you please send through:

- **Income and expenditure statement for previous year**
- **Current bank balance**



R. DFA 2017 Finance Report

Dr

Cr

2016 CR Bal B/Fwd			10342	90
Plus Income Interest			5	18
Fines			800	.
Grants			3500	.
GST			1471	35
Insurance			3738	62
Affiliations			1200	
Registrations			108	.
Fixture Cards			46	50
Finals			3522	.
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Contra W Sports	*		5210	.
ATO			36	.
Less Expenditure Finals		2853	.	
Administration		2773	33	
Affiliations		800	.	
GST		762	53	
Insurance		4534	09	
Trophys		1193	80	
Property		879	63	
Finals		600	.	
Memberships		40	91	
CR Bal C/Fwd		16699	88	
		<u>31137</u>	<u>18</u>	<u>31137 18</u>

Plus

Investment \$14125.81 to mature 28/2/18 2.35% → 14125 81

NB W Sports 5210 - GST = 5731

= DSR 4210 - GST 421 4631

WAFEL 1000 - - 100 1100

\* Finals in RNA 2016 \$1005 2017 \$1848.

R+DFA 2017 Finance Report (Nett)

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W Sports CR funds

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053/01232 009550



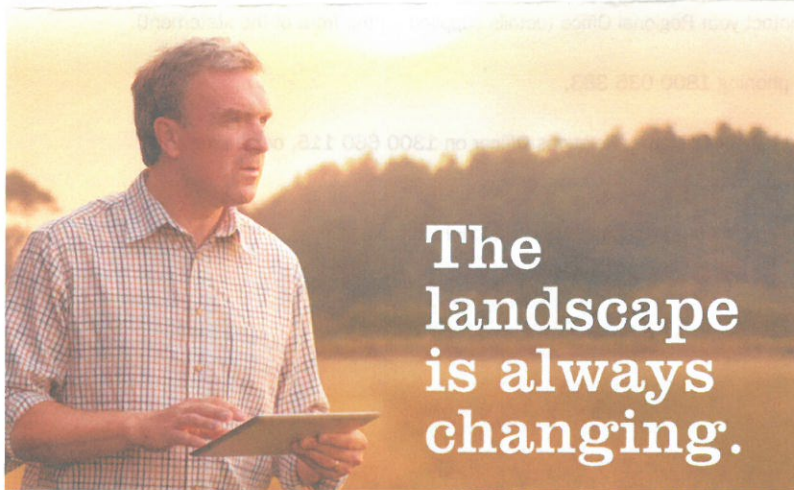
RAVENSTHORPE & DIST FOOTBALL ASSOC  
PO BOX 139  
RAVENSTHORPE WA 6346

**Your details at a glance**

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Deposits	\$0.60
Withdrawals & debits	\$780.00
<b>Closing Balance on 30 Apr 2018</b>	<b>\$4,662.42</b>



**General Enquiries**

Please call our Customer Service Team on 1300 660 115

**Everyday Community Account**

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*Handwritten signature and date: 22-5-18*

...continued overleaf >

548BH102 / E-1232 / S-2547 / I-5093 / 0001127034001659



## Re: Winter Sports Project Part 2

Ravensthorpe Netball Association <ravensthorpena@outlook.com>

Wed 30/05/2018 9:44 AM

To: Gabrielle Major <gabrielleleake@hotmail.com>;

Hi Gabrielle,

The Ravensthorpe Netball Association met last night and discussed the below proposal.

The committee is happy to contribute \$500 funds towards the project. Their reasoning for not contributing more was based on their own financial situation. Members also feel we won't be in a position to contribute any more in the near future.

Apologies we can't be of more assistance and all the best!

Kind regards,

Elisa Spengler  
Ravensthorpe Netball Association Secretary

---

**From:** Gabrielle Major <gabrielleleake@hotmail.com>

**Sent:** Monday, 19 March 2018 5:45 PM

**To:** lakeswintersports@hotmail.com; southernerssportingclub@hotmail.com; Ravensthorpe Tigers; Elisa Spengler; Anthea Francis; bluegroper@activ8.net.au

**Subject:** Winter Sports Project Part 2

Hi All,

I hope you are well and gearing up for the 2018 Winter Sports season. I also hope you are happy with the progress and changes brought about by the Winter Sports Project so far - big changes made in a consultative way are unfortunately necessarily slow-moving however I'm really excited about the fixture changes and the way the whole association has embraced the project.

We have almost finished up WBN's first stage/quote so I write seeking funding for the next stage - see attached the overview and costing. I would like to propose that each club contributes \$500 and each sport association puts in \$1200.

I hope you agree that WBN has been very good value and this next stage is also very cost effective. Particularly given that constitution updates will need to be done by all incorporated associations by June 2019 anyway. (Please hold off any updates until we know what's next!)

Could you please add this to the agenda of your next committee meeting and let me know the outcome asap. I would like to think that these governance changes could be in place by the 2019 season.

As always, any queries please don't hesitate to get in touch.

Best regards  
Gabrielle Major  
0437 158 506

## Fw: Winter Sports Project Part 2

Ravensthorpe Womens Hockey Association <rwha1@outlook.com>

Mon 28/05/2018 7:39 PM

To: Gabrielle Major <gabrielleleake@hotmail.com>;

Cc: Cindy Daw <cindyjane13@hotmail.com>; Courtney Roberts <courtstar5@hotmail.com>;

Hi Gab

As discussed today, the Ravensthorpe Womens Hockey Association are happy to contribute \$600 towards the next stage of the Winter Sports Project.

I will follow up the outstanding contribution of \$500 from last year. Thanks.

Kind regards

**Tina Harris**  
Secretary

Ravensthorpe Womens Hockey Association  
PO Box 383 Ravensthorpe WA 6348  
0427 423 924

---

**From:** Gabrielle Major <gabrielleleake@hotmail.com>  
**Sent:** Monday, May 28, 2018 11:08 AM  
**To:** Ravensthorpe Womens Hockey Association  
**Subject:** Re: Winter Sports Project Part 2

Hiya,

Also, have just spoken with Rod and apparently there is still \$500 outstanding from last year's commitment to the Winter Sports project - are you able to follow up?

Cheers  
Gab

---

**From:** Ravensthorpe Womens Hockey Association <rwha1@outlook.com>  
**Sent:** Monday, 28 May 2018 10:40 AM  
**To:** Gabrielle Major  
**Cc:** teenamaree77@gmail.com; Courtney Roberts  
**Subject:** Re: Winter Sports Project Part 2

Hi Gab

We did speak about this at the agm & I believe the decision was that RWhA would contribute, but that our association does not have lots of funds available to it - that \$1200 was not within our capability.

**AGENDA ITEM 10.4.1.8**

## Re: Winter Sports Project Part 2

Lakes winter sports Lake king <lakeswintersports@hotmail.com>

Tue 27/03/2018 8:45 PM

To: Gabrielle Major <gabrielleleake@hotmail.com>;

Hi Gabby,

Thanks for the updates 😊

Our committee had a catch up yesterday and have agreed to contribute the \$500 as suggested, we are all good to move forward with the next stage of the project.

Kind regards,

*Louise Teale*  
*Secretary*  
*Lakes Winter Sports*

---

**From:** Gabrielle Major <gabrielleleake@hotmail.com>

**Sent:** Monday, 19 March 2018 5:45:08 PM

**To:** lakeswintersports@hotmail.com; southernerssportingclub@hotmail.com; Ravensthorpe Tigers; Elisa Spengler; Anthea Francis; bluegroper@activ8.net.au

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As always, any queries please don't hesitate to get in touch.

Best regards  
Gabrielle Major  
0437 158 506

# Governance - 2nd Phase

Ravensthorpe Tigers

Wed 30/05/2018 1:06 PM

To: Gabrielle Major <gabrielleleake@hotmail.com>;

Hello Gabby,

Just letting you know that the Tigers are happy to proceed with and support stage 2 of the governance workshop with Caroline. We are also happy with contributing the \$500 contribution.

Portia  
RTF&SC Secretary

Sent from [Outlook](#)

PO Box 309

Narembeen WA 6369

0898808035

eo@wheatbeltbusinessnetwork.com.au

www.wheatbeltbusinessnetwork.com.au

ABN: 18 291 340 495

ABN 18 291 340 495

# QUOTE

QUOTE NO. 1007

DATE 28/05/2018

### ADDRESS

Ravensthorpe and Districts

Football Club

Ravensthorpe WA 6346

Please detach top portion and return with your payment.

ACTIVITY	QTY	RATE	GST	AMOUNT
<b>Caroline Robinson - Fee for Service Governance</b> Write Sports Association constitution and charter, present and review	0	95.00	GST	0.00
<b>Caroline Robinson - Fee for Service Governance</b> Sports Association By Laws, review	8	95.00	GST	760.00
<b>Caroline Robinson - Fee for Service Governance</b> Write / review individual club constitutions	27	95.00	GST	2,565.00
<b>Caroline Robinson - Fee for Service Governance</b> Present constitutions and bylaws, workshop session and edits	18	95.00	GST	1,710.00
<b>Caroline Robinson - Fee for Service Governance</b> Funding prospectus	2	95.00	GST	190.00
<b>Travel</b>	1	250.00	GST	250.00

Please find your quote attached! We appreciate you considering Wheatbelt Business Network.

SUBTOTAL 5,475.00

GST TOTAL 547.50

Kind Regards

TOTAL **A\$6,022.50**

Wheatbelt Business Network

PH 9880 8035

E eo@wheatbeltbusinessnetwork.com.au

PLEASE REF. INVOICE NUMBER ON REMITTANCE

Payment by EFT BSB: 036-105 Acc: 177739

Payment by Credit Card.

Name:

Number:

Expiry Date:

CCV:

**AGENDA ITEM 10.4.1.8**

Accepted By

Accepted Date

PLEASE REF. INVOICE NUMBER ON REMITTANCE  
Payment by EFT BSB: 036-105 Acc: 177739

Payment by Credit Card.

Name:

Number:

Expiry Date:

CCV:

**AGENDA ITEM 10.4.1.8**



# Shire of Ravensthorpe

## Community Development Fund

### APPLICATION FORM 2018/2019

The closing date for applications is -  
**4:00pm 31<sup>st</sup> May 2018**

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer  
 Shire of Ravensthorpe  
 PO Box 43  
 RAVENSTHORPE WA 6346

### INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Development Fund Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

### APPLICATION SUMMARY SHEET

PLEASE COMPLETE CAREFULLY.

All relevant information must be provided. If assistance is required, please contact Administration at the Shire office

**Name of Organisation/Group/Applicant:**  
 Winter Sports Association

via the auspice of Ravensthorpe & Districts Football Association

Address: PO Box 257, Ravensthorpe WA 6346

Contact Person: Tom Major

Contact email: tommajor86@gmail.com

Position: President

Telephone: (H) 0403 782 887

(W) \_\_\_\_\_

Amount requested: \$ 1750.45 + gst

### PLEASE NOTE

- An application received outside the above deadline will be returned to the Applicant with the request that it be resubmitted for consideration in the following financial year funding round.
- Applications for Community Donations (maximum \$250) can be submitted at any time.
- Please do not bind your application – use a bulldog clip or similar.
- Please submit all attachments in an A4 or A3 format.

**AGENDA ITEM 10.4.1.8**



**Applicant:** Winter Sports Association

**Postal Address:** PO Box 257, Ravensthorpe WA 6346

**ABN:** 65 366 423 408 - this is the ABN of the R&DFA ABN, the auspice organisation

**Registered for GST?** Please select YES  NO

(If yes, the grant will be grossed up by 10% for GST and a **tax invoice** must be provided prior to payment)

**Contact Person 1:** Tom Major **Position:** President

**Email:** tommajor86@gmail.com

**Telephone (hm)** 0403 782 887 **(wk)** 98381081

**Contact Person 2:** Rod Daw **Position:** Secretary

**Email:** bluegroper@activ8.com

**Telephone (hm)** 08 9838 1204 **(wk)**

**Objectives of the Organisation:**

To fixture the football, hockey and netball competition spanning Ravensthorpe, Lake King and Hopetoun.

