

# Notice of Meeting



65 Morgans Street, Ravensthorpe  
Western Australia 6346  
Telephone: (08) 9839 0000  
Facsimile: (08) 9838 1282  
[shire@ravensthorpe.wa.gov.au](mailto:shire@ravensthorpe.wa.gov.au)

Dear Elected Member

The next Ordinary meeting of the Shire of Ravensthorpe will be held on Tuesday 15 March 2022 in the Council Chambers, Hopetoun Community Centre commencing at 6.00pm.

## Schedule

6.00pm Ordinary Council Meeting

Gary Clark  
**Acting Chief Executive Officer**

10 March 2022

## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Ravensthorpe for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of Ravensthorpe 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 or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the 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 the Shire of Ravensthorpe during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Ravensthorpe. The Shire of Ravensthorpe warns that anyone who has an application lodged with the Shire of Ravensthorpe 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 Shire of Ravensthorpe in respect of the application.

## **AGENDA**

Shire of Ravensthorpe  
Ordinary Council Meeting  
15 March 2022

## **MISSION STATEMENT**

*To Grow Our Community through the provision of leadership, services and infrastructure.*

# DISCLAIMER

## INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

### Please Note:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Councils decision.

### Meeting Procedures:

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".
2. Members of the public may ask a question at an ordinary Council Meeting under "public question time".
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council's standing orders, policies and decision of the Shire of Ravensthorpe.

### Council Meeting Information:

Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report back to Council.

Generally, all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters under "confidential items". On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the presiding member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and the response is included in the meeting minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next ordinary meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the presiding member of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the *Local Government Act 1995*, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by a Shire Officer. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Friday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available at the Shire of Ravensthorpe Office and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view a copy at the Shire Office.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 2).

Public Inspection of Unconfirmed Minutes (Regulation 13).

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of Ravensthorpe Office and the Shire of Ravensthorpe website within ten (10) working days after the Meeting.



**Gary Clark**  
**Acting Chief Executive Officer**

# SHIRE OF RAVENSTHORPE

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, Hopetoun Community Centre on Tuesday 15 March 2022 – commencing at 6.00pm.

## Contents

1.	Declaration of Opening / Announcements of Visitors .....	5
2.	Attendance / Apologies / Approved Leave of Absence.....	5
3.	Applications for Leave of Absence.....	5
4.	Response to Previous Public Questions Taken on Notice .....	5
5.	Public Question Time.....	6
6.	Petitions / Deputations / Presentations / Submissions .....	6
7.	Disclosures of Interest .....	6
8.	Confirmation of Minutes of Previous Meetings.....	7
8.1	Ordinary Council Meeting Minutes 15 February 2022.....	7
9.	Announcements by the Presiding Member .....	7
10	Office of the Acting Chief Executive Officer .....	8
10.1	Council Delegates to Committee Representation .....	8
10.2	Shire of Ravensthorpe Meeting Procedures Local Law 2022 .....	13
10.3	Shire of Ravensthorpe Dogs Amendment Local Law 2022.....	17
11.	Directorate Corporate and Community Services .....	21
11.1	Monthly Financial Report – February 2022.....	21
11.2	Schedule of account payments – February 2022.....	24
11.3	Budget Review 2021/2022 as at 09 March 2022 .....	27
12.	Directorate of Technical Services .....	31
13.	Elected Members Motions of Which Previous Notice Has Been Given .....	31
14.	New Business or Urgent Business Introduced by Decision of the Meeting.....	31
14.1	Elected Members .....	31
14.2	Officers .....	31
15.	Matters Behind Closed Doors .....	31
16.	Reports of Committees of Council .....	32
17.	Reports of Council Delegates on External Committees.....	32
19.	Closure of Meeting .....	33

## **1. Declaration of Opening / Announcements of Visitors**

The Presiding Member to declare the meeting open.

## **2. Attendance / Apologies / Approved Leave of Absence**

COUNCILLOR'S: Cr Keith Dunlop (Shire President)  
Cr Sue Leighton (Deputy Shire President)  
Cr Julia Bell  
Cr Rachel Livingston  
Cr Thomas Major  
Cr Graham Richardson

STAFF: Gary Clark (Acting Chief Executive Officer)  
Les Mainwaring (Director Corporate and Community Services)  
Neville Binning (Acting Director Technical Services)  
Natalie Bell (Project Manager)  
Portia Chambers (Executive Assistant)

APOLOGIES: Graham Steel (Director Technical Services)

ON LEAVE OF ABSENCE:  
Cr Mark Mudie

ABSENT:

MEMBER OF THE PUBLIC:

## **3. Applications for Leave of Absence**

## **4. Response to Previous Public Questions Taken on Notice**

### **Kaye Pearson – Ravensthorpe**

Q1: Do you think the mandates are going to kill off the community of 1500 people? Do you think the Shire with this land mass with a population of only 1500 people will cope with the types of mandates that are being thrown at us? That includes voluntary services, staff and businesses.

A1: The COVID – 19 State of Emergency was declared under the Emergency Management Act. Declarations have also been made under the Public Health Act. The Commissioner of WA Police, Chis Dawson, makes directions, under those declarations, in the interests of public health and safety. The Shire is required, by both laws, to comply with the directions. Speculation as to what might happen as a result of the directions is not an effective use of time and resources. Those resources are better spent planning for the impact of the pandemic on the Shire's capacity to continue providing services to the community.

## **Steven Ball – Ravensthorpe**

Q1. The doctors (sic) vehicle provided by the Shire was or is being driven by Rachel Livingston as the Manager of the Facilities. Does she have written approved by the Shire to use this vehicle and is it covered under the Shire insurance.

A1. The Shire has a contract with Livingston Medical to provide medical services to the Ravensthorpe district. The contract was negotiated by the Shire and approved by Council to achieve best value for the community and retain the excellent services of Livingston Medical. The community can be assured that the use of the assets provided by the Shire is in compliance with the terms of the contract.

The most recent community perceptions survey rated the medical services as both highly valued and high quality. It also rated medical services as the most important factor in making the Shire an ideal place to live. The statistics provided to the Shire by Dr Livingston evidence the significant improvement in health outcomes for the district over the last six years. There is no doubt that this community is very fortunate to have Livingston Medical in the Shire and the majority of the community clearly agree with that statement.

It is alarming that a small element in this community would threaten this service. Questions at Council meetings, face to face discussions in the community and social media commentary all appear to be aimed at damaging the reputation of the Doctor and his wife. If this behaviour continues it could cost the community significantly.

Why would anyone remain in a community where they are made to feel unwelcome? Attracting a replacement medical service to this Shire would be costly and it would be unlikely to be as good as we currently enjoy. We would also risk having a significant service gap while we try to recruit a new replacement service provider.

Whatever the motivations of Mr Ball, and those that support him, they should not take priority over the wellbeing of the community.

Q2. As this vehicle is only for use for Shire medical facilities, has either Rachel or Dr Livingston used said vehicle to travel to other medical facilities now operated by Dr Livingston? If they have who has paid for this fuel and maintenance costs.

A2. See the answer to question one.

Q3. As Rachel Livingston drives the provided vehicle and Dr Livingston has driven by (sic) of his private cars to work. Has the Shire had to pay any costs at all associated with these privately owner (sic) vehicles.

A3. See the answer to question one.

## **5. Public Question Time**

## **6. Petitions / Deputations / Presentations / Submissions**

Nil.

## **7. Disclosures of Interest**

**8. Confirmation of Minutes of Previous Meetings**

**8.1 Ordinary Council Meeting Minutes 15 February 2022  
(Attachment Grey)**

**Statutory Environment:**

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

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Minutes of the Ordinary Meeting of Council held in Council Chambers, Hopetoun Community Centre on 15 February 2022 be confirmed as true and correct.**

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

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

**9. Announcements by the Presiding Member**

## **10 Office of the Acting Chief Executive Officer**

### **10.1 Council Delegates to Committee Representation**

<b>File Reference:</b>	<b>GR.ME.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Acting Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Acting Chief Executive Officer</b>
<b>Date:</b>	<b>28 February 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Item 15.2 – 19 October 2021 – Ordinary Council Meeting</b> <b>Item 13.2 – 18 August 2020 – Ordinary Council Meeting</b>

#### **Summary:**

Council to consider reviewing and appointing elected members, delegates and proxies to Council and external Committees following the extraordinary election held on 10 December 2021.

#### **Background:**

Council has the following Committees and delegated positions:

- *Audit Committee*  
To assist Council on all matters relating to:
  - the auditor and ensure that audits are conducted successfully and timely;
  - meet with the auditor at least once a year;
  - examine the auditor's report and ensure appropriate action is taken; and
  - report on actions taken in respect of any issues raised by the auditor to council.
- *Bushfire Advisory Committee*  
To advise Council on all matters relating to:
  - the prevention, controlling and extinguishing of bush fires;
  - prosecutions for breaches of the Bush Fire Act;
  - the formation and de-formation of bush fire brigades;
  - the co-ordination of the efforts and activities of the bush fire brigades; and
  - any other matter relating to bush fire control.
- *CEO Performance Review Committee*  
To advise Council on matters relating to:
  - meet with the Chief Executive Officer at least once a year;
  - the Performance Review process being conducted timely and fairly;
  - the Chief Executive Officer being satisfied with the Performance Review process; and
  - actions required following the Chief Executive Officer Performance Review.

#### **Council has previously appointed Delegates to the following council committees:**

- |                                    |  |
|------------------------------------|--|
| • Audit Committee                  | Full Council   |
| • Bushfire Advisory Committee      | Member - Cr Major<br>Deputy - Cr Mudie                               |
| • CEO Performance Review Committee | Member - President<br>Member - Deputy President<br>Member - Cr Mudie |



**Council has previously appointed Delegates to the following external committees:**

- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Vacant
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Leighton  
Delegate - Cr Major  
Proxy - Cr Mudie  
Proxy - Cr Richardson
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Vacant
- Munglinup Community Group Delegate - Cr Leighton  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate – Cr Leighton  
Proxy - Vacant
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie
- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Fitzgerald Biosphere Community Collective Delegate - Cr Leighton  
Proxy - Cr Mudie
- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy - Vacant
- Ravensthorpe Historical Society Delegate – Cr Leighton  
Proxy - Vacant

**Comment:**

With the recent extraordinary election Council has the opportunity to review the representation on Council Committees and External Committees.  
It should also be noted at the Ordinary Council Meeting of 19 October 2021 Council resolved (resolution 128/21) to nominate delegates for the Development Assessment Panel (DAP) and

defer the appointment of delegates to Committees until after the Extraordinary Council Elections held on 10 December 2021.

Nominations for DAP's needed to be provided to the Department of Planning prior to Friday, 19 November 2021 for consideration and approval.

The approval for our proposed delegates and proxy's for the DAP's was approved by the Minister for Planning, Hon Rita Saffioti MLA and the Shire notified on 12 January 2021.

The appointment of these delegates will be current for a period of two years from 26 January 2022 until 26 January 2022.

**Consultation:**

Elected Members.

Executive Team.

**Statutory Environment:**

Section 5.8 of the *Local Government Act* (Establishment of committees) provides that a local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Section 7.1A (Audit committee) provides that:

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed \* by the local government and at least 3 of the members, and the majority of the members are to be council members.
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

Section 67 of the *Bush Fires Act* provides that:

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.

**Policy Implications:**

G4 Audit Committee Terms of Reference; and

LO2 Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC).

**Financial Implications:**

There are no financial implications associated with this report.

**Strategic Implications:**

There are no strategic implications associated with this report.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Absolute Majority.

**Recommendation:**

**That Council endorse the appointment of Elected Members, Delegates and Proxies to the following council and external committees;**

***Council Delegates appointed to the following council committees:***

- **Audit Committee** **Full Council**
- **Bushfire Advisory Committee** **Member –**  
**Deputy –**
- **CEO Performance Review Committee** **Member – President**  
**Member – Deputy President**  
**Member –**

***Council Delegates appointed to the following external committees:***

- **Great Southern Regional Road Group** Delegate –  
Proxy –
- **Local Emergency Management Committee (LEMC)** Delegate – President  
Proxy – Deputy President
- **Development Assessment Panel (DAP)** Delegate – Cr Leighton  
Delegate – Cr Major  
Proxy – Mudie  
Proxy – Richardson
- **Hopetoun Progress Association** Delegate –  
Proxy –
- **Ravensthorpe Progress Association** Delegate –  
Proxy –
- **Munglinup Community Group** Delegate –  
Proxy –
- **Community Liaison Committees** Delegate – President  
Delegate – Deputy President  
Proxy – CEO  
Proxy – DCCS
- **Hopetoun Community Resource Centre** Delegate –  
Proxy –
- **Ravensthorpe Community Resource Centre** Delegate –  
Proxy –
- **South Coast WALGA Zone** Delegate – President  
Proxy – Deputy President
- **Fitzgerald River National Park** Delegate –  
Proxy –
- **Ravensthorpe Agricultural Initiative Network (RAIN)** Delegate –  
Proxy –
- **Fitzgerald Biosphere Implementation Group** Delegate –  
Proxy –
- **Hopetoun Recreation Management (HDRA)** Delegate –  
Proxy –
- **Ravensthorpe Historical Society** Delegate –  
Proxy –

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

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

## 10.2 Shire of Ravensthorpe Meeting Procedures Local Law 2022

<b>File Reference:</b>	<b>LE.LL.13</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>A/Chief Executive Officer</b>
<b>Author:</b>	<b>A/Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>A/Chief Executive Officer</b>
<b>Date:</b>	<b>18 February 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Flow Chart of Local Law Making Process Draft copy of proposed Meeting Procedures Local Law (Attachment Yellow)</b>
<b>Previous Reference:</b>	<b>Item 10.1 Ordinary Council Meeting 15 February 2022</b>

### Summary:

To commence the process to repeal the Shire of Ravensthorpe Standing Orders Local Law 2003 and adopt the Shire of Ravensthorpe Meeting Procedures Local Law 2022 and to provide notice of the purpose and effect of the proposed local law.

### Background:

Following a review of the Shire's Local Laws, Council passed the following resolution at the ordinary meeting of Council held on Tuesday 15 February 2022:

*That Council:*

*In accordance with section 3.16(4) of the Local Government Act 1995 resolves to repeal the Standing Orders Local Law 2003 and that it be replaced with a new Meeting Procedures Local Law.*

### Comment:

WALGA have produced a Meeting Procedures Local Law template that has been endorsed by the Joint Standing Committee on Delegated Legislation (JSCDL). This is now being used as the basis for Local Governments to modernise their meeting procedures local law confident in the knowledge that providing wholesale changes are not made, the path to approval through the JSCDL is largely assured.

Given the age of the Shire's existing local law, Council has agreed to repeal the current Standing Orders Local Law and adopt the WALGA template Meeting Procedures Local Law as attached. It is important to note that the fundamentals of the proposed local law have remained essentially the same as the current Standing Orders Local Law, however it is written in simpler English with an improved format that provides additional clarity and ease of understanding for Elected Members, staff and the community.

The process of adopting or amending a local law is set out in section 3.12 of the *Act* and is summarised in Attachment 1 – Local Law Statutory Procedures.

Section 3.12 (2) specifically states:

“At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.”

The following fulfils the requirement defined in the *Local Government (Functions and General) Regulations 1996* – Reg 3.

The intended Purpose and Effect of the Shire of Ravensthorpe Meeting Procedures Local Law 2022 are:

**Purpose:** The purpose of the local law is to provide for rules and guidelines which apply to the conduct of meetings of the Council and its Committees and to the meetings of electors within the district of the Shire of Ravensthorpe.

**Effect:** The effect of the local law is to establish requirements for better decision making by the Council and Committees, the orderly conduct of meetings, better understanding of the processes of conducting meetings and the more efficient and effective use of time at meetings, within the district of the Shire of Ravensthorpe.

**Consultation:**

Proposed Local Law to be advertised for public comment in accordance with the legislative requirements.

**Statutory Environment:**

*Local Government Act 1995*

**Section 3.12 – Procedures for making local laws**

**3.12. Procedure for making local laws**

(1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.

(2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.

(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

(3) The local government is to —

(a) give local public notice stating that —

(i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and

(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

*[(3a) deleted]*

(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.

*\* Absolute majority required.*

(5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.

(6) After the local law has been published in the *Gazette* the local government is to give local public notice —

(a) stating the title of the local law; and

(b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and

(c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.

(7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

(8) In this section —

**making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

**Policy Implications:**

Nil

**Financial Implications:**

All new Local Laws adopted are required to be published in the *Government Gazette* at the Shires cost, estimated at approximately \$5,000.

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental: Nil**
- **Economic: Nil**
- **Social: Nil**

**Risk Implications:**

Risk	Reputational
Risk Likelihood (based on history and with existing controls)	Possible
Risk Impact / Consequence	Moderate
Risk Rating (Prior to Treatment or Control)	Medium
Principal Risk Theme	Governance
Risk Action Plan (Controls or Treatment Proposed)	Engage with stakeholders

**Risk Matrix:**

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

***That Council:***

***1. In accordance with sections 3.12(3)(a) and (3)(b) of the Local Government Act 1995, provide local public notice stating that:***

***(a) It is proposed to make a Shire of Ravensthorpe Meeting Procedures Local Law 2022, and a summary of its purpose and effect;***

***(b) Copies of the proposed local law may be inspected at the Shire offices and website;***

***(c) Submissions about the proposed local law may be given to the Shire within a period not less than 6 weeks after the notice is given;***

***2. In accordance with section 3.12(3)(b) of the Act, as soon as the notice is given a copy of the proposed local law be sent to the Minister for Local Government, Sport and Cultural Industries;***

***3. In accordance with section 3.12(3)(c) of the Act, a copy of the proposed local law be supplied to any person requesting it; and***

***4. Considers any submissions received through the public consultation process.***

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

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



### 10.3 Shire of Ravensthorpe Dogs Amendment Local Law 2022

<b>File Reference:</b>	<b>LE.LL.13</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Acting Chief Executive Officer</b>
<b>Author:</b>	<b>Acting Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Acting Chief Executive Officer</b>
<b>Date:</b>	<b>22 February 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft copy of proposed Dogs Amendment Local Law (Attachment Orange)</b>
<b>Previous Reference:</b>	<b>Item 10.1 Ordinary Council Meeting 15 February 2022</b>

#### **Summary:**

To commence the process to amend the Shire of Ravensthorpe Dogs Local Law 2010 and to provide notice of the purpose and effect of the proposed local law.

#### **Background:**

Following a review of the Shire's Local Laws, Council passed the following resolution at the ordinary meeting of Council held on Tuesday 15 February 2022:

*That Council:*

*In accordance with section 3.16(4) of the Local Government Act 1995 resolves to amend the Dogs Local Law by removing the prescribed areas in which dogs are prohibited and dog exercise areas, with prescribed areas to be determined by Council resolution, and to review the modified penalties.*

#### **Comment:**

Council has agreed to remove the prescribed areas in which dogs are prohibited and dog exercise areas from the Dogs Local Law. Amendments to the Dog Act in 2013 provided local governments with the power to determine these areas by an absolute majority decision of Council. This provides for administrative efficiency when reviewing/amending the prohibited areas and exercise areas for Dogs.

Council has also agreed to review the modified penalties and the changes recommended are as a result of a review of penalties by Council staff responsible for Dog management.

The two changes recommended are to increase the modified penalty for:  
Failing to provide means for effectively confining a dog, from \$50 to \$100, and  
Dog excreting in prohibited place, from \$40 to \$100.

All other modified penalties in the Dogs Amendment Local Law 2022 are the same as the current modified penalties.

The process of adopting or amending a local law is set out in section 3.12 of the *Act* and is summarised in Attachment 1 – Local Law Statutory Procedures.

Section 3.12 (2) specifically states:

“At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.”

The following fulfils the requirement defined in the *Local Government (Functions and General) Regulations 1996* – Reg 3.

The intended Purpose and Effect of the Shire of Ravensthorpe Dogs Amendment Local Law 2022 are:

**Purpose:** The purpose is to remove the prescribed areas in which dogs are prohibited and dog exercise areas from the Dogs Local Law and to amend the modified penalties.

**Effect:** The effect of the amendment local law is to allow Council to determine the prescribed areas in which dogs are prohibited and dog exercise areas by an absolute majority decision of Council and to amend the modified penalties to reflect current industry standards.

**Consultation:**

Proposed Local Law to be advertised for public comment in accordance with the legislative requirements.

**Statutory Environment:**

*Local Government Act 1995*

**Section 3.12 – Procedures for making local laws**

**3.12. Procedure for making local laws**

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
  - (a) give local public notice stating that —
    - (i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

*[(3a) deleted]*

- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.

*\* Absolute majority required.*

- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
  - (a) stating the title of the local law; and
  - (b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and

- (c) advising that the local law is published on the local government’s official website and that copies of the local law may be inspected at or obtained from the local government’s office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —  
**making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

**Policy Implications:**

Nil.

**Financial Implications:**

All new Local Laws adopted are required to be published in the *Government Gazette* at the Shires cost, estimated at approximately \$300.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental: Nil**
- **Economic: Nil**
- **Social: Nil**

**Risk Implications:**

Risk	Reputational
Risk Likelihood (based on history and with existing controls)	Possible
Risk Impact / Consequence	Moderate
Risk Rating (Prior to Treatment or Control)	Medium
Principal Risk Theme	Governance
Risk Action Plan (Controls or Treatment Proposed)	Engage with stakeholders

**Risk Matrix:**

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or

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

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That Council:**

1. In accordance with sections 3.12(3)(a) and (3)(b) of the Local Government Act 1995, provide local public notice stating that:
  - (d) It is proposed to make a Dogs Amendment Local Law 2022, and a summary of its purpose and effect;
  - (e) Copies of the proposed local law may be inspected at the Shire offices and website; and
  - (c) Submissions about the proposed local law may be given to the Shire within a period not less than 6 weeks after the notice is given.
2. In accordance with section 3.12(3)(b) of the Act, as soon as the notice is given a copy of the proposed local law be sent to the Minister for Local Government, Sport and Cultural Industries.
3. In accordance with section 3.12(3)(c) of the Act, a copy of the proposed local law be supplied to any person requesting it.
4. Considers any submissions received through the public consultation process.

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

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

## **11. Directorate Corporate and Community Services**

### **11.1 Monthly Financial Report – February 2022**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer</b>	<b>Director of Corporate and Community Services</b>
<b>Date:</b>	<b>9 March 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for February 2022 (Attachment Green)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

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

As part of the budget preparation process council needs to review the fees and charges which it wishes to set for the coming financial year, or it may review fees on an interim basis if circumstances require.

#### **Background:**

Council is requested to review the February 2022 Monthly Financial Report.

Council recovers accrued Long Service Leave entitlements from previous local authorities in accordance with Local Government (Long Service Leave) Regulations on entitlement of employees who have continuous service between shires.

#### **Comment:**

The February 2022 Monthly Financial Reports are presented for review.

A Long Service Leave recovery for the ex-CEO, Gavin Pollock was raised to the Shire of Pingelly in November 2021 following legal advice from McLeods Lawyers that Mr Pollock was legally entitled to be paid for any outstanding accrual in accordance with the terms of his employment contract. The Shire of Pingelly refused to pay and further legal advice from McLeods made it clear that whilst the accrued long service leave was payable under the employment contract, it was not recoverable from a third party under the Local Government (Long Service Leave) Regulations given the manner of the CEO's termination, therefore it was found that the Shire had no legal claim against the Shire of Pingelly.

Given that the invoice is deemed unrecoverable, authority is now sought from Council to write the invoice off.

#### **Consultation:**

Chief Executive Officer

#### **Statutory Environment:**

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

Section 6.16 and 6.19 of the Local Government Act 1995.

Local Government (Long Service Leave) Regulations

**Policy Implications:**

Nil

**Financial Implications:**

All expenditure has been approved via adoption of the 2021/22 Annual Budget, or resulting from a Council Motion for a budget amendment.

**Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

**Sustainability Implications:**

**Economic:**

There are no known significant environmental considerations.

**Social:**

There are no known significant environmental considerations.

**Risk Implications:**

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

**Risk Matrix:**

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

A risk is often specified in terms of an event or circumstance and the consequences that January flow from it. An effect January be positive, negative or a deviation from the expected and January be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

1. **That Council receive the 28 February 2022 Monthly Financial Reports as presented.**
2. **That Council move to Write Off Shire of Shire of Pingelly Invoice 3941 totalling \$20,316.26**

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

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

**11.2 Schedule of account payments – February 2022**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Finance Officer  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 10 February 2022  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 28 February 2022  
 Credit Card Transactions to 01 February 2022  
 Creditors List of Accounts Paid February 2022  
 (Attachment Red)  
**Previous Reference:** Nil

**Summary:**

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

**Background:**

Period 01/02/2022 – 28/02/2022

**2021/2022**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	9,263	891,041	66,300	17,747	0	984,351	334,350
Aug	10,872	1,244,379	154,795	9,740	0	1,419,785	311,991
Sep	5,146	384,151	86,718	10,136	0	486,151	316,212
Oct	8,906	1,293,209	54,405	6,740	0	1,363,289	324,782
Nov	4,730	1,107,352	62,925	9,057	0	1,184,065	318,387
Dec	8,620	951,403	47,297	7,579	0	1,014,899	432,093
Jan	4,727	637,419	49,806	7,628	0	699,579	296,694
Feb	8,794	678,595	343,599	7,340	0	1,038,327	327,345
Mar							
Apr							
May							
Jun							
<b>Total</b>	<b>61,057</b>	<b>7,187,548</b>	<b>865,845</b>	<b>75,996</b>	<b>0</b>	<b>8,190,447</b>	<b>2,661,855</b>
<b>20/21</b>	<b>219,357</b>	<b>8,442,181</b>	<b>965,406</b>	<b>135,103</b>	<b>0</b>	<b>9,762,047</b>	<b>3,790,863</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

**Comment:**

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

**Consultation:**

Senior Finance Officer.



**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That Council endorse:**

- 1. Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of February 2022 be noted.

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

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

### 11.3 Budget Review 2021/2022 as at 09 March 2022

<b>File Reference:</b>	<b>GR.RE.2</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Director Corporate and Community Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>09 March 2022</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Statement of Budget Review – 09 March 2022 (Attachment Blue)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

This item is the statutory half yearly budget review and gives an indication and projection of the end of year financial position as at the review date. Based on current revenue and expenditure analysis and review of capital projects Council is projected to forecast a budgeted carry forward of a surplus of \$558,302 as at 30 June 2021.

#### **Background:**

Under Regulation 33A (1) the local government is required to carry out a review of the annual budget between 1 January and 31 March each year, with Regulation 33 (2A)(a) stipulating that the span of the review is the period beginning on 1 July and ending no earlier than 31 December in that financial year.

This statutory budget review was undertaken by the Director of Corporate and Community Services for the period ending 09 March 2022. The timing of this review has been impacted by the yet to be completed forensic analysis and increased scope of the audit of the 30 June 2021 Annual Financials, therefore have not been able to confirm the draft carried forward balance of \$1,632,611 in comparison to the 2021/2022 Budget carried forward estimate of \$1,585,809. The attached Budget Review Summary Report details the review undertaken and the results are hereby submitted to be received by Council.

