

# **AGENDA**

**Ordinary Council Meeting**

**Tuesday**

**16 July, 2019**

**6:00 pm**

**Council Chambers  
Ravensthorpe**



## SHIRE OF RAVENSTHORPE

### DISCLAIMER

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A handwritten signature in black ink, appearing to be "G. Pollock".

---

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

10/07/2019

65 Morgans Street Ravensthorpe WA 6346  
Tel (08) 98390000; Fax (08) 98381282  
E-mail: - [shire@ravensthorpe.wa.gov.au](mailto:shire@ravensthorpe.wa.gov.au)



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

**NOTE: USE ONE FORM PER DECLARATION**

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

\_\_\_\_\_

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

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

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

The nature of my interest is (5)

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

The extent of my interest is (6)

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

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

\_\_\_\_\_

Signature

Date

RECEIVED BY:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_

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

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

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

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

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

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

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

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

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

- (1). In this regulation –  
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest –
  - (a). in a written notice given to the CEO before the meeting;or

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

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

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

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

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



**SHIRE OF RAVENSTHORPE  
WORKS REQUEST FORM**

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

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

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

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

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

**OFFICE USE ONLY:**

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

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

Completed: \_\_\_\_/\_\_\_\_/2019      Signature: \_\_\_\_\_

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



**Application for Leave of Absence**

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

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

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

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



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

In accordance with the Local Government Act 1995 and Administration Regulation 12 (1) it, is hereby notified that as from January 2019 to December 2019, Ordinary Council meetings of the Shire of Ravensthorpe will be held as follows:

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

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

Gavin Pollock  
Chief Executive Officer



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

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

**2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE**

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

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

APOLOGIES:

ON LEAVE OF ABSENCE:  
 Cr Peter Smith

ABSENT:

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

**4. PUBLIC QUESTION TIME**

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

**6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS**

**6.1 RAVENSTHORPE HANDGUN CLUB – IN PERSON PRESENTATION**

**7. CONFIRMATION OF MINUTES**

**7.1 COUNCIL MEETING – 18 JUNE, 2019**

OFFICER RECOMMENDATION	ITEM 7.1
That the minutes of the meeting of council held on 18 June, 2019 be confirmed as a true and correct record of proceedings.	

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

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

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

## 10. REPORTS OF OFFICERS

### 10.1 CHIEF EXECUTIVE OFFICER

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

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>3 July 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>10.1 Draft Schedule of Fees and Charges 2019/2020</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

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

#### **Background:**

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

#### **Comment:**

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

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

#### **Consultation:**

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

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant economic considerations.

- **Social**

There are no known significant social considerations.