To coordinate the finals series of the Winter Sports competition.

(This project seeks to expand and formalize the objectives of the organisation).

**Current Membership Numbers:**

20 years and over Male 76 Female 108

Junior (< 20 years) Male 73 Female 73

TOTAL Male 149 Female 181

**Existing Facilities:**

Stage One of the 2017 Winter Sports Project provided a list of recommendations to increase participation levels in our winter sports in order to create a vibrant and sustainable local sporting competition.

The consultant for Stage One has quoted and is available to conduct Stage Two – the implementation of the recommendations.

**Project Description:**

In 2017, the three winter sports clubs and sporting associations (with financial assistance from the Department of Sport & Recreation, WACFL and Great Southern Regional Football Development Council) engaged a consultant, Wheatbelt Business Network, to address diminishing participation levels – both volunteer and player – in our local competition. Stage One of the project included facilitated club, association and community meetings; the formation of a working group; communication with the affiliation bodies (Hockey WA, WACFL & Netball WA) and a community-wide survey. Stage One was completed with the presentation of recommendations in February 2018.

Stage Two will see the implementation of the major governance recommendations. The proposal is for one, formalized, over-arching Winter Sports governing body. The current structure is unincorporated and has no role other than fixturing. Beyond fixtures, it does not allow for competition-wide decision-making. At the same time, the three sports associations will be dissolved and replaced with working groups. As a result of the project, these working groups will be able to focus their attention on sports and competition development rather than wasting valuable volunteer hours on governance duties which will be centralized via Stage Two.

Since the participation issues faced by the winter sporting competition also plague other sports in the area, the proposed governance model will be structured to enable it to act as an umbrella organisation for all sports in the district.

**Location:**

Ravensthorpe, Lake King and Hopetoun

**Demonstrated Need / Benefit:**

Following the partial implementation of the recommendations from Stage One, Ravensthorpe Tigers Football & Sporting Club has already seen a 17 per cent increase in memberships. There is now demand and momentum for the implementation of the rest of the recommendations.

Other sports outside of football, netball & hockey have also seen steady declines in recent years (such as basketball which wasn't active at all in 2017/18) and this project paves the way for the reemergence of sustainable, local sporting options year round.

There has been financial support for the project through the Department of Sport & Recreation which is watching with a keen interest to see the outcomes of the project as a "pilot" with hopes it can be replicated across the state.

Without funding to proceed to Stage Two all the work and investment in Stage One will come to nothing.



**Other organisations involved or sharing facility:**

Ravensthorpe & District Football Association  
 Ravensthorpe Women's Hockey Association  
 Ravensthorpe Netball Association  
 Southerner's Sporting Club  
 Lakes Sporting Club  
 Ravensthorpe Tigers Football and Sporting Club

**If Council contribution does not meet requested amount how will project be financed or affected?:**

Without the Community Development Fund component the scope of the project will be limited to the mere set up/paperwork of the governance structure with no extra guidance or follow through (including the application to Department of Sport & Rec for Every Club funding of approximately \$25 000 per year for the next 2 years which will allow for the full completion of the project).

We feel that it is important that we demonstrate financial commitment from a range of stakeholders (including local government) to qualify for the further DSR funding.

**Budget**

\$	Cost ex-GST	GST	Cost Inc GST	Confirmed?	Notes
<b>Applicant Cash</b>	\$270.00	\$27.00	\$297.00	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Remaining from Stage 1 funds
<b>Voluntary (in kind) labour</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Donated materials</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Funds from other sources</b>	\$3454.55	\$345.45	\$3800.00	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	See emails attached
<b>Amount requested from the Community Development Fund?</b>	\$1750.45	\$175.05	\$1925.50		
<b>TOTAL PROJECT AMOUNT</b>			\$6022.50		

**Ongoing Management:**

Gabrielle Major commenced this project in April 2017 in a voluntary capacity and will see it through to completion or for as long as there is support from the participating sporting clubs.


Please note – the bank account submitted herewith is that of the auspice organisation – Ravensthorpe & District Football Association. The Winter Sports Association, currently does not have a bank account of its own (or funds, beyond the \$300 held in trust by R&DFA). The project seeks to formalize, incorporate and set up the overarching body so that it is able to be active in ensuring the sustainability of sport in the region.

**DECLARATION**

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

**Name:**            \_\_\_ Tom Major \_\_\_\_\_

**Position Held:**    \_\_\_ President \_\_\_\_\_

**Signature:**         \_\_\_\_\_

**Date:**                \_\_\_ 31-05-2018 \_\_\_\_\_

## ADDITIONAL INFORMATION REQUIRED

The following additional information must accompany all applications for:

### Minor Grants – less than \$5,000

- Income and expenditure statement for previous year and current bank balance
- If applicable, written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council.  
e.g. Dept of Sport & Recreation, LotteryWest, etc.
- Copies of quotations if over \$1000.00

Please forward completed applications to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

Or email to:

[secretary@ravensthorpe.wa.gov.au](mailto:secretary@ravensthorpe.wa.gov.au)

**Applications are to be received in the Shire Office by 4.00 pm Thursday 31<sup>st</sup> May 2018.**

# RE: CDF Grant Application

rodney clarence daw <[bluegroper@activ8.net.au](mailto:bluegroper@activ8.net.au)>

Thu 31/05/2018 7:51 AM

To: 'Gabrielle Major' <[gabrielleleake@hotmail.com](mailto:gabrielleleake@hotmail.com)>;

Morning Gabrielle

Resolved agreed to contribute \$1200

Regards Rod

---

**From:** Gabrielle Major [<mailto:gabrielleleake@hotmail.com>]

**Sent:** Wednesday, May 30, 2018 9:55 AM

**To:** rodney clarence daw

**Subject:** Re: CDF Grant Application

Hi Rod,

Have received the documentations from Khiara - thank you very much! One last request, could you please confirm via email that R&DFA have agreed to their contribution of \$1200 for Stage 2, the grant is asking for confirmation of all contributions.

Cheers

Gab

---

**From:** rodney clarence daw <[bluegroper@activ8.net.au](mailto:bluegroper@activ8.net.au)>

**Sent:** Tuesday, 29 May 2018 7:49 AM

**To:** 'Gabrielle Major'

**Subject:** RE: CDF Grant Application

Morning Gabrielle

Roger to your request will take in this morning god willing

Good luck with your application sounds good

Kind regards ROD

---

**From:** Gabrielle Major [<mailto:gabrielleleake@hotmail.com>]

**Sent:** Monday, May 28, 2018 9:43 AM

**To:** [bluegroper@activ8.net.au](mailto:bluegroper@activ8.net.au)

**Subject:** CDF Grant Application

Hi Rod,

Thanks for your time on the phone just now. As I mentioned, I'd like to submit a grant application to the Community Development Fund to assist in covering the costs of Stage 2 of the Winter Sports Project. With permission from your executive, I will do this under R&DFA as auspice for the unincorporated Winter Sports Association - there is no further expense to R&DFA than what has already been contributed (\$1200).

To allow me to complete the grant application, could you please send through:

- **Income and expenditure statement for previous year**
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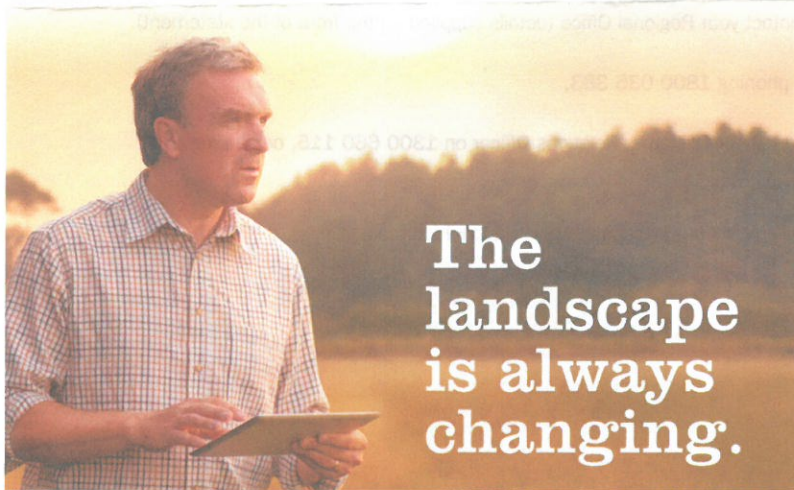
RAVENSTHORPE & DIST FOOTBALL ASSOC  
PO BOX 139  
RAVENSTHORPE WA 6346

**Your details at a glance**

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*Handwritten signature and date: 22-5-18*

...continued overleaf >

548BH102 / E-1232 / S-2547 / I-5093 / 0001127034001659

## Re: Winter Sports Project Part 2

Ravensthorpe Netball Association <ravensthorpena@outlook.com>

Wed 30/05/2018 9:44 AM

To: Gabrielle Major <gabrielleleake@hotmail.com>;

Hi Gabrielle,

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Apologies we can't be of more assistance and all the best!

Kind regards,

Elisa Spengler  
Ravensthorpe Netball Association Secretary

---

**From:** Gabrielle Major <gabrielleleake@hotmail.com>

**Sent:** Monday, 19 March 2018 5:45 PM

**To:** lakeswintersports@hotmail.com; southernerssportingclub@hotmail.com; Ravensthorpe Tigers; Elisa Spengler; Anthea Francis; bluegroper@activ8.net.au

**Subject:** Winter Sports Project Part 2

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Best regards  
Gabrielle Major  
0437 158 506

## Fw: Winter Sports Project Part 2

Ravensthorpe Womens Hockey Association <rwha1@outlook.com>

Mon 28/05/2018 7:39 PM

To: Gabrielle Major <gabrielleleake@hotmail.com>;

Cc: Cindy Daw <cindyjane13@hotmail.com>; Courtney Roberts <courtstar5@hotmail.com>;

Hi Gab

As discussed today, the Ravensthorpe Womens Hockey Association are happy to contribute \$600 towards the next stage of the Winter Sports Project.

I will follow up the outstanding contribution of \$500 from last year. Thanks.

Kind regards

**Tina Harris**  
Secretary

Ravensthorpe Womens Hockey Association  
PO Box 383 Ravensthorpe WA 6348  
0427 423 924

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**From:** Gabrielle Major <gabrielleleake@hotmail.com>  
**Sent:** Monday, May 28, 2018 11:08 AM  
**To:** Ravensthorpe Womens Hockey Association  
**Subject:** Re: Winter Sports Project Part 2

Hiya,

Also, have just spoken with Rod and apparently there is still \$500 outstanding from last year's commitment to the Winter Sports project - are you able to follow up?

Cheers  
Gab

---

**From:** Ravensthorpe Womens Hockey Association <rwha1@outlook.com>  
**Sent:** Monday, 28 May 2018 10:40 AM  
**To:** Gabrielle Major  
**Cc:** teenamaree77@gmail.com; Courtney Roberts  
**Subject:** Re: Winter Sports Project Part 2

Hi Gab

We did speak about this at the agm & I believe the decision was that RWHa would contribute, but that our association does not have lots of funds available to it - that \$1200 was not within our capability.

**AGENDA ITEM 10.4.1.8**

## Re: Winter Sports Project Part 2

Lakes winter sports Lake king <lakeswintersports@hotmail.com>

Tue 27/03/2018 8:45 PM

To: Gabrielle Major <gabrielleleake@hotmail.com>;

Hi Gabby,

Thanks for the updates 😊

Our committee had a catch up yesterday and have agreed to contribute the \$500 as suggested, we are all good to move forward with the next stage of the project.