#### **Comment:**

The projections contained within the reports are based on estimates to the best of the knowledge of staff, which has involved a process of considering current account balances, forecasted expenditures, current budgets and the materiality of any changes. These estimates do not guarantee that the 2021/2022 projected results will match the end of year result as there are many external influences that can have a bearing on Council's capacity or expenditure timing between now and 30 June 2022.

It has been a difficult period for the Shire to navigate around the various impacts of COVID, the CCC investigation, turnover and the delay in replacement of key permanent staff, whilst still undertaking a vast array of projects on top of increased governance and reporting requirements and business as usual. That said we are still in the fortunate position of conservatively predicting a \$558,302 surplus which can provide a welcome buffer for any business challenges that may arise for the remainder of 2021/2022.

Operating Revenue - In a macro sense the major impacts have been the downgrading of fee income in Education and Welfare from our Childcare Services, which was impacted by a high turnover of staff, and some leaving the centres because of vaccination requirements, which in turn lowered ratio capacities however this has been offset by the successful sourcing of further sustainability grants and federal governments increased trainee incentive schemes. We have also noticed that our age demographic of children in care is heavily weighted to new babies, which are required to operate at a 1 to 4 ratio, instead of 1 to 5 for toddlers or 1 to 10 for pre-kindies, which has also been restrictive in deriving revenue. That said, the spike in mining activity has continued strong passenger movements through the airport that has

generated additional revenues in the Transport Program. We have also recognised the commodity route funding for Tamarine Road which was overlooked in the original budget preparation and there has been a significant offset within private works income and expenditure by the removal of the Floater Road construction which will now be undertaken directly by Galaxy (Alkeim).

Operating Expenditure - On the expenditure side the major impacts were reduced Childcare wages from high turnover vacancies, reduced Works Administration support wages from vacancies, reduced Works superannuation from vacancies, increased fuel prices, and increased Administration salaries from the CEO termination and back dated workers compensation insurance adjustments.

List of Significant Recommended Operating Budget Amendments >\$10,000

Favourable

\$50,000	Increased traineeship support incentives for Childcare staff
\$50,000	Sustainability Grant The Cub House
\$50,000	Sustainability Grant Little Barrens
\$415,000	Recognition of funding for Tamarine Road \$275K RRG; \$140K FQM
\$100,000	Additional airport revenue from increased passenger movements
\$113,000	Workers Compensation Reimbursements of wages paid
\$40,000	Unclassified Revenue; \$25K Department of Transport licensing; \$15K sale of Morgans Street vacant land
\$85,000	Reduction in Childcare staff wages from vacancies
\$15,000	Savings from lower planning activity
\$40,000	Budget transferred from Town Planning consultant to Recreation Master Plan account OCM170821
\$12,000	Ravensthorpe Community Centre pergola deferred to 2022/2023
\$5,539,200	Floater Road construction transferred to Galaxy to construct Road
\$77,000	Savings in Works Administration and support wages
\$50,000	Savings in Works superannuation expenses
\$20,000	Reduction in Telstra tariff on 20Mbs data line
\$30,000	Deferral of Altus Payroll project 50% commencing Jul 2022.
\$15,000	Deferral of Intranet project
\$11,000	Reduction in lease fees from loss of Bankwest ATM
<b>\$6,712,200</b>	<b>Sub-Total</b>

Unfavourable

\$70,000	Lower income from The Cub House childcare from lower numbers and staff limitations on ratio capacities
\$50,000	Lower income from Little Barrens childcare from lower numbers and staff limitations on ratio capacities
\$15,000	Lower tip site and transfer station fees
\$35,000	Lower estimate of Education Department sports ground revenue and external contributions for Other Recreation activities
\$5,539,200	Floater Road construction revenue transferred to Galaxy to construct Road
\$20,000	Increase in Governance legal expenses from increase in community administrative challenges.
\$25,000	Increases estimate of audit fees for OAG expanded scope and forensic analysis
\$13,000	Additional bushfire brigade support expenses of COVID PPE, Fire Break Foam, CBFCO laptop replacement
\$12,000	Additional building repairs at Hopetoun Senior Citizens Centre
\$20,000	Additional expenditure on mould rectification works 4 Daw Street
\$30,000	Additional internal renovation of Lot 79 Esplanade Hopetoun

\$15,000	Additional expenditure on swimming pool for generator hire and electrical contractors to maintain alternative power source, recoverable from Dept Education
\$40,000	Budget transferred from Town Planning consultant to Recreation Master Plan account OCM170821
\$35,000	Additional costs of road maintenance materials and contracts
\$32,000	Additional wages for airport increased activity
\$16,000	Additional firebreak compliance works completed and recovered
\$12,000	Additional works training for traffic management, Depot team building recovery, first aid and ARO
\$13,000	Additional workcare insurance premiums from actual wages declarations 19/20 and 20/21
\$50,000	Increase in fuel prices
\$35,000	Additional plant repair costs mainly side tipper major repairs
\$15,000	Greater Administration legal expenses from greater legal activity
\$65,000	Additional administration employee costs from CEO termination and workcare insurance premium actual wages declaration adjustments 19/21 and 20/21
<b>\$6,157,200</b>	<b>Sub-Total</b>

Additional Capital Expenditure

\$40,000	Additional expenditure required Lot 79 Esplanade Hopetoun external upgrade
\$15,000	Additional expenditure required on Depot Office refit including external labour
\$15,000	Transfer to Building Reserve of sale proceeds from Morgan Street Ravensthorpe.
<b>\$70,000</b>	<b>Sub-Total</b>

**Consultation:**

Executive Team.  
Responsible Officers.

**Statutory Environment:**

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

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review. *\*Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

**Policy Implications:**

Nil.

**Financial Implications:**

The proposed budget revisions identify an end of year forecast surplus of \$558,302.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Absolute Majority.

**Recommendation:**

**That Council:**

1. Adopt the statutory half yearly budget review, as presented, for the period ended 09 March 2022 and endorse amending the budget and line items according to the attached review schedule Note 4 for a forecast surplus of \$558,302.
2. Request the Chief Executive Officer to forward the results of the statutory budget review to the Department of Local Government Sport and Cultural Industries within 30 days of the adoption of this budget review.

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

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

**12. Directorate of Technical Services**

Nil.

**13. Elected Members Motions of Which Previous Notice Has Been Given**

Nil.

**14. New Business or Urgent Business Introduced by Decision of the Meeting**

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

**14.1 Elected Members**

**14.2 Officers**

**15. Matters Behind Closed Doors**

Nil.

## **16. Reports of Committees of Council**

- Audit Committee Full Council
- Bushfire Advisory Committee Member - Cr Major  
Deputy - Cr Mudie
- CEO Performance Review Committee Member - President  
Member - Deputy President  
Member - Cr Mudie

## **17. Reports of Council Delegates on External Committees**

- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Vacant
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Leighton  
Delegate - Cr Major  
Proxy - Cr Mudie  
Proxy - Cr Richardson
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Vacant
- Munglinup Community Group Delegate - Cr Leighton  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate – Cr Leighton  
Proxy - Vacant
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie
- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie



- Fitzgerald Biosphere Community Collective Delegate - Cr Leighton  
Proxy - Cr Mudie
- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy - Vacant
- Ravensthorpe Historical Society Delegate – Cr Leighton  
Proxy - Vacant

## **19. Closure of Meeting**

The Presiding Member to declare the meeting closed.



## SHIRE OF RAVENSTHORPE - QUESTIONS FROM THE PUBLIC

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

Residential Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

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

Council Agenda Item Number: \_\_\_\_\_

*If applicable-see below\**

Name of Organisation Representing: \_\_\_\_\_

*If applicable*

### QUESTION

Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. A total of 15 Minutes is allotted to Public Question Time at Council Meetings. If submitting questions to the Council, they are to relate to the Agenda Item tabled at that meeting.

**Please Note:** Members of the public must be in attendance at the Council Meeting to which they have submitted a question(s) for response. If this is not the case, the question(s) will be treated as 'normal business correspondence' and the question / response will not appear in the Council Minutes.

**Please see Notes on Public Question Time on Pages 4 and 5 above**

\* **Council Meetings:** Questions are to relate to a matter affecting the Shire of Ravensthorpe.



## 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: \_\_\_\_\_



## WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

**NOTE: USE ONE FORM PER DECLARATION**

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

(2) \_\_\_\_\_

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

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

- 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.

(5) The nature of my interest is

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

(6) The extent of my interest is

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

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.

DECLARATION BY:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

RECEIVED BY:

\_\_\_\_\_

\_\_\_\_\_

Acting Chief Executive Officer

Date

- (1) Insert your name.
- (2) Insert the date of the Council Meeting at which the item is 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).

## **DISCLOSURE OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR INTEREST AFFECTING IMPARTIALITY**

### ***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 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



# Notice of Ordinary Council Meeting

## 2022 Scheduled Meeting Dates

In accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* Reg 12 (2) and Delegated Authority 1.2.34 it is, hereby notified that as from January 2022 to December 2022, Ordinary Council meetings of the Shire of Ravensthorpe will be held as follows:

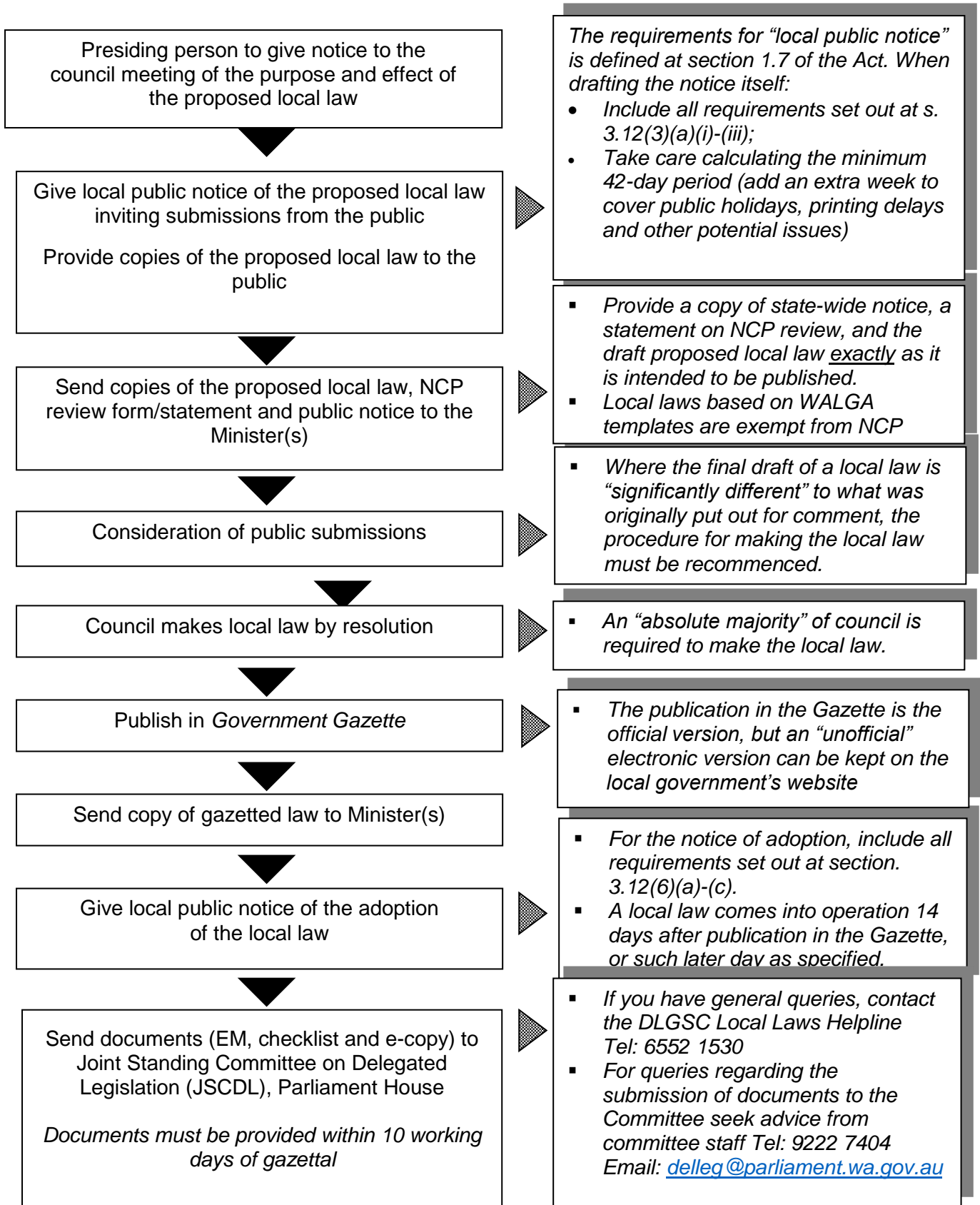
DATE		LOCATION	TIME
January 2022	No meetings Scheduled		
15 February 2022	Council Meeting	Ravensthorpe Recreation Centre	6.00pm
15 March 2022	Council Meeting	Hopetoun Council Chambers	6.00pm
19 April 2022	Council Meeting	Ravensthorpe Recreation Centre	6.00pm
17 May 2022	Council Meeting	Hopetoun Council Chambers	6.00pm
21 June 2022	Council Meeting	Ravensthorpe Recreation Centre	6.00pm
19 July 2022	Council Meeting	Munglinup Community Centre	6.00pm
16 August 2022	Council Meeting	Hopetoun Council Chambers	6.00pm
20 September 2022	Council Meeting	Ravensthorpe Recreation Centre	6.00pm
18 October 2022	Council Meeting	Hopetoun Council Chambers	6.00pm
15 November 2022	Council Meeting	Ravensthorpe Recreation Centre	6.00pm
13 December 2022	Council Meeting	Hopetoun Council Chambers	6.00pm



**ATTACHMENT**

## FLOW CHART OF LOCAL LAW-MAKING PROCESS

### Local Government Act 1995 – Section 3.12 & National Competition Policy (NCP) Review requirements



WESTERN AUSTRALIA

Local Government Act 1995

Shire of Ravensthorpe  
Meeting Procedures Local Law 2022

Table of Contents

<b>Part 1 - Preliminary.....</b>	<b>5</b>
1.1 Citation .....	5
1.2 Commencement .....	5
1.3 Application and intent .....	5
1.4 Interpretation .....	5
1.5 Repeal.....	6
<b>Part 2 – Establishment and membership of committees .....</b>	<b>6</b>
2.1 Establishment of committees .....	6
2.2 Types of committees.....	7
2.3 Delegation of some powers and duties to certain committees.....	7
2.4 Limits on delegation of powers and duties to certain committees.....	7
2.5 Appointment of committee members .....	7
2.6 Tenure of committee membership .....	7
2.7 Resignation of committee members.....	7
2.8 Register of delegations to committees .....	7
2.9 Committees to report .....	7
<b>Part 3 - Calling and convening meetings .....</b>	<b>7</b>
3.1 Ordinary and special council meetings.....	7
3.2 Calling council meetings .....	8
3.3 Convening council meetings .....	8
3.4 Calling committee meetings.....	8
3.5 Public notice of meetings.....	8
<b>Part 4 – Presiding member and quorum .....</b>	<b>8</b>
<i>Division 1: Who presides.....</i>	<i>8</i>
4.1 Who presides.....	8
4.2 When the deputy president can act.....	8
4.3 Who acts if no president .....	8
4.4 Election of presiding member of a committee .....	8
4.5 Election of deputy presiding member of a committee.....	9
4.6 Functions of deputy presiding member .....	9
4.7 Who acts if no presiding member.....	9
<i>Division 2 – Quorum.....</i>	<i>9</i>
4.8 Quorum for meetings .....	9
4.9 Reduction of quorum for council meetings .....	9
4.10 Reduction of quorum for committee meetings.....	9
4.11 Procedure where no quorum to begin a meeting .....	9
4.12 Procedure where quorum not present during a meeting .....	9
4.13 Names to be recorded .....	9
<b>Part 5 - Business of a meeting .....</b>	<b>10</b>
5.1 Business to be specified .....	10
5.2 Order of business .....	10
5.3 Motions of which previous notice has been given .....	11
5.4 New business of an urgent nature .....	11
5.5 Adoption by exception resolution .....	12

<b>Part 6 - Public participation .....</b>	<b>12</b>
6.1 Meetings generally open to the public.....	12
6.2 Meetings not open to the public .....	12
6.3 Question time for the public .....	13
6.4 Question time for the public at certain meetings .....	13
6.5 Minimum question time for the public.....	13
6.6 Procedures for question time for the public.....	13
6.7 Other procedures for question time for the public .....	13
6.8 Distinguished visitors .....	14
6.9 Deputations .....	14
6.10 Petitions.....	15
6.11 Presentations.....	15
6.12 Participation at committee meetings .....	15
6.13 Council may meet to hear public submissions .....	16
6.14 Public inspection of agenda materials.....	16
6.15 Confidentiality of information withheld.....	17
6.16 Recording of proceedings.....	17
6.17 Prevention of disturbance .....	17
<b>Part 7 – Conduct of members .....</b>	<b>18</b>
7.1 Members to be in their proper places.....	18
7.2 Respect to the presiding member .....	18
7.3 Titles to be used .....	18
7.4 Advice of entry or departure.....	18
7.5 Members to indicate their intention to speak.....	18
7.6 Priority of speaking .....	18
7.7 Presiding member may take part in debates.....	18
7.8 Relevance .....	18
7.9 Speaking twice .....	19
7.10 Duration of speeches.....	19
7.11 No speaking after conclusion of debate .....	19
7.12 No interruption.....	19
7.13 Personal explanations .....	20
7.14 No reopening of discussion.....	20
7.15 Adverse reflection.....	20
7.16 Withdrawal of offensive language .....	20
<b>Part 8 - Preserving order .....</b>	<b>21</b>
8.1 Presiding member to preserve order.....	21
8.2 Point of order.....	21
8.3 Procedures on a point of order .....	21
8.4 Calling attention to breach .....	21
8.5 Ruling by the presiding member .....	22
8.6 Continued breach of order .....	22
8.7 Right of presiding member to adjourn .....	22
<b>Part 9 - Debate of substantive motions .....</b>	<b>22</b>
9.1 Motions to be stated .....	22
9.2 Motions to be supported .....	23
9.3 Unopposed business .....	23
9.4 Only one substantive motion at a time .....	23
9.5 Order of call in debate .....	23
9.6 Member may require motion to be read .....	24
9.7 Consent of seconder required for alteration .....	24
9.8 Order of amendments.....	24
9.9 Form of an amendment .....	24
9.10 Amendment must not negate original motion.....	24

9.11	Relevance of amendments .....	24
9.12	Mover of motion may speak on amendment .....	24
9.13	Effect of an amendment.....	24
9.14	Withdrawal of motion or amendment .....	24
9.15	Right of reply .....	24
<b>Part 10</b>	<b>- Procedural motions .....</b>	<b>25</b>
10.1	Permissible procedural motions.....	25
10.2	No debate.....	25
10.3	Who may move.....	26
10.4	Procedural motions - right of reply on substantive motion .....	26
10.5	Debate to be adjourned .....	26
10.6	Meeting now adjourn .....	26
10.7	Motion to be put.....	26
10.8	Member to be no longer heard.....	27
10.9	Ruling of the presiding member to be disagreed with.....	27
<b>Part 11</b>	<b>- Disclosure of interests .....</b>	<b>27</b>
11.1	Disclosure of interests .....	27
<b>Part 12</b>	<b>- Voting.....</b>	<b>27</b>
12.1	Motion - when put .....	27
12.2	Voting.....	27
12.3	Majorities required for decisions .....	27
12.4	Method of taking vote .....	27
<b>Part 13</b>	<b>- Minutes of meetings.....</b>	<b>28</b>
13.1	Keeping of minutes.....	28
13.2	Content of minutes.....	28
13.3	Public inspection of unconfirmed minutes .....	28
13.4	Confirmation of minutes.....	28
<b>Part 14</b>	<b>- Adjournment of meeting.....</b>	<b>29</b>
14.1	Meeting may be adjourned .....	29
14.2	Effect of adjournment.....	29
<b>Part 15</b>	<b>- Revoking or changing decisions .....</b>	<b>29</b>
15.1	Requirements to revoke or change decisions .....	29
15.2	Limitations on powers to revoke or change decisions .....	29
15.3	Implementing a decision .....	29
<b>Part 16</b>	<b>- Suspension of Local Laws .....</b>	<b>30</b>
16.1	Suspension of local laws .....	30
16.2	Where local laws do not apply .....	31
<b>Part 17</b>	<b>- Meetings of electors .....</b>	<b>31</b>
17.1	Electors' general meetings.....	31
17.2	Matters for discussion at electors' general meetings.....	31
17.3	Electors' special meetings .....	31
17.4	Requests for electors' special meetings.....	31
17.5	Convening electors' meetings.....	31
17.6	Who presides at electors' meetings .....	31
17.7	Procedure for electors' meetings .....	31
17.8	Participation of non-electors .....	31
17.9	Voting at electors' meetings.....	32
17.10	Minutes of electors' meetings.....	32
17.11	Decisions made at electors' meetings.....	32

<b>Part 18 - Enforcement</b> .....	<b>32</b>
18.1 Penalty for breach .....	32
18.2 Who can prosecute.....	32

WESTERN AUSTRALIA  
LOCAL GOVERNMENT ACT 1995

**Shire of Ravensthorpe  
Meeting Procedures Local Law 2022**

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Council of the Shire of Ravensthorpe resolved on **[INSERT DATE]** to make the following local law.

## **Part 1 - Preliminary**

### **1.1 Citation**

This local law may be cited as the Shire of Ravensthorpe Meeting Procedures Local Law 2022.

### **1.2 Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

### **1.3 Application and intent**

- (1) This local law provide rules and guidelines which apply to the conduct of meetings of the council and its committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.
- (3) This local law is intended to result in -
  - (a) better decision-making by the council and committees;
  - (b) the orderly conduct of meetings dealing with council business;
  - (c) better understanding of the process of conducting meetings; and
  - (d) the more efficient and effective use of time at meetings.

### **1.4 Interpretation**

- (1) In this local law unless the context otherwise requires -
  - absolute majority** has the meaning given to it in the Act;
  - Act** means the *Local Government Act 1995*;
  - CEO** means the chief executive officer of the local government;
  - committee** means a committee of the council established under section 5.8 of the Act;
  - committee meeting** means a meeting of a committee;

**council** means the council of the Shire of Ravensthorpe;

**district** means the district of the local government;

**local government** means the Shire of Ravensthorpe;

**president** means the president of the local government or other presiding member at a council meeting under section 5.6 of the Act;

**meeting** means a meeting of the council or a committee, as the context requires;

**member** has the meaning given to it in the Act;

**presiding member** means -

- (a) in respect of the council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**Regulations** means the *Local Government (Administration) Regulations 1996*;

**simple majority** means more than 50% of the members present and voting; and,

**substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in this local law, the terms and expressions used in this local law is to have the meaning given to them in the Act and Regulations.

## 1.5 Repeal

This local law repeals the Standing Orders Local Law 2003 as published in the Government Gazette on 11 May 2004 and as amended in the Government Gazette on 8 February 2011.

## Part 2 – Establishment and membership of committees

### 2.1 Establishment of committees

- (1) The establishment of committees is dealt with in the Act.
- (2) A council resolution to establish a committee under section 5.8 of the Act is to include -
  - (a) the terms of reference of the committee;
  - (b) the number of council members, officers and other persons to be appointed to the committee;
  - (c) the names or titles of the council members and officers to be appointed to the committee;



- (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
- (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

(3) This local law is to apply to the conduct of committee meetings.

## **2.2 Types of committees**

The types of committees are dealt with in the Act.

## **2.3 Delegation of some powers and duties to certain committees**

The delegation of some powers and duties to certain committees is dealt with in the Act.

## **2.4 Limits on delegation of powers and duties to certain committees**

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

## **2.5 Appointment of committee members**

The appointment of committee members is dealt with in the Act.

## **2.6 Tenure of committee membership**

Tenure of committee membership is dealt with in the Act.

## **2.7 Resignation of committee members**

The resignation of committee members is dealt with in the Regulations.

## **2.8 Register of delegations to committees**

The register of delegations to committees is dealt with in the Act.

## **2.9 Committees to report**

A committee -

- (a) is answerable to the council; and
- (b) is to report on its activities when, and to the extent, required by the council.

# **Part 3 - Calling and convening meetings**

## **3.1 Ordinary and special council meetings**

(1) Ordinary and special council meetings are dealt with in the Act.

- (2) An ordinary meeting of the council, held on a monthly basis or otherwise as determined by the council, is for the purpose of considering and dealing with the ordinary business of the council.
- (3) A special meeting of the council is held for the purpose of considering and dealing with council business that is urgent, complex in nature, for a particular purpose or confidential.

### **3.2 Calling council meetings**

The calling of council meetings is dealt with in the Act.

### **3.3 Convening council meetings**

- (1) The convening of a council meeting is dealt with in the Act.
- (2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5, in convening a special meeting of the council.
- (3) Where, in the opinion of the president or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special council meeting.

### **3.4 Calling committee meetings**

The CEO is to call a meeting of any committee when requested by the president, the presiding member of a committee or any two members of that committee.

### **3.5 Public notice of meetings**

Public notice of meetings is dealt with in the Regulations.

## **Part 4 – Presiding member and quorum**

### ***Division 1: Who presides***

#### **4.1 Who presides**

Who presides at a council meeting is dealt with in the Act.

#### **4.2 When the deputy president can act**

When the deputy president can act is dealt with in the Act.

#### **4.3 Who acts if no president**

Who acts if there is no president is dealt with in the Act.

#### **4.4 Election of presiding member of a committee**

The election of a presiding member of a committee and their deputies is dealt with in the Act.

#### **4.5 Election of deputy presiding member of a committee**

The election of deputy presiding member of a committee is dealt with in the Act.

#### **4.6 Functions of deputy presiding member**

The functions of deputy presiding member are dealt with in the Act.

#### **4.7 Who acts if no presiding member**

Who acts if no presiding member is dealt with in the Act.

### ***Division 2 – Quorum***

#### **4.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

#### **4.9 Reduction of quorum for council meetings**

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

#### **4.10 Reduction of quorum for committee meetings**

The reduction of a quorum for committee meetings is dealt with in the Act.

#### **4.11 Procedure where no quorum to begin a meeting**

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

#### **4.12 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present, the presiding member is-

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, the presiding member is to adjourn the meeting to some future time or date.

#### **4.13 Names to be recorded**

At any meeting -

- (a) at which there is not a quorum present; or
- (b) which is adjourned for want of a quorum,

the names of the members then present are to be recorded in the minutes.

## **Part 5 - Business of a meeting**

### **5.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the council other than that specified in the agenda, without the approval of the presiding member or the council.
- (2) No business is to be transacted at a special meeting of the council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the council other than that -
  - (a) specified in the notice of the meeting which had been adjourned; and
  - (b) which remains unresolved.
- (4) Where a meeting is adjourned to the next ordinary meeting of the council then, unless the council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering officer reports (Clause 5.2(1), Item 10) at that ordinary meeting.

