

# Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Ravensthorpe will be held on Tuesday 15 October 2019 in the Council Chambers, Ravensthorpe commencing at 6.00pm.

## **Schedule**

6.00pm Ordinary Council Meeting

Gavin Pollock  
**Chief Executive Officer**

11 October 2019

## **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 October 2019

## **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:

Your 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.

A handwritten signature in blue ink, appearing to be 'G. Pollock', written in a cursive style.

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

# PUBLIC QUESTION TIME AND INFORMATION

## Questions from the Public (Public Question Time)

The Shire of Ravensthorpe welcomes community participation during public question time and this document is to be read in conjunction with the *Shire of Ravensthorpe Standing Orders Local Law 2003* and the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

1. A member of the public who raises a question during question time must:
  - a. be in attendance at the meeting;
  - b. first state their full name and address;
  - c. direct the question to the Presiding Member;
  - d. ask the question briefly and concisely;
  - e. limit any preamble to matters directly relevant to the question;
  - f. ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question;
  - g. each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions;
  - h. where a member of the public seeks a written response to their questions to be tabled at a meeting, the member of the public must submit their questions to Chief Executive Officer by no later than 12 noon on the day prior to the meeting date of which the response is to be tabled;
  - i. where a member of the public submits their questions after 12 noon on the day prior to the meeting date of which the response is to be tabled, a written response may be provided at the discretion of the presiding member;
  - j. where a member of the public submits a written question after 12 noon the day prior to the meeting at which they are to be tabled, a verbal response may be provided at the meeting; and
  - k. A member of the public may ask questions without notice at a meeting, provided they present a written copy of their questions to the Chief Executive Officer prior to the commencement of the meeting.

The following information is a guide to assist you on the process of Public Question Time. You can submit questions using the form attached, or by e-mail to [shire@ravensthorpe.wa.gov.au](mailto:shire@ravensthorpe.wa.gov.au)

1. **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.
2. This is a "question" time only. Orations, explanations or statements of belief will not be accepted or allowed.
3. Questions must relate to a matter affecting the Shire of Ravensthorpe.

4. Questions must be appropriate and made in good faith. Those containing defamatory remarks, offensive language or question the competency or personal affairs of council members or employees may be ruled inappropriate by the Presiding Member and therefore not considered.
5. Frame your question so that it is both precise and yet fully understood. Long questions covering a multitude of subjects are easily misunderstood and can result in poor replies being given.
6. Write your question down on the attached form, it helps you to express the question clearly and provides officers with an accurate record of exactly what you want to know.
7. When the Presiding Member calls for any questions from the public, please stand up and wait until you are acknowledged and invited to speak. Please start by giving your full name and address first, and then ask the question.
8. Questions to be put to the presiding member and answered via the presiding member on behalf of the Council or Officer. No questions can be put to individual Councillors.
9. Public question time will be very early in the meeting. **There is only a total of 15 minutes available for Question Time.** The extension of public question time beyond 15 minutes would require a Council resolution. Questions not asked may still be submitted to the meeting and will be responded to in writing and posted to your nominated address.
10. When you have put your question, await the reply. If possible, the presiding member will answer directly or invite a staff member with special knowledge to answer in his/her place. Complex questions that require research, may be Taken on Notice by the presiding member and an answer will be forwarded to you in writing. Please note in NO circumstances, will the question be debated or discussed by Council at that meeting.
11. To maximise public participation only three questions per person with a time limit of 2 minutes per person unless extra time is granted by the presiding person.
12. To fill out the form, just enter your name and address in the appropriate areas together with details of any group you are representing, then write out your question.
13. Please ensure your form is submitted to the Chief Executive Officer 15 minutes prior to the meeting.

If you have any difficulty in writing the question, Shire staff are available on request to assist in this task. We hope this note assists you in the asking of your question and thank you for your interest and participation in the affairs of our Shire.



**Cr Keith Dunlop**  
**Shire President**



## 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 questions(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:

\_\_\_\_\_

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 Meetings

In accordance with the *Local Government Act 1995* and Administration Regulation 12 (I) it, is hereby notified that as from January 2019 to December 2019, Ordinary Council meetings of the Shire of Ravensthorpe will be held as follows:

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

# SHIRE OF RAVENSTHORPE

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, Ravensthorpe on Tuesday 17 October 2019 – commencing at 6.00pm.

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**1. DECLARATION OF OPENING / ANNOUNCEMENT 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 Julianne Belli (Deputy Shire President)  
Cr Kerry Dickinson  
Cr Thomas Major  
Cr Graham Richardson  
Cr Peter Smith

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

APOLOGIES: Cr Ian Goldfinch

ON LEAVE OF ABSENCE: Nil

ABSENT:

MEMBER OF THE PUBLIC:

**3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

**3.1 COUNCIL AGENDA REPORTS**

Please note that all elected members have been provided with the relevant information pertaining to each Officers reports within today's Agenda and the Officer Recommendations are based on Council Policy and or State Acts and Legislation.

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

Nil

**5. PUBLIC QUESTION TIME**

**6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

**8. DISCLOSURES OF INTEREST**

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.1 ORDINARY MEETING – 17 SEPTEMBER 2019**

**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 the Council of the Shire of Ravensthorpe held in the Council Chambers, Hopetoun on 17 September 2019 be confirmed.**

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

**9.2 SPECIAL COUNCIL MEETING – 26 SEPTEMBER 2019**

**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 Special Meeting of the Council of the Shire of Ravensthorpe held in the Council Chambers, Ravensthorpe on 26 September 2019 be confirmed.**

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

**9.3 SPECIAL COUNCIL MEETING – 7 OCTOBER 2019**

**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 Special Meeting of the Council of the Shire of Ravensthorpe held in the Council Chambers, Ravensthorpe on 7 October 2019 be confirmed.**

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

**10. REPORTS OF COMMITTEES OF COUNCIL**

**11. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES**

**12. REPORTS FROM COUNCILLORS**

**Cr Keith Dunlop (President)**

Nil

**Cr Julianne Belli (Deputy President)**

Nil

**Cr Kerry Dickinson**

Nil

**Cr Ian Goldfinch**

Nil

**Cr Thomas Major**

Nil

**Cr Graham Richardson**

Nil

**Cr Peter Smith**

Nil

## **13 OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **13.1 RANGER AUTHORISATION**

<b>File Reference:</b>	<b>LE.LL.12</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Chief Executive Officer</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>9 October 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous References:</b>	<b>Nil</b>

#### **Summary:**

Council to consider the appointment of the Senior Ranger and Ranger as authorised officer's to enforce and administer the legislative Act's, Compliance and Local Laws of the Shire of Ravensthorpe.

#### **Background:**

Local Government are bound to enforce certain legislative Act's, Compliance and Local Laws. As a result is required to appoint authorised officers to undertake various roles and responsibilities in relation to these requirements. As existing officers roles change and new officers are employed, it is essential that these officers are properly authorised under the appropriate legislation and delegations to undertake their duties.

#### **Comment:**

The Senior Ranger and Ranger as Authorised Officer's for the Shire of Ravensthorpe will administer and enforce the Shire of Ravensthorpe Local Laws, Regulation Compliance issues plus the following legislative Act's;

- *Dog Act 1976*
- *Cat Act 2011*
- *Bush Fire Act 1954*
- *Litter Act 1979*
- *Caravan and Camping Act 1995*
- *Control of Vehicles (Off Road Areas) Act 1978*
- *Local Government Act 1995*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Animal Welfare Act 2002*
- *Tobacco Products Control Act 2006*

#### **Consultation:**

Chief Executive Officer  
Director Technical Services  
Senior Ranger

#### **Statutory Environment:**

The Shire of Ravensthorpe Local Laws, Regulation Compliance and following Legislative Act's;

- *Dog Act 1976*
- *Cat Act 2011*
- *Bush Fire Act 1954*
- *Litter Act 1979*
- *Caravan and Camping Act 1995*
- *Control of Vehicles (Off Road Areas) Act 1978*
- *Local Government Act 1995*
- *Local Government (Miscellaneous Provisions) Act 1960*

- *Animal Welfare Act 2002*
- *Tobacco Products Control Act 2006*

**Policy Implications:**

Nil.