Kind regards,

*Louise Teale*  
*Secretary*  
*Lakes Winter Sports*

---

**From:** Gabrielle Major <gabrielleleake@hotmail.com>

**Sent:** Monday, 19 March 2018 5:45:08 PM

**To:** lakeswintersports@hotmail.com; southernerssportingclub@hotmail.com; Ravensthorpe Tigers; Elisa Spengler; Anthea Francis; bluegroper@activ8.net.au

**Subject:** Winter Sports Project Part 2

Hi All,

I hope you are well and gearing up for the 2018 Winter Sports season. I also hope you are happy with the progress and changes brought about by the Winter Sports Project so far - big changes made in a consultative way are unfortunately necessarily slow-moving however I'm really excited about the fixture changes and the way the whole association has embraced the project.

We have almost finished up WBN's first stage/quote so I write seeking funding for the next stage - see attached the overview and costing. I would like to propose that each club contributes \$500 and each sport association puts in \$1200.

I hope you agree that WBN has been very good value and this next stage is also very cost effective. Particularly given that constitution updates will need to be done by all incorporated associations by June 2019 anyway. (Please hold off any updates until we know what's next!)

Could you please add this to the agenda of your next committee meeting and let me know the outcome asap. I would like to think that these governance changes could be in place by the 2019 season.

As always, any queries please don't hesitate to get in touch.

Best regards  
Gabrielle Major  
0437 158 506

# Governance - 2nd Phase

Ravensthorpe Tigers

Wed 30/05/2018 1:06 PM

To: Gabrielle Major <gabrielleleake@hotmail.com>;

Hello Gabby,

Just letting you know that the Tigers are happy to proceed with and support stage 2 of the governance workshop with Caroline. We are also happy with contributing the \$500 contribution.

Portia  
RTF&SC Secretary

Sent from [Outlook](#)



PO Box 309

Narembeen WA 6369

0898808035

eo@wheatbeltbusinessnetwork.com.au

www.wheatbeltbusinessnetwork.com.au

ABN: 18 291 340 495

ABN 18 291 340 495

# QUOTE

QUOTE NO. 1007

DATE 28/05/2018

### ADDRESS

Ravensthorpe and Districts

Football Club

Ravensthorpe WA 6346

Please detach top portion and return with your payment.

ACTIVITY	QTY	RATE	GST	AMOUNT
<b>Caroline Robinson - Fee for Service Governance</b> Write Sports Association constitution and charter, present and review	0	95.00	GST	0.00
<b>Caroline Robinson - Fee for Service Governance</b> Sports Association By Laws, review	8	95.00	GST	760.00
<b>Caroline Robinson - Fee for Service Governance</b> Write / review individual club constitutions	27	95.00	GST	2,565.00
<b>Caroline Robinson - Fee for Service Governance</b> Present constitutions and bylaws, workshop session and edits	18	95.00	GST	1,710.00
<b>Caroline Robinson - Fee for Service Governance</b> Funding prospectus	2	95.00	GST	190.00
<b>Travel</b>	1	250.00	GST	250.00

Please find your quote attached! We appreciate you considering Wheatbelt Business Network.

SUBTOTAL 5,475.00

GST TOTAL 547.50

Kind Regards

TOTAL **A\$6,022.50**

Wheatbelt Business Network

PH 9880 8035

E eo@wheatbeltbusinessnetwork.com.au

PLEASE REF. INVOICE NUMBER ON REMITTANCE

Payment by EFT BSB: 036-105 Acc: 177739

Payment by Credit Card.

Name:

Number:

Expiry Date:

CCV:

**AGENDA ITEM 10.4.1.8**



Accepted By

Accepted Date

PLEASE REF. INVOICE NUMBER ON REMITTANCE  
Payment by EFT BSB: 036-105 Acc: 177739

Payment by Credit Card.

Name:

Number:

Expiry Date:

CCV:

**AGENDA ITEM 10.4.1.8**



# Shire of Ravensthorpe

## Community Development Fund

### APPLICATION FORM 2018/2019

The closing date for applications is -

**4:00pm 31<sup>st</sup> May 2018**

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

### INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Development Fund Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

### APPLICATION SUMMARY SHEET

PLEASE COMPLETE CAREFULLY.

All relevant information must be provided. If assistance is required, please contact Administration at the Shire office

**Name of Organisation/Group/Applicant:**

Windspray Arts

Address:

Shop 4, 69 Maitland Street, Hopetoun

PO Box 580 Hopetoun WA 6348

Contact Person: Beryl Semple

Contact email: berylsemple@westnet.com.au

Position: Chairperson

Telephone: (H) 98383523

(W) 0428411171

Amount requested: \$ 1163.50

### PLEASE NOTE

- An application received outside the above deadline will be returned to the Applicant with the request that it be resubmitted for consideration in the following financial year funding round.
- Applications for Community Donations (maximum \$250) can be submitted at any time.
- Please do not bind your application – use a bulldog clip or similar.
- Please submit all attachments in an A4 or A3 format. **AGENDA ITEM 10.4.1.9**

**Applicant: Windspray Arts**

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**Postal Address: PO Box 580 Hopetoun 6348**

---

**ABN:** \_\_\_\_\_ (If applicable)

**Registered for GST?** Please select YES  **NO**

(If yes, the grant will be grossed up by 10% for GST and a **tax invoice** must be provided prior to payment)

**Contact Person 1:** Beryl Semple **Position:** Chairperson

**Email:** berylsemple@westnet.com.au

**Telephone (hm)** 98383523 **(wk)** 0428411171

**Contact Person 2:** Louise Lodge **Position:** Secretary

**Email:** louisemlodge@westnet.com.au

**Telephone (hm)** 0427700613 **(wk)** 0427700613s

**Objectives of the Organisation:**

- 1 To be financially self sustaining
- 2 To enhance cultural enrichment for local community members and visitors
- 3 To enrich social opportunities within groups attracted to the facility
- 4 To promote local art and develop art and craft skills
- 5 To attract national and international artists to our unique region
- 6 The property and income of the association shall be applied solely towards the promotion of the objects of the association and no part of the property or income may be paid to members' except in good faith and in the promotion of those objectives.

**Current Membership Numbers:**

<b>20 years and over</b>	<b>Male</b> <u>  4  </u>	<b>Female</b> <u>  20  </u>
<b>Junior (&lt; 20 years)</b>	<b>Male</b> _____	<b>Female</b> _____
<b>TOTAL</b>	<b>Male</b> <u>  4  </u>	<b>Female</b> <u>  20  </u>

**Existing Facilities:** Studio/ shop front with tables, workbench, easels, chairs, fridge, microwave and art equipment.

Gallery with exhibition screens both portable and static. Hanging system, desk, 3 chairs, Windspray signage banner, easel

**Project Description:**

Marketing Windspray Arts in the community. The production of two free standing outdoor banners. One for the Hopetoun Community Centre where Windspray exhibitions are held. A second banner for the studio facility where workshops and other event are held.

Acquiring equipment for the continuation of Woodblock print project, **Hard Pressed Go big**, which took place in 2017. This was a collaborative project and only one print was produced. The proposed workshops for 2018 will enable individuals to produce their own woodblocks and prints. Specialised wood cutting tools, ink rollers and inks are required to run the Woodblock printmaking workshops. As workshops will take place in both Ravensthorpe and Hopetoun Ravensthorpe Regional Arts Council is providing an extra set of tools and materials so that people are able to access them at both locations.

**Location:** Current location 96 Maitland Street soon to relocate to 65 France Street Hopetoun

**Demonstrated Need / Benefit:**

Relocation of studio necessitates signage

Signage to art in the Community Centre is essential to attract visitors and locals and improve exposure of the artwork displayed within the building both for ongoing exhibitions and the Annual Windspray Art Competition.

In 2017 RRAC invited Lizzy Robinson to run a collaborative wood block printing project **Hard Pressed go Big** resulting in a large local themed print being produced and exhibited in a statewide travelling exhibition. 6 artists from Ravensthorpe and Hopetoun participated. One of the aims of this project was to enable local people to further their print making skills and to produce individual prints which could be exhibited in up and coming local exhibitions. Windspray Arts plans to take on board this shared initiative with RRAC and run workshops at their venue and Dunnart Studio Gallery where a printing press is available for use. This will enable people to learn and further their skills.

The Annual Art Competition and summer workshops enhance Hopetoun Progress Association Summer Festival

More artists will have artwork to contribute to the Dunnart spring exhibition and Windspray Annual Art exhibition. There is a flow on effect from participating in all activities.

**Other organizations involved or sharing facility:**

Ravensthorpe Regional Arts Council  
 Local Quilters for annual exhibitions  
 Kids after school Art Club  
 Private workshops – painting, mosaics, papier mache, book binding, drawing, watercolours, textiles  
 Hopetoun Men in Sheds  
 Dunnart Studio Gallery through sharing equipment  
 Hopetoun Resource Centre connecting to workshops  
 Hopetoun Progress Association through Summer Festival.

**If Council contribution does not meet requested amount how will project be financed or affected?:**

Windspray will need to run fund raising events and seek donations and further sponsorship  
 Charge higher fees for participants in workshops.  
 Restrict number of tools available for participants at woodblock printing workshops

**Budget**

\$	Cost ex-GST	GST	Cost Inc GST	Confirmed?	Notes
<b>Applicant Cash</b>			71.92.00	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Shipping
<b>Voluntary (in kind) labour</b>	300.00			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Design Admin
<b>Donated materials</b>			120.00	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Board & Paper
<b>Funds from other sources</b>			746.80	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	RRAC
<b>Amount requested from the Community Development Fund?</b>			1163.50		Equipment Materials Signage
<b>TOTAL PROJECT AMOUNT</b>			2402.22		

**Ongoing Management:**

- Appoint project facilitator
- Report to Meetings on progress and outcome of project
- Organise activity sessions to practice skills and share ideas following workshops
- Publicise events that showcase artwork
- Photograph project activities
- Make use of Banners when required to promote organization and events

**DECLARATION**

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

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

**Position Held:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Windspray Arts Current Bank Balance \$1,716.98**

# Ravensthorpe Regional Arts Council

## PROFIT AND LOSS

January - April, 2018

	TOTAL
<b>Income</b>	
Box Office	2,750.00
Bus Income	130.00
Catering	840.00
Funding and Grants	
RAPP (Regional Arts Partnership Program - CAWA)	17,925.00
Regional Legacy (CAWA)	12,500.00
<b>Total Funding and Grants</b>	<b>30,425.00</b>
Fundraising	400.00
Interest Received	472.93
School Contributions	12,241.92
Sponsorships	2,742.00
Workshop Fee	8,972.00
<b>Total Income</b>	<b>A\$58,973.85</b>
<b>GROSS PROFIT</b>	<b>A\$58,973.85</b>
Other Income(Loss)	
Interest income	0.09
<b>Total Other Income(Loss)</b>	<b>A\$0.09</b>
<b>Expenses</b>	
Accommodation	1,324.00
Accountancy	1,100.00
Administration	41.00
Advertising	193.60
Bar - Licence	44.00
Bond	100.00
Bus Hire	2,786.38
Commissions	191.50
Computer Subscriptions	1,152.76
Donations/Sponsorship	400.00
Equipment	361.20
Equipment Rental	2,186.14
Float	400.00
Food - supply of	1,384.55
Gifts	61.74
Membership and subscriptions	166.00
Per diems	3,012.75
Performance Fee	4,636.42
Personal Development	36.00
Postage & freight	88.25
Printing, stationery & supplies	441.01
Project Manager	180.00
Promotional Material	482.00
Repairs and maintenance	24.02
Royalties	78.00
Salaries & Wages	
PAYG	974.00
Salaries and Wages	23,184.47



	TOTAL
Superannuation	3,182.08
<b>Total Salaries &amp; Wages</b>	<b>27,340.55</b>
Telephone & internet expenses	250.28
Touring Shows (Shows on the Go)	444.00
Travel expenses	7,984.20
Venue - Decorations	9.00
Venue, Exhibition Space	266.95
Website, Publications & Documentation	689.99
Workshops/Venue Hire	1,929.25
<b>Total Expenses</b>	<b>A\$59,785.54</b>
<b>NET EARNINGS</b>	<b>A\$ -811.60</b>

**Ongoing Management:**

- Appoint project facilitator
- Report to Meetings on progress and outcome of project
- Organise activity sessions to practice skills and share ideas following workshops
- Publicise events that showcase artwork
- Photograph project activities
- Make use of Banners when required to promote organization and events

**DECLARATION**

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

Name: BERYL SEMPLE

Position Held: CHAIRPERSON

Signature: Beryl Semple

Date: 31/5/18

**Windspray Arts Current Bank Balance \$1,716.98**



**Ravensthorpe Regional Arts Council**

ABN 60 557 238 342

*Celebrating 30 Years of Incorporation 1988-2018*

President: Ainsley Foulds  
Vice President: Jenny Chambers  
Secretary: Fay O'Brien  
Treasurer: Dianne Belli  
Coordinator: Kirsty Duffy 0438 945 405

Post Office Box 396  
Hopetoun WA 6348  
raveaboutarts.blogspot.com.au  
www.facebook.com/Raveaboutarts  
raccoordinator@westnet.com.au

**Memorandum of Understanding – Print Making Workshops**

This Memorandum of Understanding is an outline of agreement that commits the following parties to present Print Making Workshops in Hopetoun & Ravensthorpe.