### **5.2 Order of business**

- (1) Unless otherwise decided by the council the order of business at any ordinary meeting of the council is to be as follows -
  1. Declaration of opening/announcement of visitors
  2. Announcements from the presiding member
  3. Attendance
    - 3.1 Apologies
    - 3.2 Approved leave of absence
  4. Declaration of interest
  5. Public question time
    - 5.1 Response to previous public questions taken on notice
    - 5.2 Public question time
  6. Applications for leave of absence
  7. Confirmation of minutes
  8. Presentations
    - 8.1 Petitions
    - 8.2 Presentations
    - 8.3 Deputations
    - 8.4 Delegates' reports
  9. Method of dealing with agenda business
  10. Officer reports
  11. Motions of which previous notice has been given
  12. Motions from members without notice
  13. New business of an urgent nature introduced by decision of the meeting
  14. Meeting closed to public
    - 14.1 Matters for which the meeting may be closed
    - 14.2 Public reading of resolutions that may be made public
  15. Closure

- (2) Unless otherwise decided by the council, the order of business at any special meeting of the council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

### **5.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or this local laws otherwise provides, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
  - (a) may, with the concurrence of the president, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
  - (b) will inform members on each occasion that a notice has been excluded and the reasons for that exclusion;
  - (c) may, after consultation with the member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
  - (d) may provide to the council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (6) A motion of which notice has been given is to lapse unless -
  - (a) the member who gave notice of it, or some other member authorised by the originating Member in writing, moves the motion when called on; or
  - (b) the council on a motion agrees to defer consideration of the motion to a later stage or date.
- (7) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

### **5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the presiding member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the presiding member to be of such importance and urgency that

they are unable to be dealt with administratively by the local government and must be considered and dealt with by the council before the next meeting.

## **5.5 Adoption by exception resolution**

- (1) In this clause 'adoption by exception resolution' means a resolution of the council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the council resolution.
- (2) Subject to subclause (3), the local government may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter -
  - (a) that requires an absolute majority;
  - (b) in which an interest has been disclosed;
  - (c) that has been the subject of a petition or deputation;
  - (d) that is a matter on which a member wishes to make a statement; or
  - (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

## **Part 6 - Public participation**

### **6.1 Meetings generally open to the public**

Meetings being generally open to the public is dealt with in the Act.

### **6.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried -
  - (a) the presiding member is to direct everyone to leave the meeting except -
    - (i) the members;
    - (ii) the CEO; and
    - (iii) any officer specified by the presiding member; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the presiding member, be removed from the meeting.

- (5) While the resolution under subclause (2) remains in force, the operation of clause 7.9 is to be suspended until the council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.
- (7) Once the meeting is reopened to members of the public, the presiding member is to ensure that any resolution of the council made while the meeting was closed is to be read out including a vote of a member to be included in the minutes.

### **6.3 Question time for the public**

Question time for the public is dealt with in the Act.

### **6.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in the Regulations.

### **6.5 Minimum question time for the public**

Minimum question time for the public is dealt with in the Regulations.

### **6.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in the Regulations.

### **6.7 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the council for later response.
- (3) When a question is taken on notice the CEO is to ensure that -
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting of the council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to -
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the presiding member may elect for the questions to be responded to as normal business correspondence.
- (7) The presiding member may decide that a public question shall not be responded to where -

- (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the presiding member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the presiding member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

## **6.8 Distinguished visitors**

If a distinguished visitor is present at a meeting of the council, the presiding member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

## **6.9 Deputations**

- (1) Any person or group wishing to be received as a deputation by the council is to either -
- (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the presiding member, at the meeting, address the council.
- (2) The CEO may either-
- (a) approve the request and invite the deputation to attend a meeting of the council; or
  - (b) refer the request to the council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a council meeting -
- (a) is not to exceed 5 persons, only 2 of whom may address the council, although others may respond to specific questions from members;
  - (b) is not to address the council for a period exceeding 10 minutes without the agreement of the council; and,
  - (c) additional members of the deputation may be allowed to speak with the leave of the presiding member.
- (4) Any matter which is the subject of a deputation to the council is not to be decided by the council until the deputation has completed its presentation.



## **6.10 Petitions**

- (1) A petition is to -
  - (a) be addressed to the president;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the CEO to be included in his or her deliberations and report on the matter that is the subject of the petition.
- (3) At any meeting, the council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the council has considered the issues raised in the petition.

## **6.11 Presentations**

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the local government or the community.
- (2) A presentation may be made to the council at a meeting only with the prior approval of the CEO.

## **6.12 Participation at committee meetings**

- (1) In this clause a reference to a person is to a person who -
  - (a) is entitled to attend a committee meeting;
  - (b) attends a committee meeting; and
  - (c) is not a member of that committee.
- (2) Without the consent of the presiding member, no person is to address a committee meeting.
- (3) The presiding member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the presiding member is to cease that address immediately after being directed to do so by the presiding member.

- (5) A person who fails to comply with a direction of the presiding member under subclause (4) may, by order of the presiding member, be removed from the committee room.
- (6) The council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

### **6.13 Council may meet to hear public submissions**

- (1) Where an item on the agenda at a council meeting is contentious and is likely to be the subject of a number of deputations, the council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the president shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the council resolves to meet to provide the opportunity to be heard under subclause (1), the presiding member shall -
  - (a) instruct the CEO to provide local public notice of the time and date when the council will meet to provide an opportunity to be heard;
  - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and
  - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.
- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the presiding member.
- (7) Once every member of the public has had the opportunity to make a submission the presiding member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next council meeting summarising each submission made at the meeting.
- (9) The council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

### **6.14 Public inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at the Shire of Ravensthorpe Administration Building and on the local government's website.

## **6.15 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be -
  - (a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";
  - (b) marked "*Confidential*" in the agenda; and
  - (c) kept confidential by officers and members until the council resolves otherwise.
- (2) A member or an officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another member or an officer to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not apply where a member or officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

## **6.16 Recording of proceedings**

- (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the council without the permission of the presiding member.
- (2) If the council gives permission under subclause (1), the presiding member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

## **6.17 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the council shall extend due courtesy and respect to the council and the processes under which it operates and shall comply with any direction by the presiding member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the council.
- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

## **Part 7 – Conduct of members**

### **7.1 Members to be in their proper places**

- (1) At the first meeting held after each Election Day, the CEO is to allot, alphabetically by ward, a position at the council table to each Member.
- (2) Each member is to occupy his or her allotted position at each council meeting.

### **7.2 Respect to the presiding member**

After the business of a council has been commenced, a member is not to enter or leave the meeting without first paying due respect to the presiding member.

### **7.3 Titles to be used**

A speaker, when referring to the president, deputy president or presiding member, or a member or officer, is to use the title of that person's office.

### **7.4 Advice of entry or departure**

During the course of a meeting of the council, a member is not to enter or leave the meeting without first advising the presiding member, in order to facilitate the recording in the minutes of the time of entry or departure.

### **7.5 Members to indicate their intention to speak**

A member of the council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the council.

### **7.6 Priority of speaking**

- (1) Where two or more members indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.
- (2) A decision of the presiding member under subclause (1) is not open to discussion or dissent.
- (3) A member is to cease speaking immediately after being asked to do so by the presiding member.

### **7.7 Presiding member may take part in debates**

The presiding member may take part in a discussion of any matter before the council, subject to compliance with this local law.

### **7.8 Relevance**

- (1) A member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

- (2) The presiding member, at any time, may -
  - (a) call the attention of the meeting to:
    - (i) any irrelevant, repetitious, offensive or insulting language by a member; or
    - (ii) any breach of order or decorum by a member; and
  - (b) direct that member, if speaking, to discontinue his or her speech.
- (3) A member is to comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

### **7.9 Speaking twice**

A member is not to address the council more than once on any motion or amendment except -

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

### **7.10 Duration of speeches**

- (1) A member is not to speak on any matter for more than 5 minutes without the consent of the council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a member's total speaking time to exceed 10 minutes.

### **7.11 No speaking after conclusion of debate**

A member is not to speak on any motion or amendment -

- (a) after the mover has replied; or
- (b) after the motion has been put.

### **7.12 No interruption**

A member is not to interrupt another member who is speaking unless -

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 7.13; or
- (d) to move a procedural motion that the member be no longer heard (see clause 10(1)(d)).

### **7.13 Personal explanations**

- (1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking is to indicate to the presiding member his or her intention to make a personal explanation.
- (2) The presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.
- (3) A member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

### **7.14 No reopening of discussion**

A member is not to reopen discussion on any council decision, except to move that the decision be revoked or changed (see Part 15).

### **7.15 Adverse reflection**

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed (see Part 15).
- (2) A member is not -
  - (a) to reflect adversely on the character or actions of another member or officer; or
  - (b) to impute any motive to a member or officer,unless the meeting resolves, without debate, that the motion then before the meeting cannot otherwise be adequately considered.
- (3) A member is not to use offensive or objectionable expressions in reference to any member, officer or other person.
- (4) If a member specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes -
  - (a) the presiding member is to cause the words used to be taken down and read to the meeting for verification; and
  - (b) the council may, by resolution, decide to record those words in the minutes.

### **7.16 Withdrawal of offensive language**

- (1) A Member who, in the opinion of the presiding member, uses an expression which -
  - (a) in the absence of a resolution under clause 7.15 -
    - (i) reflects adversely on the character or actions of another member or Officer; or
    - (ii) imputes any motive to a member or officer; or

(b) is offensive or insulting,

must, when directed by the presiding member, withdraw the expression and make a satisfactory apology.

- (2) If a Member fails to comply with a direction of the presiding member under subclause (1), the presiding member may refuse to hear the member further on the matter then under discussion and call on the next speaker.

## **Part 8 - Preserving order**

### **8.1 Presiding member to preserve order**

- (1) The presiding member is to preserve order, and, whenever he or she considers necessary, may call any member to order.
- (2) When the presiding member speaks during a debate, any member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every member present is to preserve strict silence so that the presiding member may be heard without interruption.
- (3) Subclause (2) is not to be used by the presiding member to exercise the right provided in clause 7.7, but to preserve order.

### **8.2 Point of order**

- (1) A member may object, by way of a point of order, only to a breach of -
- (a) any of this local law; or
  - (b) any other written law.
- (2) Despite anything in this local law to the contrary, a point of order -
- (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.

### **8.3 Procedures on a point of order**

- (1) A member who is addressing the presiding member is not to be interrupted except on a point of order.
- (2) A member interrupted on a point of order is to resume his or her seat until -
- (a) the member raising the point of order has been heard; and
  - (b) the presiding member has ruled on the point of order,
- and, if permitted, the member who has been interrupted may then proceed.

### **8.4 Calling attention to breach**

A member may, at any time, draw the attention of the presiding member to any breach of this local law.

## **8.5 Ruling by the presiding member**

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order -
  - (a) is not to be the subject of debate or comment; and
  - (b) is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that -
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a member is out of order, the presiding member may require the member to make an explanation, retraction or apology.

## **8.6 Continued breach of order**

If a member -

- (a) persists in any conduct that the presiding member had ruled is out of order;  
or
- (b) refuses to make an explanation, retraction or apology required by the presiding member under clause 8.5(3),

the presiding member may direct the member to refrain from taking any further part in the debate of that item, other than by voting, and the member is to comply with that direction.

## **8.7 Right of presiding member to adjourn**

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

# **Part 9 - Debate of substantive motions**

## **9.1 Motions to be stated**

Any member who wishes to move a substantive motion or an amendment to a substantive motion -



- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the presiding member, is to put the motion or amendment in writing.

## **9.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

## **9.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the presiding member may ask the meeting if any member opposes it.
- (2) If no member opposes the motion, the presiding member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the council.
- (4) If a member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a council meeting (see Part 15).

## **9.4 Only one substantive motion at a time**

When a substantive motion is under debate at a meeting of the council, no further substantive motion is to be accepted. The council is not to consider more than one substantive motion at any time.

## **9.5 Order of call in debate**

The presiding member is to call speakers to a substantive motion in the following order

-

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

## **9.6 Member may require motion to be read**

A member may require the motion or matter under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

## **9.7 Consent of seconder required for alteration**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

## **9.8 Order of amendments**

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

## **9.9 Form of an amendment**

An amendment must add, delete, or substitute words to the substantive motion.

## **9.10 Amendment must not negate original motion**

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

## **9.11 Relevance of amendments**

Each amendment is to be relevant to the motion in respect of which it is moved.

## **9.12 Mover of motion may speak on amendment**

Any member may speak during debate on an amendment.

## **9.13 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

## **9.14 Withdrawal of motion or amendment**

- (1) Subject to subclause (2), the council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

## **9.15 Right of reply**

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.

- (3) The right of the reply may only be exercised -
  - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
  - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply -
  - (a) no other member is to speak on the motion;
  - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

## **Part 10 - Procedural motions**

### **10.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 9), a member may move the following procedural motions -

- (a) that the debate be adjourned;
- (b) that the meeting now adjourn;
- (c) that the motion be now put;
- (d) that the Member be no longer heard;
- (e) that the ruling of the presiding member be disagreed with;
- (f) that the meeting be closed to the public (see clause 6.2).

### **10.2 No debate**

- (1) The mover of a motion specified in paragraph (a), (b), (c) or (f) of clause 10.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (c) or (d) of clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

### **10.3 Who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

### **10.4 Procedural motions - right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

### **10.5 Debate to be adjourned**

A motion "that the debate be adjourned" -

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

### **10.6 Meeting now adjourn**

- (1) A member is not to move or second more than one motion of adjournment during the same sitting of the council.
- (2) Before putting the motion for the adjournment of the council, the presiding member may seek leave of the council to deal first with matters that may be the subject of an adoption by exception resolution (see clause 5.5).
- (3) A motion "that the meeting now adjourn" -
  - (a) is to state the time and date to which the meeting is to be adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the presiding member or the council determines otherwise.

### **10.7 Motion to be put**

- (1) If the motion "that the motion be now put", is carried during debate on a substantive motion without amendment, the presiding member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the motion be now put" is carried during discussion of an amendment, the presiding member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

## **10.8 Member to be no longer heard**

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

## **10.9 Ruling of the presiding member to be disagreed with**

If the motion “that the ruling of the presiding member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

# **Part 11 - Disclosure of interests**

## **11.1 Disclosure of interests**

Disclosure of interests is dealt with in the Act.

# **Part 12 - Voting**

## **12.1 Motion - when put**

- (1) Immediately after the debate on any motion is concluded and the right of reply has been exercised, the presiding member –
  - (a) is to put the motion to the council; and
  - (b) if requested by any member, is to again state the terms of the motion.
- (2) A member is not to leave the meeting when the presiding member is putting any motion.

## **12.2 Voting**

Voting is dealt with in the Act and the Regulations.

## **12.3 Majorities required for decisions**

The majorities required for decisions of the council and committees are dealt with in the Act.

## **12.4 Method of taking vote**

- (1) In taking the vote on any motion or amendment the presiding member -
  - (a) is to put the motion, first in the affirmative, and then in the negative;
  - (b) may put the motion in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) may accept a vote on the voices or may require a show of hands; and,

- (d) is, subject to this clause, to declare the result.
- (2) If a member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) If a member of council or a committee specifically requests that there be recorded –
  - (a) his or her vote; or,
  - (b) the vote of all members present,on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

## **Part 13 – Minutes of meetings**

### **13.1 Keeping of minutes**

The keeping and confirmation of minutes are dealt with in the Act.

### **13.2 Content of minutes**

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by regulation 11, the minutes of a council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

### **13.3 Public inspection of unconfirmed minutes**

The public inspection of unconfirmed minutes is dealt with in the Regulations.

### **13.4 Confirmation of minutes**

- (1) When minutes of an ordinary meeting of the council are distributed for consideration prior to their confirmation at the next meeting, if a member is dissatisfied with the accuracy of the minutes, the member may provide the local government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the council.
- (2) At the next ordinary meeting of the council, the member who provided the alternative wording shall, at the time for confirmation of minutes –
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

## **Part 14 - Adjournment of meeting**

### **14.1 Meeting may be adjourned**

The council may adjourn any meeting -

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

### **14.2 Effect of adjournment**

Where any matter, motion, debate or meeting is adjourned under this local law -

- (a) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 7.9 [speaking twice] apply when the debate is resumed.

## **Part 15 – Revoking or changing decisions**

### **15.1 Requirements to revoke or change decisions**

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

### **15.2 Limitations on powers to revoke or change decisions**

- (1) Subject to subclause (2), the council or a committee is not to consider a motion to revoke or change a decision -
  - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 15.3 to implement the decision; or
  - (b) where the decision is procedural in its form or effect.
- (2) The council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

### **15.3 Implementing a decision**

- (1) In this clause -
  - (a) "authorisation" means a licence, permit, approval or other means of authorising a person to do anything;

- (b) "implement", in relation to a decision, includes -
    - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
    - (ii) take any other action to give effect to the decision; and
  - (c) "valid notice of revocation motion" means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and this local law and may be considered, but has not yet been considered, by the council or a committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
  - (3) The council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
  - (4) A decision made at a meeting is not to be implemented by the CEO or any other person -
    - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
    - (b) unless and until the valid notice of revocation motion has been determined by the council or the committee as the case may be.
  - (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation -
    - (a) is to take effect only in accordance with this clause; and
    - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

## **Part 16 - Suspension of Local Laws**

### **16.1 Suspension of local laws**

- (1) A member may at any time move that the operation of one or more of the provisions of this local law be suspended.
- (2) A member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is -
  - (a) seconded; and
  - (b) carried by an absolute majority,

is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.



## **16.2 Where local laws do not apply**

- (1) In situations where -
  - (a) one or more provisions of this local law have been suspended; or
  - (b) a matter is not regulated by the Act, the Regulations or this local law, the presiding member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the presiding member under subclause (1) is final, except where a motion is moved and carried under clause 10.10.

## **Part 17 - Meetings of electors**

### **17.1 Electors' general meetings**

Electors' general meetings are dealt with in the Act.

### **17.2 Matters for discussion at electors' general meetings**

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

### **17.3 Electors' special meetings**

Electors' special meetings are dealt with in the Act.

### **17.4 Requests for electors' special meetings**

Requests for electors' special meetings are dealt with in the Regulations.

### **17.5 Convening electors' meetings**

Convening electors' meetings is dealt with in the Act.

### **17.6 Who presides at electors' meetings**

Who presides at electors' meetings is dealt with in the Act.

### **17.7 Procedure for electors' meetings**

- (1) The procedure for electors' meetings is dealt with in the Act and the Regulations.
- (2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the presiding member is to have regard to this local law.

### **17.8 Participation of non-electors**

A person who is not an elector of the local government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

## 17.9 Voting at electors' meetings

Voting at electors' meetings is dealt with in the Regulations.

## 17.10 Minutes of electors' meetings

Minutes of electors' meetings are dealt with in the Act.

## 17.11 Decisions made at electors' meetings

Decisions made at electors' meetings are dealt with in the Act.

# Part 18 - Enforcement

## 18.1 Penalty for breach

A person who breaches a provision of this local law commits an offence.

**Penalty: \$2,000.00 and a daily penalty of \$200.00.**

## 18.2 Who can prosecute

Who can prosecute is dealt with in the Act.

Dated:            *[INSERT DATE]*

The Common Seal of the Shire of Ravensthorpe was affixed by the authority of a resolution of council in the presence of:

---

*[INSERT NAME OF PRESIDENT]*  
President

---

*[INSERT NAME OF CEO]*  
Chief Executive Officer

# ATTACHMENT

WESTERN AUSTRALIA  
DOG ACT 1976  
LOCAL GOVERNMENT ACT 1995  
SHIRE OF RAVENSTHORPE  
DOGS AMENDMENT LOCAL LAW 2022

Under the powers conferred by the *Dog Act 1976*, and the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Ravensthorpe resolved on XXX to make the following local law.

PART 1 – PRELIMINARY

**1. Citation**

This local law may be cited as the *Shire of Ravensthorpe Dogs Amendment Local Law 2022*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Application**

This local law applies throughout the district of the Shire of Ravensthorpe.

**4. Principal Local Law**

This local law amends the *Shire of Ravensthorpe Dogs Local Law 2010* as published in the *Government Gazette* on 8 February 2011

**5. PART 5 – Dogs in Public Places**

Delete Part 5 – Dogs in Public Places (clauses 5.1, 5.2, 5.3)

**6. Schedule 3 – amended**

Delete Schedule 3 and replace with –

**Schedule 3 – Offences and modified penalties**

**OFFENCES IN RESPECT OF WHICH MODIFIED PENALTY APPLIES**

CLAUSE	NATURE OF OFFENCE	MODIFIED PENALTY \$	DANGEROUS DOG MODIFIED PENALTY \$
2.4(a)	Attempting to or causing the unauthorized release of a dog from a pound	200	400
2.4(b)	Interfering with any pound or vehicle used for the purpose of catching, holding or conveying dogs	200	
3.1	Failing to provide means for effectively confining a dog	100	200
4.8	Failing to comply with the conditions of a licence	100	200
5.1(2)	Dog in place from which prohibited absolutely	200	400
5.3(3)	Dog not on a leash and not under control	100	200
6.1(2)	Dog excreting in prohibited place	100	

Dated: **[INSERT DATE]**

The Common Seal of the Shire of Ravensthorpe was affixed by the authority of a resolution of council in the presence of:

---

**[INSERT NAME OF PRESIDENT]**  
President

---

**[INSERT NAME OF CEO]**  
Chief Executive Officer

**ATTACHMENT**

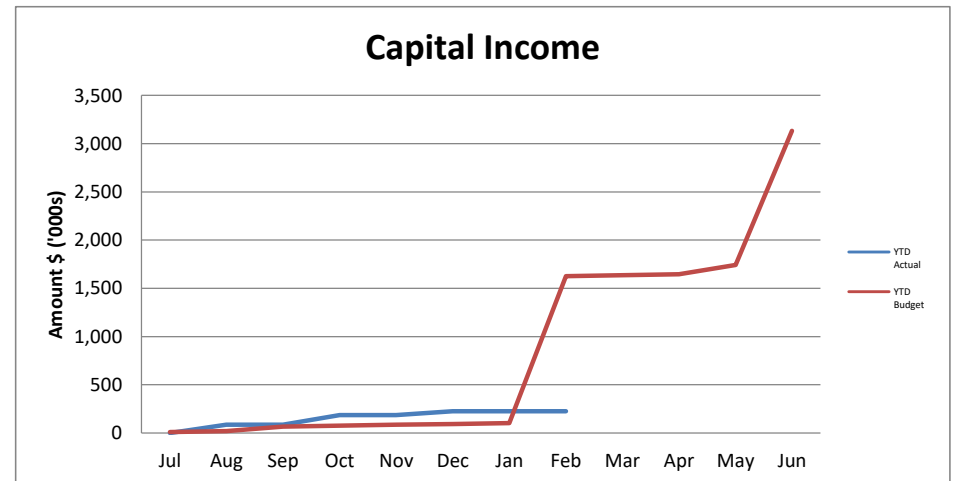
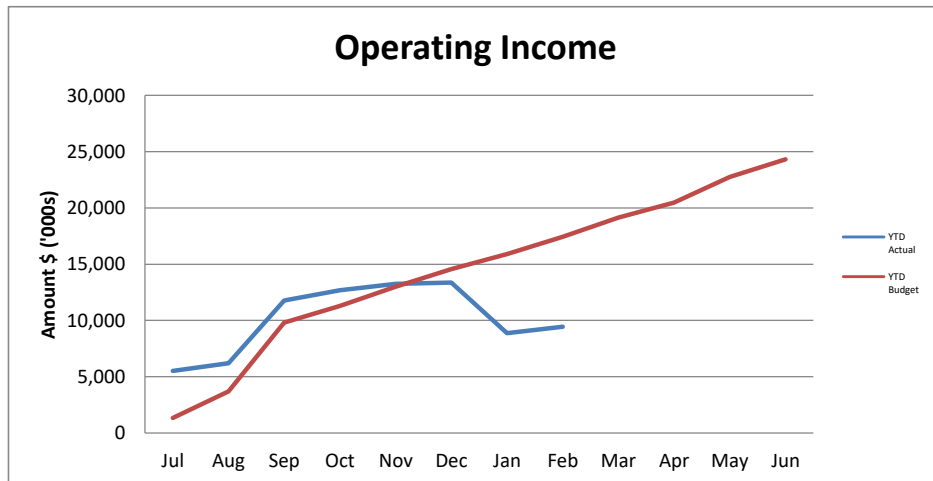
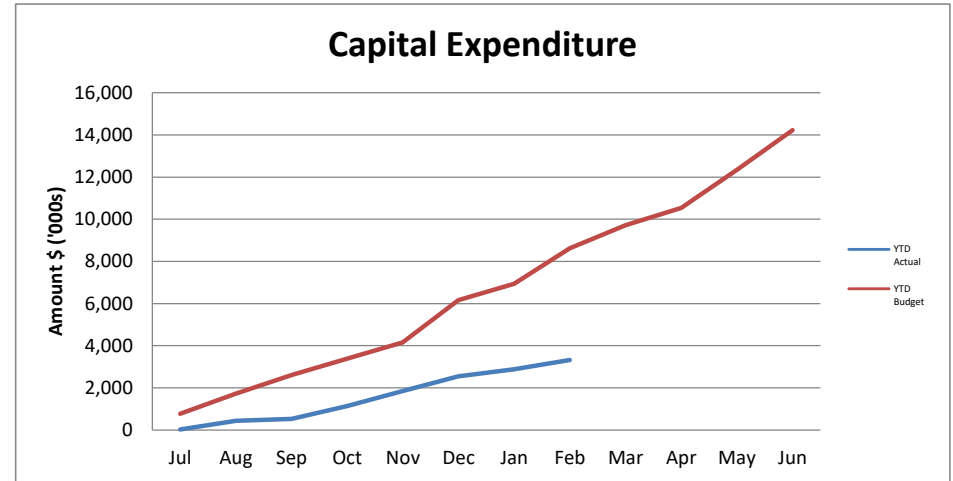
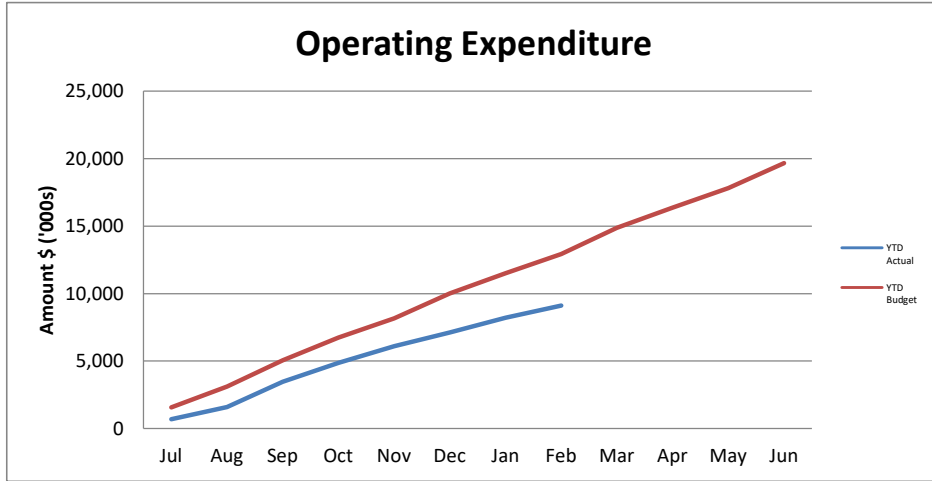