**Financial Implications:**

Registration of the Senior Ranger and Ranger being registered as Authorised Officers under the *Animal Welfare Act 2002*. A provision of \$200 has been included in the 2019/20 budget.

**Strategic Implications:**

Will provide the Chief Executive Officer and the Shire of Ravensthorpe with correctly appointed and Authorised Officers.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Absolute Majority

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

**That Council**

1. **Endorse the appointment of the Senior Ranger and Ranger as Authorised Officer's for the Shire of Ravensthorpe pursuant to the following Acts;**
  - ***Dog Act 1976***
  - ***Cat Act 2011***
  - ***Bush Fire Act 1954***
  - ***Litter Act 1979***
  - ***Caravan and Camping Act 1995***
  - ***Control of Vehicles (Off Road Areas) Act 1978***
  - ***Local Government Act 1995***
  - ***Local Government (Miscellaneous Provisions) Act 1960***
  - ***Animal Welfare Act 2002***
  - ***Tobacco Products Control Act 2006***

**Voting Requirements:**

Absolute Majority

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

2. **Endorse the Senior Ranger and Ranger as Authorised Officer's under sub delegation from the Chief Executive Officer to enforce and administer regulation compliance and Local Laws of the Shire of Ravensthorpe.**

### **13.2 WITHDRAW RANGER AUTHORISATION**

**File Reference:** LE.LL.12  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 9 October 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous References:** Nil

#### **Summary:**

Council to withdraw all Delegations to Act's as an authorised officer from Ken Atkinson and Stacey Jaskiewicz.

#### **Background:**

Ken Atkinson and Stacey Jaskiewicz are no longer employed by the Shire of Ravensthorpe.

#### **Comment:**

The Shire of Ravensthorpe now appoints the position of Senior Ranger and Ranger as the Authorised Officer to administer and enforce the Shire of Ravensthorpe Local Laws, Regulation Compliance issues plus the following legislative Act's;

- Dog Act 1976
- Cat Act 2011
- Bush Fire Act 1954
- Litter Act 1979
- Caravan and Camping Act 1995
- Control of Vehicles (Off Road Areas) Act 1978
- Local Government Act 1995
- Local Government (Miscellaneous Provisions) Act 1960
- Animal Welfare Act 2002
- Tobacco Products Control Act 2006

#### **Consultation:**

Chief Executive Officer  
Director Technical Services  
Senior Ranger

#### **Statutory Environment:**

Section 39 of the *Local Government Act 1995*.

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

Registration of the Senior Ranger and Ranger being registered as Authorised Officers under the *Animal Welfare Act 2002*. A provision of \$200 has been included in the 2019/20 budget.

#### **Strategic Implications:**

Will provide the Chief Executive Officer and the Shire of Ravensthorpe with correctly appointed and Authorised Officers.

#### **Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant economic considerations.

- **Social**

There are no known significant social considerations.

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Absolute Majority

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

**That Council**

**1. Endorse Ken Atkinson and Stacey Jaskiewicz be withdrawn as Authorised Officer's for the Shire of Ravensthorpe regarding to the following Acts;**

- ***Dog Act 1976***
- ***Cat Act 2011***
- ***Bush Fire Act 1954***
- ***Litter Act 1979***
- ***Caravan and Camping Act 1995***
- ***Control of Vehicles (Off Road Areas) Act 1978***
- ***Local Government Act 1995***
- ***Local Government (Miscellaneous Provisions) Act 1960***
- ***Animal Welfare Act 2002***

## **14. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES**

### **14.1 SCHEDULE OF ACCOUNT PAYMENTS – JUNE 2019**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe - Administration  
**Applicant:** Internal  
**Author:** Senior Finance Officer  
**Authorising Officer:** Director Corporate and Community  
**Services Date:** 10 August 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 30 September 2019 (Blue)  
 Credit Card Transactions to 30 September 2019 (Green)  
**Previous Reference:** Nil

#### **Summary:**

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

#### **Background:**

Period 1/7/2019 – 31/8/2020

#### **2019/2020**

Month	Cheques	EFT Payments	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	670	1,739,001	135,848	3,843	1,781	1,881,144	275,274
Aug	9,391	736,269	51,773	7,094	1,260	805,788	188,496
Sep	21,940	428,530	144,319	12,630	2,857	610,277	241,584
Oct						0	
Nov						0	
Dec						0	
Jan						0	
Feb						0	
Mar						0	
Apr						0	
May						0	
Jun						0	
<b>Total</b>	<b>32,002</b>	<b>2,903,800</b>	<b>331,941</b>	<b>23,567</b>	<b>5,899</b>	<b>3,297,209</b>	<b>705,354</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:**

N/A.

**Financial Implications:**

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

**Strategic Implications:**

N/A.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**  
Absolute 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 July 2019 be noted.

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

## **14.2 MONTHLY FINANCIAL REPORT – 30 JUNE 2019**

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe - Administration</b>
<b>Applicant:</b>	<b>Internal</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer:</b>	<b>Director of Corporate and Community Services</b>
<b>Date:</b>	<b>11 October 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for September 2019 (Pink)</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary:**

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

### **Background:**

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

### **Comment:**

The September 2019 Monthly Financial Reports are presented for review.

### **Consultation:**

Chief Executive Officer.

### **Statutory Environment:**

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

### **Policy Implications:**

Nil.

### **Financial Implications:**

All expenditure has been approved via adoption of the 2019/20 Annual Budget, or resulting from a Council Motion for a budget amendment.

### **Strategic Implications:**

#### **Strategic Community Plan 2014 – 2024**

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

### **Sustainability Implications:**

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

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

**Voting Requirements:**

Absolute Majority

**Recommendation:**

**That Council endorse:**

1. That Council receive the September 2019 Monthly Financial Reports as presented.

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

**15. DIRECTORATE OF TECHNICAL SERVICES**

Nil

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

**17. 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).

**17.1 ELECTED MEMBERS**

**17.2 OFFICERS**

**18. MATTERS BEHIND CLOSED DOORS**

**19. CLOSURE OF MEETING**

The Presiding Member to declare the meeting closed.