Ravensthorpe Regional Arts Council  
PO Box 396  
Hopetoun WA 6348

and

Windspray Arts  
Maitland Street  
Hopetoun WA 6348

Project: Print Making Workshops (2-Days)  
Venue: Hopetoun first workshop, Ravensthorpe second workshop.  
Date: July/ August 2018

Ravensthorpe Regional Arts Council (RRAC) will provide:

Up to \$746.80 inc. gst to on receipt of itemised tax invoices as per below:

Item:	Cost:
Tuition Fee	\$ 300.00
Materials; ink	\$ 112.55
Ink rollers; 3 different sizes	\$ 64.25
Cartridge Paper & Carbon Paper	\$ 10.00
Venue Hire: Windspray \$30, Dunnart \$30	\$ 60.00
Wood Cutting Tools	\$ 200.00
<b>Total:</b>	<b>\$ 746.80</b>

Requirements:

- All coordination for the Print Making workshops by Windspray Arts.
- Quality photos of both workshops must be supplied to the RRAC Coordinator. At least 6 photos per workshop.
- An article for the Community Spirit must be forwarded (for review) to the RRAC Coordinator within 10 days of the second workshop. RRAC logo suite must be submitted to the Community Spirit with the article.
- At least 8 people must be booked into the workshops for a good community outcome.
- Windspray will be responsible for posters and marketing. Poster/flyer drafts to be reviewed by RRAC coordinator prior to distribution. (RRAC will assist with digital advertising on Facebook pages).



- Workshop fee of \$20 per participant will be charged by RRAC for the 2-Day workshop. Windspray will be responsible for bookings/ registrations.

This Memorandum of understanding has been developed in good faith to ensure the greatest possible outcome for the proposed Print Making workshops.

Digital poster format presentation.

Windspray Arts will include RRAC, Country Arts WA and Shire of Ravensthorpe logos on any promotional material created for this project.

As part of our requirement to Country Arts WA Funding all articles and posters **pre** and **after** the event must have the following logos.



Department of Local Government, Sport and Cultural Industries  
Department of Primary Industries and Regional Development



Coat of arms must be no smaller than 1.5cm.

Include Shire of Ravensthorpe Logo.



Include Ravensthorpe Regional Arts Council Logo and blogsite details. <http://raveaboutarts.blogspot.com.au/>



Ravensthorpe Regional Arts Council

Digital logos can be supplied by RRAC via email. Contact RRAC Coordinator (Kirsty Duffy 0438 945 405 [rracordinator@westnet.com.au](mailto:rracordinator@westnet.com.au))

I have read the above particulars and agree to take part in the agreement as specified above.  
I am authorised to confirm our participation in this agreement.

Signed: *L Lodge*

Name: *LOUISE LODGE*  
Position: *SECRETARY*  
Organisation: *WIND SPRAY ARTS*

Dated: *29/5/18.*

Signed: *K Duffy*

Name: Kirsty Duffy  
Position: Coordinator  
Organisation: Ravensthorpe Regional Arts Council

Dated: 30/5/2018



Department of Local Government, Sport and Cultural Industries  
Department of Primary Industries and Regional Development





# Shire of Ravensthorpe

## Community Development Fund

### APPLICATION FORM 2018/2019

The closing date for applications is -

**4:00pm 31<sup>st</sup> May 2018**

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

### INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Development Fund Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

### APPLICATION SUMMARY SHEET

PLEASE COMPLETE CAREFULLY.

All relevant information must be provided. If assistance is required, please contact Administration at the Shire office

**Name of Organisation/Group/Applicant:**

Southerners Sporting Club

Address:

PO Box 49, Hopetoun, WA, 6348

Contact Person: Elisa Spengler

Contact email: southernerssportingclub@hotmail.com

Position: Committee Member

Telephone: (H) 041 717 4299

(W) \_\_\_\_\_

Amount requested: **\$ 4245.00**

### PLEASE NOTE

- An application received outside the above deadline will be returned to the Applicant with the request that it be resubmitted for consideration in the following financial year funding round.
- Applications for Community Donations (maximum \$250) can be submitted at any time.
- Please do not bind your application – use a bulldog clip or similar.
- Please submit all attachments in an A4 or A3 format. **AGENDA ITEM 10.4.1.10**



**Applicant:** Southerners Sporting Club**Postal Address:** PO Box 49, Hopetoun, WA, 6348**ABN:** 24085413655 (If applicable)**Registered for GST?** Please select YES  NO (If yes, the grant will be grossed up by 10% for GST and a **tax invoice** must be provided prior to payment)**Contact Person 1:** Elisa Spengler **Position:** Committee Member**Email:** elisaspengler@hotmail.com**Telephone (hm)** 041 717 4299 **(wk)** \_\_\_\_\_**Contact Person 2:** Shannon Foulds **Position:** Secretary**Email:** C/O southernerssportingclub@hotmail.com**Telephone (hm)** 041 8912 621 **(wk)** \_\_\_\_\_**Objectives of the Organisation:**

The Southerners Sporting Club is a community sporting group based in Hopetoun that was first founded in 1968. Southerners Sporting Club provides a safe place for community members to socialise, exercise and network which builds a stronger and more resilient community. Southerners Sporting Club participates in the Ravensthorpe district winter sport competition.

Southerners Sporting clubs aims and objectives include:

- To promote sport and educational opportunities to the wider community
- To place Southerners Sporting Club at the heart of its community by providing opportunities for interaction with the Club.
- To help grow the future of our regional sporting associations.
- To work with individuals and organisations to establish strong partnerships in order to provide a platform from which to develop and deliver worthwhile and beneficial projects within the community.
- To help organisations develop and maximise the use of community facilities

Southerners is a key organisation in the district with members spanning all ages and demographics. It promotes a healthy and vibrant community. 2019 marks the 25<sup>th</sup> annual fishing competition hosted by the club. The event is the major fundraiser for the sporting club and is a highlight of Hopetoun's yearly event calendar. This family friendly event is also a drawcard for many tourists attracting needed tourist dollars to businesses in the area.

**Current Membership Numbers:**

<b>20 years and over</b>	<b>Male 18</b>	<b>Female 25</b>
<b>Junior (&lt; 20 years)</b>	<b>Male 25</b>	<b>Female 22</b>
<b>TOTAL</b>	<b>Male 43</b>	<b>Female 47</b>

**Existing Facilities:**

Southerners Sporting Club is housed in the Hopetoun District & Recreation Association (HDRA) building also shared by the Hopetoun Bowling Club. The premises includes club rooms, netball courts, a footy oval and hockey oval which are utilised by the club. A playground also entertains members.

There are storerooms/ strapping rooms at the base of the property which are used to store club belongings in the off season.

**Project Description:**

Southerners Sporting Club committee seeks funds for the following:

- **HEAVY DUTY STORAGE CONTAINERS** for the safe keeping of the new club uniforms (purchased in 2017) and other club belongings. The containers will protect items from rodents and save the club money for the replacement of items.
- **HOCKEY FIELD NETTING** for attempts at goal which miss the goal perimeters. There have been several near-misses in recent times with children or vehicles in the path of misguided balls. This is an issue of safety for our members and the broader Winter Sport Association. The netting would give strikes at goal a wider contained berth.
- **2019 ANNUAL FISHING COMPETITION SUPPORT** for family **entertainment** for the event close, **venue hire, advertising costs** (ie. Community Spirit and the printing of flyers and posters) and the purchase of one **'Southerners Event' sandwich board** to clearly mark the event venue. Southerners tested the use of the Hopetoun Community Centre for their 2018 event. Reduced population and consequently reduced volunteers mean the committee has had to look at alternative options as marquees are very labour intensive. Inclement weather has also been an issue over recent events. The 2018 trial was a success and we would like to continue to utilise the venue in the future.

**Location:**

Southerners Sporting Club – Hopetoun, WA (housed in the HDRA building Hopetoun – a shared facility with the Hopetoun Bowling Club).

Hopetoun Community Centre (for the purpose of the Annual Fishing Classic)

**Demonstrated Need / Benefit:**

In 2017 an entirely new Southerners Sporting Club committee took the reins. It was initially decided to use our first year to observe and collate the major needs and areas that could be improved for the club. A majority of the committee remain for the 2018 season (with 2 leaving due to the FQM mine closure). We have organised and successfully delivered 2 Fishing Competitions and are in the midst of the second Winter Sport season.

In the 2017/18 off season mice were a huge issue for the club getting into our uniforms/ equipment/ office supplies and catering equipment. Storage bags were destroyed and other items also needed to be replaced. The uniforms were brand new for the 2017 season. As such we request funds to purchase heavy duty storage tubs that won't easily crack and will protect club possessions.

As outlined above, hockey field netting is required as a matter of safety with miss guided shots at goal proving dangerous to passers by (both people and vehicles).

The annual fishing classic coordinated by the club will be in its 25<sup>th</sup> year in 2019. The use of the Hopetoun Community Centre was a success in 2018. Hopetoun has a reduced population as a result of the First Quantum Minerals mine closure. Extra volunteer burden and reduced fundraising opportunities have resulted. The use of the hall means there is no need to set up marquees and that inclement weather doesn't prove an issue. It also saves on volunteer burn out. The event included the Hopetoun Progress Association markets and closed with entertainment. There is a need for better branding of the event venue (ie. sandwich board signage) for visitors and non-locals wishing to participate.



**Other organizations involved or sharing facility:**

Hopetoun Progress Association hold markets in the hall during the Fishing Classic. The Hopetoun Community Resource Centre had record numbers through in 2018 as a result of the fishing event. The event also proves a fantastic opportunity to showcase the Hopetoun Community Hall to tourists, event sponsors and other winter sport club members. In 2018 our committee received much positive comment from Lake King/ Varley/ Ravensthorpe attendees who had never visited the venue. The Hopetoun Bowling Club shares the HDRA space but won't directly benefit from this proposal. The Community Spirit will benefit from advertising in their print newspaper.

**If Council contribution does not meet requested amount how will project be financed or affected?:**

- HEAVY DUTY STORAGE CONTAINERS – if not supported the club will either have to risk further mice damage to property or invest their own funds for the purchase of storage containers to keep pests out. Club funds are generated primarily via volunteer fundraising so this creates a further burden on volunteers.
- HOCKEY NETTING – if not supported will pose a safety risk to the community. Again the club will either have to fund it themselves (as outlined above this increases a need for volunteers to fundraise) or alternatively we will need to apply for funds from an alternative source until we are successful.
- FISHING COMPETITION SUPPORT – a lack of support may mean less advertising (less support for the Community Spirit) and reduced tourist numbers to the area which in turn means less revenue for the club and local businesses. Better venue signage is required after feedback from the general community. Family friendly entertainment is a major drawcard for the evening of the event. The club receives sponsorship from local businesses however due to downturn in business some are reducing their sponsorship to the club. This all results in more volunteer hours required to deliver these events successfully and less fundraising for the sporting club.