**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2022**

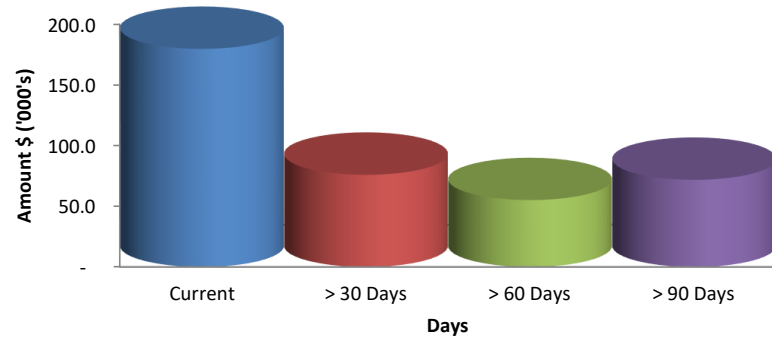
**TABLE OF CONTENTS**

	<b>Page</b>
Graphical Analysis	2-3
Statement of Financial Activity	4
Report on Significant Variances	5
Budget Amendments as per Mid Year Review	6-8
1 Acquisition of Assets	9-11
2 Disposal of Assets	12
3 Information on Borrowings	13
4 Reserves	14-16
5 Net Current Assets	17
6 Rating Information	18
7 Trust Funds	19
8 Operating Statement	20-21
9 Statement of Financial Position	22
10 Financial Ratios	23

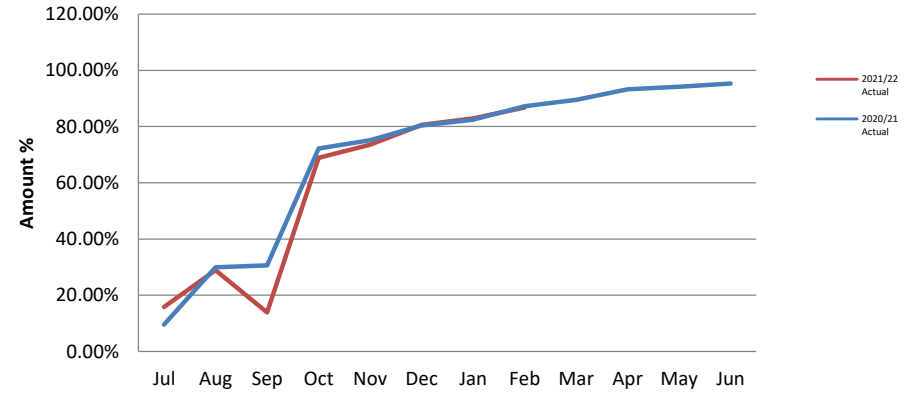
# Income and Expenditure Graphs to 28 February 2022



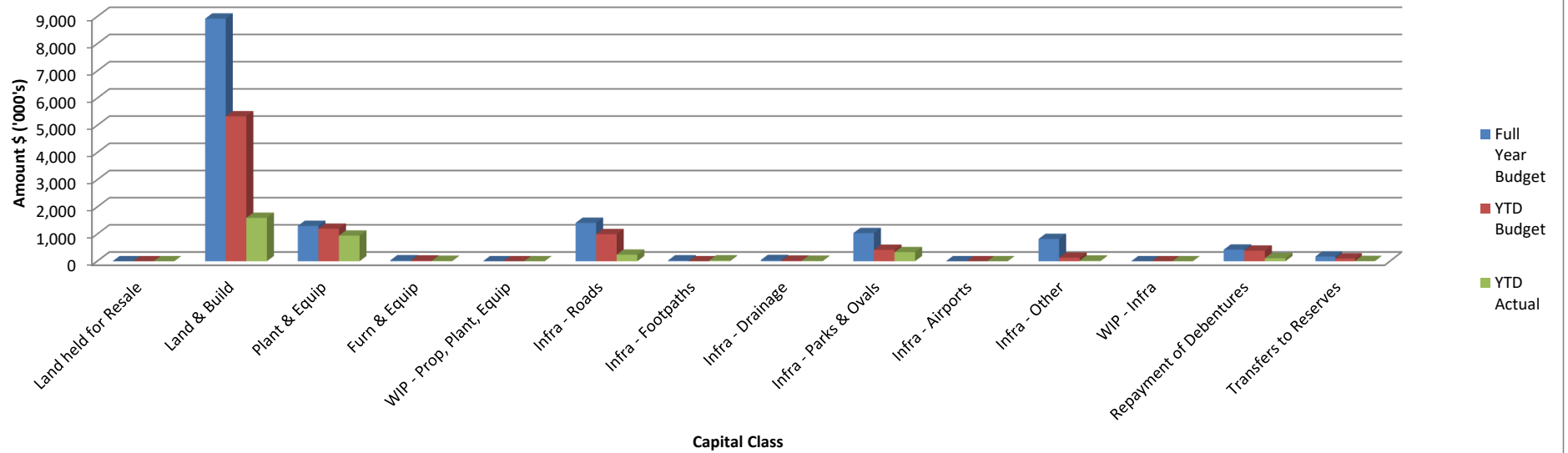
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure





**SHIRE OF RAVENSTHORPE  
STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 28 FEBRUARY 2022**

	NOTE	2021/22 Adopted Budget \$	FEBRUARY 2021 Y-T-D Budget \$	FEBRUARY 2021 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>							
<b>Revenues/Sources</b>							
Governance		44,000	29,328	4,000	(25,328)	13.64%	
General Purpose Funding		1,192,900	904,838	1,074,017	169,179	118.70%	▲
Law, Order, Public Safety		1,252,653	365,845	155,094	(210,751)	42.39%	▲
Health		9,291	5,320	15,508	10,188	291.50%	
Education and Welfare		1,077,380	718,265	585,611	(132,654)	81.53%	▲
Housing		11,800	7,489	12,564	5,075	167.77%	
Community Amenities		1,049,300	986,623	599,676	(386,947)	60.78%	▲
Recreation and Culture		7,100,766	4,753,565	750,777	(4,002,788)	15.79%	▲
Transport		1,793,225	977,446	969,317	(8,129)	99.17%	
Economic Services		386,614	214,797	275,362	60,565	128.20%	
Other Property and Services		5,760,949	3,823,826	359,930	(3,463,896)	9.41%	
		19,678,878	12,787,342	4,801,856	(7,985,486)	37.55%	
<b>(Expenses)/(Applications)</b>							
Governance		(887,656)	(573,387)	(547,965)	25,422	(95.57%)	
General Purpose Funding		(300,523)	(197,343)	(164,827)	32,516	(83.52%)	
Law, Order, Public Safety		(1,141,282)	(714,736)	(638,415)	76,321	(89.32%)	
Health		(386,177)	(253,309)	(191,017)	62,292	(75.41%)	
Education and Welfare		(1,244,462)	(806,338)	(710,322)	96,016	(88.09%)	
Housing		(206,101)	(143,157)	(184,744)	(41,587)	(129.05%)	
Community Amenities		(1,586,199)	(1,019,991)	(945,539)	74,452	(92.70%)	
Recreation & Culture		(2,058,964)	(1,327,139)	(1,261,908)	65,231	(95.08%)	
Transport		(5,384,635)	(3,573,620)	(3,568,641)	4,979	(99.86%)	
Economic Services		(669,916)	(418,787)	(400,761)	18,026	(95.70%)	
Other Property and Services		(5,796,776)	(3,914,037)	(508,985)	3,405,052	(13.00%)	▲
		(19,662,691)	(12,941,844)	(9,123,124)	3,818,720	(70.49%)	
<b>Net Operating Result Excluding Rates</b>		16,187	(154,502)	(4,321,268)	(4,166,766)	2796.90%	
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	2	(30,549)	(25,390)	(45,073)	(19,683)	(177.52%)	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0.00%	
Rounding		0	0	0	0	0.00%	
Depreciation on Assets		5,004,073	3,336,009	3,153,513	(182,496)	(94.53%)	▲
<b>Capital Revenue and (Expenditure)</b>							
Purchase of Land and Buildings	1	(8,925,058)	(5,332,168)	(1,597,922)	3,734,246	(29.97%)	▲
Purchase of Furniture & Equipment	1	(102,600)	(72,592)	(12,555)	60,037	(17.30%)	
Purchase of Plant & Equipment	1	(1,302,551)	(1,196,789)	(943,151)	253,638	(78.81%)	▲
Purchase of WIP - PP & E	1	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(1,413,561)	(998,617)	(242,011)	756,606	(24.23%)	▲
Purchase of Infrastructure Assets - Footpaths	1	(30,900)	0	(30,869)	(30,869)	0.00%	
Purchase of Infrastructure Assets - Drainage	1	(41,240)	(20,480)	(17,552)	2,928	(85.70%)	
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,036,385)	(418,032)	(352,390)	65,642	(84.30%)	
Purchase of Infrastructure Assets - Airports	1	(32,193)	0	(16,250)	(16,250)	0.00%	
Purchase of Infrastructure Assets - Other	1	(749,360)	(84,296)	(21,698)	62,598	(25.74%)	
Proceeds from Disposal of Assets	2	275,549	111,819	226,545	114,726	(202.60%)	▼
Repayment of Leases	2	(124,398)	(62,196)	0	0	0.00%	
Repayment of Debentures	3	(426,653)	(390,222)	(112,441)	277,781	(28.81%)	▲
Transfers to Restricted Assets (Reserves)	4	(172,479)	(102,406)	(8,326)	94,080	(8.13%)	
Transfers from Restricted Asset (Reserves)	4	2,857,852	1,515,000	0	(1,515,000)	0.00%	
Net Current Assets July 1 B/Fwd	5	1,632,610	1,632,610	1,632,610	0	(100.00%)	
Net Current Assets Year End/To date	5	46,801	2,384,036	1,943,267	(440,769)	(81.51%)	
<b>Amount Raised from Rates</b>		<u>(4,648,457)</u>	<u>(4,646,288)</u>	<u>(4,652,105)</u>	<u>(5,817)</u>	<u>100.13%</u>	

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

**Material Variances Symbol**

Above Budget Expectations                      Greater than 10% and \$100,000                      ▲  
Below Budget Expectations                      Less than 10% and \$100,000                      ▼

## 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 variance adopted by Council is:**

Actual Variance exceeding 10% of YTD Budget or \$100,000 whichever is the lesser.

## **REPORTABLE OPERATING REVENUE VARIATIONS**

### **03 - General Purpose Funding**

FAGS Special Purpose Grant - \$150,000 received YTD that was not expected for the budget.

A rise in property sales in the region this year has also seen an increase in rates enquiry fees

### **04 - Governance**

Sale of Goldfields Records Storage facility has not yet been finalised

### **05 - Law, Order and Public Safety**

The Bushfire Mitigation Grant has not yet been received

### **07 - Health**

Health Licence fees have been raised, however budget is split over the financial year.

### **08 - Education**

Capital grant funding for the Playground upgrades at the childcare centres has not yet been received as plans are still being finalised. School Holidays has seen a decrease in attendances, however this has already picked up on school return. There has been an increase in trainee educator funding. Sustainability Grant Schedules have been moved forward to now begin in 2021/2022 with the first half of annual funding now received

### **09 - Housing**

An additional unit was being rented for a short term

### **10 - Community Amenities**

Grant proceeds from Shire of Jerramungup have not been received for the Regional Landfill as the project has not yet commenced. A half yearly recoup of shared expenditure is yet to be raised.

### **11 - Recreation & Culture**

Project Grants not yet received for LRCI. \$3.18 million budgeted to be received from BBRF for the RCP Project, however only \$603k received with project now underway

### **13 - Economic Services**

Timing issue with Budget Allocations spread through the year, however quarterly invoices for leases have been raised.

### **14 - Other Property & Services**

The invoice for the Floater Road private works has been written off per council resolution in December. This Project will now be undertaken by Galaxy directly. To be amended in Budget Review.

Administration Income higher than anticipated due to a recoup of Long Service Leave from another Shire. Invoice pending write off.

Sale of a Vacant Block in Ravensthorpe was unbudgeted unclassified income. Commissions from Department of Transport for Licensing Services have increased

## **REPORTABLE OPERATING EXPENSE VARIATIONS**

### **03 - General Purpose Funding**

Rates Valuation is budgeted across the year, however have not yet commenced.

### **05 - Law, Order and Public Safety**

Bushfire mitigation Expenditure undertaken, however invoices are pending as works continue

### **07 - Health**

Health administration expenditure is lower than forecast with an increase in in-house Health Services.

Changes to the Medical Services contract have impacted the YTD expenditure timing

### **08 - Education**

Expenditure in both centres is lower than forecast with lower attendances over school holidays resulting in lower staff hours. An incorrect allocation of overheads has also now been amended as well.

### **09 - Housing**

Mould damage repairs to 4 Daw St, Ravensthorpe have been undertaken, however this budget is spread over the whole year.

### **13 - Economic Services**

Several grant projects have been budgeted to be completed, however are ongoing due to trades shortages.

The externally managed projects Pest Animal & Declared Weed Control are yet to be invoiced to the Shire

### **14 - Other Property & Services**

Budgeted Private Works for the Floater Road Realignment now to be undertaken directly by company. To be amended in Budget Review.

## **REPORTABLE NON-CASH VARIATIONS**

Profits on traded in vehicles higher than expected due to increase in vehicle values with country wide shortages

## **REPORTABLE CAPITAL EXPENSE VARIATIONS**

Delays have been experienced with a widespread labour and materials shortage. Projects are now underway where resources are now available.

**SHIRE OF RAVENSTHORPE**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2022**  
**Report on Significant variances Greater than 10% and \$100,000**

**REPORTABLE CAPITAL INCOME VARIATIONS**

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 28 FEBRUARY 2022

1. ACQUISITION OF ASSETS	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	FEBRUARY 2021 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Law, Order &amp; Public Safety</b>			
<i>Fire Prevention &amp; Control</i>			
Water Bomber Tank Resupply	2,000	0	0
Land Sub-Division Fire Station - East	8,000	0	0
Hopetoun Rural Bushfire Shed	701,356	0	0
Emergency Water Tank Relocation -	8,200	5,456	0
Emergency Services Flamethrower	15,000	10,000	0
<i>Law &amp; Order</i>			
Ravensthorpe Ses Building Upgrades 21/22	23,500	15,664	0
Cliff Rescue Trailer - Ses	0	0	81
<b>Health</b>			
<i>Doctors &amp; Other Health</i>			
20/21 Purchase Toyota Hilux - Doctor	56,781	56,781	56,361
<b>Education &amp; Welfare</b>			
<i>Child Care Centres</i>			
Little Barrens - Cot And Kindy Room Furniture	1,000	1,000	909
Little Barrens - Playground Upgrade	180,000	0	0
Cub House - Playground Upgrade	120,000	0	0
<b>Housing</b>			
<i>Staff Housing</i>			
Lot 79 Esplanade Hopetoun Housing Upgrade	10,000	0	9,508
<i>Other Housing</i>			
<b>Community Amenities</b>			
<i>Sanitation - Household Refuse</i>			
Munglinup Waste Site Improvements (Design)	57,660	38,440	0
Munglinup Transfer Station	20,000	13,328	0
Ravensthorpe Regional Landfill Weighbridge	284,000	0	0
<i>Sewerage</i>			
2019/20 Purchase Plant - Sewerage Fencing	23,790	23,790	0
Ravensthorpe Effluent Ponds - Restore Banks	20,240	13,480	0
<i>Other Community Amenities</i>			
Two Mile Ablution Block - Hopetoun (Dcp)	28,260	28,260	28,295
<b>Recreation and Culture</b>			
<i>Public Halls &amp; Civic Centres</i>			
Ravensthorpe Town Hall - Security Lighting	12,000	8,000	0
<i>Other Recreation &amp; Sport</i>			
Hopetoun Sports Pavilion - Timber Sealing	19,700	0	350
Hopetoun Sports Pavilion, Repair Doors,	226,900	0	245,334
Ravensthorpe Rec Centre -	101,870	101,870	5,224
Ravensthorpe Rec Centre - Hot Water System	0	0	241
Munglinup Enclose Verandah For Gym (Lrci)	11,990	11,990	0
Playground Renewal - Hopetoun Rec Grounds	20,000	20,000	0
Basketball Hoops Near Skatepark Hopetoun	6,770	0	400
Dual Irrigation - Hopetoun Oval (Dcp And Dsr)	25,580	0	25,638
Maitland Street Park Playground Upgrade	25,355	0	17,657
Mcculloch Park Playground Upgrade -	40,000	0	66,133
Munglinup Bowling Green -4 Rinks (Lrci R2)	319,400	0	216,725
Skate Park Shade And Seating (Dcp Funded)	2,200	0	6,160
20/21 Purchase Toyota Hilux P&G - Hopetoun	53,099	53,099	52,617
20/21 Purchase Case Tractor P&G	105,885	105,885	105,971
Single Cab Tip Truck	85,829	85,829	86,218
<i>Libraries</i>			
Libraries Lending System Upgrade	11,500	7,664	0

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 28 FEBRUARY 2022

1. ACQUISITION OF ASSETS (Continued)	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	FEBRUARY 2021 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program (Continued)</b>			
<b>Recreation and Culture (Continued)</b>			
<i>Other Culture</i>			
Rcp Architect Services	143,250	95,496	50,250
Rcp Consultants Services	155,360	103,568	17,080
Rcp Project Management	40,000	26,664	31,328
Rcp Building Construction (& Builders	5,228,254	3,485,496	1,112,423
Rcp Project Fees And Charges (Non-Grant)	41,422	27,608	0
Rcp Demolition	0	0	0
Rcp Contingency	0	0	0
Rcp Utility Services (External Services)	205,764	137,176	473
Rcp Landscaping And Playground	414,250	276,160	0
Rcp Public Art	0	0	0
Rcp Carpark	0	0	0
Rcp (Shire) Admin Building Construction	1,777,370	1,184,912	17,639
Rcp (Shire) Dunnart Building Construction	0	0	0
Rcp (Shire) Earthworks Building Construction	16,040	10,680	45,349
Rcp (Shire) Project Management	0	0	0
Rcp (Shire) Building Construction	0	0	2,047
Rcp (Shire) Demolition	0	0	0
Pcp (Shire) Contingency	0	0	0
Rcp (Shire) Landscaping	100,000	66,664	0
Rcp (Shire) Public Art	0	0	0
Rcp (Shire) Carpark	82,830	55,208	19,677
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
<b>Roads Construction Council</b>			
Desmond Track (Green Bridge)	26,600	0	0
Mallee Road Construction	0	0	73
Cowel Road Floodway Sealing (Lrci Funded)	0	0	0
Fitzgerald Road Floodway Sealing (Lrci	0	0	3
Gravel Pit Reinstatement	0	0	0
Gravel Pit Development	0	0	0
<b>Roads Mrwa V Of G Constr</b>			
Hammersley Drive Slk 6.0 To End Of Shire	0	0	1,589
Jerdacuttup Road Slk 5.2 To 10	0	0	2,861
Jerdacuttup Road - Stabilise Pavement &	250,000	0	0
<b>Roads To Recovery Construction</b>			
Bedford Harbour Road #47 Slk 0.0 To 9.85	246,664	246,664	102,063
2019/20 Melaleuca Road Construction	475,297	475,297	135,421
<b>Blackspot Funding Construction</b>			
Tamarine Road Reseal Slk 0.0 To 7.4	415,000	276,656	0
<b>Drainage Construction</b>			
Coxall Road 2X Culvert Replace (Lrci Funded)	14,000	0	17,552
Bridger Road Culvert	7,000	7,000	0
<b>Footpath Construction</b>			
Hosking Street - Concrete Footpath	30,900	0	30,869
<b>Purchase Land - Roadworks And Depots</b>			
Purchase Depot Block - 1 Moir Road	0	0	0
Land Lot 36,318 & 177 Floater Road	0	0	0
<b>Purchase Land &amp; Buildings - Roadworks</b>			
Ravensthorpe Depot Office Refit	65,000	0	24,691
Ravensthorpe Depot Grounds Upgrades	70,360	70,360	7,689
<b>Purchase Furniture &amp; Equipment - Roads</b>			
Street Furniture - Hopetoun (Dcp Funded)	2,000	2,000	4,242
<b>Purchase Other Infrastructure - Roads &amp; Depots</b>			
School Bus Shelter - Buckie St, Hopetoun	70,000	46,664	59

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 28 FEBRUARY 2022

1. ACQUISITION OF ASSETS (Continued)	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	FEBRUARY 2021 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program (Continued)</b>			
<u>Road Plant Purchases</u>			
20/21 Purchase Side Tipper	114,730	114,730	0
2021/22 Grader	362,000	362,000	362,300
Mulching Head Attachment - Skid Steer	31,920	31,920	0
14.6M Tri Axle Low Loader	151,283	151,283	0
<u>Aerodromes</u>			
Ravensthorpe Airport - Outdoor Seating	6,000	4,000	6,181
Ravensthorpe Airport - It Upgrades	2,500	1,664	1,164
Ravensthorpe Airport Baggage Trolleys	16,000	10,664	0
Terminal Improvements	28,462	18,968	0
Airport Lighting Upgrade	32,193	0	16,250
<b>Economic Services</b>			
<u>Rural Services</u>			
Munglinup Water Catchment Dam (Lrci R2)	14,000	0	0
<u>Tourism</u>			
Illuminating Silo Art Work (Dcp Funded)	24,900	0	21,674
Hopetoun Visitor Information Boards Expanded	17,000	11,328	0
Munglinup Rest Bay Upgrade (Lrci R2)	31,800	21,200	24
<u>Other Economic Services</u>			
2 Mile Campsite Infrastructure - East Of	0	0	0
<b>Other Property &amp; Services</b>			
<u>Works</u>			
20/21 Purchase Flat Bed Truck - Bmo	85,000	56,664	82,136
20/21 Purchase Toyota Hilux Sign Ute	51,096	34,064	50,777
20/21 Purchase Toyota Hilux Maint Grader 1	50,046	33,360	48,903
20/21 Purchase Toyota Hilux Maint Grader 2	50,046	33,360	48,907
20/21 Purchase Toyota Hilux Dozer Operator	50,046	33,360	48,880
<u>Administration</u>			
Computer Upgrades	9,600	9,600	0
	<u>13,633,848</u>	<u>8,122,974</u>	<u>3,234,397</u>
<b>By Class</b>			
Land	0	0	0
Buildings	8,925,058	5,332,168	1,597,922
Furniture & Equipment	102,600	72,592	12,555
Plant & Equipment	1,302,551	1,196,789	943,151
Infrastructure - Roads	1,413,561	998,617	242,011
Infrastructure - Footpaths	30,900	0	30,869
Infrastructure - Drainage	41,240	20,480	17,552
Infrastructure - Parks & Ovals	1,036,385	418,032	352,390
Infrastructure - Airports	32,193	0	16,250
Infrastructure - Other	749,360	84,296	21,698
	<u>13,633,848</u>	<u>8,122,974</u>	<u>3,234,397</u>

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 28 FEBRUARY 2022

## 2. DISPOSALS OF ASSETS

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

By Program	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
<b>Health</b>								
Toyota Hilux SRS	P711B	P711B	35,000	28,922	39,091	39,090.91	4,091	10,169
<b>Other Sport &amp; Recreation</b>								
Toyota Hilux - Ravy	P678A	P678A	0	0	0	0	0	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000.00	26,536.81	36,364	36,363.64	4,364	9,827
Tractor - Parks & Gardens	P642	P642	35,000	32,032.06	42,000	42,000.00	7,000	9,968
Zero Turn Mower - Hopetoun	NA	NA	0	0	0	0	0	0
Water Tank/Trailer - Hopetoun	NA	P173A	0	0	0	0	0	0
<b>Transport</b>								
Komatsu GD565 Grader	P706	P706	0	0	0	0	0	0
DAF Prime Mover	P630	P580	0	0	0	0	0	0
Haulpro Side Tipper	P611	P577	30,000	0	14,000	0	(16,000)	0
Bomag Smooth Drum Roller	P569A	P569A	0	0	0	0	0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0	0	35,000	0	35,000	0
Multi Tyre Roller	P609	P570	0	0	0	0	0	0
Sewell Road Broom	NA	P572	0	0	0	0	0	0
Toro GM360 2wd with Canopy	P670	P670	0	0	0	0	0	0
<b>Administration</b>								
Toyota Fortuna (DCCS)	P701B	P701B	0	0	0	0	0	0
<b>Public Works Overheads</b>								
Mitsubishi Ute (BMO)	P632A	P632A	0	0	0	0	0	0
Toyota Hilux (Sign Ute)	AP715	P654	27,000	21,407.06	33,637	33,636.36	6,637	12,229
Toyota Hilux (Maint Grader 1)	P699A	P699A	28,000	24,010.55	21,820	21,818.18	(6,180)	(2,192)
Toyota Hilux (Maint Grader 2)	P700A	P700A	29,000	23,695.92	25,455	25,454.55	(3,545)	1,759
Toyota Hilux (Dozer Operator)	P691A	P691A	29,000	24,867.50	28,182	28,181.82	(818)	3,314
							0	0
			245,000.00	181,472.16	275,549.00	226,545.46	30,549.00	45,073.30

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
<b>Plant &amp; Equipment</b>								
Toyota Hilux SRS	P711B	P711B	35,000	28,922	39,091	39,091	4,091	10,169
Toyota Hilux - Ravy	P678A	P678A	0	0	0	0	0	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000	26,537	36,364	36,364	4,364	9,827
Tractor - Parks & Gardens	P642	P642	35,000	32,032	42,000	42,000	7,000	9,968
Zero Turn Mower - Hopetoun	NA	NA	0	0	0	0	0	0
Water Tank/Trailer - Hopetoun	NA	P173A	0	0	0	0	0	0
Komatsu GD565 Grader	P706	P706	0	0	0	0	0	0
DAF Prime Mover	P630	P580	0	0	0	0	0	0
Haulpro Side Tipper	P611	P577	30,000	0	14,000	0	(16,000)	0
Bomag Smooth Drum Roller	P569A	P569A	0	0	0	0	0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0	0	35,000	0	35,000	0
Multi Tyre Roller	P609	P570	0	0	0	0	0	0
Sewell Road Broom	NA	P572	0	0	0	0	0	0
Toro GM360 2wd with Canopy	P670	P670	0	0	0	0	0	0
Toyota Fortuna (DCCS)	P701B	P701B	0	0	0	0	0	0
Mitsubishi Ute (BMO)	P632A	P632A	0	0	0	0	0	0
Toyota Hilux (Sign Ute)	AP715	P654	27,000	21,407	33,637	33,636	6,637	12,229
Toyota Hilux (Maint Grader 1)	P699A	P699A	28,000	24,011	21,820	21,818	(6,180)	(2,192)
Toyota Hilux (Maint Grader 2)	P700A	P700A	29,000	23,696	25,455	25,455	(3,545)	1,759
Toyota Hilux (Dozer Operator)	P691A	P691A	29,000	24,868	28,182	28,182	(818)	3,314
	0	0	0	0	0	0	0	0
			245,000.00	181,472.16	275,549.00	226,545.46	30,549	45,073.30

**Summary**

	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
Profit on Asset Disposals	57,092	47,265.67
Loss on Asset Disposals	(26,543)	(2,192.37)
	30,549	45,073.30