**02 July 2019 - 01 August 2019  
Business Credit Card - Gavin Pollock**

Date	Payment to	Description	Amount	GST
1-Aug	Target, Esperance	Bedding / Sheets for 30 Kingsmill Street	\$ 501.00	45.55
1-Aug	Bunnings, Esperance	Mop / bucket / broom for 30 Kingsmill Street	\$ 44.88	4.08
1-Aug	The Reject Shop, Esperance	Homewares for 30 Kingsmill Street	\$ 188.50	17.14
1-Aug	Red Dot, Esperance	Coffee mugs for 30 Kingsmill Street	\$ 4.00	0.36
1-Aug	Woolworths, Esperance	Homewares for 30 Kingsmill Street	\$ 81.35	7.40
1-Aug	Woolworths, Esperance	Homewares for 30 Kingsmill Street	\$ 119.00	10.82
2-Aug	Hopetoun General Store	Microwave for 30 Kingsmill Street	\$ 329.00	29.91
2-Aug	Ravensthorpe Cellars	Restock Fridge in Shire Office	\$ 142.60	12.96
5-Aug	City of Vincent	Parking - LG week	\$ 5.50	0.50
5-Aug	Adina Hotel Perth	Accomodation / meals / refreshments - LG week - G Pollock	\$ 2,482.94	225.72
5-Aug	Adina Hotel Perth	Accomodation / meals / refreshments LG - week - P Smith	\$ 777.22	70.66
7-Aug	Cabfare	Taxi fare - LG week	\$ 24.73	2.25
8-Aug	Metro Bar & Bistro	Refreshments - LG week	\$ 60.00	5.45
8-Aug	GM Cabs	Taxi fare - LG week	\$ 26.09	2.37
7-Aug	CP Convention Centre	Parking - LG week	\$ 103.99	9.45
9-Aug	Harvey Norman	Dishwasher for 41 Kingsmill Street	\$ 1,199.00	109.00
9-Aug	Bunnings Maddington	Supplies for repairs @ 88 Martin Street	\$ 86.66	7.88
10-Aug	Adina Hotel Perth	Accomodation / meals / refreshments LG - week - P Smith	\$ 787.84	71.62
15-Aug	FE Daw Ravensthorpe	Refreshments / Chocolates	\$ 140.36	12.76
20-Aug	Meridian Agencies	Adhesive hooks	\$ 41.50	3.77
20-Aug	Wavecrest Bar & Bistro	Council dinner	\$ 332.10	30.19
23-Aug	Wavecrest Bar & Bistro	Refreshments council dinner	\$ 57.00	5.18
23-Aug	Wavecrest Village	Accomodation - Beth Hodes	\$ 172.55	15.69
26-Aug	Hopetoun Motel	Accomodation for EHO Shiralee Magor	\$ 278.00	25.27
27-Aug	Bunnings Esperance	Supplies for repairs @ 66 Queen Street	\$ 556.34	50.58
27-Aug	Bunnings Esperance	Torches & batteries for council christmas party	\$ 133.80	12.16
27-Aug	The Pier Hotel, Esperance	Refreshments	\$ 25.10	2.28
27-Aug	The Pier Hotel, Esperance	Refreshments	\$ 40.80	3.71
27-Aug	The Pier Hotel, Esperance	Refreshments	\$ 109.60	9.96
27-Aug	The Pier Hotel, Esperance	Refreshments	\$ 25.10	2.28
28-Aug	Wavecrest Village	Accomodation - Beth Hodes	\$ 172.55	15.69
28-Aug	Calex Esperance	Fuel ORA	\$ 133.90	12.17
28-Aug	Comfort Inn Esperance	Accomodation / meals - CEO, CESO & CBFCO meeting in Esperance	\$ 615.00	55.91
28-Aug	Comfort Inn Esperance	Water - CEO, CESO & CBFCO meeting in Esperance	\$ 3.00	0.00
<b>Total Purchases for G. Pollock</b>			<b>\$ 9,801.00</b>	<b>890.73</b>

\*\* Credit of \$295 was not processed through synergy with credit card (Adina Hotel)  
Therefore credit card for Aug processed as \$295 more than amount debited from bank account

**Business Credit Card - Leslie Mainwaring**

Date	Payment to	Description	Amount	GST
8-Aug	BP Forrestdale	Fuel RA101	\$ 73.00	6.64
12-Aug	BP Forrestdale	Fuel RA101	\$ 65.24	5.93
16-Aug	Ravensthorpe CRC	Country Carnival Stall	\$ 65.00	5.91
23-Aug	BP Forrestdale	Fuel RA101	\$ 72.29	6.57
27-Aug	BP Forrestdale	Fuel RA101	\$ 26.66	2.42
<b>Total Purchases for L.Mainwaring</b>			<b>\$ 302.19</b>	<b>27.47</b>

**Business Credit Card - Graham Steel**

Date	Payment to	Description	Amount	GST
6-Aug	LG Professionals	Graham Steel - LG Professionals Membership	\$ 92.00	8.36
13-Aug	Visimax	WA Ranger cloth patch x 10	\$ 87.97	8.00
18-Aug	Bunnings Albany	Padlocks x 3 - Ravensthorpe Effluent	\$ 104.76	9.52
23-Aug	Avenue Lighting Albany	Lighting for 66 Queen Street	\$ 413.40	37.58
23-Aug	Rexel Electrical	LED lights REC carpark	\$ 746.71	67.88
23/08/2019	All Tech Mechanical	RA682 - DTS vehicle - 80,000km service	\$ 308.70	28.06
<b>Total Purchases for G.Steel</b>			<b>\$ 1,753.54</b>	<b>159.41</b>

**Business Credit Card - Ashley Peczka**

Date	Payment to	Description	Amount	GST
6-Aug	Jerramungup Motol	CESO accomodation	\$ 85.50	7.77
12-Aug	Jerramungup Motol	CESO accomodation	\$ 85.50	7.77
16-Aug	Woolworths Albany	Sausages - Cocanarup BFB	\$ 40.00	3.64
22-Aug	Jerramungup Motol	CESO accomodation	\$ 85.50	7.77
27-Aug	Esperance Communications	Bluetooth for CBFCO vehicle	\$ 129.95	11.81
27-Aug	The Pier Hotel, Esperance	Meals - CEO & CBFCO - Southeast Fire Working Group	\$ 52.00	4.73
<b>Total Purchases for A.Peczka</b>			<b>\$ 478.45</b>	<b>\$ 43.50</b>

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

Date	Payment to	Description	Amount	GST
<b>Total</b>			<b>\$ 12,335.18</b>	<b>\$ 1,121.11</b>