It should be noted that our membership base has dropped from 150 to 90 since last season – this is most likely due to the mine closure.

**Budget**

\$	Cost ex-GST	GST	Cost Inc GST	Confirmed?	Notes
<b>Applicant Cash</b>	\$0	\$0	\$0	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Please note: Southerners are committed to paying any shortfalls
<b>Voluntary (in kind) labour</b>	\$4875	\$0	\$4875	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	In-kind hours based on a rate of \$25 per hour – includes coordinating the design, purchase and delivery of goods as outlined in this application (15hours). Also includes volunteer hours to deliver the Southerners Annual Fishing Classic event (180hours).
<b>Donated materials</b>	\$0	\$0	\$0	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	N/A
<b>Funds from other sources</b>	\$0	\$0	\$0	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Sponsorship received is for event prizes only so has not been listed.

<b>Amount requested from the Community Development Fund?</b>	\$363	\$36.30	\$400		Club Storage Tubs Hockey Netting x 2 Event Sandwich Board <b>FISHING COMP</b> Advertising (Newspaper/ Posters) Hopetoun Community Centre Hire Family Entertainment (based on 2018 cost)
	\$818	\$81.80	\$900		
	\$900	\$90	\$990		
	\$727	\$72.70	\$800		
	\$150	\$15	\$165		
	\$900	\$90	\$990		
<b>TOTAL PROJECT AMOUNT</b>			\$9120		

**Ongoing Management:**

Southerners Sporting Club is in its 51st year of operation. The Annual Fishing Classic will be in its 25<sup>th</sup> year in 2018. This illustrates the longevity of the club and its activities.

The committee is committed to staying onboard for season's ahead and has the prosperity of the club at heart.

**\*\*PLEASE NOTE: THE 2019 SOUTHERNERS ANNUAL FISHING CLASSIC WILL BE HELD MID-APRIL – WE UNDERSTAND THIS FALLS OUTSIDE THE 31<sup>ST</sup> MARCH 2019 ACQUITTAL, HOWEVER THE ONLY FUNDS TO SPEND COME THIS DATE WILL BE SHIRE VENUE HIRE & ADVERTISING INVOICES. THIS WAS DISCUSSED WITH IAN FITZGERALD\*\***

**DECLARATION**

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

**Name:** Elisa Spengler

**Position Held:** Southerners Sporting Club Committee Member

**Signature:** 

**Date:** 30/05/2018

## ADDITIONAL INFORMATION REQUIRED

The following additional information must accompany all applications for:

### Minor Grants – less than \$5,000

- Income and expenditure statement for previous year and current bank balance
- If applicable, written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council.  
e.g. Dept of Sport & Recreation, LotteryWest, etc.
- Copies of quotations if over \$1000.00

Please forward completed applications to:

Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

Or email to:

[secretary@ravensthorpe.wa.gov.au](mailto:secretary@ravensthorpe.wa.gov.au)

**Applications are to be received in the Shire Office by 4.00 pm Thursday 31<sup>st</sup> May 2018.**

# Profit & Loss

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## Southerners Sporting Club 1 January 2018 to 31 May 2018

31 May 18

<b>Income</b>	
Bar Sales	5,835
Canteen Sales	5,990
Fishing Competition Revenue and Sponsorship	7,993
Gate Income	982
Membership Income	3,994
Merchandise Sales	1,889
Other Income	650
Sponsorship Income	10,810
<b>Total Income</b>	<b>38,143</b>
<b>Less Cost of Sales</b>	
Cost of Goods Sold - Bar	4,870
Cost of Goods Sold - Canteen	2,408
Cost of Goods Sold - Fishing Competition	3,192
Cost Of sales - Membership Affiliation	180
<b>Total Cost of Sales</b>	<b>10,650</b>
<b>Gross Profit</b>	<b>27,493</b>
<b>Plus Other Income</b>	
Interest Income	7
<b>Total Other Income</b>	<b>7</b>
<b>Less Operating Expenses</b>	
Accounting and Bookkeeping	467
Advertising	20
Awards and Prize Money	940
Bank Fees	48
Cleaning	113
Entertainment	1,025
Fishing Comp Awards & Prize Money	2,760
Fishing Comp General Expenses	997
Game Day Expenses	542
Insurance	1,752
Motor Vehicle - Fuel	110
Motor Vehicle Maintenance	990
Motor Vehicle Registration	1,104
Printing & Stationery	922
Small Sporting Equipment Items	238
Subscriptions	2,780
Umpire Fees	300
Volunteer Expenses	300
<b>Total Operating Expenses</b>	<b>15,409</b>
<b>Net Profit</b>	<b>12,091</b>

# Profit & Loss

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## Southerners Sporting Club 1 January 2017 to 31 December 2017

31 Dec 17

### Income

Bar Sales	6,915
Bus Hire Income	1,000
Canteen Sales	10,566
Fishing Competition Revenue and Sponsorship	22,929
Gate Income	3,361
Membership Income	8,536
Merchandise Sales	7,628
Social Club Event Income	9,729
Sponsorship Income	7,150
<b>Total Income</b>	<b>77,814</b>

### Less Cost of Sales

Cost of Goods Sold - Bar	5,076
Cost of Goods Sold - Canteen	6,017
Cost of Goods Sold - Fishing Competition	6,966
Cost of Goods Sold - Merchandise	9,575
Cost of Goods Sold - Social Club	(127)
Cost Of sales - Membership Affiliation	5,174
<b>Total Cost of Sales</b>	<b>32,681</b>

### Gross Profit

**45,132**

### Plus Other Income

Interest Income	38
<b>Total Other Income</b>	<b>38</b>

### Less Operating Expenses

Accounting and Bookkeeping	545
Advertising	257
Awards and Prize Money	900
Bank Fees	313
Cleaning	1,348
Electricity	2,189
Entertainment	1,253
Fishing Comp Awards & Prize Money	3,656
Fishing Comp General Expenses	545
Game Day Expenses	64
Insurance	2,941
Motor Vehicle Maintenance	606
Motor Vehicle Registration	875
Presentation Night Expenses	3,195
Printing & Stationery	575
Repairs and Maintenance	716
Small Sporting Equipment Items	865
Social Club General Expenses	910

# Profit & Loss

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	<b>31 Dec 17</b>
Strapping Costs	567
Subscriptions	2,852
Training	901
Trophy - EOY	897
Umpire Fees	2,025
Water	78
<b>Total Operating Expenses</b>	<b>29,074</b>
<b>Net Profit</b>	<b>16,096</b>



# Profit & Loss

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## Southerners Sporting Club 1 January 2016 to 31 December 2016

31 Dec 16

<b>Income</b>	
Bar Sales	11,359
Bus Hire Income	600
Canteen Sales	8,139
Fishing Competition Revenue and Sponsorship	6,103
Gate Income	3,353
Grant Income - Non Reciprocal	500
Membership Income	10,120
Merchandise Sales	1,085
Sponsorship Income	249
<b>Total Income</b>	<b>41,509</b>
<b>Less Cost of Sales</b>	
Cost of Goods Sold - Bar	5,830
Cost of Goods Sold - Canteen	4,108
Cost of Goods Sold - Fishing Competition	4,334
Cost Of sales - Membership Affiliation	9,875
<b>Total Cost of Sales</b>	<b>24,147</b>
<b>Gross Profit</b>	<b>17,362</b>
<b>Plus Other Income</b>	
Interest Income	126
<b>Total Other Income</b>	<b>126</b>
<b>Less Operating Expenses</b>	
Accounting and Bookkeeping	330
Awards and Prize Money	200
Cleaning	1,329
Electricity	2,153
Expired Uniform Expenses	150
Game Day Expenses	363
Legal expenses	53
Motor Vehicle - Fuel	211
Motor Vehicle Maintenance	153
Motor Vehicle Registration	688
Presentation Night Expenses	4,068
Printing & Stationery	422
Strapping Costs	808
Subscriptions	175
Trophy - EOY	2,585
Umpire Fees	1,825
Volunteer Expenses	24
<b>Total Operating Expenses</b>	<b>15,537</b>
<b>Net Profit</b>	<b>1,950</b>

<b>10.4.2 COUNCILLOR SITTING FEES</b>
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**File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** N/A**Date:** 6<sup>th</sup> June 2018**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Nil**Summary:**

Council is requested to determine Councillor Sitting/Meeting payments to be made during the 2018/19 financial year which will allow inclusion in the budget.

The current practice is for Council to adopt a per annum method of payment.

**Background:**

Council has previously adopted the per annum method of payment for Councillor Sitting Fees.

The current payments are:

President:	\$ 19,500	
Councillor:	\$ 13,000	
President's Allowance:	\$ 13,000	
Deputy Presidents Allowance:	\$ 3,250	(25% of Presidents allowance)
Communications Allowance:	\$ 1,084	

In addition travel allowance is paid for those Councillors who submit travel claims at a rate of \$0.78c per km.

At present payments are made to Councillors on a quarterly basis.

The 2017/18 Budget provides for a total expenditure of over \$136,000 on these payments (includes travel allowance) with payments made quarterly and travel costs subject to claims from Councillors.

**Comment:**

Payment bands for Councillors are set each year by the WA Salaries and Allowances Tribunal with the latest range of fees detailed below.

The Shire of Ravensthorpe is classified as a Band 3 Council and the allowable payment range is highlighted in yellow.

**Table 4: Council meeting fees per meeting – local governments**

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$609	\$785	\$609	\$1,177
2	\$369	\$576	\$369	\$772
3	\$191	\$406	\$191	\$628
4	\$90	\$236	\$90	\$485

**Table 6: Committee meeting and prescribed meeting fees per meeting – local governments**

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$305	\$392
2	\$184	\$288
3	\$96	\$203
4	\$45	\$118

NOTE: In the case of the Shire of Ravensthorpe Committee meetings would include attendance at meetings such as Regional Road Group, Progress Associations, GVROC, and CRC's.

**Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments**

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$24,360	\$31,364	\$24,360	\$47,046
2	\$14,718	\$23,000	\$14,718	\$30,841
3	\$7,612	\$16,205	\$7,612	\$25,091
4	\$3,553	\$9,410	\$3,553	\$19,341

**Table 10: Annual allowance for a mayor or president of a local government**

For a mayor or president		
Band	Minimum	Maximum
1	\$50,750	\$88,864
2	\$15,225	\$62,727
3	\$1,015	\$36,591
4	\$508	\$19,864

If Council were to move to a per meeting method of payment and using the maximum figures provided by the Tribunal, and based on 11 Council meetings, 1 Special meeting and 5 Committee meetings, so as to provide Council with an estimated budget for meeting fees the amount would be in the order of \$68,000 including the current amounts for President, Deputy President and Communications Allowances. Travel claims would be in addition to this amount.

**Consultation:**

Salaries and Allowances Tribunal  
Neighbouring local governments

**Statutory Obligations:**

Local Government Act 1995 - s5.98 1b and 2A b  
Salaries and Allowances Act 1975 – s7B 2

**Policy Implications:**

N/A

**Budget / Financial Implications:**

Any new payment structure will be included in the 2018/19 annual budget.

**Strategic Implications:**

N/A

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**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 Council:	
<ul style="list-style-type: none"> <li>a) Determine whether to adopt an annual fee structure or per meeting payment structure for 2018/19</li> <li>b) set the following sitting fees and allowances for 2018/19:</li> </ul>	
President:	\$
Councillors	\$
Committee Meetings	\$
President Allowance	\$
Communications Allowance	\$
Travel Allowance	\$            cents per km

**10.4.3 PROVISION OF HEALTH AND BUILDING SERVICES**

<b>File Ref:</b>	
<b>Applicant:</b>	
<b>Location:</b>	Shire of Ravensthorpe
<b>Disclosure of Officer Interest:</b>	Not applicable
<b>Date:</b>	7 <sup>th</sup> June 2018
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	10.4.3 Draft Service Agreement Contract

**Summary:**

Council currently has a contract health/building officer who attends the office approximately every 3 weeks and is based in Perth.