Vehicles have been traded, however transactions for Profit/Loss will be processed once the Annual Audit is complete

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**3. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-21	Principal Repayments		Principal Outstanding		Interest Repayments	
		2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
<b>Housing</b>							
Loan 145 Staff Housing	154,192	36,922	18,330	117,270	135,862	5,453	3,291
Loan 147 Other Housing	205,318	17,592	8,723	187,726	196,595	8,312	4,886
<b>Recreation and Culture</b>							
Loan 146 Hopetoun Community Centre	284,301	14,602	7,236	269,699	277,065	12,157	7,078
<b>Transport</b>							
Loan 138D Town Street	232,135	232,135	16,048	0	216,087	16,766	9,222
Loan 144 Town Street	55,265	55,265	27,292	0	27,973	2,978	1,963
Loan 143B Refinance	138,087	33,065	16,415	105,022	121,672	4,884	2,948
Loan 138E Refinance	196,989	37,072	18,397	159,917	178,592	7,271	4,316
	1,266,287	426,653	112,441	839,634	1,153,846	57,821	33,704

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

(b) Lease Repayments

Particulars	Principal 1-Jul-21	Principal Repayments		Principal Outstanding		Interest Repayments	
		2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
<b>Law, Order &amp; Public Safety</b>							
Lease Contract 939384 CESO Vehicle	16,538	16,538	0	0		122	0
<b>Community Amenities</b>							
Lease Contract 908707	548,192	73,407	0	474,785		15,390	0
Lease Contract 915953	260,763	34,453	0	226,310		7,327	0
	825,493	124,398	0	701,095	0	22,839	0

Particulars/Purpose	Amount Borrowed	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$				Budget \$	Actual \$	
Loan 143B Refinance	0	10	71,576	3.85	0	0	NIL



## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 28 FEBRUARY 2022

	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant Reserve</b>		
Opening Balance	1,038,065	1,038,065
Amount Set Aside / Transfer to Reserve	5,172	2,153
Amount Used / Transfer from Reserve	(987,212)	0
	<u>56,025</u>	<u>1,040,218</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	12,264	12,264
Amount Set Aside / Transfer to Reserve	61	25
Amount Used / Transfer from Reserve	0	0
	<u>12,325</u>	<u>12,289</u>
<b>(c) Building Reserve</b>		
Opening Balance	1,721,169	1,721,169
Amount Set Aside / Transfer to Reserve	68,784	3,570
Amount Used / Transfer from Reserve	(1,515,000)	0
	<u>274,953</u>	<u>1,724,739</u>
<b>(d) Road &amp; Footpath Reserve</b>		
Opening Balance	498,003	498,003
Amount Set Aside / Transfer to Reserve	34,751	1,033
Amount Used / Transfer from Reserve	(267,135)	0
	<u>265,619</u>	<u>499,036</u>
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	45,141	45,141
Amount Set Aside / Transfer to Reserve	225	94
Amount Used / Transfer from Reserve	0	0
	<u>45,366</u>	<u>45,235</u>
<b>(f) Recreation Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	20,000	0
Amount Used / Transfer from Reserve	0	0
	<u>20,000</u>	<u>0</u>
<b>(g) Airport Reserve</b>		
Opening Balance	381,953	381,953
Amount Set Aside / Transfer to Reserve	1,903	792
Amount Used / Transfer from Reserve	(88,505)	0
	<u>295,351</u>	<u>382,745</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	274,798	274,798
Amount Set Aside / Transfer to Reserve	21,369	570
Amount Used / Transfer from Reserve	0	0
	<u>296,167</u>	<u>275,368</u>

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 28 FEBRUARY 2022

	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>(i) IT &amp; Equipment Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	20,000	0
Amount Used / Transfer from Reserve	0	0
	<u>20,000</u>	<u>0</u>
<b>(j) Leave Reserve</b>		
Opening Balance	42,906	42,906
Amount Set Aside / Transfer to Reserve	214	89
Amount Used / Transfer from Reserve	0	0
	<u>43,120</u>	<u>42,995</u>
<b>Total Cash Backed Reserves</b>	<u><u>1,328,926</u></u>	<u><u>4,022,625</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	5,172	2,153
Emergency Farm Water Reserve	61	25
Building Reserve	68,784	3,570
Road & Footpath Reserve	34,751	1,033
Swimming Pool Upgrade Reserve	225	94
Recreation Reserve	20,000	0
Airport Reserve	1,903	792
Waste & Sewerage Reserve	21,369	570
IT & Equipment Reserve	20,000	0
Leave Reserve	214	89
	<u>172,479</u>	<u>8,326</u>

**Transfers from Reserves**

Plant Reserve	(987,212)	0
Emergency Farm Water Reserve	0	0
Building Reserve	(1,515,000)	0
Road & Footpath Reserve	(267,135)	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	(88,505)	0
Waste & Sewerage Reserve	0	0
State Barrier Fence Reserve	0	0
Leave Reserve	0	0

	<u>(2,857,852)</u>	<u>0</u>
<b>Total Transfer to/(from) Reserves</b>	<u>(2,685,373)</u>	<u>8,326</u>

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 28 FEBRUARY 2022

#### 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.

##### **Recreation Reserve**

To be used for the construction, renewal, refurbishment and upgrade of all recreation facilities and reserves

##### **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.

##### **IT & Equipment Reserve**

To be used for the upgrade and renewal of hardware, communication and software technological

##### **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 28 FEBRUARY 2022**

	<b>2020/21 B/Fwd Per 2021/22 Budget \$</b>	<b>2020/21 B/Fwd Per Financial Report \$</b>	<b>FEBRUARY 2021 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,760,370	1,760,370	1,326,212
Cash - Restricted Unspent Grants		0	
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	4,014,299	4,014,299	4,022,626
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	236,264	236,264	711,241
Sundry Debtors	313,349	313,349	343,840
Provision for Doubtful Debts	0	0	0
Gst Receivable	155,173	155,173	69,037
Accrued Income/Payments In Advance	844,124	844,124	9,416
Payments in Advance	0	0	0
Inventories	25,554	25,554	56,457
	<u>7,349,133</u>	<u>7,349,133</u>	<u>6,538,829</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(643,768)	(643,768)	(150,756)
Accrued Interest On Loans	(17,895)	(17,895)	(17,895)
Accrued Salaries & Wages	(44,293)	(44,293)	(44,293)
Income In Advance	(701,771)	(701,771)	(32,261)
Gst Payable	(55,276)	(55,276)	(19,687)
Payroll Creditors	(115,517)	(115,517)	(83,324)
Accrued Expenses	(20,574)	0	0
PAYG Liability	0	0	0
Right of Use Assets - Current	(123,724)	(124,397)	(124,397)
Trust		0	0
Other Payables	(124,397)	(123,704)	(224,720)
Current Employee Benefits Provision	(593,454)	(520,534)	(520,534)
Current Loan Liability	(426,653)	(426,653)	(314,212)
	<u>(2,867,322)</u>	<u>(2,773,808)</u>	<u>(1,532,079)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>4,481,811</b>	<b>4,575,325</b>	<b>5,006,750</b>
Less: Cash - Reserves - Restricted	(4,014,299)	(4,014,299)	(4,022,626)
Less: Cash - Unspent Grants - Restricted	0	0	
Less: Movements Associated with Change in Accounting Standards	0		
Add Back : Component of Leave Liability not Required to be Funded	593,454	520,534	520,534
Add Back : Current Loan Liability	426,653	426,653	314,212
ADD: Current Portion of Lease Liability	124,397	124,397	124,397
Adjustment for Trust Transactions Within Muni	20	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>1,612,036</u></b>	<b><u>1,632,610</u></b>	<b><u>1,943,267</u></b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 28 FEBRUARY 2022

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2021/22 Rate Revenue \$	2021/22 Interim Rates \$	2021/22 Back Rates \$	2021/22 Total Revenue \$	2021/22 Budget \$
<b>General Rate</b>								
GRV Residential	0.121852	784	10,990,646	1,339,232	367		1,339,599	1,345,232
GRV Commercial	0.136830	33	1,434,092	196,227			196,227	196,227
GRV industrial	0.160607	35	512,772	82,355			82,355	82,355
GRV - Transient & Short Stay Accom	0.327462	2	852,800	279,260			279,260	279,260
UV - Mining	0.085928	69	2,447,481	210,307	2,137	61	212,505	206,504
UV - Other	0.007008	325	295,976,000	2,074,200	35	910	2,075,145	2,070,944
Non-Rateable							0	0
<b>Sub-Totals</b>		1,248	312,213,791	4,181,581	2,539	971	4,185,091	4,180,522
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV Residential	905.00	373	1,079,886	337,565		0	337,565	337,565
GRV Commercial	905.00	10	44,740	9,050		0	9,050	8,145
GRV Industrial	905.00	12	45,268	10,860		0	10,860	10,860
GRV - Transient & Short Stay Accom	884.00	0	0	0		0	0	0
UV - Mining	333.00	60	125,311	19,980		0	19,980	20,313
UV - Other	884.00	103	6,633,252	91,052		0	91,052	91,052
<b>Sub-Totals</b>		558	7,928,457	468,507	0	0	468,507	467,935
				4,650,088			<b>4,653,598</b>	<b>4,648,457</b>
Back Rates								
Interim Rates								
<b>Total Amount Raised From Rates</b>							<b>4,653,598</b>	<b>4,648,457</b>
Ex Gratia Rates		check after rates raised					53,671	
<b>Total Rates</b>							<b>4,707,269</b>	<b>4,648,457</b>

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 2019/20 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 28 FEBRUARY 2022**

**7. TRUST FUNDS**

Monies previously held in Trust are now recognised as a current liability, although they are treated differently to other current liabilities in that they are required to be cash backed.

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**8. OPERATING STATEMENT BY PROGRAM**

	<b>FEBRUARY 2021 Actual \$</b>	<b>2021/22 Adopted Budget \$</b>	<b>2020/21 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	4,000	44,000	38,941
General Purpose Funding	5,727,615	5,841,357	6,633,793
Law, Order, Public Safety	155,094	1,252,653	660,882
Health	15,508	9,291	5,200
Education and Welfare	585,611	1,077,380	683,816
Housing	12,564	11,800	5,700
Community Amenities	599,676	1,049,300	777,116
Recreation and Culture	750,777	7,100,766	1,906,097
Transport	969,317	1,793,225	1,764,898
Economic Services	275,362	386,614	380,595
Other Property and Services	359,930	5,760,949	327,387
<b>TOTAL OPERATING REVENUE</b>	<b>9,455,454</b>	<b>24,327,335</b>	<b>13,184,425</b>
<b>OPERATING EXPENSES</b>			
Governance	(547,965)	(887,656)	(936,216)
General Purpose Funding	(164,827)	(300,523)	(264,859)
Law, Order, Public Safety	(638,415)	(1,141,282)	(1,065,400)
Health	(191,017)	(386,177)	(284,441)
Education and Welfare	(710,322)	(1,244,462)	(1,067,497)
Housing	(184,744)	(206,101)	(223,538)
Community Amenities	(945,539)	(1,586,199)	(1,399,717)
Recreation & Culture	(1,261,908)	(2,058,964)	(1,872,521)
Transport	(3,568,641)	(5,384,635)	(5,036,366)
Economic Services	(400,761)	(669,916)	(519,920)
Other Property and Services	(508,985)	(5,796,776)	(693,204)
<b>TOTAL OPERATING EXPENSE</b>	<b>(9,123,124)</b>	<b>(19,662,691)</b>	<b>(13,363,679)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>332,330</u></b>	<b><u>4,664,644</u></b>	<b><u>(179,254)</u></b>



**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2022**

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

	<b>FEBRUARY</b>	<b>2021/22</b>	<b>2020/21</b>
	<b>2021</b>	<b>Adopted</b>	<b>Actual</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>OPERATING REVENUES</b>			
Rates	4,707,269	4,702,128	4,512,825
Operating Grants, Subsidies and Contributions	1,793,209	1,937,785	3,354,082
Non-Operating Grants, Subsidies and Contributions	662,112	8,979,138	2,427,892
Fees and Charges	1,712,220	2,710,880	2,166,936
Service Charges	0	0	0
Interest Earnings	44,846	59,000	61,238
Profit on Asset Disposals	47,266	57,092	5,378
Proceeds on Disposal of Assets	226,545	275,549	237,743
Realisation on Disposal of Assets	(226,545)	(275,549)	(237,743)
Other Revenue	488,535	5,881,312	656,073
<b>TOTAL OPERATING REVENUE</b>	<b>9,455,457</b>	<b>24,327,335</b>	<b>13,184,424</b>
<b>OPERATING EXPENSES</b>			
Employee Costs	(3,252,549)	(4,657,494)	(4,439,449)
Materials and Contracts	(2,023,047)	(9,079,213)	(3,127,308)
Utility Charges	(125,997)	(241,187)	(250,566)
Depreciation on Non-Current Assets	(3,152,027)	(5,004,073)	(4,712,546)
Interest Expenses	(33,703)	(80,660)	(84,601)
Insurance Expenses	(342,455)	(236,818)	(322,740)
Loss on Asset Disposals	(2,192)	(26,543)	(66,112)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(191,155)	(336,703)	(360,358)
<b>TOTAL OPERATING EXPENSE</b>	<b>(9,123,125)</b>	<b>(19,662,691)</b>	<b>(13,363,680)</b>
<b>CHANGE IN NET ASSETS</b>			
<b>RESULTING FROM OPERATIONS</b>	<b><u>332,332</u></b>	<b><u>4,664,644</u></b>	<b><u>(179,256)</u></b>

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>FEBRUARY 2021 Actual \$</b>	<b>2020/21 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	5,348,838	5,774,669
Trade and Other Receivables	1,133,534	1,548,910
Inventories	56,457	25,554
<b>TOTAL CURRENT ASSETS</b>	<b>6,538,829</b>	<b>7,349,133</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	11,317	11,317
Inventories	0	0
Property, Plant and Equipment	35,115,017	33,764,032
Infrastructure	120,468,726	121,920,291
<b>TOTAL NON-CURRENT ASSETS</b>	<b>155,595,060</b>	<b>155,695,640</b>
<b>TOTAL ASSETS</b>	<b>162,133,889</b>	<b>163,044,773</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	572,936	1,702,225
Right of Use Asset	124,397	124,397
Long Term Borrowings	314,212	426,653
Provisions	520,534	520,534
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,532,079</b>	<b>2,773,809</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	839,634	839,634
Right of Use Assets	701,095	701,095
Provisions	70,781	70,781
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,611,510</b>	<b>1,611,510</b>
<b>TOTAL LIABILITIES</b>	<b>3,143,589</b>	<b>4,385,319</b>
<b>NET ASSETS</b>	<b>158,990,300</b>	<b>158,659,454</b>
Retained Surplus	37,060,549	36,630,609
Reserves - Cash Backed	4,022,626	4,014,299
Revaluation Surplus	117,908,609	117,908,609
<b>TOTAL EQUITY</b>	<b>158,991,785</b>	<b>158,553,517</b>

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**10. FINANCIAL RATIOS**

	<b>2021 YTD</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Current Ratio	2.49	1.48	3.01	1.64
Operating Surplus Ratio	(0.05)	(0.37)	3.29	(0.24)

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	$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$

**ATTACHMENT**

05 Jan 2022 - 01 February 2022

**Business Credit Card - Gary Clark**

Date	Payment to	Description	Amount	GST
				\$ -
<b>Total Purchases for G. Clark</b>			<b>\$ -</b>	<b>\$ -</b>

**Business Credit Card - Leslie Mainwaring**

Date	Payment to	Description	Amount	GST
21/01/2022	MELVILLE TOYOTA	20,000KM Service DCCS Vehicle	\$ 438.93	\$ 39.90
25/01/2022	HARVEY NORMAN AV/IT	2 x Ipad 2 x keyboards - The Cub House	\$ 3,095.95	\$ 281.45
27/01/2022	INK STATION	1 x 4pack Toner - Ricoh compatible - The Cub House	\$ 299.81	\$ 27.26
27/01/2022	RAVENSTHORPE PHARMACY	20 x 3ply Surgical Mask	\$ 50.00	\$ 4.55
<b>Total Purchases for L. Mainwaring</b>			<b>\$ 3,884.69</b>	<b>\$ 353.15</b>

**Business Credit Card - Graham Steel**

Date	Payment to	Description	Amount	GST
4/01/2022	GAYLENE ANN WEISTERM - RAVENSTHORPE POST OFFICE	4 x Diaries	\$ 99.99	\$ 9.09
8/01/2022	KMART	1 x Pan 1 x Steamer	\$ 35.00	\$ 3.18
8/01/2022	WOOLWORTHS	Kitchen Utensils	\$ 125.40	\$ 11.40
8/01/2022	ALBANY FURNITURE	2 x 3 Draw Units	\$ 750.00	\$ 68.18
8/01/2022	SPOTLIGHT ALBANY	Various Manchester and Utensils	\$ 832.00	\$ 75.64
8/01/2022	SPOTLIGHT ALBANY	Various Manchester and Utensils - Partial Refund for unwanted items	-\$ 326.00	-\$ 29.64
10/01/2022	FANTASTIC FURNITURE	Queen Bed Head	\$ 229.00	\$ 20.82
13/01/2022	RAVENSTHORPE BUILDING SUPPLIES	5 x Hooks	\$ 38.45	\$ 3.50
13/01/2022	RAVENSTHORPE BUILDING SUPPLIES	500 x Screws	\$ 91.25	\$ 8.30
15/01/2022	KMART	2 x Mattress Protectors	\$ 51.30	\$ 4.66
16/01/2022	COLES	1 x Mattress Protector	\$ 14.00	\$ 1.27
17/01/2022	RAVENSTHORPE BUILDING SUPPLIES	1 x Toilet Brush	\$ 15.90	\$ 1.45
18/01/2022	SPOTLIGHT ALBANY	1 x Mattress Protector	\$ 42.00	\$ 3.82
18/01/2022	RAVENSTHORPE BUILDING SUPPLIES	1 x Chain	\$ 12.35	\$ 1.12
21/01/2022	RAVENSTHORPE BUILDING SUPPLIES	1 x Sprinkler Tripod	\$ 72.95	\$ 6.63
30/01/2022	LUSH GARDEN GALLERY	22 x Plants	\$ 425.85	\$ 38.71
<b>Total Purchases for G. Steel</b>			<b>\$ 2,509.44</b>	<b>\$ 228.13</b>

**Business Credit Card - Evelyn Houghton**

Date	Payment to	Description	Amount	GST
5/01/2022	HOPETOUN IGA	Milk	\$ 4.35	\$ -
29/01/2022	WOOLWORTHS	Milk, Flour and Baby Wipes	\$ 112.40	\$ 8.26
<b>Total Purchases for E. Houghton</b>			<b>\$ 116.75</b>	<b>\$ 8.26</b>

GST F\*

**Business Credit Card - Edward Kilbey**

Date	Payment to	Description	Amount	GST
27/01/2022	FE DAW AND SONS	Coffee & Milk	\$ 27.34	\$ 2.49
28/01/2022	RAVENSTHORPE BUILDING SUPPLIES	Hand Weeder	\$ 10.80	\$ 0.98
31/01/2022	BANKWEST	Reward Fee - Corporate	\$ 39.00	\$ -
31/01/2022	RAVENSTHORPE BUILDING SUPPLIES	Red Potting Mix	\$ 68.00	\$ 6.18
<b>Total Purchases for E. Kilbey</b>			<b>\$ 145.14</b>	<b>\$ 9.65</b>

GST F\*

GST N\*

**Business Credit Card - Russell Palmer**

Date	Payment to	Description	Amount	GST
7/01/2022	BOC LIMITED	Oxygen medical c size	\$ 317.76	\$ 28.89
7/01/2022	PRT AUSTRALIA P L	2 nights Accomodation - Part Payment 1	\$ 200.00	\$ 18.18
7/01/2022	PRT AUSTRALIA P L	2 nights Accomodation - Part Payment 2	\$ 70.00	\$ 6.36
14/01/2022	ECTM	3D Wheel Alignment	\$ 96.05	\$ 8.73
<b>Total Purchases for R. Palmer</b>			<b>\$ 683.81</b>	<b>\$ 62.16</b>

**Business Credit Card - Miscellaneous Fees and Charges Bankwest**

Date	Payment to	Description	Amount	GST
<b>Total fees and charges</b>			<b>\$ -</b>	<b>\$ -</b>
<b>Total Bankwest Corporate Mastercard Statement</b>			<b>\$ 7,339.83</b>	<b>\$ 661.36</b>

**Business Debit Card - Les Mainwaring**

Date	Payment to	Description	Amount	Amount
01.02.2022		Admin Petty Cash recoup	\$ 996.80	
02.02.2022		APOST cash withdrawal for Petty Cash replenishment	-\$ 996.80	
<b>Closing Balance for Debit Card - Les Mainwaring</b>			<b>\$ -</b>	

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
494	10/02/2022	Horizon Power	136499 - HOPETOUN LAMPS - 01/01/2022 - 31/01/2022	1		7,783.54
INV 2101208027/01/2022		Horizon Power	414511 - UNIT6/LOT705 TAMAR STREET HOPETOUN WA - 23/11/2021 - 25/01/2022		389.65	
INV 2101208227/01/2022		Horizon Power	267634 - LOT 548 TAMAR STREET HOPETOUN WA - 23/11/2021 - 25/01/2022		184.90	
INV 2101208127/01/2022		Horizon Power	513789 - LOT 300 BUCKIE STREET HOPETOUN WA - 23/11/2021 - 25/01/2022		726.13	
INV 2101208828/01/2022		Horizon Power	442429 - 79 ESPLANADE HOPETOUN WA 24/11/2021 - 27/01/2022		111.07	
INV 2101212031/01/2022		Horizon Power	185210 - LOT 461 CANNING BVD HOPETOUN WA - 25/11/2021 - 28/01/2022		137.12	
INV 2101210431/01/2022		Horizon Power	137406 - LOT 245 VEAL STREET HOPETOUN WA - 25/11/2021 - 28/01/2022		357.05	
INV 2101213801/02/2022		Horizon Power	136499 - HOPETOUN LAMPS - 01/01/2022 - 31/01/2022		4,482.68	
INV 2101213201/02/2022		Horizon Power	397872 - LOT 314 MAITLAND STREET HOPETOUN WA - 26/11/2021 - 31/01/2022		149.35	
INV 2101213001/02/2022		Horizon Power	450414 - LOT 501 VEAL STREET HOPETON WA - 26/11/2021 - 31/01/2022		371.91	
INV 2101216802/02/2022		Horizon Power	224027 - LOT 694 BEACON DRIVE HOPTOUN WA - 02/12/2021 - 01/02/2022		873.68	
495	17/02/2022	Horizon Power	308541 - LOC 80 JERDACUTTUP ROAD HOPETOUN WA - 07/12/2021 - 04/02/2022	1		1,010.13
INV 2101223607/02/2022		Horizon Power	308541 - LOC 80 JERDACUTTUP ROAD HOPETOUN WA - 07/12/2021 - 04/02/2022		1,010.13	
1056	01/02/2022	1 - BANK FEES	OBB RECORD FEE	1		10.25
1056	01/02/2022	1 - BANK FEES	MAINTENANCE FEE	1		20.00
1056	01/02/2022	1 - BANK FEES	BPAY FEES	1		153.90
1056	03/02/2022	1 - BANK FEES	CBA MERCHANT FEES	1		351.84
EFT14480	01/02/2022	Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE OFFICE PETTY CASH REIMBURSMENT 31/01/2021	1		996.80

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV RAVY JA31/01/2022		Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE OFFICE PETTY CASH REIMBURSMENT 31/01/2021		996.80	
EFT14481	01/02/2022	Wendy Spaans	REIMBURSEMENT - FE DAW & SON - TEA, COFFEE & BISCUITS	1		59.19
INV REIMBU01/02/2022		Wendy Spaans	REIMBURSEMENT - FE DAW & SON - TEA, COFFEE & BISCUITS		59.19	
EFT14482	03/02/2022	4 Rivers Plumbing Gas & Civil Contracting WA	INVESTIGATE LEAK BILLIE WATER UNIT AT AIR PORT & HOPETOUN COMMUNITY CENTRE	1		412.50
INV 869	20/01/2022	4 Rivers Plumbing Gas & Civil Contracting WA	INSPECT SOLAR PANELS RAVENSTHORPE RECREATION CENTRE		198.00	
INV 866	20/01/2022	4 Rivers Plumbing Gas & Civil Contracting WA	INVESTIGATE LEAK BILLIE WATER UNIT AT AIR PORT & HOPETOUN COMMUNITY CENTRE		214.50	
EFT14483	03/02/2022	Albany City Motors	PURCHASE OF NEW ISUZU NPR 55-150 TRADEPACK	1		90,289.29
INV 425398	21/01/2022	Albany City Motors	PURCHASE OF NEW ISUZU NPR 55-150 TRADEPACK		90,289.29	
EFT14484	03/02/2022	BE Stearne & Co Pty Ltd	REGLAZE WINDOW MCCULLOCH PARK ABLUTION BLOCK	1		647.46
INV 99820	20/01/2022	BE Stearne & Co Pty Ltd	REGLAZE WINDOW MCCULLOCH PARK ABLUTION BLOCK		647.46	
EFT14485	03/02/2022	Beecroft Plumbing And Gas	REPAIR LEAK TO PIPE HOPETOUN SPORTS OVAL	1		130.00
INV 93	20/01/2022	Beecroft Plumbing And Gas	REPAIR LEAK TO PIPE HOPETOUN SPORTS OVAL		130.00	
EFT14486	03/02/2022	Best Office Systems	PRINTER READINGS 20/12/2022 - 20/01/2022	1		487.17
INV 597638	25/01/2022	Best Office Systems	PRINTER READINGS 20/12/2022 - 20/01/2022		487.17	
EFT14487	03/02/2022	Catherine Taylor	Rates refund for assessment A1212 16 WHALE BAY DRIVE HOPETOUN 6348	1		2,700.00
INV A1212	02/02/2022	Catherine Taylor	Rates refund for assessment A1212 16 WHALE BAY DRIVE HOPETOUN 6348		2,700.00	
EFT14488	03/02/2022	Dahlia Blumberg	Rates refund for assessment A13409 227 ACACIA DRIVE HOPETOUN 6348	1		258.60
INV A13409	02/02/2022	Dahlia Blumberg	Rates refund for assessment A13409 227 ACACIA DRIVE HOPETOUN 6348		258.60	