\* Processed as \$12,630.18  
 \$295 credit to be entered into synergy

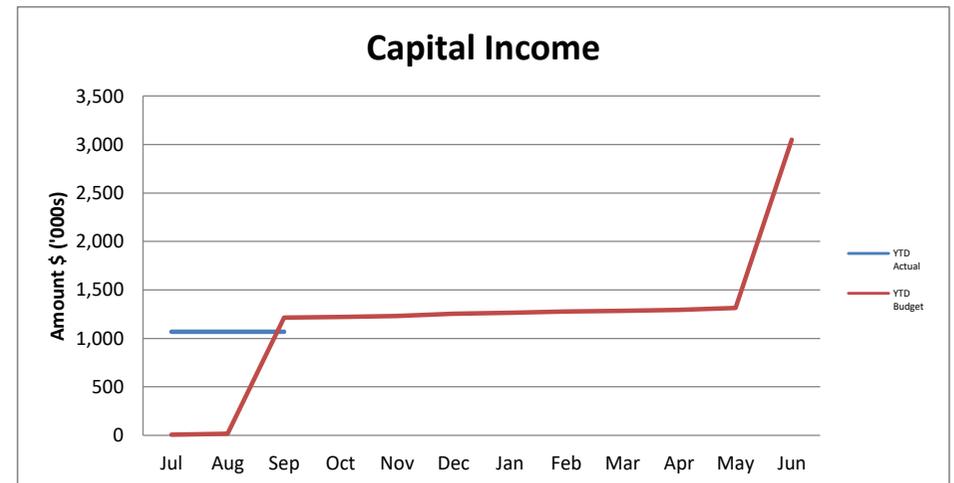
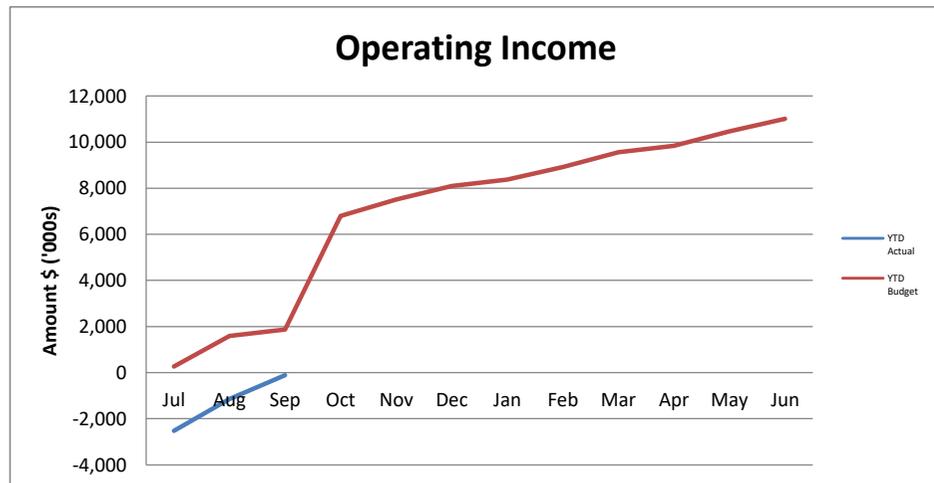
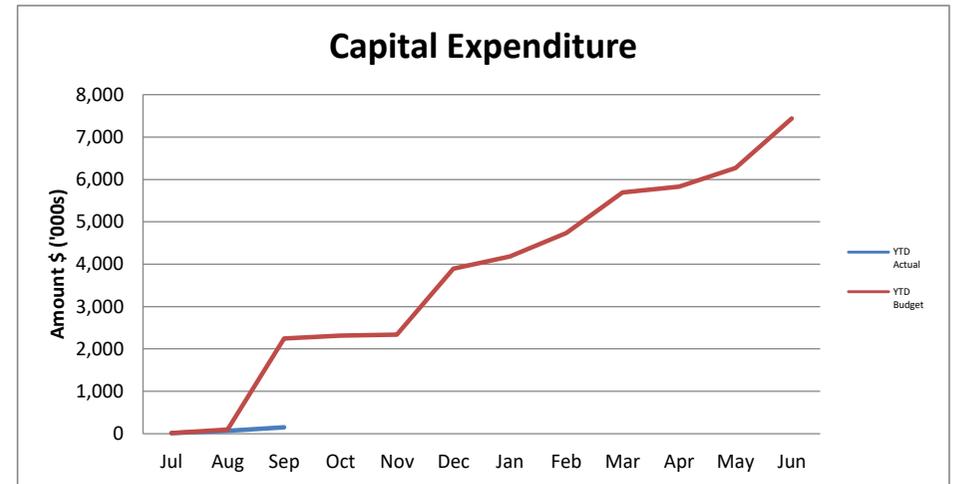
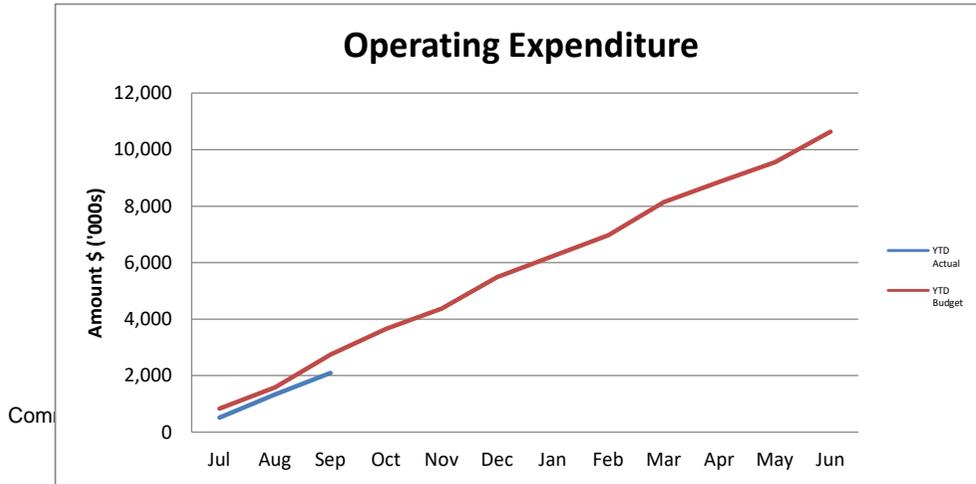


**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

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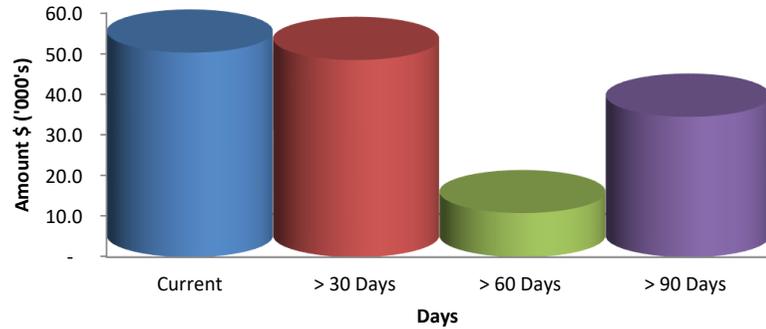
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# Income and Expenditure Graphs to 30 September 2019

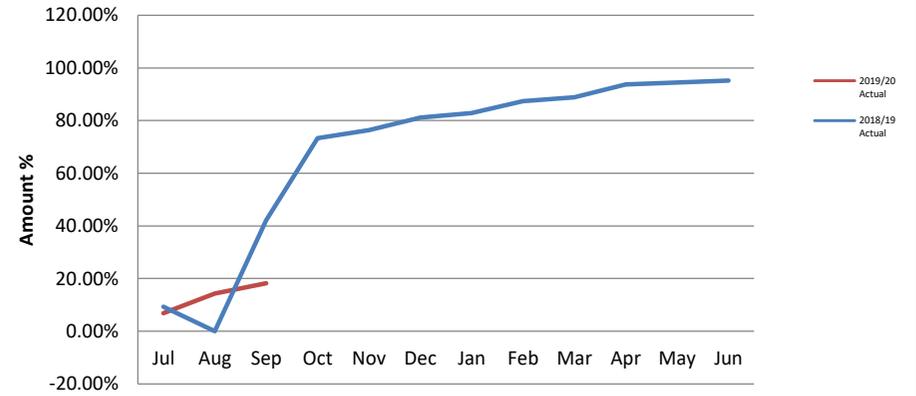


## Other Graphs to 30 September 2019

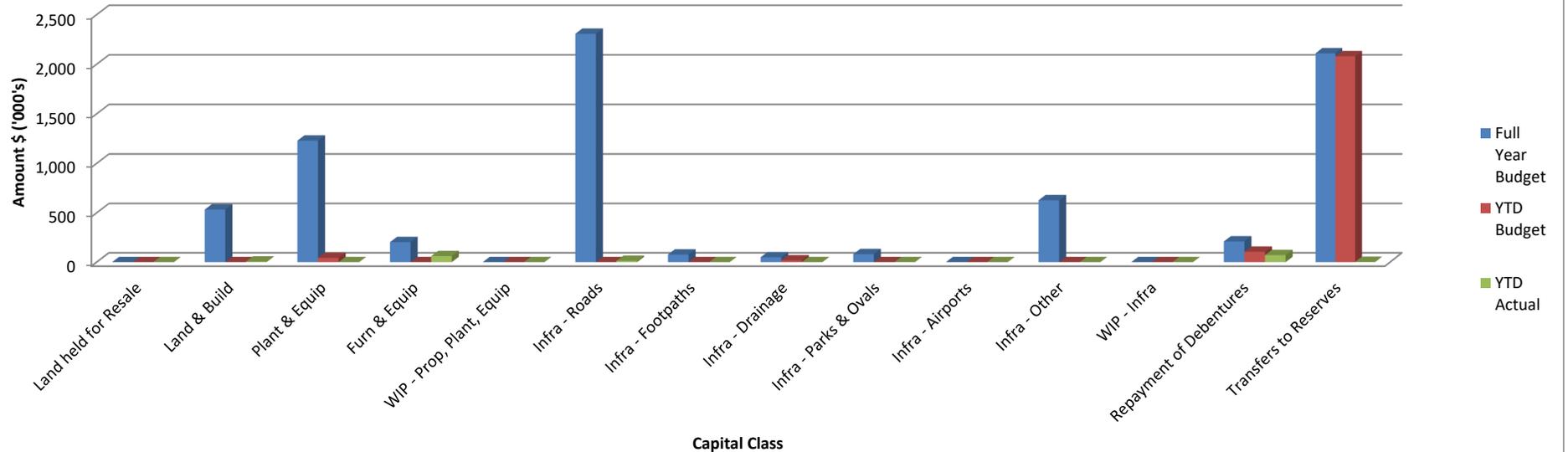
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure





**SHIRE OF RAVENSTHORPE**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2019**  
**Report on Significant variances Greater 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**

Timing Issue due to Budget Adoption in late September resulting in Rate Billing in early October

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

Bushfire Mitigation Grant Funding not yet received

**07 - Health**

Number of Health related Registrations/Licenses exceeding projections

**08 - Education and Welfare**

Timing Issue for childcare revenue for Hopetoun with projected increase over the year, however the YTD budget is evenly distributed over the Financial year. Grant funding and Contributions not yet received

**10 - Community Amenities**

Timing Issue due to Budget Adoption in late September resulting in Rate Billing in early October

**11 - Recreation and Culture**

Lotterywest Grant Accrued for 2018/19 but not yet received this Financial Year to offset accrual

**12 - Transport**

WANDRRA Recoup Accrued for 2018/19 but not yet received this Financial Year to offset accrual

Airport Revenue is lower than projected at this stage. Expected to increase with mine opening

**13 - Economic Services**

Contributions for the Economic Survey and Study received sooner than anticipated

**14 - Other Property and Services**

Private works for Galaxy Temporary road project not yet started to enable recoup as budgeted

**REPORTABLE OPERATING EXPENSE VARIATIONS**

**03 - General Purpose Funding**

Timing Issue due to Budget Adoption in late September resulting in Rate Billing in October and associated expenses not yet invoiced

**04 - Governance**

Timing Issue, Allocations yet to be processed due to Budget Adoption and changes yet to be updated

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

Timing Issue, Allocations yet to be processed due to Budget Adoption and changes yet to be updated

**07 - Health**

Timing Issue, Allocations yet to be processed due to Budget Adoption and changes yet to be updated  
Medical Services Support not yet expended due to timing of Budget Adoption

**08 - Education and Welfare**

Timing Issue, Allocations yet to be processed due to Budget Adoption and changes yet to be updated  
Employee Costs for Hopetoun currently lower than expected due to staff recruitment underway and projected to increase with as usage increases

**09 - Housing**

Timing Issue - Works on 66 Queen Street, Ravensthorpe mostly completed, however budget figure is spread over the year

**10 - Community Amenities**

Timing Issue, Allocations yet to be processed due to Budget Adoption and changes yet to be updated  
Invoices for Roadside Collections not received for September at the time of this report

**11 - Recreation and Culture**

Timing Issue, Allocations yet to be processed due to Budget Adoption and changes yet to be updated

**13 - Economic Services**

Timing Issue, Allocations yet to be processed due to Budget Adoption and changes yet to be updated

**14 - Other Property and Services**

Timing Issue, Allocations yet to be processed due to Budget Adoption and changes yet to be updated

**REPORTABLE NON-CASH VARIATIONS**

Depreciation not yet run as final Audited Asset Values not yet available

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

Timing Issue as Most Asset Purchases have been on hold until Budget Adoption

**REPORTABLE CAPITAL INCOME VARIATIONS**

Timing Issue as Most Asset Purchases have been on hold until Budget Adoption and as a consequence income from asset disposals plant change overs

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 30 SEPTEMBER 2019

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	SEPTEMBER 2019 Actual \$
<b>1. ACQUISITION OF ASSETS</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program</u></b>				
<b>Governance</b>				
<i>Members of Council</i>				
Purchase Furniture & Equipment	0	0	0	0
<b>Law, Order &amp; Public Safety</b>				
<i>Fire Prevention &amp; Control</i>				
Water Tank 80,000Ltr - Jerdacuttup Bfb	0	0	0	0
Water Bomber Tank Upgrade	24,000	24,000	0	0
Land Sub-Division Hopetoun	41,500	41,500	0	0
<i>Law &amp; Order</i>				
2019/20 4X4 Utility - Ranger	50,000	50,000	0	0
<b>Health</b>				
<i>Doctors &amp; Other Health</i>				
Edge li Ultrasound	0	0	0	0
Surgery Upgrade Ravensthorpe	5,500	5,500	0	0
Surgery Upgrade - Hopetoun	5,500	5,500	0	0
<b>Education &amp; Welfare</b>				
<i>Senior Citizens</i>				
Automatic Sliding Door	8,742	8,742	0	0
<b>Housing</b>				
<i>Staff Housing</i>				
30 Kingsmill Street, Ravensthorpe	87,000	87,000	0	0
18 Carlisle St Housing Upgrade	22,600	22,600	0	0
93 Spence St Housing Upgrade	18,000	18,000	0	0
Lot 79 Esplanade Hopetoun Housing Upgrade	17,620	17,620	0	1,749
<i>Other Housing</i>				
<b>Community Amenities</b>				
<i>Sanitation - Household Refuse</i>				
Munglinup Transfer Station	0	0	0	0
Hopetoun Transfer Station	12,000	12,000	0	0
Ravensthorpe Regional Landfill	250,000	250,000	0	0
<i>Sewerage</i>				
2019/20 Purchase Plant - Sewerage	29,000	29,000	0	0
<b>Recreation and Culture</b>				
<i>Public Halls &amp; Civic Centres</i>				
	0	0	0	0
	0	0	0	0
<i>Swimming Areas &amp; Beaches</i>				
	0	0	0	0
	0	0	0	0
Ravensthorpe Pool Upgrade	0	0	0	0
<i>Other Recreation &amp; Sport</i>				
Ravensthorpe Hand Gun Club - Range	20,000	20,000	0	0
Hopetoun Rec Centre - Timber Sealing And	18,400	18,400	0	0
Ravensthorpe Rec Centre - Design	5,000	5,000	0	0
Ravensthorpe Rec Centre - It Upgrade For Tv,	10,000	10,000	0	0
2018/2019 Park Benches	5,400	5,400	0	0
New Gym Equipment	67,000	67,000	0	0
New Piano And Chair	0	0	0	0
Playground Renewal - Ravensthorpe Rec	0	0	0	301
Ravensthorpe Cricket Pitch	9,000	9,000	0	0
Hopetoun Upgrade Of Oval Lighting	66,440	66,440	0	0
2019/20 Light Truck (Parks & Gardens	120,000	120,000	0	0
2019/20 Utility Spray Vehicle (Parks &	55,000	55,000	0	0

Libraries

Ravensthorpe Crc - Improvements	0	0	0	0
	0	0	0	0

Other Culture

Ravensthorpe Museum	6,300	6,300	0	0
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**Transport**Construction - Roads, Bridges, Depots**Roads Construction Council**

Four Mile Carpark - Construct New Parking	42,000	42,000	0	3,793
Mills Road Construction	52,000	52,000	0	0
Mallee Road Construction	240,000	240,000	0	0
Streetscape Morgan Street Stage 3	40,000	40,000	0	0
Gravel Pit Reinstatement	50,000	50,000	0	0
Gravel Pit Development	30,000	30,000	0	0

**Roads Mrwa V Of G Constr**

Jerdacuttup Road - Stabilise Pavement &	210,000	210,000	0	0
Springdale Road - Bitumen Reseal (Rrg)	139,050	139,050	0	0
Hamersley Drive Bitumen Reseal (Rrg)	135,000	135,000	0	0
Hamersley Drive Reseal 2019/20	139,050	139,050	0	0

**Mrwa Project Construction**

Southern Ocean Road Flood Damage	900,000	900,000	0	0
Fitzgerald Rd - Gravel Re-Sheet Slk 43.3 -	0	0	0	0
Koornong Rd - Gravel Re-Sheet Slk 6.12 -	0	0	0	0