The Chief Executive Officer has been in negotiations with the City of Albany to provide a similar service, based on a 3 year contract but with cost savings to Council.

The Shire of Jerramungup has recently entered into an arrangement with the City of Albany for the provision of these services and is a 3-year agreement.

**Background:**

The current health/building arrangement will come to an end as at 31<sup>st</sup> May 2018.

**Comment:**

The Chief Executive Officer has commenced discussions with the City of Albany in relation to the provision of health and building to the Shire of Ravensthorpe as they currently do for the Shire of Jerramungup.

The City of Albany has a team of building officers and health officers who will be able to assist the shire with meeting their statutory obligations and has the capacity to employ additional staff if required. The Shire of Jerramungup has recently entered into a 3-year arrangement with the City of Albany for the provision of building and health services.

The proposed service agreement would see a dedicated level of service provided to the Shire of Ravensthorpe and would meet or exceed current arrangements with a projected savings on current costs with the service being provided out of Perth. The new service agreement would be based on an hourly rate for services provided plus travel expenses when attending the area for inspections and/or meetings.

**Consultation:**

City of Albany

Shire of Jerramungup

**Statutory Obligations:**

Local Government Act 1995

Building Act 2011

Building Code of Australia

Health Act 2016

**Policy Implications:**

N/A

**Budget / Financial Implications:**

The current arrangement is estimated to cost \$100,000 per year. The proposed new service agreement with the City of Albany is estimated to cost \$65,000 in 2018/19. There will be time taken early in the change-over to adjust to templates and procedures currently in place which may impact on the overall cost for the year. The annual cost will also be largely determined by the level of enquiry that is received.

**Strategic Implications:**

N/A

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Minor	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation



**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 10.4.3

That Council authorise the Chief Executive Officer to finalise negotiations with the City of Albany for the provision of building and health services and to enter into an appropriate service level agreement.

# Contract for the provision of services

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City of Albany

Shire of Ravensthorpe

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# Details

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## Parties

### **City of Albany**

102 North Road, Yakamia, WA 6330

**(Service Provider)**

### **Shire of Ravensthorpe**

65 Morgans Street, Ravensthorpe, WA 6346

**(Service Recipient)**

## Background

- A The Service Recipient wishes to engage the services of the Service Provider for the provision of the Services.
- B The Service Recipient and the Service Provider have agreed to enter into this Contract as evidence of their agreement in respect of the provision of the Services.

# Agreed terms

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## 1. Defined terms and interpretation

### 1.1 Defined terms

In this Contract –

**CEO** means the Chief Executive Officer of the Service Provider or the Service Recipient as applicable;

**Code of Conduct** means a code of conduct adopted under s5.103 of the *Local Government Act 1995*;

**Claim** means all and any claim, demand, writ, summons, action, suit, prosecution, proceeding, judgment, order, decree, damages, costs (including legal costs), loss and expense of any kind;

**Commencement Date** means the date specified in **Item 1** of the Schedule;

**Contract** means this contract;

**Contract Price** means the price for the provision of the Services as specified in **Item 2** of the Schedule;

**Details** means the details page at the beginning of the Contract identifying the Parties and the background to the Contract;

**Expiry Date** means the date of the expiration of the Term;

**Notice** means a notice under **clause 10.4**;

**Party** means a Party to the Contract;

**Project Officer** means an appropriately qualified and skilled person employed by the Service Provider to perform the Services;

**Schedule** means the schedule to the Contract;

**Service Provider** means the local government identified as the Service Provider in the Details;

**Service Recipient** means the local government identified as the Service Recipient in the Details;

**Services** means the services described in **Item 4** of the Schedule;

**Term** means the term of this Contract as specified in **Item 3** of the Schedule;

## 1.2 Interpretation

In this Contract, unless inconsistent with the context -

- (a) headings and bolding are for convenience only and do not affect the interpretation of the Contract;
- (b) words importing the singular include the plural and vice versa;
- (c) a reference to a gender includes a reference to each other gender;
- (d) a reference to a person or individual includes a reference to a firm, corporation or other corporate body, authority, government and governmental agency and vice versa;
- (e) where a term is assigned a particular meaning, other grammatical forms of that term have a corresponding meaning;
- (f) a reference to any written law includes -
  - (i) all written laws amending, consolidating or replacing that written law; and
  - (ii) all regulations, proclamations, planning schemes or local laws made under that written law;
- (g) a reference to a Party includes that Party, its successors, permitted assigns, receivers, administrators, executors, substitutes and liquidators;
- (h) a reference to any document includes a reference to that document as amended, rectified or replaced from time to time and to any document so amending, rectifying or replacing the document;
- (i) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions;
- (j) a rule of construction does not apply to the disadvantage of a Party because the Party was responsible for the preparation of the Contract or any part of it;
- (k) an obligation, representation or warranty in favour of two or more persons -
  - (i) is for the benefit of them jointly and severally; and
  - (ii) binds them jointly and severally;
- (l) a reference to '\$' or 'dollars' is a reference to Australian dollars; and
- (m) unless expressly stated otherwise, a reference to a Party, clause, sub-clause, paragraph or part, is a reference a Party, clause, sub-clause, paragraph or part of or in the Contract.

## 2. Agreement

### 2.1 Covenants

- (1) The parties covenant with each other on the terms and conditions outlined in this Contract.
- (2) In consideration for the payment of the Contract Price by the Service Recipient, the Service Provider covenants with the Service Recipient to during the Term -
  - (a) provide the Services in accordance with the Contract; and



- (b) do and perform all other things that are reasonably necessary for the provision of the Services in accordance with the Contract.

## 2.2 Term

- (1) Subject to **clause 2.2(2)** and **clause 8**, the Term of the Contract commences on the Commencement Date and ends on the Expiry Date.
- (2) On, or prior to, the first anniversary of the Commencement Date either Party may give Notice to the other Party that it seeks a review of the operation of the Contract.
- (3) On receipt of a Notice under **clause 2.2(2)**, the CEO of the recipient must make arrangements to meet with the CEO of the other Party within 7 days of the date of the Notice, unless agreed otherwise between the CEOs.
- (4) The purpose of a meeting under **clause 2.2(3)** is to discuss the operation of the Contract and to agree on whether the Contract should continue to the Expiry Date, be terminated, or alternatively, be amended to accommodate any concern expressed by either Party.
- (5) If agreement is not reached under **clause 2.2(4)**, the Contract will terminate on a date agreed between the Parties.
- (6) If the Parties cannot reach agreement on the date on which the contract will terminate under **clause 2.2(5)**, the Contract will terminate 30 days from the first anniversary of the Commencement Date.
- (7) **Clause 8.1** will apply to a termination of the Contract under **clause 2.2(5)**, as if the Contract had expired at the expiration of the Term.

## 3. Obligations of the Service Recipient

### 3.1 Payment of Contract Price

The Service Recipient must pay to the Service Provider the Contract Price in accordance with **Item 2** of the Schedule.

### 3.2 GST

- (1) In this clause -

**GST Act** means *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

**GST Law** means the GST Act and any associated legislation including without limitation delegated legislation.

**GST, Registered, supply, tax invoice** and any other expression used that is defined in the GST Law has the same meaning as given to it in the GST Law.

- (2) Unless specifically described in the Contract as 'GST-inclusive', any consideration to be paid or provided for a supply made under or in connection with the Contract does not include an amount on account of GST and is 'GST-exclusive'.
- (3) Where, under the GST Law, any supply to be made by a Party (**Supplier**) to another Party (**Recipient**) under or in connection with the Contract is subject to GST (other than a supply the consideration for which is specifically described in the Contract as GST-inclusive), then -

- (a) the consideration payable or to be provided for that supply under the Contract will be increased by, and the Recipient will pay to the Supplier, an amount equal to the GST calculated according to the GST Law;
  - (b) the Recipient shall pay that additional GST amount at the same time and in the same manner as the GST-exclusive consideration is paid or provided; and
  - (c) a reference to the consideration payable for a supply includes the value of any non-monetary consideration for the provision.
- (4) If the Supplier is Registered or required to be Registered, the Supplier must provide a GST compliant tax invoice in connection with any supply made by it under the Contract, failing which the Recipient will not be obliged to make any payment for that supply until the invoice is provided.

## 4. Service Provider

### 4.1 Provision of Services

Subject to **clause 4.2**, the Service Provider must provide the services of the Project Officer to the Service Recipient to carry out the Services.

### 4.2 Acknowledgement

The Service Recipient acknowledges that although the Service Provider will use its best endeavours to ensure that a Project Officer is available to perform the Services for the Service Recipient as and when needed, the availability of the Project Officer is subject to the Project Officer's other obligations and usual conditions of employment such as the Project Officer's entitlement to public holidays and sick and annual leave.

## 5 Employment Obligations

### 5.1 Service Provider Responsibility

The Project Officer is an employee of the Service Provider and, with the exception of any specific provision in the Contract that is contrary to this **clause 5.1**, the Service Provider will be responsible for all employer obligations in regard to the Project Officer.

### 5.2 Service Recipient Responsibility

The Service Recipient will share the cost of the Service Provider's employment obligations with respect to the Project Officer in the manner specified in the Contract Price.

## 6 Exclusion of liability

- (a) The Service Provider will not be liable for any action or omission of the Project Officer that arises from any instruction, action or omission of the Service Recipient, or any person representing the Service Recipient.
- (b) The Service Recipient agrees to indemnify the Service Provider and to keep the Service Provider indemnified at all times against any Claim arising from a matter for which the Service Provider is not liable under **clause 6(a)**.

## 7 Conduct

### 7.1 Code of Conduct

- (a) It is a condition of employment of any employee of the Service Provider that the employee comply with the Service Provider's Code of Conduct and the Project Officer is expected to comply with that Code when performing any function for the Service Recipient.
- (b) Providing the Service Recipient provides a copy of any such code to the Project Officer, the Project Officer is also expected to comply with any Code of Conduct adopted by the Service Recipient that applies to employees, while the Project Officer is performing a function for the Service Recipient.

### 7.2 CEO instruction

While performing a function for the Service Recipient under this Contract the Project Officer must comply with any instruction that is reasonable in the circumstances, from the Service Recipient's CEO, or any other employee of the Service Recipient that the CEO of the Service Recipient has advised the Project Officer in writing has been authorised by the CEO to give instructions to the Project Officer. The authority of any employee of the Service Recipient authorised by the CEO of that Party to give instructions to the Project Officer, only extends to the authority specified in the written advice from the CEO to the Project Officer.

## 8 Termination

### 8.1 Expiration of term

This Contract will expire at the expiration of the Term and neither Party will have any further obligation under the Contract with the exception of any obligation that accrued prior to termination and remains outstanding (or which survives termination of the Contract).

### 8.2 Local government reform

If the Service Recipient is amalgamated with another local government, or the boundaries of the Service Recipient are changed in any manner that affects the provision of the Services in a material way, this Contract will terminate on the date that any such amalgamation or boundary change comes into effect, and neither Party will have any further obligation under the Contract with the exception of any obligation that accrued prior to termination and remains outstanding (or which survives termination of the Contract).

### 8.3 Employee contract termination

- (1) If the employment contract of the Project Officer is terminated for any reason, the Service Provider will endeavour to replace the Project Officer with another employee who is suitably qualified for, and willing to provide, the Services, in the meantime provision of the Services may be suspended until a replacement employee commences employment.
- (2) If the Service Provider is unable to replace the Project Officer under **clause 8.3(1)**, the Contract will be deemed to have terminated from the date of the end of the Project Officer's employment contract, and neither Party will have any further obligation under

the Contract with the exception of any obligation that accrued prior to termination and remains outstanding (or which survives termination of the Contract).