Date: 10/03/2022  
 Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
 PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT14489	03/02/2022	David Kerr	REIMBURSEMENT FOR CLEANING PRODUCTS AND REFRESHMENTS	1		49.49
INV REIMBU03/02/2022		David Kerr	REIMBURSEMENT FOR CLEANING PRODUCTS AND REFRESHMENTS		49.49	
EFT14490	03/02/2022	Department of Transport (Shire Licensing)	PLATE REMAKE RA225 - AP632B ISUZU TRUCK	1		91.20
INV 1242541825/01/2022		Department of Transport (Shire Licensing)	PLATE REMAKE RA225 - AP632B ISUZU TRUCK		42.40	
INV 1242538625/01/2022		Department of Transport (Shire Licensing)	CHANGE OF PLATE - HLR579 TO RA225 - ISUZU TRUCK		18.30	
INV 1242538525/01/2022		Department of Transport (Shire Licensing)	CHANGE OF PLATES - RA225 TO RA270 - TRITON		30.50	
EFT14491	03/02/2022	Dept. of Primary Industries & Regional Development - Fisheries	BOND REFUND	1		100.00
INV T1440	02/02/2022	Dept. of Primary Industries & Regional Development - Fisheries	BOND REFUND	1	100.00	
EFT14492	03/02/2022	Franke Services	MANUFACTURE & INSTALLATION OF ENTRY SIGN FOR MCCULLOCH PARK	1		4,746.50
INV 0053	24/01/2022	Franke Services	MANUFACTURE & INSTALLATION OF ENTRY SIGN FOR MCCULLOCH PARK		4,746.50	
EFT14493	03/02/2022	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & RECOCHEM	1		1,425.29
INV 119727	21/01/2022	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & RECOCHEM		1,425.29	
EFT14494	03/02/2022	Harry Parsons	BOND REFUND	1		30.00
INV T1982	02/02/2022	Harry Parsons	BOND REFUND	1	30.00	
EFT14495	03/02/2022	Hinchys Auto Electric	RA222 START FAULT AND BEACON FAULT	1		209.00
INV 164	20/01/2022	Hinchys Auto Electric	RA222 START FAULT AND BEACON FAULT		209.00	
EFT14496	03/02/2022	Hopetoun Painting Service	PAINTING DUNN STREET UNITS	1		11,451.00
INV 1263	21/01/2022	Hopetoun Painting Service	PAINTING DUNN STREET UNITS		11,451.00	
EFT14497	03/02/2022	Hopetoun Progress Association Inc	FACILITITATE AUSTRALIA DAY BREAKFAST	1		2,500.00
INV 1098	20/01/2022	Hopetoun Progress Association Inc	FACILITITATE AUSTRALIA DAY BREAKFAST		2,500.00	



Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT14498	03/02/2022	Industrial Automation	HOPETOUN STANDPIPE REMOTE ACCESS OPERATIONAL COST 01/01/2022 - 30/06/2022	1		666.05
INV 14582	21/01/2022	Industrial Automation	HOPETOUN STANDPIPE REMOTE ACCESS OPERATIONAL COST 01/01/2022 - 30/06/2022		666.05	
EFT14499	03/02/2022	Inglewood Products Group	PROGRESS PAYMENT MACHINING YSB TO DETAIL	1		7,700.00
INV 78131	20/01/2022	Inglewood Products Group			7,700.00	
EFT14500	03/02/2022	Leanne Mayberry	REFUND GYM MEMBERSHIP - LEANNE MAYBERRY	1		146.50
INV REFUND31	01/2022	Leanne Mayberry	REFUND GYM MEMBERSHIP - LEANNE MAYBERRY		146.50	
EFT14501	03/02/2022	Lo-Go Appointments	CONTRACT SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER W/E 15/01/2022	1		1,729.27
INV 0425204	18/01/2022	Lo-Go Appointments			1,729.27	
EFT14502	03/02/2022	Marcia Norrish	BOND REFUND	1		20.00
INV T913	02/02/2022	Marcia Norrish	BOND REFUND	1	20.00	
EFT14503	03/02/2022	OCLC (UK) Ltd	AMLIB ANNUAL MAINTENANCE SERVICE 28/09/2021 - 27/09/2022	1		1,426.84
INV 7000001924	09/2021	OCLC (UK) Ltd	AMLIB ANNUAL MAINTENANCE SERVICE 28/09/2021 - 27/09/2022		1,426.84	
EFT14504	03/02/2022	Prime Television ( Southern) P / L	FITZGERALD BIOSPHERE COAST TVC TOURISM PROMOTION NOVEMBER 2022 ON GWN7	1		9,464.40
INV 405869	31/10/2021	Prime Television ( Southern) P / L	FITZGERALD BIOSPHERE COAST TVC TOURISM PROMOTION OCTOBER 2022 ON GWN7		2,898.50	
INV 409059	30/11/2021	Prime Television ( Southern) P / L	FITZGERALD BIOSPHERE COAST TVC TOURISM PROMOTION NOVEMBER 2022 ON GWN7		4,145.90	
INV 412352	31/12/2021	Prime Television ( Southern) P / L	FITZGERALD BIOSPHERE COAST TVC TOURISM PROMOTION DECEMBER 2022 ON GWN7		2,420.00	
EFT14505	03/02/2022	R And R Heavy Diesel Services	SERVICE BOMAG ROLLER RA285	1		2,012.09
INV 5394	19/01/2022	R And R Heavy Diesel Services	10,000KM SERVICE - TOYOTA HILUX RA-93		319.92	
INV 5397	19/01/2022	R And R Heavy Diesel Services	140,000KM SERVICE - TOYOTA HILUX RA137		480.30	

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 5396	19/01/2022	R And R Heavy Diesel Services	SERVICE BOMAG ROLLER RA285		800.87	
INV 5395	19/01/2022	R And R Heavy Diesel Services	130,000KM SERVICE - TOYOTA HILUX RA3860		411.00	
EFT14506	03/02/2022	Ravensthorpe Agencies	FLEXIWIRE, WIRE STRAINER, FENCING PLIERS & GALV POST	1		1,234.60
INV 06591	14/10/2021	Ravensthorpe Agencies	STEELBLUE BOOTS ZIP UP BLACK + SCUFFCAP		232.50	
INV 07048	09/11/2021	Ravensthorpe Agencies	FLEXIWIRE, WIRE STRAINER, FENCING PLIERS & GALV POST		599.50	
INV 07272	19/11/2021	Ravensthorpe Agencies	TURF CONTROL 5L (MCPA/ CLOPYRALID/ DFF) & FREIGHT		402.60	
EFT14507	03/02/2022	Ravensthorpe Building Supplies	2 X MAKITA DIAMOND BLADES 350MM X 25.4/20MM	1		525.80
INV 16348	18/01/2022	Ravensthorpe Building Supplies	2 X MAKITA DIAMOND BLADES 350MM X 25.4/20MM		525.80	
EFT14508	03/02/2022	Rhys Symonds	BOND REFUND	1		30.00
INV T1738	02/02/2022	Rhys Symonds	BOND REFUND	1	30.00	
EFT14509	03/02/2022	Rodney Clarence Daw	CBFCO TELSTRA REIMBUREMENT TO 10 JANUARY 2022	1		79.94
INV REIMBU24	04/01/2022	Rodney Clarence Daw	CBFCO TELSTRA REIMBUREMENT TO 10 JANUARY 2022		79.94	
EFT14510	03/02/2022	Roselea Trading	Hopetoun Gym Rent	1		638.45
INV RENT	01/02/2022	Roselea Trading	Hopetoun Gym Rent		488.34	
INV RATES	01/02/2022	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT14511	03/02/2022	Stantec Australia Pty Ltd	RAVENSTHORPE CULTURAL PRECINCT - PROGRESSIVE CLAIM	1		1,408.00
INV 1878543	20/01/2022	Stantec Australia Pty Ltd	RAVENSTHORPE CULTURAL PRECINCT - PROGRESSIVE CLAIM		1,408.00	
EFT14512	03/02/2022	Telstra	SATELLITE PHONE 22/01/2022 - 21/02/2022	1		148.50
INV T311 - 2330	01/2022	Telstra	SATELLITE PHONE 22/01/2022 - 21/02/2022		148.50	
EFT14513	03/02/2022	The Munglinup Roadhouse Pty Ltd	40 X COKE & 40 X STEAK HAMBURGER	1		1,521.62

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 311201	15/12/2021	The Munglinup Roadhouse Pty Ltd	FUEL FOR FIRE TRUCK 54.41L		92.50	
INV 311271	15/12/2021	The Munglinup Roadhouse Pty Ltd	OIL, WATER AND FOOD FOR MUNGLINUP FIRE TRUCK		297.00	
INV 311202	15/12/2021	The Munglinup Roadhouse Pty Ltd	VARIOUS FOOD ITEMS FOR MUNGLINUP FIRE TRUCK		158.60	
INV 311315	16/12/2021	The Munglinup Roadhouse Pty Ltd	DIESEL 141.48L AND BISCUITS		253.52	
INV 311717	17/12/2021	The Munglinup Roadhouse Pty Ltd	40 X COKE & 40 X STEAK HAMBURGER		720.00	
EFT14514	03/02/2022	WA Fuel Supply PTY LTD	DIESEL 24,970L FUEL - DECEMBER 2021	1		40,206.20
INV 65615	09/12/2021	WA Fuel Supply PTY LTD	DIESEL 24,970L FUEL - DECEMBER 2021		40,206.20	
EFT14515	03/02/2022	BANKWEST Corporate Mastercard	DECEMBER STATEMENT 2021 - L MAINWAIRING	1		7,627.66
INV DEC 2021	21/01/2022	BANKWEST Corporate Mastercard	NOVEMBER 2021 STATEMENT - E HOUGHTON		974.39	
INV DEC 2021	21/01/2022	BANKWEST Corporate Mastercard	DECEMBER 2021 STATMENT - R PALMER		123.96	
INV DEC 2021	21/01/2022	BANKWEST Corporate Mastercard	DECEMBER 2021 STATEMENT - G STEEL		487.43	
INV DEC 2021	21/01/2022	BANKWEST Corporate Mastercard	DECEMBER STATEMENT 2021 - L MAINWAIRING		6,041.88	
EFT14516	10/02/2022	4 Rivers Plumbing Gas & Civil Contracting WA	HOPETOUN SPORTS PAVILION - SUPPLY AND INSTALLATION OF HYDRAULIC SERVICES FOR THE KITCHEN	1		59,785.00
INV 896	31/01/2022	4 Rivers Plumbing Gas & Civil Contracting WA	HOPETOUN SPORTS PAVILION - SUPPLY AND INSTALLATION OF HYDRAULIC SERVICES FOR THE KITCHEN		57,959.00	
INV 901	31/01/2022	4 Rivers Plumbing Gas & Civil Contracting WA	HOPETOUN SPORTS PAVILLION - PLUMBER LABOUR AND MATERIALS		1,826.00	
EFT14517	10/02/2022	ABCO Products PTY LTD	4 X 20L E-FRESH AIR FRESHENER/TOILET BLUE & 4 X 3 PLY SURGICAL MASKS	1		1,003.67
INV INV7711	21/01/2022	ABCO Products PTY LTD	4 X 20L E-FRESH AIR FRESHENER/TOILET BLUE & 4 X 3 PLY SURGICAL MASKS		1,003.67	
EFT14518	10/02/2022	Australian Government Child Support Agency	Payroll deductions	1		77.23
INV DEDUCT07	07/02/2022	Australian Government Child Support Agency	Payroll deductions		77.23	
EFT14519	10/02/2022	BE Stearne & Co Pty Ltd	1 X 1050X1120 FACE FIT WINDOW FIXED LIGHT	1		548.30

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 99933	24/01/2022	BE Stearne & Co Pty Ltd	1 X 1050X1120 FACE FIT WINDOW FIXED LIGHT		548.30	
EFT14520	10/02/2022	Best Office Systems	PRINTER READINGS 2021/2022 - HOPETOUN ADMIN OFFICE 20/12/2021 - 20/01/2022	1		206.97
INV 597900	27/01/2022	Best Office Systems	PRINTER READINGS 2021/2022 - HOPETOUN ADMIN OFFICE 20/12/2021 - 20/01/2022		206.97	
EFT14521	10/02/2022	Bills Doors & Servicing	REPLACE FAULTY BATTERY AND SERVICE DOOR INCLUDING TRAVEL	1		714.95
INV 561	28/01/2022	Bills Doors & Servicing	REPLACE FAULTY BATTERY AND SERVICE DOOR INCLUDING TRAVEL		714.95	
EFT14522	10/02/2022	Caitlin Jansse	REIMBURSMENT - PRE-EMPLOYMENT MEDICAL - CAITLIN JANSSE	1		165.00
INV REIMBU07/01/2022		Caitlin Jansse	REIMBURSMENT - PRE-EMPLOYMENT MEDICAL - CAITLIN JANSSE		165.00	
EFT14523	10/02/2022	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE	1		187.00
INV 95603	28/01/2022	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE		187.00	
EFT14524	10/02/2022	Esperance Branch AMPOL Australia Petroleum PTY LTD	RECOHEM KERO 1000L	1		8,580.00
INV SI43646705/01/2022		Esperance Branch AMPOL Australia Petroleum PTY LTD	RECOHEM KERO 1000L		8,580.00	
EFT14525	10/02/2022	Franke Services	DCP GRANT - TOILET INSTALLATION STARVATION BAY	1		4,251.00
INV 56	02/02/2022	Franke Services	DCP GRANT - TOILET INSTALLATION STARVATION BAY		4,251.00	
EFT14526	10/02/2022	Hopetoun Men In Sheds Incorporated	PROVISION OF WEEKEND TRANSFER STATION ATTENDANTS	1		800.00
INV 316	31/01/2022	Hopetoun Men In Sheds Incorporated	PROVISION OF WEEKEND TRANSFER STATION ATTENDANTS		800.00	
EFT14527	10/02/2022	Hopetoun Tyres & Batteries	4 X R18 DUNLOP AT22 TYRES 0RA - CEO PRADO	1		1,496.00
INV 706	30/01/2022	Hopetoun Tyres & Batteries	4 X R18 DUNLOP AT22 TYRES 0RA - CEO PRADO		1,496.00	
EFT14528	10/02/2022	Jamie Galwey	REIMBURSEMENT VARIOUS DAYCARE ITEMS & CPR REFRESHER COURSE	1		145.51

Date: 10/03/2022  
 Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
 PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV REIMBU	12/01/2022	Jamie Galwey	REIMBURSEMENT VARIOUS DAYCARE ITEMS & CPR REFRESHER COURSE		145.51	
EFT14529	10/02/2022	Jerramungup Electrical	SUPPLY AND INSTALL 2.5KW SPLIT MHI MAIN BEDROOM - 30 KINGSMILL ST	1		2,000.00
INV 3039	03/02/2022	Jerramungup Electrical	SUPPLY AND INSTALL 2.5KW SPLIT MHI MAIN BEDROOM - 30 KINGSMILL ST		2,000.00	
EFT14530	10/02/2022	Lawry's Electrical Solutions	GENERATOR HIRE FOR RAVENSTHORPE SWIMMING POOL 9/12/2021 TO 27/1/2022	1		7,315.00
INV 1938	03/02/2022	Lawry's Electrical Solutions	GENERATOR HIRE FOR RAVENSTHORPE SWIMMING POOL 9/12/2021 TO 27/1/2022		7,315.00	
EFT14531	10/02/2022	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL INCL D&A TESTING & AUDIOMETRY- KIMBERLEY HARRIS	1		445.50
INV 64595	01/02/2022	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL INCL D&A TESTING & AUDIOMETRY- KIMBERLEY HARRIS		445.50	
EFT14532	10/02/2022	Lloydey's Power Services	TOWN HALL EMERGENCY EXIT INSPECTION & REPAIRS	1		1,168.37
INV 0851	25/01/2022	Lloydey's Power Services	EMERGENCY LIGHT TESTING DUE DECEMBER 2021		220.00	
INV 0850	25/01/2022	Lloydey's Power Services	REPAIRS FOR EMERGENCY LIGHTING RAVENSTHORPE RECREATION CENTRE		110.00	
INV 0855	31/01/2022	Lloydey's Power Services	TOWN HALL EMERGENCY EXIT INSPECTION & REPAIRS		436.83	
INV 0846	01/02/2022	Lloydey's Power Services	REPAIRS TO OVEN 18 CARLISLE ST		277.40	
INV 0849	01/02/2022	Lloydey's Power Services	REPLACE LIGHT SWITCH IN ADMIN TOILET		124.14	
EFT14533	10/02/2022	Lo-Go Appointments	CONTRACT ADMINISTRATION SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 22/01/2022	1		1,383.42
INV 425245	25/01/2022	Lo-Go Appointments	CONTRACT ADMINISTRATION SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 22/01/2022		1,383.42	
EFT14534	10/02/2022	McLeods Barristers & Solicitors	MATTER 47144 - LEGAL ADVICE FOR BREACH OF DEED OF SETTLEMENT	1		4,022.04
INV 122653	27/01/2022	McLeods Barristers & Solicitors	MATTER 4818 - LEGAL ADVICE		863.50	

Date: 10/03/2022  
 Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
 PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 122943	31/01/2022	McLeods Barristers & Solicitors	MATTER 47144 - LEGAL ADVICE FOR BREACH OF DEED OF SETTLEMENT		3,158.54	
EFT14535	10/02/2022	Nicola Jane Crane	POOL INDUCTION - NOVEMBER & JANUARY	1		450.00
INV 92	26/01/2022	Nicola Jane Crane	POOL INDUCTION - NOVEMBER & JANUARY		450.00	
EFT14536	10/02/2022	Pascale Dove	REIMBURSMENT - FIRST AID CERTIFICATE - PASCALE DOVE	1		160.00
INV REIMBU28/01/2022		Pascale Dove	REIMBURSMENT - FIRST AID CERTIFICATE - PASCALE DOVE		160.00	
EFT14537	10/02/2022	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE ADMIN OFFICES FOR 21/01/2022 - 25/01/2022	1		467.50
INV 27024	27/01/2022	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE ADMIN OFFICES FOR 21/01/2022 - 25/01/2022		467.50	
EFT14538	10/02/2022	Pole Industries P/L	8 X 6M BANNER POLES WITH HEAD FRAME HDG FINISH	1		13,024.00
INV 3538	28/01/2022	Pole Industries P/L	8 X 6M BANNER POLES WITH HEAD FRAME HDG FINISH		13,024.00	
EFT14539	10/02/2022	Raheleh Janfaza	REFUND	1		30.00
INV T1690	09/02/2022	Raheleh Janfaza	REFUND	1	30.00	
EFT14540	10/02/2022	Shire of Ravensthorpe Social Club	Payroll deductions	1		100.00
INV DEDUCT07/02/2022		Shire of Ravensthorpe Social Club	Payroll deductions		100.00	
EFT14541	10/02/2022	Shire of Ravensthorpe- Petty Cash	HOPETOUN PETTY CASH REIMBUREMENT 01/02/2022	1		81.00
INV HOPEY F01/02/2022		Shire of Ravensthorpe- Petty Cash	HOPETOUN PETTY CASH REIMBUREMENT 01/02/2022		81.00	
EFT14542	10/02/2022	SpacetoCo	ROLLOUT CONSULTATION PROCESS AND PARTNERPRO	1		6,380.00
INV 357	31/01/2022	SpacetoCo	ROLLOUT CONSULTATION PROCESS AND PARTNERPRO		6,380.00	
EFT14543	10/02/2022	Stantec Australia Pty Ltd	DEVELOPMENT OF RAVENSTHORPE BIKE PLAN PROGRESS CLAIM	1		1,683.00
INV 1878493	19/01/2022	Stantec Australia Pty Ltd	DEVELOPMENT OF RAVENSTHORPE BIKE PLAN PROGRESS CLAIM		1,683.00	

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT14544	10/02/2022	Toll IPEC Ipec Pty Ltd	FREIGHT - CORSIGN	1		38.78
INV 0512-S3023/01/2022		Toll IPEC Ipec Pty Ltd	FREIGHT - CORSIGN		38.78	
EFT14545	10/02/2022	WA Flood and Fire Pty Ltd	MOULD REMOVAL TREATMENT HOUSE AND CONTENTS 4 DAW STREET	1		32,305.48
INV 8350	01/12/2021	WA Flood and Fire Pty Ltd	MOULD REMOVAL TREATMENT HOUSE AND CONTENTS 4 DAW STREET		32,305.48	
EFT14546	10/02/2022	WA Fuel Supply PTY LTD	DIESEL FUEL 24,167LTRS JANUARY 2022	1		42,366.44
INV 68551	19/01/2022	WA Fuel Supply PTY LTD	DIESEL FUEL 24,167LTRS JANUARY 2022		42,366.44	
EFT14547	10/02/2022	WINC Australia Pty Ltd	NET51491267 - VARIOUS CONSUMABLES - LITTLE BARRENS	1		638.24
INV 9036808111/01/2022		WINC Australia Pty Ltd	NET51491267 - SUNSCREEN - LITTLE BARRENS		47.52	
INV 9038078711/01/2022		WINC Australia Pty Ltd	NET51491267 - VARIOUS CONSUMABLES - LITTLE BARRENS		302.78	
INV 9038103213/01/2022		WINC Australia Pty Ltd	NET51529090 - SUNSCREEN - THE CUBHOUSE		86.67	
INV 9038104513/01/2022		WINC Australia Pty Ltd	NET51491323 - CLEANING PRODUCTS, STIKY NOTES & PAPER - THE CUB HOUSE		126.52	
INV 9038103213/01/2022		WINC Australia Pty Ltd	NET51491323 - CLEANING BLEACH - THE CUB HOUSE		9.20	
INV 9038107913/01/2022		WINC Australia Pty Ltd	NET51491267 - REG DUTY WIPES - LITTLE BARRENS		13.93	
INV 9038120714/01/2022		WINC Australia Pty Ltd	NET51491323 - BURNAIDE GEL - THE CUB HOUSE		5.00	
INV 9038118414/01/2022		WINC Australia Pty Ltd	NET51491267 - BIN LINERS - LITTLE BARRENS		46.62	
EFT14548	17/02/2022	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY UP TO 31 JANUARY 2022	1		1,445.55
INV 81765	31/01/2022	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY UP TO 31 JANUARY 2022		1,445.55	
EFT14549	17/02/2022	Accwest Pty Ltd	ADDITIONAL SCOPE OF ANNUAL FINANCIAL STATEMENT ASSISTANCE	1		792.00
INV 1050	31/01/2022	Accwest Pty Ltd	ADDITIONAL SCOPE OF ANNUAL FINANCIAL STATEMENT ASSISTANCE		792.00	
EFT14550	17/02/2022	Australia Post	POSTAL CHARGES - JANUARY 2022	1		480.18

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1011254503/02/2022		Australia Post	POSTAL CHARGES - JANUARY 2022		480.18	
EFT14551	17/02/2022	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE	1		187.00
INV 95754	03/02/2022	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE		187.00	
EFT14552	17/02/2022	Cleanaway Pty Ltd	MASONS BAY CAMPSITE RUBBISH COLLECTION	1		966.28
INV 2166403631/01/2022		Cleanaway Pty Ltd	MASONS BAY CAMPSITE RUBBISH COLLECTION		499.80	
INV 2166403531/01/2022		Cleanaway Pty Ltd	STARVATION BAY CAMPSITE RUBBISH COLLECTION		466.48	
EFT14553	17/02/2022	Community Spirit Newspaper Inc	MEDIA RELEASE - AUSTRALIA DAY 2022 & JIM MCCULLOCH PARK SIGN REINSTATED	1		360.00
INV 0002468110/02/2022		Community Spirit Newspaper Inc	MEDIA RELEASE - AUSTRALIA DAY 2022 & JIM MCCULLOCH PARK SIGN REINSTATED		360.00	
EFT14554	17/02/2022	Department of Transport	DISCLOSURE OF INFORMATION FEE	1		18.80
INV 8016883	08/02/2022	Department of Transport	DISCLOSURE OF INFORMATION FEE		18.80	
EFT14555	17/02/2022	Freight Lines Group	FREIGHT CHARGES - AUSSIE PLASTERBOARD	1		488.19
INV 0012074630/01/2022		Freight Lines Group	FREIGHT CHARGES - AUSSIE PLASTERBOARD		488.19	
EFT14556	17/02/2022	Indiji Flora	BUSHFIRE MITIGATION - TREATMENT #8081	1		17,941.00
INV INV-036106/02/2022		Indiji Flora	BUSHFIRE MITIGATION WORKS TREATMENT #11094		2,805.00	
INV INV-036006/02/2022		Indiji Flora	BUSHFIRE MITIGATION - TREATMENT #8081		10,560.00	
INV INV-035906/02/2022		Indiji Flora	BUSHFIRE MITIGATION - TREATMENT #8078		4,576.00	
EFT14557	17/02/2022	Kleen West Distributors	FACE MASKS, DISINFECTANT, ALCA KLEEN & SPRAY BOTTLE	1		2,587.64
INV 0006505728/01/2022		Kleen West Distributors	FACE MASKS, DISINFECTANT, ALCA KLEEN & SPRAY BOTTLE		2,587.64	
EFT14558	17/02/2022	Komatsu Australia PTY LTD	REPAIRS TO GRADER - P706A	1		2,627.63
INV 0026380127/01/2022		Komatsu Australia PTY LTD	REPAIRS TO GRADER - P706A		2,627.63	



Date: 10/03/2022  
 Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
 PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT14559	17/02/2022	Landgate	LAND ENQUIRY SEARCH FEES, INTERIMS, RUV, MINING AND GRV ROLLS	1		27.20
INV 1160422	01/02/2022	Landgate	LAND ENQUIRY SEARCH FEES, INTERIMS, RUV, MINING AND GRV ROLLS		27.20	
EFT14560	17/02/2022	Lo-Go Appointments	CONTRACT ADMINISTRATION SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER W/E 29 JANUARY	1		2,766.84
INV 0042528601	02/2022	Lo-Go Appointments	CONTRACT ADMINISTRATION SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER W/E 29 JANUARY		1,383.42	
INV 0042532808	02/2022	Lo-Go Appointments	CONTRACT ADMINISTRATION SERVICE - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER W/E 5/02/2022		1,383.42	
EFT14561	17/02/2022	Market Creations Agency Pty Ltd	CREATION OF COUNCILLOR PORTAL - 1ST PAYMENT 40%	1		3,560.00
INV II30-2	19/01/2022	Market Creations Agency Pty Ltd	CREATION OF COUNCILLOR PORTAL - 1ST PAYMENT 40%		3,560.00	
EFT14562	17/02/2022	Midland Trophies	GOLD LASER ENGRAVED DOOR SLIDES X 3	1		81.00
INV 19389	02/02/2022	Midland Trophies	GOLD LASER ENGRAVED DOOR SLIDES X 3		81.00	
EFT14563	17/02/2022	Nutrien Ag Solutions Ravensthorpe	GAS BOTTLE EXCHANGE- CAMP HOST	1		183.92
INV 9062326712	01/2022	Nutrien Ag Solutions Ravensthorpe	GAS BOTTLE EXCHANGE- CAMP HOST		96.80	
INV 9063041327	01/2022	Nutrien Ag Solutions Ravensthorpe	CAMP HOST GAS BOTTLE EXCHANGE X 2		87.12	
EFT14564	17/02/2022	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE ADMIN OFFICES FOR 09/02/2022	1		552.50
INV 27042	10/02/2022	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE ADMIN OFFICES FOR 09/02/2022		552.50	
EFT14566	17/02/2022	R And R Heavy Diesel Services	SERVICE 60,000KM - TOYOTA HILUX WHITE - RA3520	1		1,143.29
INV 5421	04/02/2022	R And R Heavy Diesel Services	10,000KM SERVICE - RA-292		371.19	
INV 5437	05/02/2022	R And R Heavy Diesel Services	SERVICE 60,000KM - TOYOTA HILUX WHITE - RA3520		477.13	
INV 5441	07/02/2022	R And R Heavy Diesel Services	SERVICE 10,000KM - WHITE TOYOTA HILUX - RA-235		294.97	