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 30 SEPTEMBER 2019

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	SEPTEMBER 2019 Actual \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program (Continued)</u></b>				
<b><u>Transport (Continued)</u></b>				
<b>Roads To Recovery Construction</b>				
Ravensthorpe Streetscape - Roads To	0	0	0	0
	0	0	0	0
Veal Street Entrance	0	0	0	0
Raglan Street	0	0	0	0
The Esplanade	0	0	0	0
Ravensthorpe Streets	0	0	0	9,000
2019/20 Melaleuca Road Construction	330,000	330,000	0	0
<b>Blackspot Funding Construction</b>	0	0	0	0
<b>Bridges Construction</b>				
Springdale Road Bridge	0	0	0	0
<b>Drainage Construction</b>				
2019/20 Canning Blvd, Drainage Sump Lid	5,500	5,500	0	0
2019/20 Coxall Road Culvert Replace	30,000	30,000	3,936	0
2019/20 Spence St Verge Level Drainage	13,500	13,500	13,500	0
<b>Footpath Construction</b>				
Hosking Street - Concrete Footpath	32,000	32,000	0	0
Esplanade Pathway Construction	45,000	45,000	0	0
<b>Purchase Land - Roadworks And Depots</b>				
Purchase Depot Block - 1 Moir Road	205,000	205,000	0	3,487
Land Lot 36,318 & 177 Floater Road	0	0	0	0
<b>Purchase Furniture &amp; Equipment - Roads And Depots</b>				
Depot Office And Workshop Improvements	83,000	83,000	0	0
<b><u>Road Plant Purchases</u></b>				
Maintenance Grader Replacement	0	0	0	0
Multi Tyre Roller	0	0	0	0
Skid Steer Loader	0	0	0	0
2019/20 Tri Axle Float	160,000	160,000	0	0
2019/20 Prime Mover	300,000	300,000	0	0
2019/20 Multi Tyre Roler	200,000	200,000	0	0
<b><u>Aerodromes</u></b>				
Toyota Hilux - Aro/Ranger 2 Ute	0	0	0	0
Runway Reseal	12,244	12,244	0	3,558
<b>Economic Services</b>				
<b><u>Rural Services</u></b>				
State Barrier Fence	275,000	275,000	0	0
Water Deficiency Program - Dept Of Water	90,000	90,000	0	0
<b><u>Tourism</u></b>				
2019/20 4X4 Suv (Fcta)	50,000	50,000	0	0
<b>Other Property &amp; Services</b>				
<b><u>Works</u></b>				
2019/20 4X4 Suv (Dts)	55,000	55,000	13,749	0
2019/20 Single Cab - Cleaners	65,000	65,000	16,248	0
2019/20 Duel Cab - Works Supervisor	50,000	50,000	12,498	0
<b><u>Administration</u></b>				
2019/20 4X4 Executive Wagon (Geo)	95,000	95,000	0	0
Computer Upgrades	29,000	29,000	0	35,548
Computer Upgrades	0	0	0	12,800
Computer Upgrades	0	0	0	12,500
Office Furniture And Painting	24,000	24,000	0	0
Records Sea Container	20,000	20,000	0	0
Admin Kitchen Upgrade - Ravensthorpe	7,900	7,900	0	0
Admin Toilet Upgrade - Ravensthorpe	10,000	10,000	0	0
	<u>5,118,246</u>	<u>5,118,246</u>	<u>59,931</u>	<u>82,737</u>
<b><u>By Class</u></b>				

Land Held for Resale - Current	0	0	0	0
Land Held for Resale - Non Current	0	0	0	0
Land	205,000	205,000	0	3,487
Buildings	328,062	328,062	0	1,749
Furniture & Equipment	203,000	203,000	0	60,848
Plant & Equipment	1,229,000	1,229,000	42,495	0
Work in Progress - PPE	0	0	0	0
Infrastructure - Roads	2,307,100	2,307,100	0	12,793
Infrastructure - Footpaths	77,000	77,000	0	0
Infrastructure - Drainage	49,000	49,000	17,436	0
Infrastructure - Parks & Ovals	80,840	80,840	0	301
Infrastructure - Airports	12,244	12,244	0	3,558
Infrastructure - Other	627,000	627,000	0	0
Work in Progress - INFRA	0	0	0	0
	<u>5,118,246</u>	<u>5,118,246</u>	<u>59,931</u>	<u>82,737</u>

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 30 SEPTEMBER 2019

## 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)	
			2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Law, Order &amp; Public Safety</b>								
Toyota Hilux Ranger	AP717	P697	32,480.00	0.00	17,000.00	0.00	(15,480.00)	0.00
<b>Tourism</b>								
Holden Captiva (FCTA)	P665	P665	12,825.00		5,000.00		(7,825.00)	0.00
<b>Transport</b>								
14.6m Tri Axle Lpw Loader S/T	P556	P556	0.00		30,000.00		30,000.00	0.00
Cat Prime Mover	P703	P703	106,725.00		50,000.00		(56,725.00)	0.00
Ammann Multi Tyre Roller	P609	P570	0.00		15,000.00		15,000.00	0.00
<b>Administration</b>								
Toyota Prado (CEO)	P710B	P710B	68,700.00		75,000.00		6,300.00	0.00
<b>Public Works Overheads</b>								
Toyota Kluger GXL (DTS)	P683A	P683A	14,800.00		20,000.00		5,200.00	0.00
Toyota Hilux (Works Supervisor)	AP716	P698	34,165.00		17,000.00		(17,165.00)	0.00
Mitsubishi Triton (Cleaner)	P705	P704	0.00		10,000.00		10,000.00	0.00
			269,695.00	0.00	239,000.00	0.00	(30,695.00)	0.00

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Plant &amp; Equipment</b>								
Toyota Hilux Ranger	AP717	P697	32,480.00	0.00	17,000.00	0.00	(15,480.00)	0.00
Holden Captiva (FCTA)	P665	P665	12,825.00	0.00	5,000.00	0.00	(7,825.00)	0.00
14.6m Tri Axle Lpw Loader S/T	P556	P556	0.00	0.00	30,000.00	0.00	30,000.00	0.00
Cat Prime Mover	P703	P703	106,725.00	0.00	50,000.00	0.00	(56,725.00)	0.00
Ammann Multi Tyre Roller	P609	P570	0.00	0.00	15,000.00	0.00	15,000.00	0.00
Toyota Prado (CEO)	P710B	P710B	68,700.00	0.00	75,000.00	0.00	6,300.00	0.00
Toyota Kluger GXL (DTS)	P683A	P683A	14,800.00	0.00	20,000.00	0.00	5,200.00	0.00
Toyota Hilux (Works Supervisor)	AP716	P698	34,165.00	0.00	17,000.00	0.00	(17,165.00)	0.00
Mitsubishi Triton (Cleaner)	P705	P704	0.00	0.00	10,000.00	0.00	10,000.00	0.00
			269,695.00	0.00	239,000.00	0.00	(30,695.00)	0.00

**Summary**

Profit on Asset Disposals	66,500.00	0.00
Loss on Asset Disposals	(97,195.00)	0.00
	<u>(30,695.00)</u>	<u>0.00</u>

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 30 SEPTEMBER 2019

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	Principal Repayments		Principal Outstanding		Interest Repayments	
		2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Housing</b>							
Loan 145 Staff Housing	224,963	34,883	17,318	190,080	207,645	7,599	1,416
Loan 147 Other Housing	238,792	16,458	0	222,334	238,792	9,505	(1,185)
<b>Recreation and Culture</b>							
Loan 146 Hopetoun Community Centre	311,991	13,599	6,739	298,392	305,252	13,208	2,264
<b>Transport</b>							
Loan 138D Town Street	291,312	28,614	14,074	262,698	277,238	20,881	3,402
Loan 144 Town Street	157,963	50,086	0	107,877	157,963	8,310	(1,344)
Loan 143B Refinance	201,467	31,240	15,509	170,227	185,958	6,805	1,268
Loan 138E Refinance	267,881	34,915	17,327	232,966	250,554	9,552	1,792
	1,694,368	209,795	70,967	1,484,573	1,623,401	75,860	7,613