#### **8.4 Default or breakdown of relationship**

- (1) If either Party considers that the other Party is in breach of the Contract, or is failing to perform the Contract in good faith, the aggrieved Party may access the dispute resolution process in **clause 9** and, if after following that process, the aggrieved Party remains aggrieved that Party may serve Notice on the other Party that it wishes to terminate the Contract.
- (2) If Notice is served under **clause 8.4(1)** the Parties must meet and endeavour to determine from what date the Contract should be terminated and how any remaining obligations (other than those that extend beyond the expiration of the Contract, which will remain in force) are to be fulfilled.
- (3) Subject to compliance with **clauses 8.4(1)** and **8.4(2)**, neither Party is prevented from accessing any legal remedy that may be available to a Party as a result of a breach of the Contract.

#### **9 Dispute resolution**

- (1) If either Party is concerned about any aspect of the performance of the Contract and is unable to have that concern addressed through informal means, prior to taking any other action or exercising any legal right, the CEO of the concerned Party must first raise the concern by serving a Notice on the CEO of the other Party.
- (2) Any notice served on a CEO under **clause 9(1)** must clearly identify the matter of concern.
- (3) On receipt of such a Notice a CEO must meet with, or conduct a teleconference with the CEO of the other Party, within 7 days of receipt of the Notice (or within such longer time that is agreed to by both CEOs).
- (4) The CEO of each Party must, acting in good faith, use their best endeavours to agree to a practical solution in regard to a concern that has been raised under this **clause 9**.
- (5) If agreement is reached under **clause 9(4)**, each CEO must use his or her best endeavours to ensure that the agreed practical solution is implemented.
- (6) If agreement is not reached under **clause 9(4)**, either CEO fails to participate in reaching any such agreement or a solution agreed under **clause 9(5)** is not being satisfactorily implemented, a concerned Party may access any legal means available to enforce the Contract, or may give Notice to the other Party under **clause 8.4** without prejudicing the capacity of either Party to access any legal means available to enforce this Contract.

## 10. Miscellaneous

### 10.1 Confidentiality

The Parties must ensure that, subject to overriding disclosure requirements (such as those in the *Freedom of Information Act 1992*), documents and other information, that are supplied and clearly identified as confidential, are kept confidential. If required in writing by a Party, the other Party must enter into a separate agreement not to disclose to anyone else any confidential matter after the Expiry Date or earlier termination of the Contract.

### 10.2 Entire agreement

The Parties agree that the Contract constitutes the whole and entire agreement between them and supersedes all previous negotiations and agreements written or oral.

### 10.3 Assignment

Neither Party may assign the benefit of this Contract to another Party.

### 10.4 Notices

A notice under this Contract must be in writing and served on the recipient by –

- (a) hand delivery;
- (b) email;
- (c) facsimile; or
- (d) post.

### 10.5 Severability

In the event of part of this Contract being or becoming void or unenforceable then that part shall be severed from the Contract with the intention that the balance of the Contract is to remain in full force and effect, unaffected by the severance.

### 10.6 Modification and waiver

- (1) The Contract may not be modified, amended or varied except by a document in writing signed by or on behalf of each of the Parties.
- (2) Any modification to a term or condition of the Contract, or waiver or relinquishment of the performance of any term or condition of the Contract, will be effective only if made in writing and executed by or on behalf of the Party granting the waiver.
- (3) No waiver of any one breach of any term or condition of the Contract is to operate as a waiver of any other breach of the same or other term or condition of the Contract.

### 10.7 Laws of Western Australia apply

The Contract is to be construed and interpreted in accordance with the laws of the State of Western Australia and the Parties agree to submit to the jurisdiction of the courts of that State and of courts competent to hear appeals from them.

# Schedule

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**Item 1 Commencement Date**

The date on which this Contract is signed by both Parties

**Item 2 Contract Price**

(a) Direct Costs

Environmental Health Officer	\$100.00 per hour including travel time
Building Surveyor	\$100.00 per hour including travel time
Vehicle Expenses in accordance with Clause 15.2 of the Local Government Industry Award	\$0.78c per km
Away from home allowance	\$100.00 per night

(b) Indirect Costs

The rate per hour for Direct and Indirect Costs included in a) above incorporates the following items:

Workers Compensation Insurance
Telecommunications and IT
Training and PD
Supervision
Stationery
Role specific plant and equipment

(c) The Service Provider will pay one hundred percent of the costs referred to in (a) above and will invoice the Service Recipient for its share of the costs each calendar month in equal monthly instalments.

(d) The Service recipient will provide the following items directly

Accommodation
Official logo polo shirt for each Project Officer to wear when onsite
Other materials and supplies required on site for service delivery

### Item 3 Term

3 years from the Commencement Date

### Item 4 Services

#### Environmental Health Services

- Undertake inspections of food premises, licensed premises and other establishments to determine compliance with the Health Act and relevant regulations and local laws;
- Undertake inspections of dwellings, public buildings and offensive trades to ensure compliance with the Health Act and relevant regulations and by-laws;
- Investigate and resolve noise complaints utilising technical equipment and where necessary liaising with the Department of Environment;
- Carry out investigations following notification of infectious diseases and report to the relevant authorities.
- Investigate complaints from the Shire's customers related to environmental health, issue notices where applicable and proceed with follow-up inspections as required.
- Inspect development applications and building permit applications for compliance with provisions of the Health Act, relevant regulations and local laws;
- Obtain samples of food, water and liquor to ensure compliance with the Food Standards Code and other relevant regulations;
- Oversee the seizure, condemnation and disposal of food deemed unfit for human consumption;
- Provide advice and interpretation of the Health Act and other related statutes, regulations and local laws to the Shire's customers;
- Maintain appropriate and accurate records of inspections of all premises within an assigned district;
- Provide advice to the general public and food industry with regard to pest and vermin control;
- Caravan Park Inspections and annual licensing
- Examine plans and inspect septic tanks; issue Permit to use apparatus.
- Coordinate contractors to deliver mosquito control programs
- **Coordinate the development of a Shire of Ravensthorpe Public Health Plan**

#### Building Services

Note: Building services are predominantly intended to be serviced from Albany, with administration assistance from Ravensthorpe and required inspections to be undertaken by EHO

- Assess and process uncertified and certified building permit applications for class 1 and 10 buildings.
- Assess and process certified building permit applications for class 2 to 9 buildings.
- Process classification certificates.



- Process demolition permit applications.
- Offer advice, interpretation and information on all matters which relate to building.
- Advise on retaining walls and fencing enquiries/disputes.
- Undertake site inspections prior to, during and upon completion of buildings as required.
- Enforce all relevant building statutes and Local Laws.
- Assist in developing policy and procedure consistent with other municipalities in the region.
- Provide supervision and mentorship for the service recipient's staff members assisting in building services roles.

# Signing page

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**EXECUTED** as an agreement

## City of Albany

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
(Print Full Name)

## Shire of Ravensthorpe

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
(Print Full Name)

1 July 2018

\_\_\_\_\_  
CONTRACT COMMENCEMENT DATE

**10.4.4 RAVENSTHORPE REGIONAL ARTS COUNCIL – VENUE HIRE CHARGES****File Ref:**

<b>Applicant:</b>	Ravensthorpe Regional Arts Council
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	5 June, 2018
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	10.4.4 RRAC letters

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**Summary:**

A request has been received from the Ravensthorpe Regional Arts Council (RRAC) seeking a waiver of all venue hire charges for their activities in 2018/2019.

**Background:**

The RRAC is a very active group that provide or facilitate a variety of activities for community members of all ages.

The Shire currently provides a \$20,000 grant each year to help the RRAC with their activities which in turn helps them to attract/leverage other funding from a number of other sources.

**Comment:**

The RRAC is recognised as being one of the more pro-active and successful arts councils in the state and they provide a range of well received activities for our community to participate in or enjoy.

Each year the shire provides a grant of \$20,000 to the RRAC to help fund their operations and activities. From time to time the Chief Executive Officer receives a request for venue hire charges to be waived and each application is reviewed and a number approved.

With the state government and other funding bodies reducing the amount of funds they distribute it is becoming increasingly difficult for community groups to obtain external funding. The reduction in funding to Community Resource Centres, which has attracted a lot of media attention of late, is a prime example of the government reducing services to regional areas of the state.

Whilst the value the RRAC provides to the community cannot be questioned, Council has also to be mindful of their own budget and being able to provide services and facilities to a high standard at an affordable cost, and without substantial rate increases. The venues provided by the shire are already heavily subsidised by the community generally, as revenue

received is far less than any hire revenue received. Council also has to be mindful in not creating a precedence by providing a blanket waiver of venue hire charges to organisations such as the RRAC.

**Consultation:**

Council.

**Statutory Obligations:**

Local Government Act 1995.

**Policy Implications:**

G 5 Community Development Fund Objective - To provide community based (not for profit) organisations with relief from Council imposed fees and charges.

F 14 Potentially declaring related party transactions.

**Budget / Financial Implications:**

The revenue received from the various venue hire is a small part of the shire's budget with the costs associated in maintaining the facilities far outweighing income received.

**Strategic Implications:**

Aligns with our vision "Growing our Community" through support of our identified stakeholder 'Community Groups and Organisations'.

Complements the following adopted key theme/strategy:

A vibrant supportive socially connected community/A healthy strong and connected community that is actively engaged and involved.

1.1.1 Youth are retained in the community

1.1.2 Regular cultural and recreational activities

1.3.1 A Council that proactively engages with all elements of its community in order to make decisions that reflect positively on the future of the Shire of Ravensthorpe

3.5.2 Increased utilisation of facilities

**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 10.4.4**

That Council:

- a) advise the Ravensthorpe Regional Arts Council that it will provide a \$20,000 grant in 2018-19
- b) will continue to support the Ravensthorpe Regional Arts Council where possible
- c) will provide a 25% reduction in venue hire fees in 2018/19 to assist them in providing events and activities for the community to enjoy.



**Ravensthorpe Regional Arts Council**

ABN 60 557 238 342

*Celebrating 30 Years of Incorporation 1988-2018*

President: Ainsley Foulds  
Vice President: Jenny Chambers  
Secretary: Fay O'Brien  
Treasurer: Dianne Belli  
Coordinator: Kirsty Duffy 0438 945 405

Post Office Box 396  
Hopetoun WA 6348  
raveaboutarts.blogspot.com.au  
www.facebook.com/Raveaboutarts  
rracoordinator@westnet.com.au

15<sup>th</sup> May 2018

Shire of Ravensthorpe  
65 Morgans Street  
Ravensthorpe WA 6346

Attention: Ian Fitzgerald

Venue Hire July 2018 – June 2019

SHIRE OF RAVENSTHORPE	
<b>RECEIVED</b>	
15 MAY 2018	
File No.	RCL1.1
Doc ID:	ICK18510257
CEO / EA	<input checked="" type="checkbox"/>
DCEO / Finance	<input type="checkbox"/>
Mgr Engineering	<input type="checkbox"/>
Planning	<input type="checkbox"/>
Compliance / Airpo t	<input type="checkbox"/>
Rec Services	<input type="checkbox"/>
Building / Health	<input type="checkbox"/>
Payroll	<input type="checkbox"/>
ates	<input type="checkbox"/>
synergise	<input checked="" type="checkbox"/>

SHIRE OF RAVENSTHORPE	
RECEIVED	
15 MAY 2018	
File No.	RCL1.1
Doc ID:	ICK18510257
CEO / EA	<input checked="" type="checkbox"/>
DCEO / Finance	<input type="checkbox"/>
Mgr Engineering	<input type="checkbox"/>
Planning	<input type="checkbox"/>
Compliance / Airpo t	<input type="checkbox"/>
Rec Services	<input type="checkbox"/>
Building / Health	<input type="checkbox"/>
Payroll	<input type="checkbox"/>
ates	<input type="checkbox"/>
synergise	<input checked="" type="checkbox"/>

Dear Ian,

Each year RRAC curates and hosts various artistic activities, events and workshops to meet the artistic needs of the community; to develop audience participation and to encourage the use of arts to build community connection for sustained liveability in the region. RRAC seeks to build partnerships with local businesses, community groups, government and individuals to further develop art in the wider region supporting this objective.