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT14567	17/02/2022	Ravensthorpe Building Supplies	VINDEX 90 6M PVC PIPE & 1 BEND	1		76.45
INV 17360	07/02/2022	Ravensthorpe Building Supplies	VINDEX 90 6M PVC PIPE & 1 BEND		76.45	
EFT14568	17/02/2022	Ravensthorpe Mechanical Services	REPLACE TYRE ON TORO MOWER RA 3331	1		218.49
INV 40138	01/10/2021	Ravensthorpe Mechanical Services	REPLACE TYRE ON TORO MOWER RA 3331		218.49	
EFT14569	17/02/2022	Timberbuilt Australia Pty Ltd	SUPPLY, FABRICATION AND DELIVERY OF STRUCTURAL TIMBER FRAME - PROGRSS CLAIM 4	1		147,467.76
INV INV-212	25/01/2022	Timberbuilt Australia Pty Ltd	SUPPLY, FABRICATION AND DELIVERY OF STRUCTURAL TIMBER FRAME - PROGRSS CLAIM 4		147,467.76	
EFT14570	24/02/2022	4 Rivers Plumbing Gas & Civil Contracting WA	HALF YEARLY PUMP OUT GREASE TRAPS	1		3,500.50
INV 953	09/02/2022	4 Rivers Plumbing Gas & Civil Contracting WA	HALF YEARLY PUMP OUT GREASE TRAPS		2,270.00	
INV 951	09/02/2022	4 Rivers Plumbing Gas & Civil Contracting WA	CLEAR BLOCKED SEWER LINE AT SEPTIC - 30 KINGSMILL ST		363.00	
INV 952	09/02/2022	4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT WASTE PHILLIPS RIVER ABLUTION		867.50	
EFT14571	24/02/2022	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY TO 4TH FEBRUARY 2022	1		5,749.79
INV 82234	10/02/2022	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY TO 4TH FEBRUARY 2022		5,749.79	
EFT14572	24/02/2022	Christine's Kitchen Pty Ltd	LUNCH - 10 FEBRUARY 2022 - REGIONAL COORDINATION GROUP MEETING	1		375.00
INV INV-018214/02/2022		Christine's Kitchen Pty Ltd	LUNCH - 10 FEBRUARY 2022 - REGIONAL COORDINATION GROUP MEETING		375.00	
EFT14573	24/02/2022	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE	1		374.00
INV 95799	11/02/2022	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE		374.00	
EFT14574	24/02/2022	Cleanaway Pty Ltd	RUBBISH COLLECTION JANUARY 2022	1		20,205.76
INV 2166602031/01/2022		Cleanaway Pty Ltd	RUBBISH COLLECTION JANUARY 2022		20,205.76	
EFT14575	24/02/2022	Executive Media	ADVERTISING - CARAVANNING AUSTRALIA - AUTUMN PROMOTION 2022	1		950.00

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 163438	10/02/2022	Executive Media	ADVERTISING - CARAVANNING AUSTRALIA - AUTUMN PROMOTION 2022		950.00	
EFT14576	24/02/2022	Franke Services	RAVENSTHORPE DEPOT REFIT - DEMOLITION AND CEILING INSTALLATION	1		7,361.50
INV INV-005809/02/2022		Franke Services	RAVENSTHORPE DEPOT REFIT - DEMOLITION AND CEILING INSTALLATION		3,973.50	
INV INV-005914/02/2022		Franke Services	INSTALLATION OF CONCRETE SLAB FOR TOILET BLOCK - DCP GRANT - STARVATION BAY		3,388.00	
EFT14577	24/02/2022	GSR Electrical Services	ISOLATIONS & DISCONNECTIONS IN RAVENSTHORPE DEPOT OFFICE FOR REFURBISHMENT	1		5,195.30
INV INV-008409/02/2022		GSR Electrical Services	REPLACE VARIOUS LIGHT FITTINGS AND SMOKE ALARMS AND TEST RCD'S		927.30	
INV INV-008511/02/2022		GSR Electrical Services	79 ESPLANADE BATHROOM FITOUT & COMMUNITY CENTRE FAULT REPORT		456.50	
INV INV-008816/02/2022		GSR Electrical Services	ISOLATIONS & DISCONNECTIONS IN RAVENSTHORPE DEPOT OFFICE FOR REFURBISHMENT		3,811.50	
EFT14578	24/02/2022	Gregory Alan Stover	KMART - BACKPACK	1		7.50
INV REIMBU21/02/2022		Gregory Alan Stover	KMART - BACKPACK		7.50	
EFT14579	24/02/2022	Guardian Print & Graphics	BUSINESS CARDS FOR CEO AND COUNCIL MEMBER	1		480.00
INV 0001017807/02/2022		Guardian Print & Graphics	BUSINESS CARDS FOR CEO AND COUNCIL MEMBER		480.00	
EFT14580	24/02/2022	Hopetoun Tyres & Batteries	SUPPLY AND FIT NEW 255/70R22.5 HAULMAX ATT101 16PR TYRE AND DISPOSE OLD TYRE	1		396.00
INV INV-058619/10/2021		Hopetoun Tyres & Batteries	SUPPLY AND FIT NEW 255/70R22.5 HAULMAX ATT101 16PR TYRE AND DISPOSE OLD TYRE		396.00	
EFT14581	24/02/2022	Indiji Flora	BUSHFIRE MITIGATION - TREATMENT #8119	1		16,038.00
INV INV-036614/02/2022		Indiji Flora	BUSHFIRE MITIGATION - TREATMENT #8111		748.00	
INV INV-036714/02/2022		Indiji Flora	BUSHFIRE MITIGATION - TREATMENT #8119		5,346.00	
INV INV-036814/02/2022		Indiji Flora	BUSHFIRE MITIGATION - TREATMENT #8277		495.00	
INV INV-036414/02/2022		Indiji Flora	MAF GRANT 2021 - MAF WORKS - TREATMENT #11126		3,300.00	

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-036314/02/2022		Indiji Flora	MAF GRANT 2021 - MAF WORKS - TREATMENT #8572		858.00	
INV INV-036514/02/2022		Indiji Flora	BUSHFIRE MITIGATION - TREATMENT #8106		5,291.00	
EFT14582	24/02/2022	Kindyhub Pty Ltd	KINDYHUB APP MONTHLY SUBSCRIPTION 2021/2022 - LITTLE BARRENS	1		327.80
INV K0183-9410/02/2022		Kindyhub Pty Ltd	KINDYHUB APP MONTHLY SUBSCRIPTION 2021/2022 - THE CUB HOUSE		145.20	
INV K018394210/02/2022		Kindyhub Pty Ltd	KINDYHUB APP MONTHLY SUBSCRIPTION 2021/2022 - LITTLE BARRENS		182.60	
EFT14583	24/02/2022	Kleenheat Gas Pty Ltd (wesfarmers)	FACILITY FEE - 2/27 CARLISLE STREET RAVENTHORPE	1		171.60
INV 4419318	01/02/2022	Kleenheat Gas Pty Ltd (wesfarmers)	FACILITY FEE - 2/27 CARLISLE STREET RAVENTHORPE		85.80	
INV 4419667	01/02/2022	Kleenheat Gas Pty Ltd (wesfarmers)	FACILITY FEE - HOPETOUN COMMUNITY CENTRE		85.80	
EFT14584	24/02/2022	LGIS Risk Management	REVERSAL OF 21/22 MEMBER CONTRIBUTION	1		4,461.49
INV 100-146513/12/2021		LGIS Risk Management	REVERSAL OF 21/22 MEMBER CONTRIBUTION		4,461.49	
EFT14585	24/02/2022	Leah Mooney	BOND REFUND	1		30.00
INV T1986	23/02/2022	Leah Mooney	BOND REFUND	1	30.00	
EFT14586	24/02/2022	Lloydey's Power Services	ATTEND, INSPECT AND REPAIR DAY/NIGHT SENSOR ON TOILET BLOCK AND BAGGAGE SHED	1		342.62
INV INV-086318/02/2022		Lloydey's Power Services	ATTEND, INSPECT AND REPAIR DAY/NIGHT SENSOR ON TOILET BLOCK AND BAGGAGE SHED		342.62	
EFT14587	24/02/2022	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE CUB HOUSE FOR 27/01/2022	1		85.00
INV 27043	10/02/2022	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE CUB HOUSE FOR 27/01/2022		85.00	
EFT14588	24/02/2022	Peter Hobbs Architects	RAVENSTHORPE CULTURAL PRECINCT - CONTRACT ADMINISTRATION - 33% COMPLETED	1		11,000.00
INV 453	30/01/2022	Peter Hobbs Architects	RAVENSTHORPE CULTURAL PRECINCT - CONTRACT ADMINISTRATION - 33% COMPLETED		11,000.00	
EFT14589	24/02/2022	R And R Heavy Diesel Services	REPAIRS TO DAF CF TRUCK - RA3579	1		18,749.10
INV 5369	11/01/2022	R And R Heavy Diesel Services	75HR SERVICE - 1GTT 665		531.76	

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 5450	09/02/2022	R And R Heavy Diesel Services	REPAIRS TO DAF CF TRUCK - RA3579		12,952.67	
INV 5457	14/02/2022	R And R Heavy Diesel Services	50,000KM SERVICE - RA3280 - TOYOTA HILUX RANGER UTE		470.42	
INV 5469	15/02/2022	R And R Heavy Diesel Services	1000HR SERVICE AND INSPECTION - RA3828 - KOMATSU GRADER		3,504.07	
INV 5467	15/02/2022	R And R Heavy Diesel Services	REMOVE AND FIT NEW WHEEL ARCH PLASTIC MUD GUARDS - RA 3579 - 8 WHEEL TIPPER		1,290.18	
EFT14590	24/02/2022	Ravensthorpe Agencies	STEEL BLUE TORQUA BOOTS SIZE 9 - DEAN KEEFE	1		454.49
INV 08386	07/02/2022	Ravensthorpe Agencies	STEEL BLUE TORQUA BOOTS SIZE 9 - DEAN KEEFE		265.49	
INV 08497	14/02/2022	Ravensthorpe Agencies	BLACK OLIVER BOOTS, SIZE 10.5 - KIM HARRIS		189.00	
EFT14591	24/02/2022	Ravensthorpe Community Resource Centre	CDF PAYMENT WELLNESS WEEKENDER 21/22	1		5,500.00
INV INV-346315/02/2022		Ravensthorpe Community Resource Centre	CDF PAYMENT WELLNESS WEEKENDER 21/22		5,500.00	
EFT14592	24/02/2022	Rodney Clarence Daw	CBFCO TELSTRA REIMBURSEMENT TO 10 FEBRUARY 2022	1		80.00
INV REIMBU22/02/2022		Rodney Clarence Daw	CBFCO TELSTRA REIMBURSEMENT TO 10 FEBRUARY 2022		80.00	
EFT14593	24/02/2022	Ryan Black	BOND REFUND	1		30.00
INV T2009	23/02/2022	Ryan Black	BOND REFUND	1	30.00	
EFT14594	24/02/2022	Signs Plus	NAME BADGES	1		106.50
INV 0017092801/02/2022		Signs Plus	NAME BADGES		106.50	
EFT14595	24/02/2022	Toll IPEC Ipec Pty Ltd	DYNASTY EMBROIDERY & PATHWEST - FREIGHT	1		163.72
INV 0513-S3030/01/2022		Toll IPEC Ipec Pty Ltd	PATHWEST - FREIGHT		54.85	
INV 0514-S3006/02/2022		Toll IPEC Ipec Pty Ltd	DYNASTY EMBROIDERY & PATHWEST - FREIGHT		108.87	
EFT14596	24/02/2022	Tredwell Management Services	DEVELOPMENT OF SOR SPORTS & RECREATION MASTER PLAN - CRSSF SMALL GRANT - 40% COMPLETE	1		9,988.00
INV RAV010115/02/2022		Tredwell Management Services	DEVELOPMENT OF SOR SPORTS & RECREATION MASTER PLAN - CRSSF SMALL GRANT - 40% COMPLETE		9,988.00	

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT14597	24/02/2022	Ultimate Detailing & Auto Glass	SUPPLY AND INSTALL NEW WINDSCREEN - RA 3579	1		913.40
INV 2847	15/02/2022	Ultimate Detailing & Auto Glass	SUPPLY AND INSTALL NEW WINDSCREEN - RA 3579		913.40	
EFT14598	24/02/2022	WALGA	WALGA SALARY1 AND WORKFORCE SURVEY REPORT	1		1,518.00
INV I3091446	10/02/2022	WALGA	WALGA SALARY1 AND WORKFORCE SURVEY REPORT		1,518.00	
EFT14599	24/02/2022	Water Technology Pty Ltd	HOPETOUN COASTAL HAZARD RISK MANAGEMENT ADAPTATION PLAN - 22/12/2021 - 31/01/2022	1		2,506.72
INV WT0066331	01/2022	Water Technology Pty Ltd	HOPETOUN COASTAL HAZARD RISK MANAGEMENT ADAPTATION PLAN - 22/12/2021 - 31/01/2022		2,506.72	
DD6127.1	07/02/2022	Aware Super	Payroll deductions	1		9,148.44
INV SUPER	07/02/2022	Aware Super	Superannuation contributions	1	8,148.44	
INV DEDUCT	07/02/2022	Aware Super	Payroll deductions	1	1,000.00	
DD6127.2	07/02/2022	Colonial First State	Payroll deductions	1		1,055.84
INV SUPER	07/02/2022	Colonial First State	Superannuation contributions	1	699.84	
INV DEDUCT	07/02/2022	Colonial First State	Payroll deductions	1	356.00	
DD6127.3	07/02/2022	Australian Super Pty Ltd	Superannuation contributions	1		201.63
INV SUPER	07/02/2022	Australian Super Pty Ltd	Superannuation contributions	1	201.63	
DD6127.4	07/02/2022	Hostplus Superannuation	Superannuation contributions	1		600.57
INV SUPER	07/02/2022	Hostplus Superannuation	Superannuation contributions	1	600.57	
DD6127.5	07/02/2022	Hesta Superannuation	Payroll deductions	1		650.70
INV SUPER	07/02/2022	Hesta Superannuation	Superannuation contributions	1	450.70	
INV DEDUCT	07/02/2022	Hesta Superannuation	Payroll deductions	1	200.00	
DD6127.6	07/02/2022	Intrust Superannuation	Superannuation contributions	1		143.78
INV SUPER	07/02/2022	Intrust Superannuation	Superannuation contributions	1	143.78	

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD6127.7	07/02/2022	MOBI Superannuation	Superannuation contributions	1		237.21
INV SUPER	07/02/2022	MOBI Superannuation	Superannuation contributions	1	237.21	
DD6127.8	07/02/2022	Sun Super	Superannuation contributions	1		210.29
INV SUPER	07/02/2022	Sun Super	Superannuation contributions	1	210.29	
DD6127.9	07/02/2022	C-Bus Super	Superannuation contributions	1		948.85
INV SUPER	07/02/2022	C-Bus Super	Superannuation contributions	1	948.85	
DD6141.1	21/02/2022	Aware Super	Payroll deductions	1		9,426.13
INV SUPER	21/02/2022	Aware Super	Superannuation contributions	1	8,426.13	
INV DEDUCT	21/02/2022	Aware Super	Payroll deductions	1	1,000.00	
DD6141.2	21/02/2022	Colonial First State	Payroll deductions	1		1,087.65
INV SUPER	21/02/2022	Colonial First State	Superannuation contributions	1	731.65	
INV DEDUCT	21/02/2022	Colonial First State	Payroll deductions	1	356.00	
DD6141.3	21/02/2022	Australian Super Pty Ltd	Superannuation contributions	1		201.63
INV SUPER	21/02/2022	Australian Super Pty Ltd	Superannuation contributions	1	201.63	
DD6141.4	21/02/2022	Hostplus Superannuation	Superannuation contributions	1		635.69
INV SUPER	21/02/2022	Hostplus Superannuation	Superannuation contributions	1	635.69	
DD6141.5	21/02/2022	Hesta Superannuation	Payroll deductions	1		650.71
INV SUPER	21/02/2022	Hesta Superannuation	Superannuation contributions	1	450.71	
INV DEDUCT	21/02/2022	Hesta Superannuation	Payroll deductions	1	200.00	
DD6141.6	21/02/2022	Intrust Superannuation	Superannuation contributions	1		187.79
INV SUPER	21/02/2022	Intrust Superannuation	Superannuation contributions	1	187.79	
DD6141.7	21/02/2022	MOBI Superannuation	Superannuation contributions	1		237.21

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	21/02/2022	MOBI Superannuation	Superannuation contributions	1	237.21	
DD6141.8	21/02/2022	Sun Super	Superannuation contributions	1		203.92
INV SUPER	21/02/2022	Sun Super	Superannuation contributions	1	203.92	
DD6141.9	21/02/2022	C-Bus Super	Superannuation contributions	1		948.85
INV SUPER	21/02/2022	C-Bus Super	Superannuation contributions	1	948.85	
DD6156.1	28/02/2022	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - FEBRUARY 2022	1		21,588.70
INV FEB 202228/02/2022		Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - FEBRUARY 2022	1	21,588.70	
DD6156.2	22/02/2022	Synergy	PAYMENT BY AUTHORITY - FEBRUARY 2022	1		9,046.39
INV FEB 202222/02/2022		Synergy	PAYMENT BY AUTHORITY - FEBRUARY 2022	1	9,046.39	
DD6156.3	28/02/2022	Water Corporation	WATER CORP PAYMENT BY AUTHORITY - FEBRUARY 2022	1		2,332.14
INV FEB 202228/02/2022		Water Corporation	WATER CORP PAYMENT BY AUTHORITY - FEBRUARY 2022	1	2,332.14	
DD6156.4	15/02/2022	SG Fleet	SG FLEET PAYMENT BY AUTHORITY - FEBRUARY 2022	1		13,976.71
INV FEB 202215/02/2022		SG Fleet	SG FLEET PAYMENT BY AUTHORITY - FEBRUARY 2022	1	13,976.71	
DD6156.5	25/02/2022	Westnet Pty Ltd	WESTNET PAYMENT BY AUTHORITY - FEBRUARAY 2022	1		297.43
INV FEB 202225/02/2022		Westnet Pty Ltd	WESTNET PAYMENT BY AUTHORITY - FEBRUARAY 2022	1	297.43	
DD6156.6	15/02/2022	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS AND INTEREST - FEBRUARY 2022	1		295,821.35
INV FEB 202207/02/2022		WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS AND INTEREST - FEBRUARY 2022	1	295,821.35	
DD6157.2	24/02/2022	BANKWEST Corporate Mastercard	JANUARY 2022 STATEMENT - RUSSEL PALMER	1		683.81
INV JAN 22	24/02/2022	BANKWEST Corporate Mastercard	JANUARY 2022 STATEMENT - RUSSEL PALMER	1	683.81	
DD6127.10	07/02/2022	MLC Superannuation	Superannuation contributions	1		334.62



Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	07/02/2022	MLC Superannuation	Superannuation contributions	1	334.62	
DD6127.11	07/02/2022	IIOF Employer Super	Payroll deductions	1		355.82
INV SUPER	07/02/2022	IIOF Employer Super	Superannuation contributions	1	237.21	
INV DEDUCT	07/02/2022	IIOF Employer Super	Payroll deductions	1	118.61	
DD6127.12	07/02/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,738.26
INV SUPER	07/02/2022	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,703.83	
INV DEDUCT	07/02/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	555.00	
INV DEDUCT	07/02/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	381.38	
INV DEDUCT	07/02/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	98.05	
DD6127.13	07/02/2022	WA Local Government Super Plan	Payroll deductions	1		2,298.88
INV DEDUCT	07/02/2022	WA Local Government Super Plan	Payroll deductions	1	578.61	
INV DEDUCT	07/02/2022	WA Local Government Super Plan	Payroll deductions	1	198.17	
INV DEDUCT	07/02/2022	WA Local Government Super Plan	Payroll deductions	1	912.30	
INV DEDUCT	07/02/2022	WA Local Government Super Plan	Payroll deductions	1	306.65	
INV DEDUCT	07/02/2022	WA Local Government Super Plan	Payroll deductions	1	52.19	
INV DEDUCT	07/02/2022	WA Local Government Super Plan	Payroll deductions	1	50.19	
INV DEDUCT	07/02/2022	WA Local Government Super Plan	Payroll deductions	1	200.77	
DD6127.14	07/02/2022	BT Super for Life	Superannuation contributions	1		421.27
INV DEDUCT	07/02/2022	BT Super for Life	Payroll deductions	1	171.86	
INV SUPER	07/02/2022	BT Super for Life	Superannuation contributions	1	249.41	
DD6127.15	07/02/2022	BUSSQ	Superannuation contributions	1		507.64
INV DEDUCT	07/02/2022	BUSSQ	Payroll deductions	1	126.91	
INV SUPER	07/02/2022	BUSSQ	Superannuation contributions	1	380.73	

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD6127.16	07/02/2022	Care Super Pty Ltd	Superannuation contributions	1		195.70
INV SUPER	07/02/2022	Care Super Pty Ltd	Superannuation contributions	1	195.70	
DD6127.17	07/02/2022	MLC MasterKey Business Super	Superannuation contributions	1		592.30
INV SUPER	07/02/2022	MLC MasterKey Business Super	Superannuation contributions	1	592.30	
DD6127.18	07/02/2022	BT Super	Superannuation contributions	1		1,141.52
INV SUPER	07/02/2022	BT Super	Superannuation contributions	1	1,141.52	
DD6127.19	07/02/2022	ANZ Smart Choice Super	Superannuation contributions	1		237.21
INV SUPER	07/02/2022	ANZ Smart Choice Super	Superannuation contributions	1	237.21	
DD6127.20	07/02/2022	Rest Superannuation	Superannuation contributions	1		508.40
INV SUPER	07/02/2022	Rest Superannuation	Superannuation contributions	1	508.40	
DD6141.10	21/02/2022	MLC Superannuation	Superannuation contributions	1		334.62
INV SUPER	21/02/2022	MLC Superannuation	Superannuation contributions	1	334.62	
DD6141.11	21/02/2022	IEOF Employer Super	Payroll deductions	1		460.62
INV SUPER	21/02/2022	IEOF Employer Super	Superannuation contributions	1	342.01	
INV DEDUCT	21/02/2022	IEOF Employer Super	Payroll deductions	1	118.61	
DD6141.12	21/02/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,666.80
INV SUPER	21/02/2022	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,646.06	
INV DEDUCT	21/02/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	555.00	
INV DEDUCT	21/02/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	367.69	
INV DEDUCT	21/02/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	98.05	
DD6141.13	21/02/2022	WA Local Government Super Plan	Payroll deductions	1		2,385.95
INV DEDUCT	21/02/2022	WA Local Government Super Plan	Payroll deductions	1	578.61	

Date: 10/03/2022  
Time: 9:19:54AM

Shire of Ravensthorpe

USER: Mackenzie Edwards  
PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT	21/02/2022	WA Local Government Super Plan	Payroll deductions	1	201.60	
INV DEDUCT	21/02/2022	WA Local Government Super Plan	Payroll deductions	1	986.32	
INV DEDUCT	21/02/2022	WA Local Government Super Plan	Payroll deductions	1	316.27	
INV DEDUCT	21/02/2022	WA Local Government Super Plan	Payroll deductions	1	52.19	
INV DEDUCT	21/02/2022	WA Local Government Super Plan	Payroll deductions	1	50.19	
INV DEDUCT	21/02/2022	WA Local Government Super Plan	Payroll deductions	1	200.77	
DD6141.14	21/02/2022	BT Super for Life	Superannuation contributions	1		415.46
INV DEDUCT	21/02/2022	BT Super for Life	Payroll deductions	1	166.05	
INV SUPER	21/02/2022	BT Super for Life	Superannuation contributions	1	249.41	
DD6141.15	21/02/2022	BUSSQ	Superannuation contributions	1		474.43
INV DEDUCT	21/02/2022	BUSSQ	Payroll deductions	1	118.61	
INV SUPER	21/02/2022	BUSSQ	Superannuation contributions	1	355.82	
DD6141.16	21/02/2022	Care Super Pty Ltd	Superannuation contributions	1		197.95
INV SUPER	21/02/2022	Care Super Pty Ltd	Superannuation contributions	1	197.95	
DD6141.17	21/02/2022	MLC MasterKey Business Super	Superannuation contributions	1		587.66
INV SUPER	21/02/2022	MLC MasterKey Business Super	Superannuation contributions	1	587.66	
DD6141.18	21/02/2022	BT Super	Superannuation contributions	1		1,179.58
INV SUPER	21/02/2022	BT Super	Superannuation contributions	1	1,179.58	
DD6141.19	21/02/2022	ANZ Smart Choice Super	Superannuation contributions	1		237.21
INV SUPER	21/02/2022	ANZ Smart Choice Super	Superannuation contributions	1	237.21	
DD6141.20	21/02/2022	Rest Superannuation	Superannuation contributions	1		467.36
INV SUPER	21/02/2022	Rest Superannuation	Superannuation contributions	1	467.36	

Date: 10/03/2022  
Time: 9:19:54AM

**Shire of Ravensthorpe**

USER: Mackenzie Edwards  
PAGE: 23

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
---------------------------	-------------	-------------	----------------------------	----------------------	-----------------------	---------------

---

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	Municipal Bank Account	<b>1,086,814.66</b>
<b>TOTAL</b>		<b>1,086,814.66</b>

**2021/2022**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	9,263	891,041	66,300	17,747	0	984,351	334,350
Aug	10,872	1,244,379	154,795	9,740	0	1,419,785	311,991
Sep	5,146	384,151	86,718	10,136	0	486,151	316,212
Oct	8,906	1,293,209	54,405	6,769	0	1,363,289	324,782
Nov	4,730	1,107,352	62,925	9,057	0	1,184,065	318,387
Dec	8,620	951,403	47,297	7,579	0	1,014,899	432,093
Jan	4,727	637,419	49,806	7,628	0	699,579	296,694
Feb	8,794	678,595	343,599	7,340	0	1,038,327	327,345
Mar							
Apr							
May							
Jun							
<b>Total</b>	<b>61,057</b>	<b>7,187,548</b>	<b>865,845</b>	<b>75,996</b>	<b>0</b>	<b>8,190,447</b>	<b>2,661,855</b>
<b>20/21</b>	<b>219,357</b>	<b>8,442,181</b>	<b>965,406</b>	<b>135,103</b>	<b>0</b>	<b>9,762,047</b>	<b>3,790,863</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

**Payroll** = payroll + payroll deductions + super

**Direct Debits** = dd's + bank fees (exclude credit card)





# ATTACHMENT



**SHIRE OF RAVENSTHORPE  
BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 9TH MARCH 2022**

**LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

**TABLE OF CONTENTS**

Statement of Budget Review by Nature or Type	2
Statement of Budget Review by Program	3
Note 1 Basis of Preparation	4
Note 2 Summary Graphs - Budget Review	5
Note 3 Net Current Funding Position	6
Note 4 Budget Amendments	8

**SHIRE OF RAVENSTHORPE**  
**STATEMENT OF BUDGET REVIEW**  
**(NATURE OR TYPE)**  
**FOR THE PERIOD ENDED 9TH MARCH 2022**