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

(b) Lease Repayments

**Fire Prevention**

Lease Contract 939384 CESO Vehicle

			0				0
<b>Sanitation - Household Refuse</b>							
Lease Contract 908707			0				0
Lease Contract 915953			0				0
	0	0	0	0	0	0	0

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 30 SEPTEMBER 2019

	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant Reserve</b>		
Opening Balance	434,818	434,818
Amount Set Aside / Transfer to Reserve	1,005,095	280
Amount Used / Transfer from Reserve	<u>(873,000)</u>	<u>0</u>
	<u>566,913</u>	<u>435,098</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	26,973	26,973
Amount Set Aside / Transfer to Reserve	316	17
Amount Used / Transfer from Reserve	<u>(15,000)</u>	<u>0</u>
	<u>12,289</u>	<u>26,990</u>
<b>(c) Building Reserve</b>		
Opening Balance	1,532,899	1,532,899
Amount Set Aside / Transfer to Reserve	1,087,962	988
Amount Used / Transfer from Reserve	<u>(1,574,640)</u>	<u>(1,070,000)</u>
	<u>1,046,221</u>	<u>463,887</u>
<b>(d) Road &amp; Footpath Reserve</b>		
Opening Balance	426,545	426,545
Amount Set Aside / Transfer to Reserve	4,998	275
Amount Used / Transfer from Reserve	<u>(77,000)</u>	<u>0</u>
	<u>354,543</u>	<u>426,820</u>
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	44,534	44,534
Amount Set Aside / Transfer to Reserve	522	29
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>45,056</u>	<u>44,563</u>
<b>(f) UHF Repeater Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>
<b>(g) Airport Reserve</b>		
Opening Balance	388,955	388,955
Amount Set Aside / Transfer to Reserve	4,557	251
Amount Used / Transfer from Reserve	<u>(12,244)</u>	<u>0</u>
	<u>381,268</u>	<u>389,206</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	300,701	300,701
Amount Set Aside / Transfer to Reserve	3,523	194
Amount Used / Transfer from Reserve	<u>(41,000)</u>	<u>0</u>
	<u>263,224</u>	<u>300,895</u>

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 30 SEPTEMBER 2019

	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>(i) State Barrier Fence Reserve</b>		
Opening Balance	216,016	216,016
Amount Set Aside / Transfer to Reserve	2,531	139
Amount Used / Transfer from Reserve	(218,547)	0
	<u>0</u>	<u>216,155</u>
<b>(j) Leave Reserve</b>		
Opening Balance	42,329	42,329
Amount Set Aside / Transfer to Reserve	496	27
Amount Used / Transfer from Reserve	0	0
	<u>42,825</u>	<u>42,356</u>
<b>Total Cash Backed Reserves</b>	<u><u>2,712,339</u></u>	<u><u>2,345,970</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	1,005,095	280
Emergency Farm Water Reserve	316	17
Building Reserve	1,087,962	988
Road & Footpath Reserve	4,998	275
Swimming Pool Upgrade Reserve	522	29
UHF Repeater Reserve	0	0
Airport Reserve	4,557	251
Waste & Sewerage Reserve	3,523	194
State Barrier Fence Reserve	2,531	139
Leave Reserve	496	27
	<u><u>2,110,000</u></u>	<u><u>2,200</u></u>

**Transfers from Reserves**

Plant Reserve	(873,000)	0
Emergency Farm Water Reserve	(15,000)	0
Building Reserve	(1,574,640)	(1,070,000)
Road & Footpath Reserve	(77,000)	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	(12,244)	0
Waste & Sewerage Reserve	(41,000)	0
State Barrier Fence Reserve	(218,547)	0
Leave Reserve	0	0
	<u><u>(2,811,431)</u></u>	<u><u>(1,070,000)</u></u>
<b>Total Transfer to/(from) Reserves</b>	<u><u>(701,431)</u></u>	<u><u>(1,067,800)</u></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 2019

4. RESERVES (Continued)

**Cash Backed Reserves (Continued)**

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

**Plant Reserve**

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

**Emergency Farm Water Reserve**

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

**Building Reserve**

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

**Road and Footpath Reserve**

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

**Swimming Pool Upgrade Reserve**

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

**UHF Repeater Reserve**

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

**Airport Reserve**

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

**Waste and Sewerage Reserve**

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

**State Barrier Fence Reserve**

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

**Leave Reserve**

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

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

	<b>2018/19 B/Fwd Per 2019/20 Budget \$</b>	<b>2018/19 B/Fwd Per Financial Report \$</b>	<b>SEPTEMBER 2019 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	(588,322)	(588,321)	363,945
Cash - Restricted Unspent Grants	77,100	77,100	77,100
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	3,413,771	3,413,771	2,345,971
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	210,163	210,163	167,528
Sundry Debtors	246,994	246,994	145,207
Provision for Doubtful Debts	0	0	0
Gst Receivable	182,324	182,324	39,048
Accrued Income/Payments In Advance	3,711,625	3,711,625	10,881
Payments in Advance	0	0	0
Inventories	2,704	2,704	79,924
	<u>7,256,359</u>	<u>7,256,360</u>	<u>3,229,604</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(701,563)	(701,563)	7,526
Accrued Interest On Loans	(23,701)	(23,701)	0
Accrued Salaries & Wages	(54,808)	(54,808)	0
Income In Advance	0	0	0
Gst Payable	(31,316)	(31,316)	(10,954)
Payroll Creditors	(59,697)	(59,697)	(69,494)
Accrued Expenses	(872,533)	(872,533)	0
PAYG Liability	0	0	0
Right of Use Assets - Current	(98,617)	(98,617)	(98,617)
Other Payables	(24,489)	(24,489)	(25,417)
Current Employee Benefits Provision	(377,707)	(377,707)	(377,707)
Current Loan Liability	0	0	70,967
	<u>(2,244,431)</u>	<u>(2,244,431)</u>	<u>(503,696)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>5,011,928</b>	<b>5,011,929</b>	<b>2,725,908</b>
Less: Cash - Reserves - Restricted	(3,413,771)	(3,413,771)	(2,345,971)
Less: Cash - Unspent Grants - Restricted	0	0	
Less: Movements Associated with Change in Accounting Standards	(77,100)		
Add Back : Component of Leave Liability not Required to be Funded	377,707	377,707	377,707
Add Back : Current Loan Liability	0	0	(70,967)
ADD: Current Portion of Lease Liability	98,617	98,617	98,617
Adjustment for Trust Transactions Within Muni	60	60	60
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>1,997,441</u></b>	<b><u>2,074,542</u></b>	<b><u>785,354</u></b>

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

**6. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2019/20 Rate Revenue \$</b>	<b>2019/20 Interim Rates \$</b>	<b>2019/20 Back Rates \$</b>	<b>2019/20 Total Revenue \$</b>	<b>2019/20 Budget \$</b>
<b>General Rate</b>								
GRV Residential	0.117165	781	10,959,708				0	1,285,394
GRV Commercial	0.131567	33	1,382,612				0	184,848
GRV industrial	0.154430	35	512,772				0	79,187
GRV - Transient & Short Stay Accom	0.314867	2	852,800				0	268,519
UV - Mining	0.083600	62	2,381,526				0	202,796
UV - Other	0.008567	332	232,219,000				0	1,988,420
<b>Sub-Totals</b>		1,245	248,308,418	0	0	0	0	4,009,164
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV Residential	870.00	374	1,079,818			0	0	325,380
GRV Commercial	870.00	9	44,740			0	0	7,830
GRV Industrial	870.00	12	45,268			0	0	10,440
GRV - Transient & Short Stay Accom	850.00	0	0				0	0
UV - Mining	320.00	55	76,564			0	0	17,600
UV - Other	850.00	97	5,257,135			0	0	82,450
<b>Sub-Totals</b>		547	6,503,525	0	0	0	0	443,700
<b>Total Rates</b>				0			0	4,452,864
Ex Gratia Rates		check after rates raised						49,234
Rates Written Off								
<b>Total Rates</b>							0	4,502,098