Ravensthorpe Regional Arts Council (RRAC) would like to request consideration for the waiver of venue hire fees for the period of July 2018 – June 2019.

Scheduled and Proposed Events June – December 2018

“Over the Fence” Comedy Film Festival (June/July)	1 Day Ravensthorpe Hall
AGM and 30 <sup>th</sup> Anniversary of Incorporation Celebration (June)	1 Day Hopetoun Community Centre
“A Boy Named Cash” Tuesday 14 <sup>th</sup> August	1 Day Ravensthorpe Hall
Term 4 Weekly Dance Classes	8x 4-hours Hopetoun Community Centre
Term 4 Weekly Dance Classes	8x 4-hours Ravensthorpe Hall
Mentee Dance Workshops/ Adults Workshops (Term 4)	4x Day Hire Ravensthorpe Hall
Art for Waste: Sewing Bee & Junky Jellies Workshop (August)	2 Days Hopetoun Community Centre
Art for Waste Community Exhibition (November)	7 Days Hopetoun Community Centre
Spaced 3 Exhibition/Project Launch (Gustav Hellberg, July/Aug)	1 Day Hopetoun Community Centre
Bi Monthly Committee Meetings	3x 2 hours Meeting Room Hopetoun

Scheduled and Proposed Events January – June 2019

Term 1 Weekly Dance Classes	8x 4-hours Hopetoun Community Centre
Term 1 Weekly Dance Classes	8x 4-hours Ravensthorpe Hall
Mentee Dance Workshops/ Adults Workshops (Term 1)	4x Day Hire Ravensthorpe Hall
Writing Workshops Ravensthorpe (proposed February)	3x 3-hours Ravensthorpe Hall & 2 Days Ravensthorpe Hall
Writing Workshops Hopetoun (proposed February)	3x 3-hours Hopetoun Community Centre & 3 Days Hopetoun Community Centre
Term 2 Weekly Dance Classes	8x 4-hours Hopetoun Community Centre
Term 2 Weekly Dance Classes	8x 4-hours Ravensthorpe Hall
Mentee Dance Workshops/ Adults Workshops Term 2	4x Day Hire Ravensthorpe Hall
2 x Country Arts WA 'Show on the Go' (family shows)	2x Day Hire Hopetoun Community Centre
Bi Monthly Committee Meetings	3x 2 hours Meeting Room Hopetoun

By granting RRAC waiver of venue hire for the 2018/2019 financial year, the money saved will be put towards the innovative RRAC Dance project which includes professional development for local Dance Mentees and gives every school child in the region the opportunity to participate in dance.

With a focus on dance practice driven by the community, this will further support the RRAC Dance project which is upskilling and enabling local community members to teach dance in the Shire of Ravensthorpe. Commencing this month, 'Monkey & Me' Movement and Music classes are being held in partnership with the Ravensthorpe Play Group. The Monkey & Me class is the first step for true sustainability of dance participation in the Shire of Ravensthorpe.

If you would like additional information on the 2018/2018 program of events or the RRAC Dance Project, please feel free to contact me.

Your sincerely,



Kirsty Duffy.



Department of Local Government, Sport and Cultural Industries  
Department of Primary Industries and Regional Development



**COUNTRY  
ARTS WA**



The Regional Arts Partnership Program is supported by the State Government of Western Australia and Country Arts WA.

**AGENDA ITEM 10.4.4**





# Ravensthorpe Regional Arts Council

ABN 60 557 238 342

*Celebrating 30 Years of Incorporation 1988-2018*

President: Ainsley Foulds  
Vice President: Jenny Chambers  
Secretary: Fay O'Brien  
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rracoordinator@westnet.com.au

SHIRE OF RAVENSTHORPE	
<b>RECEIVED</b>	
27 APR 2018	
File No.	CS.PR.3
Doc ID:	NCR18410/22
CEO / EA	<input checked="" type="checkbox"/>
DCEO / Finance	<input type="checkbox"/>
Mgr Engineering	<input type="checkbox"/>
Planning	<input type="checkbox"/>
Compliance / Airport	<input type="checkbox"/>
Rec Services	<input type="checkbox"/>
Building / Health	<input type="checkbox"/>
Payroll	<input type="checkbox"/>
ites	<input type="checkbox"/>
nergise	<input checked="" type="checkbox"/>

*Allowed for in  
2018/19 Budget  
J.F.*

17<sup>th</sup> April 2018

Shire of Ravensthorpe  
65 Morgans Street  
Ravensthorpe WA 6348

Attention- Ian Fitzgerald

Dear Ian,

With the 2017/18 financial year approaching its finale, Ravensthorpe Regional Arts Council (RRAC) would like to thank the Shire of Ravensthorpe for their ongoing support.

The budget allocation of \$20,000 for the 2017/18 period contributed to RRAC's annual artistic program, which included 17 community workshops, 3 stage performances, 190 dance classes and 2 artists hosted in residence. Local community participation included 246 children and 136 adults, and touring show audience members tallied 291 adults. For every \$1 received from the Shire of Ravensthorpe RRAC has been able to leverage another \$4, receiving funding from six alternate sources.

RRAC maintained a strong presence at the Country Arts WA State Conference in 2017, attending governance and development workshops and various info sessions. Demonstrating RRAC's good standing within the arts sector, we welcomed the opportunity to sit on an interactive panel to speak about audience development methods. As part of RRAC's ongoing governance our audited report closing December 2017 will be presented at our AGM in June 2018.

During this financial year RRAC hosted International artist Gustav Hellberg for the final residency of this three-year project. It was pleasing to see Gustav actively engaged with the likes of Hopetoun Men in Sheds, local police members, Hopetoun Primary school students, and many locals (both artists and non-artists) in Ravensthorpe & Hopetoun. RRAC are proud that this project will assist in raising the profile of the Ravensthorpe region. The final mixed-media presentation will exhibit collectively with other International and Australian artists at the Perth Cultural Centre this coming August. RRAC has worked diligently to maintain its partnership with First Quantum Minerals RNO so that artist in residence projects such as this and the Dance program will be sustained.

Positive community feedback saw the continuation of comedy stage shows in our planning for 2017/18. Moving forward we are exploring a new partnership with the Ravensthorpe Youth Group in order to support a Comedy Film night and additionally a Johnny Cash inspired stage show at the Ravensthorpe Hall. (Looking forward to that one!).

Your contribution is key to our other main funding stream from Country Arts WA which combined, allowed RRAC to employ four-part time arts workers and acquire funding through the Regional Arts Partnership Program to fully launch and support the RRAC Dance project. This project, which runs through until June 2019, is working to develop local artists for regional sustainability in dance. The launch of the RRAC Dance program saw over 300 individuals participate in dance classes across six townsites (Munglinup, Jerdacuttup, Lake King, Ravensthorpe, Hopetoun and Jerramungup).

Connected across the above townships, we have also established good contacts out of our immediate region (mainly in Albany, Geraldton, Mandurah & Perth). These connections mean that through strategic networking RRAC has access to opportunities that can diversify community enhancements such as; bringing in new artists to host workshops that upskill and diversify local artistic talents, and delivering professional development opportunities to RRAC members so that toolkits and ideas can be passed onto other local community groups. We want what we know to seep into our community, to empower local talent for a vibrant community and not just stay within RRAC's immediate sphere.

RRAC's community projects across the 2017/18 period involved entertainment, dance, new and mixed media, singing, print work, craft for children, floral display work, cultural education, networking, and professional development. RRAC partnered with Windspray Arts, Jerdacuttup Community Association, The Ravensthorpe Wildflower Show, Wavecrest Bar & Bistro, Hopetoun Primary School (and the P&C), and Ravensthorpe District High School. We have supported the Hopetoun Seniors Centre, Ravensthorpe Seniors Centre, Hopetoun CRC, Ravensthorpe CRC, Hopetoun Progress Association, local artists and we source locally where possible.

To ensure RRAC can maintain an ongoing annual artistic program of events, thus increasing liveability through culture and the arts in our community, we hereby formally and dutifully request the continuation of funding (\$20,000) in the 2018/2019 budget.

Looking forward to continuing our strong partnership with the Shire of Ravensthorpe.

Yours sincerely,



Kirsty Duffy.



Department of Local Government, Sport and Cultural Industries  
Department of Primary Industries and Regional Development



**COUNTRY  
ARTS WA**



The Regional Arts Partnership Program is supported by the State Government of Western Australia and Country Arts WA.

**AGENDA ITEM 10.4.4**

**10.4.5 STUDY TOUR****File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** Author is participant of proposed study tour**Date:** 13 June, 2018**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:**

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**Summary:**

Council is requested to approve reimbursement of expenses incurred from the Chief Executive Officer's Professional Development allowance to visit biospheres in Canada whilst there on annual leave. Additional expenses will be incurred in re-organising flights already booked and there will be additional accommodation, meal, and travel expenses incurred.

**Background:**

In May 2017 UNESCO approved the renomination of the Fitzgerald Biosphere with an enlarge area to encompass areas of farmland and the ocean.

A very successful launch of the Fitzgerald Biosphere was held in Hopetoun and the national park in March 2018.

**Comment:**

Council has representation on the Fitzgerald Biosphere Community Collective – a group of organisations who support the renomination and the launch and are now looking to continue to promote the biosphere.

At a recent Committee meeting the Chief Executive Officer was elected Chairman of the Fitzgerald Biosphere Community Collective (FBCC) for the next 12 months.

The FBCC is keen to learn from other biospheres, both national and internationally, on how they work with their community, governments and tertiary institutions to promote and raise awareness of their biospheres.

The Chief Executive Officer will be visiting Canada on annual leave and is considering taking a few extra days at the end of the holiday to visit one or two biospheres in the Vancouver area as part of a fact finding tour.

By visiting the biospheres on this basis the costs would be reduced as compared to a trip planned from scratch from Ravensthorpe.

Subject to availability of alternate flights the variation would cost in the order of \$500. In addition there would be accommodation, meal and internal transport expenses. It is anticipated the visit would extend over 3-4 days with an estimated total expense of \$3000. The amount provided for in the employment remuneration package for professional developments \$4,250.

Other members of the FBCC will also be traveling overseas in the coming months and are planning to visit biospheres. The collection of information from these visits will be collated to see what actions can be developed to promote the Fitzgerald biosphere.

**Consultation:**

Fitzgerald Biosphere Community Collective  
Shire President

**Statutory Obligations:**

Local Government Act 1995

**Policy Implications:**

Administration Policy – A1 – Conferences and Study Tours refers.

**Budget / Financial Implications:**

The contract of employment for the Chief Executive Officer Ian Fitzgerald provides for an allowance for professional development and this is provided for in the annual budget.

**Strategic Implications:**

Strategic Community Plan

Theme 2 – a thriving business and industry including tourism (increased tourist activity)

Theme 3 – adequate services and infrastructure to cater for the community (conservation and protection of natural resources)

**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 10.4.5
That Council approve the request from the Chief Executive Officer Ian Fitzgerald to participate in a study of biospheres in Canada with expenses incurred to come from the annual professional development allowance	

**10.4.6 CHANGE OF VENUE FOR AUGUST AND SEPTEMBER ORDINARY COUNCIL MEETINGS****File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 7 June, 2018**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:**

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**Summary:**

The venue for September's Ordinary Council meeting is Munglinup Recreation Centre. The Chief Executive Officer has received advice that catering will be a challenge to organise in September as there is a community event and a personal engagement in Perth that conflicts with the Shire's meeting.

**Background:**

Residents cater for Shire Council meetings when the venue is Munglinup Recreation Centre.

**Comment:**

Nil

**Consultation:**

Shire Councillors and affected Munglinup residents.

**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 10.4.6

That Council agree to change the venue of the Ordinary Council Meeting of 16 August 2018 to Munglilup Recreation Centre and that the venue for the Ordinary Council Meeting of 20 September 2018 be changed to Ravensthorpe Council Chambers



**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**