	Budget v Actual		Predicted		
	Annual Budget (a)	YTD Actual (b)	Budget Review Variance Permanent (d)	Year End (a)+(c)+(d)	
	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>					
Net current assets at start of financial year surplus/(deficit)	1,585,809	1,632,611	46,802	1,632,611	▲
<b>Revenue from operating activities (excluding rates)</b>					
Rate Revenue other than revenue raised from General Rates	53,671	53,671	0	53,671	
Operating grants, subsidies and contributions	1,937,785	1,788,569	178,000	2,115,785	▲
Profit on asset disposals	57,092	47,266	0	57,092	
Fees and charges	2,710,880	1,731,737	28,000	2,738,880	▲
Interest earnings	59,000	44,889	(10,000)	49,000	▼
Other revenue	5,881,312	488,824	(5,479,200)	402,112	▼
	10,699,740	4,154,956	(5,283,200)	5,416,540	
<b>Expenditure from operating activities</b>					
Employee costs	(4,657,494)	(3,655,673)	90,000	(4,567,494)	▼
Materials and contracts	(9,079,213)	(2,183,742)	5,376,200	(3,703,013)	▼
Utility charges	(241,187)	(136,500)	(10,000)	(251,187)	▲
Depreciation on non-current assets	(5,004,073)	(3,152,027)	0	(5,004,073)	
Interest expenses	(80,660)	(41,185)	0	(80,660)	
Insurance expenses	(236,818)	(242,040)	0	(236,818)	
Loss on asset disposals	(26,543)	(2,192)	0	(26,543)	
Other expenditure	(336,703)	(191,194)	0	(336,703)	
	(19,662,691)	(9,604,552)	5,456,200	(14,206,491)	
Non-cash amounts excluded from operating activities	4,973,524	3,106,953	0	4,973,524	
<b>Amount attributable to operating activities</b>	(2,403,618)	(710,033)	219,802	(2,183,816)	
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	8,979,138	662,112	415,000	9,394,138	▲
Purchase property, plant and equipment	(10,260,209)	(2,569,803)	(61,500)	(10,321,709)	▲
Purchase and construction of infrastructure-roads	(3,373,639)	(698,245)	0	(3,373,639)	
Proceeds from disposal of assets	275,549	226,545	0	275,549	
<b>Amount attributable to investing activities</b>	(4,379,161)	(2,379,391)	353,500	(4,025,661)	
<b>FINANCING ACTIVITIES</b>					
Transfers from cash backed reserves (restricted assets)	2,857,852	0	0	2,857,852	
Repayment of debentures	(426,653)	(389,811)	0	(426,653)	
Pincipal elements of finance lease payments	(124,398)	0	0	(124,398)	
Transfers to cash backed reserves (restricted assets)	(172,479)	(8,327)	(15,000)	(187,479)	▲
<b>Amount attributable to financing activities</b>	2,134,322	(398,138)	(15,000)	2,119,322	
<b>Budget deficiency before general rates</b>	(4,648,457)	(3,487,562)	558,302	(4,090,155)	
<b>Estimated amount to be raised from general rates</b>	4,648,457	4,448,699	0	4,648,457	
<b>Closing funding surplus/(deficit)</b>	<b>0</b>	<b>961,137</b>	<b>558,302</b>	<b>558,302</b>	<b>▲</b>

**SHIRE OF RAVENSTHORPE**  
**STATEMENT OF BUDGET REVIEW**  
**(STATUTORY REPORTING PROGRAM)**  
**FOR THE PERIOD ENDED 9TH MARCH 2022**

	Budget v Actual		Predicted		Material Variance
	Adopted Annual Budget (a)	YTD Actual (b)	Budget Review Variance Permanent (d)	Year End (a)+(d)	
Note	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>					
Net current assets at start of financial year surplus/(deficit)	1,585,809	1,632,611	46,802	1,632,611	▲
<b>Revenue from operating activities (excluding rates)</b>					
Governance	44,000	4,000	0	44,000	
General purpose funding	1,192,900	930,251	10,000	1,202,900	▲
Law, order, public safety	527,797	161,997	0	527,797	
Health	9,291	15,508	0	9,291	
Education and welfare	777,380	585,115	30,000	807,380	▲
Housing	11,800	13,264	0	11,800	
Community amenities	765,300	600,826	(2,000)	763,300	▼
Recreation and culture	233,264	450,850	(35,000)	198,264	▼
Transport	1,054,445	761,468	100,000	1,154,445	▲
Economic services	322,614	285,702	0	322,614	
Other property and services	5,760,949	345,973	(5,386,200)	374,749	▼
	10,699,740	4,154,956	(5,283,200)	5,416,540	
<b>Expenditure from operating activities</b>					
Governance	(887,656)	(547,989)	(45,000)	(932,656)	▼
General purpose funding	(300,523)	(164,866)	(10,000)	(310,523)	▼
Law, order, public safety	(1,141,282)	(652,266)	(13,000)	(1,154,282)	▼
Health	(386,177)	(194,209)	0	(386,177)	
Education and welfare	(1,244,462)	(741,932)	53,000	(1,191,462)	▲
Housing	(206,101)	(192,081)	(50,000)	(256,101)	▼
Community amenities	(1,586,199)	(982,250)	65,000	(1,521,199)	▲
Recreation and culture	(2,058,964)	(1,285,150)	(43,000)	(2,101,964)	▼
Transport	(5,384,635)	(3,627,148)	(77,000)	(5,461,635)	▼
Economic services	(669,916)	(407,188)	0	(669,916)	
Other property and services	(5,796,776)	(809,473)	5,576,200	(220,576)	▲
	(19,662,691)	(9,604,552)	5,456,200	(14,206,491)	
Non-cash amounts excluded from operating activities	4,973,524	3,106,953	0	4,973,524	
<b>Amount attributable to operating activities</b>	<b>(2,403,618)</b>	<b>(710,032)</b>	<b>219,802</b>	<b>(2,183,816)</b>	
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	8,979,138	662,112	415,000	9,394,138	▲
Purchase property, plant and equipment	(10,260,209)	(2,569,803)	(61,500)	(10,321,709)	▼
Purchase and construction of infrastructure - roads	(3,373,639)	(698,245)	0	(3,373,639)	
Proceeds from disposal of assets	275,549	226,545	0	275,549	
<b>Amount attributable to investing activities</b>	<b>(4,379,161)</b>	<b>(2,379,391)</b>	<b>353,500</b>	<b>(4,025,661)</b>	
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	10 (426,653)	(389,811)	0	(426,653)	
Principal elements of finance lease payments	(124,398)	0	0	(124,398)	
Transfers to cash backed reserves (restricted assets)	9 (172,479)	(8,327)	(15,000)	(187,479)	▼
Transfers from cash backed reserves (restricted assets)	9 2,857,852	0	0	2,857,852	
<b>Amount attributable to financing activities</b>	<b>2,134,322</b>	<b>(398,138)</b>	<b>(15,000)</b>	<b>2,119,322</b>	
<b>Budget deficiency before general rates</b>	<b>(4,648,457)</b>	<b>(3,487,562)</b>	<b>558,302</b>	<b>(4,090,155)</b>	
<b>Estimated amount to be raised from general rates</b>	<b>4,648,457</b>	<b>4,448,699</b>	<b>0</b>	<b>4,648,457</b>	
<b>Closing Funding Surplus(Deficit)</b>	<b>2 0</b>	<b>961,137</b>	<b>558,302</b>	<b>558,302</b>	<b>▲</b>

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**FOR THE PERIOD ENDED 9TH MARCH 2022**

**1. BASIS OF PREPARATION**

The budget review report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget review report are presented below and have been consistently applied unless stated otherwise.

The report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire of Ravensthorpe controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**2021-22 ACTUAL BALANCES**

Balances shown in this budget review report as 2021-22 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

**ROUNDING OFF FIGURES**

All figures shown in this budget review report are rounded to the nearest dollar.

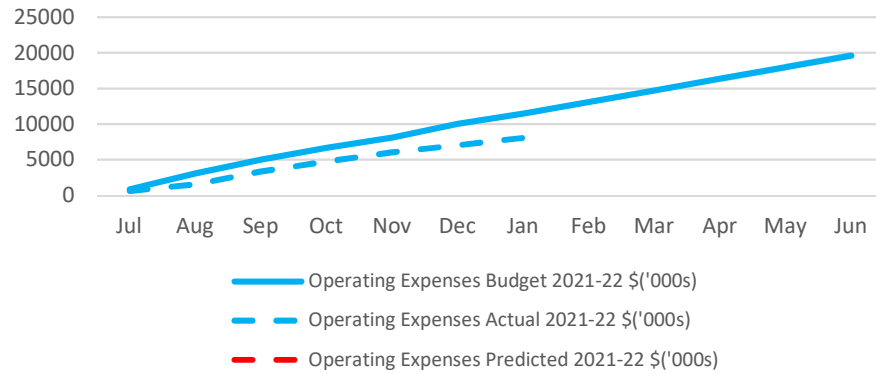
**BUDGET COMPARATIVE FIGURES**

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

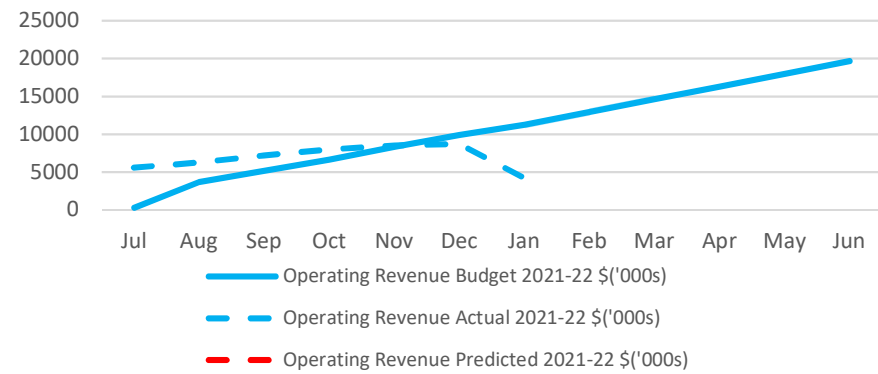
**SHIRE OF RAVENSTHORPE  
SUMMARY GRAPHS - BUDGET REVIEW  
FOR THE PERIOD ENDED 9TH MARCH 2022**

**2. SUMMARY GRAPHS - BUDGET REVIEW**

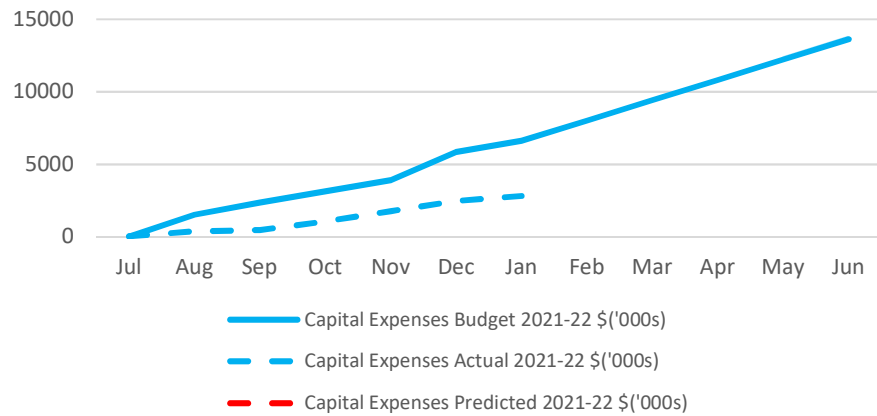
Operating Expenses



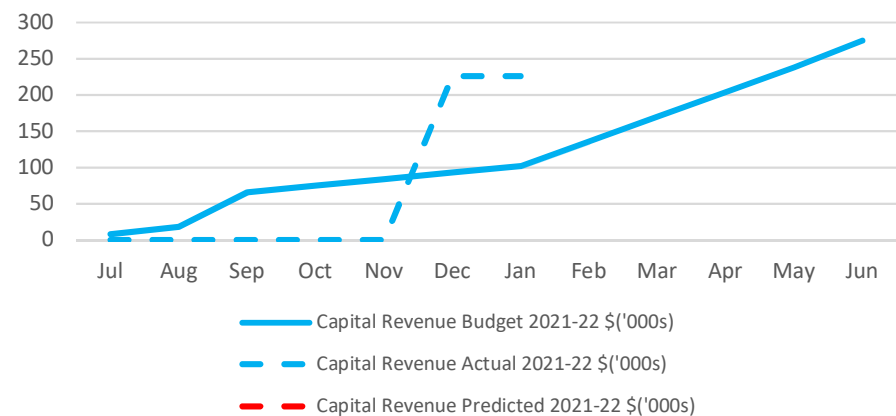
Operating Revenue



Capital Expenditure



Capital Revenue



This information is to be read in conjunction with the accompanying financial statements and notes.

**SHIRE OF RAVENSTHORPE  
NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 9TH MARCH 2022**

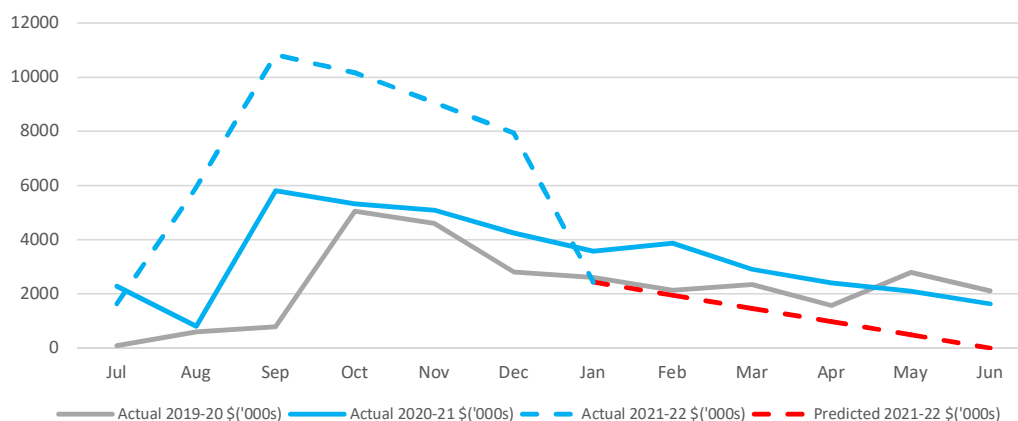
**3. NET CURRENT FUNDING POSTION**

Note	Positive=Surplus (Negative=Deficit) 2021-22		
	This Period	Last Period	Same Period Last Year
	\$	\$	\$
<b>Current assets</b>			
Cash unrestricted	982,828	1,055,960	(180,397)
Cash restricted	4,022,626	4,711,852	3,495,676
Receivables - rates and rubbish	700,097	704,414	982,749
Receivables - other	320,076	844,124	195,963
Inventories	56,457	2,358	31,652
	6,082,084	7,318,708	4,525,643
<b>Less: current liabilities</b>			
Payables	(745,973)	(380,791)	(394,586)
Provisions	(352,349)	(593,454)	(396,543)
	(1,098,321)	(974,245)	(791,129)
<b>Less: cash restricted and add backs</b>	(4,022,626)	(4,711,852)	(3,495,676)
<b>Net current funding position</b>	961,137	1,632,611	238,838

**3A. NET CURRENT FUNDING POSTION -EXPLANATION OF AMOUNTS EXCLUDED FROM OPERATING ACTIVITIES**

	Annual Budget (a)	YTD Actual (b)
	\$	\$
Depreciation on non-current assets	5,004,073	3,152,027
Loss on asset disposals	26,543	2,192
Profit on asset disposals	(57,092)	(47,266)
<b>Non-cash amounts excluded from operating activities</b>	4,973,524	3,106,953

**Liquidity Over the Year**



**SHIRE OF RAVENSTHORPE  
NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 9TH MARCH 2022**

**3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)**

**SIGNIFICANT ACCOUNTING POLICIES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 Net Current Assets of the budget.

**TRADE AND OTHER RECEIVABLES**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**INVENTORIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Ravensthorpe's operational cycle. In the case of liabilities where the Shire of Ravensthorpe does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire of Ravensthorpe's intentions to release for sale.

**LOANS AND RECEIVABLES**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire of Ravensthorpe prior to the end of the financial year that are unpaid and arise when the Shire of Ravensthorpe becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**EMPLOYEE BENEFITS**

**Short-Term Employee Benefits**

Provision is made for the Shire of Ravensthorpe's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Ravensthorpe's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Ravensthorpe's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**PROVISIONS**

Provisions are recognised when the Shire of Ravensthorpe has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**RATES, GRANTS, DONATIONS AND OTHER CONTRIBUTIONS**

Rates, grants, donations and other contributions are recognised as revenues when the Shire of Ravensthorpe obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**SHIRE OF RAVENSTHORPE**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**FOR THE PERIOD ENDED 9TH MARCH 2022**

**4. BUDGET AMENDMENTS**

Proposed amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments -Favourable +Unfavourable
		\$	\$	\$	\$	
<b>Budget Adoption</b>						0
	Draft revised carried forward 30 June 2020		46,802		46,802	Draft audit position 18 Jan 2022 c/f \$1,632,611
					46,802	
<b>Proposed Operating Revenue Budget Amendments</b>						
3113.156	Rates Enquiry Fees Received	Fees & Charges	10,000		56,802	Forecast -\$10K (F -\$26K) based on Act Feb \$16K and sales trend
3117.114	Legal Fees Recovered (No GST)	Other Revenue	10,000		66,802	Forecast -\$10K (F -\$30K) - Additional activity O125
3206.161	Interest Received Reserve Funds	Interest Earnings		(10,000)	56,802	Forecast +\$10K (F -\$10K) based on Act Jan \$6K and interest trend
CO02.114	Child Care - Other Revenue, Grants, Contributions	Other Revenue	50,000		106,802	Forecast -\$50K, traineeship support payments
8108.156	The Cub House Income (GST Free)	Fees & Charges		(70,000)	36,802	Forecast +\$70K (F\$183K; Act \$106K Jan)
8109.111	The Cub House Sustainability Grant (GST)	Operating Grants,Subsidies, Contributions	50,000		86,802	F -\$50K New Sustainability Grant
8110.156	Little Barrens Income (GST Free)	Fees & Charges		(50,000)	36,802	Forecast +\$50K (F\$451K; Act \$263K Jan)
8111.111	Little Barrens Sustainability Grant (GST)	Operating Grants,Subsidies, Contributions	50,000		86,802	F -\$50K New Sustainability Grant
1103.156	Liquid Waste / Septic Fees	Fees & Charges	13,000		99,802	Forecast -\$13K (F\$20K; Act \$13K Feb)
1104.156	Tipstle And Transfer Station Fees	Fees & Charges		(15,000)	84,802	Forecast +\$15K (F\$145K; Act \$13K Feb)
						Forecast +\$35K, (Over estimate of Education Department revenue and external contributions, add back \$13K CSRFF Sport & Rec Master plan Grant)
11301.113	Income Relating to Other Recreation & Sport	Operating Grants,Subsidies, Contributions		(35,000)	49,802	Forecast -\$415K; \$275K RRG, \$140K FQM; Commodity Route Funding Tamarine Road CR014 \$415K
12211.181.184	Grant - MRWA Project	Non-Operating Grants,Subsidies, Contributions	415,000		464,802	Forecast -\$100K (F\$910K; Act \$569K Jan, FEB act \$64K, allow ave \$68K)
12601.156	Income Relating to Aerodromes	Fees & Charges	100,000		564,802	
1142.114	Galaxy Road Construction	Other Revenue		(5,539,200)	(4,974,398)	Change of deed for Galaxy to construct road
14210.113	Workers Compensation Reimbursements	Operating Grants,Subsidies, Contributions	113,000		(4,861,398)	Forecast -\$113K (to Feb)
14701.156	Income Relating to Unclassified	Fees & Charges	40,000		(4,821,398)	Forecast -\$40K (F\$65K allow \$50K DOT; Land Sale \$15K trfd to Bldg Reserve)
<b>Proposed Operating Expenditure Budget Amendments</b>						
O125.521	Rates Legal And Collection Expenses	Materials & Contracts		(10,000)	(4,831,398)	Forecast +\$10K (F \$30K) - Recoverable from Rates 03117
4204.521	GOV - Legal Expense	Materials & Contracts		(20,000)	(4,851,398)	Forecast +\$20K (F\$28K Increase in Community Administrative Challenges)
4209.521	GOV - Audit Fees	Materials & Contracts		(25,000)	(4,876,398)	Forecast +\$25K (F \$58K); OAG expanded scope and forensic analysis; +\$25K
E111.521	Brigade Management & Support Expenses	Materials & Contracts		(13,000)	(4,889,398)	Forecast +\$13K (F \$39K =LY Act); COVID PPE, Fire Break Foam, CBFC laptop
B811.520	Little Barrens Operating Costs	Materials & Contracts		(10,000)	(4,899,398)	Forecast +\$10K (Sustainability Grant Exp - Toys and IT Equipment, Marketing Promotion)
B812.500	Little Barrens Employee Costs	Employee Costs	85,000		(4,814,398)	Forecast -\$85K, (Combined B \$911K, Act \$509K - 56% under 65%)
CH002.520	Cub House Operations Costs	Materials & Contracts		(10,000)	(4,824,398)	Forecast +\$10K (Sustainability Grant Exp - Toys and IT Equipment, Marketing Promotion)
BM802.521	Hopetoun Senior Citizens Centre	Materials & Contracts		(12,000)	(4,836,398)	Additional building repairs Jul/Aug 2021
BM901.521	4 Daw Street	Materials & Contracts		(20,000)	(4,856,398)	Additional exp on Mould Rectification works
BM916.521	Lot 79 Esplanade	Materials & Contracts		(30,000)	(4,886,398)	Extra works for CEO House renewal
W165.521	Hopetoun Refuse - Contractor	Materials & Contracts	10,000		(4,876,398)	Forecast waste contractor savings @ January
TP01.521	Town Planner - Contracted Services	Materials & Contracts	15,000		(4,861,398)	Forecast -\$15K (F \$10K) based on actual fees to Nov.
TP02.521	Town Planning Consultants	Materials & Contracts	40,000		(4,821,398)	Includes \$40K provision for recreation plan B182 OCM170821
R180.521	Ravensthorpe Swimming Pool	Materials & Contracts		(15,000)	(4,836,398)	Additional cost of generator hire and electrical contractors From TP02 \$40K, Forecast Recreation Master Plan \$40K OCM170821
B182.521	Sport And Recreation Masterplan	Materials & Contracts		(40,000)	(4,876,398)	Project deferred until 22/23.
R803.521	Ravensthorpe Community Centre - Pergola	Materials & Contracts	12,000		(4,864,398)	Act \$1,172M; Forecast +\$35K contractors
M999.521	Road Maintenance (Budget Purposes)	Materials & Contracts		(35,000)	(4,899,398)	\$16K Decomm/Removal Airport Screening Machine (SR 15/12); \$16K Additional labour hours airport activities
R205.500.521	Airport Operating Costs	Employee Costs		(32,000)	(4,931,398)	Forecast +\$10K based on increased water charges second half \$9 kL
R331.542	Hopetoun Standpipe	Utilities		(10,000)	(4,941,398)	Firebreak compliance private works recovered
PW05.521	Private Works - Firebreak Compliance	Materials & Contracts		(16,000)	(4,957,398)	
PW09.521	Works	Materials & Contracts	5,539,200		581,802	Change of deed for Galaxy to construct road
O111.500	Works Administration And Support	Employee Costs	77,000		658,802	Vacant positions ETO since August, ATO vacancy period
14204.521	Protective Clothing & Uniforms - Outside Staff	Materials & Contracts	10,000		668,802	Forecast -\$10K based on Committed \$6K to Feb. Bulk orders completed 20/21.
O113.502	Works Staff Training And Seminars	Employee Costs		(12,000)	656,802	Forecast +\$12K based on External costs of Traffic Mngmt, Depot Team Buiding, First Aid & ARO.
O114.521	Occupational Health And Safety Matters	Materials & Contracts	10,000		666,802	Forecast -\$10K based on Comitted Feb \$14K, leaves \$23K for WHS measures.
O116.503	Works Workcare Insurance Premiums	Employee Costs		(13,000)	653,802	Forecast +\$13K Actual Wages adjustments 19/20 and 20/21.
O117.501	Works Superannuation Expenses	Employee Costs	50,000		703,802	Forecast -\$50K (F\$182K; Act 119K Feb)
O119.500	Works Ravensthorpe Allowance	Employee Costs	10,000		713,802	Forecast -\$10K Vacant positions
14303.520	Fuel & Oils	Materials & Contracts		(50,000)	663,802	Forecast +\$50K (F\$320K; Act 181K Dec) Increase in fuel prices
14304.520	Tyres and Tubes	Materials & Contracts	10,000		673,802	Forecast -\$10K (F\$25K; Act 12K Feb) Less tyre repairs
14305.520	Parts & Repairs	Materials & Contracts		(35,000)	638,802	Forecast +\$35K (F\$275K; Act 188K Feb) \$31K Side Tipper
BM401.521	Admin Building	Materials & Contracts	10,000		648,802	Mtls & Contr Forecast -\$10K (B \$20K, Act Feb \$5K)
14504.541	Telecommunications Costs	Materials & Contracts	20,000		668,802	Forecast -\$20K (F\$70K; Act 40K Jan) Adjustment to 20Mbs tariff
14506.521	Legal Expenses Administration	Materials & Contracts		(15,000)	653,802	Forecast +\$15K (F\$24K; Comm \$18K Feb) Greater legal activity than estimated
14509.502	Fringe Benefits Tax - Admin	Employee Costs		(10,000)	643,802	Forecast +\$10K (F\$75K; Act 58K Mar) Backpay 20/21 FBT Full Yr WS & TO
O127.521	Computer Software Licence Fees, Software Upgrades	Materials & Contracts	30,000		673,802	Forecast -\$30K 50% Altus Payroll project commences Jul 22
O145.541	Internet And Data Services	Materials & Contracts	15,000		688,802	Forecast -\$15K Intranet deferred
O126.500	Employee Costs	Employee Costs		(65,000)	623,802	CEO termination, workcare wage declaration adjustments prior years
O162.521	Licensing And Bank Utilities And Minor Expenses	Materials & Contracts	11,000		634,802	Forecast -\$11K loss of ATM
					634,802	
					634,802	
<b>Capital Expenditure Program</b>						
AB585.521	Lot 79 Esplanade Hopetoun Housing Upgrade	Materials & Contracts		(40,000)	594,802	Committed \$19.2K - Forecast 23/2 \$50K
AF645.521	Libraries Lending System Upgrade	Materials & Contracts		(6,500)	588,302	Oct'21 Final Costs Migration Armlib to Spydus
AB780.521	Ravensthorpe Depot Office Refit	Materials & Contracts		(15,000)	573,302	Forecast +\$15K (Act/Committed \$57K, +Ceiling Lab etc \$10K)
14506.720	Transfer to Building Reserve			(15,000)	558,302	Morgan St Land Sale TRFR to Bldg Reserve
					558,302	
					558,302	
<b>Amended Budget Cash Position as per Council Resolution</b>			6,852,002	(6,293,700)	558,302	