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 2018/19 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 30 SEPTEMBER 2019**

**7. TRUST FUNDS**

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

<b>Detail</b>	<b>Balance 01-Jul-19 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>Balance \$</b>
Builders Construction Industry Training Func	3,548	1,646	0	5,194
Bitumen Tender Document Bond	487	0	0	487
Building Registration Board Levy	11,435	1,379	(1,491)	11,323
Gym Swipe Card Bond	11,742	620	(160)	12,202
Hall Hire and Key Bonds	6,163	2,350	(1,800)	6,713
Hopetoun Tennis Club	9,072	0	0	9,072
Police Licensing Receipts	477	(450)	0	27
Candidate Nominations	0	480	0	480
Pavilion Hire Bonds	1,233	0	0	1,233
Ravensthorpe Cemetery Group	76	0	0	76
Rehabilitation Bond - Barminco	6,866	0	0	6,866
Shire Staff Housing Bond	0	0	0	0
Rural Subdivisions Shed Bonds	43,494	0	(2,087)	41,407
Standpipe Swipe Card Bond	3,100	200	(100)	3,200
Subdivision Maintenance Bonds	14,375	0	0	14,375
Sundry Overpayments	5,393	0	0	5,393
Swimming Pool Key Deposits	4,250	0	(60)	4,190
Unknown Rates Payments	2,179	0	0	2,179
Flood Damage Donations	400	0	0	400
	<b>124,290</b>	<b>6,225</b>	<b>(5,698)</b>	<b>124,817</b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 2019

8. OPERATING STATEMENT BY PROGRAM

	SEPTEMBER 2019 Actual \$	2019/20 Adopted Budget \$	2018/19 Actual \$
<b>OPERATING REVENUES</b>			
Governance	0	4,500	348
General Purpose Funding	244,208	5,566,306	6,349,368
Law, Order, Public Safety	5,118	411,700	432,118
Health	16,736	14,000	4,483
Education and Welfare	129,870	569,150	150,921
Housing	1,400	5,200	19,560
Community Amenities	37,923	864,800	580,990
Recreation and Culture	(96,458)	165,300	403,605
Transport	(540,192)	2,703,659	14,318,963
Economic Services	65,267	256,500	141,697
Other Property and Services	23,790	453,500	498,922
<b>TOTAL OPERATING REVENUE</b>	<b>(112,338)</b>	<b>11,014,615</b>	<b>22,900,974</b>
<b>OPERATING EXPENSES</b>			
Governance	(124,369)	(795,891)	(646,140)
General Purpose Funding	(6,416)	(256,753)	(272,902)
Law, Order, Public Safety	(139,503)	(915,429)	(876,192)
Health	(30,150)	(366,844)	(294,153)
Education and Welfare	(152,388)	(1,013,701)	(382,429)
Housing	(88,527)	(283,393)	(222,945)
Community Amenities	(207,792)	(1,654,272)	(1,360,774)
Recreation & Culture	(162,846)	(1,760,575)	(1,536,384)
Transport	(578,742)	(2,412,274)	(14,947,452)
Economic Services	(35,417)	(501,327)	(297,426)
Other Property and Services	(564,799)	(672,946)	(1,048,106)
<b>TOTAL OPERATING EXPENSE</b>	<b>(2,090,948)</b>	<b>(10,633,405)</b>	<b>(21,884,904)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(2,203,286)</u></b>	<b><u>381,210</u></b>	<b><u>1,016,071</u></b>

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

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

	<b>SEPTEMBER 2019 Actual \$</b>	<b>2019/20 Adopted Budget \$</b>	<b>2018/19 Actual \$</b>
<b>OPERATING REVENUES</b>			
Rates	0	4,502,098	4,333,698
Operating Grants, Subsidies and Contributions	(314,904)	1,719,017	15,473,935
Non-Operating Grants, Subsidies and Contributions	0	2,295,500	1,293,000
Fees and Charges	138,704	1,532,700	1,047,323
Service Charges	0	0	0
Interest Earnings	8,910	97,000	90,036
Profit on Asset Disposals	0	66,500	0
Proceeds on Disposal of Assets	0	239,000	204,273
Realisation on Disposal of Assets	0	(239,000)	(204,273)
Other Revenue	54,955	801,800	662,982
<b>TOTAL OPERATING REVENUE</b>	<b>(112,335)</b>	<b>11,014,615</b>	<b>22,900,974</b>
<b>OPERATING EXPENSES</b>			
Employee Costs	(972,235)	(4,405,429)	(3,585,556)
Materials and Contracts	(786,638)	(3,316,348)	(15,330,789)
Utility Charges	(58,044)	(220,270)	(209,070)
Depreciation on Non-Current Assets	0	(1,884,896)	(1,942,407)
Interest Expenses	(7,612)	(75,860)	(85,360)
Insurance Expenses	(155,141)	(217,762)	(300,119)
Loss on Asset Disposals	0	(97,195)	(78,871)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(62,827)	(224,800)	(352,734)
<b>TOTAL OPERATING EXPENSE</b>	<b>(2,042,497)</b>	<b>(10,442,560)</b>	<b>(21,884,906)</b>
<b>CHANGE IN NET ASSETS</b>			
<b>RESULTING FROM OPERATIONS</b>	<b><u>(2,154,832)</u></b>	<b><u>572,055</u></b>	<b><u>1,016,068</u></b>

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>SEPTEMBER</b>	<b>2018/19</b>
	<b>2019</b>	<b>Actual</b>
	<b>Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	2,787,016	2,902,550
Trade and Other Receivables	362,664	4,351,107
Inventories	79,924	2,704
<b>TOTAL CURRENT ASSETS</b>	<b>3,229,604</b>	<b>7,256,361</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	26,395	26,395
Inventories	0	0
Property, Plant and Equipment	34,126,696	34,060,612
Infrastructure	26,602,730	26,586,075
<b>TOTAL NON-CURRENT ASSETS</b>	<b>60,755,821</b>	<b>60,673,082</b>
<b>TOTAL ASSETS</b>	<b>63,985,425</b>	<b>67,929,443</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	98,338	1,768,107
Right of Use Asset	98,617	98,617
Long Term Borrowings	(70,967)	0
Provisions	377,707	377,707
<b>TOTAL CURRENT LIABILITIES</b>	<b>503,695</b>	<b>2,244,431</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	1,694,368	1,694,368
Right of Use Assets	1,015,248	1,015,248
Provisions	42,806	42,806
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,752,422</b>	<b>2,752,422</b>
<b>TOTAL LIABILITIES</b>	<b>3,256,117</b>	<b>4,996,853</b>
<b>NET ASSETS</b>	<b>60,729,308</b>	<b>62,932,590</b>
<b>EQUITY</b>		
Retained Surplus	38,482,949	39,618,432
Reserves - Cash Backed	2,345,971	3,413,771
Revaluation Surplus	19,900,447	19,900,447
<b>TOTAL EQUITY</b>	<b>60,729,308</b>	<b>62,932,590</b>

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 30 SEPTEMBER 2019**

**10. FINANCIAL RATIOS**

	<b>2019 YTD</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Current Ratio	6.40	2.02	3.01	1.64
Operating Surplus Ratio	12.94	7.21	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	$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$