**Risk Implications:**

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

Risk Matrix

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

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

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

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

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

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

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**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/ Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 4 - GOVERNANCE</b>											
<b>PHOTOCOPYING FEES</b>											
<b>Statutory Documents No GST</b>											
<b>Other Customers Incl GST</b>											
1042200	C	A3 (single sided) - Colour	\$1.91	\$0.19	<b>\$2.10</b>	N/A	\$2.10	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies
1042200	C	A3 (double sided) - Colour	\$2.91	\$0.29	<b>\$3.20</b>	N/A	\$3.20	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies
1042200	C	A4 (single sided) - Colour	\$1.05	\$0.10	<b>\$1.15</b>	<b>\$1.10</b>	\$0.05	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies
1042200	C	A4 (double sided) - Colour	\$1.59	\$0.16	<b>\$1.75</b>	N/A	\$1.75	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies
1042200	C	A3 (single sided) - Black	\$1.14	\$0.11	<b>\$1.25</b>	N/A	\$1.25	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies
1042200	C	A3 (double sided) - Black	\$1.72	\$0.17	<b>\$1.90</b>	N/A	\$1.90	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies
1042200	C	A4 (single sided) - Black	\$0.63	\$0.06	<b>\$0.70</b>	<b>\$0.66</b>	\$0.04	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies
1042200	C	A4 (double sided) - Black	\$1.00	\$0.10	<b>\$1.10</b>	N/A	\$1.10	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies
1042200	C	Community Service Groups (at CEO discretion)	50% rebate	At cost	<b>50% rebate</b>	N/A	50% rebate	cost of paper and photocopying charges officer time	Low	No below cost discount	Discretionary discount by CEO
1042200	C	Sending Email	1.00	\$0.10	<b>\$1.10</b>	N/A	\$1.10	cost of internet and officer time	Low	Yes	cost of internet and officer time
1042200	C	<b>Facsimile Transmission:</b>									
1042200	C	Within Australia (per page excluding cover sheet)	\$2.18	\$0.22	<b>\$2.40</b>	<b>\$2.31</b>	\$0.09	cost of phone call and officer time and wear and tear on fax	Low	Yes	cost of phone call and officer time and wear and tear on fax
1042200	C	Overseas (per page excluding cover sheet)	\$3.27	\$0.33	<b>\$3.60</b>	N/A	\$3.60	cost of phone call and officer time and wear and tear on fax	Low	Yes	cost of phone call and officer time and wear and tear on fax
<b>RATES ADMINISTRATION FEES</b>											
1031130	C	Rates & Requisitions Enquiry Fee (settlement agents) (EAS)	\$163.64	\$16.36	<b>\$180.00</b>	<b>\$180.00</b>	\$0.00	officer time, postage, fax , email	Medium	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing rates officer time, cost of instalment notices printing
103109	C	Rates Instalment fee per instalment (first instalment No charge)	\$10.00	Nil	<b>\$10.00</b>	<b>\$10.00</b>	\$0.00	rates officer time, cost of instalment notices printing	High	Yes	As set per the Local Government Act & Regs Max
103108	S	Rates Instalment Interest max 5.5%	5.50%	Nil	<b>5.50%</b>	<b>5.50%</b>	\$0.00	As set per the Local Government Act & Regs Max	High	No	As set per the Local Government Act & Regs Max
1031050	S	Rates Late Penalty Interest max 11%	11.00%	Nil	<b>11.00%</b>	<b>11.00%</b>	\$0.00	As set per the Local Government Act & Regs Max	High	No	As set per the Local Government Act & Regs Max
1031130	C	Request for copies of old Rates notices (not current year) per notice.	\$11.00	Nil	<b>\$11.00</b>	<b>\$11.00</b>	\$0.00	cost to reproduce rate notice printing and rates officer time	Medium	Yes	cost to reproduce rate notice printing and rates officer time
1042200	C	Electoral Roll	Cost of production	Nil	<b>Cost of production</b>	<b>\$55.00</b>	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time
1042200	C	Copy of Rate Book	Cost of production	Nil	<b>Cost of production</b>	N/A	N/A	subject to Stat Dec Local Government (Administration) Regulations 1996 Reg cost of printing, binding and officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing cost of printing, binding and officer time
1042200	C	Policy Manual	Cost of production	Nil	<b>Cost of production</b>	N/A	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time
1042200	C	Council Agendas & Minutes - Annual	Cost of production	Nil	<b>Cost of production</b>	<b>\$210.00</b>	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time
1042200	C	Council Agendas & Minutes - 1 Meeting	Cost of production	Nil	<b>Cost of production</b>	<b>\$21.00</b>	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time
1042200	C	Council Agendas & Minutes - Extracts per double sided page	Cost of production	Nil	<b>Cost of production</b>	<b>\$0.63</b>	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time
1042200	C	Council Local Laws - per double sided page	Cost of production	Nil	<b>Cost of production</b>	<b>\$0.60</b>	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time
1042200	C	Budgets / Annual Reports	Cost of production	Nil	<b>Cost of production</b>	<b>\$20.00</b>	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time
1042200	C	District Map (if available)	Cost of production	Nil	<b>Cost of production</b>	<b>\$24.20</b>	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time
1042200	C	Laminating A3	\$3.64	\$0.36	<b>\$4.00</b>	N/A	\$4.00	cost of laminating pouch, officer time and wear and tear on laminator	Low	Yes	cost of laminating pouch, officer time and wear and tear on laminator
1042200	C	Laminating A4	\$2.00	\$0.20	<b>\$2.20</b>	N/A	\$2.20	cost of laminating pouch, officer time and wear and tear on laminator	Low	Yes	cost of laminating pouch, officer time and wear and tear on laminator
1042200	C	Credit Card transaction fees (1.1% of transaction value)	1.1%	Yes	<b>1.1%</b>	N/A	N/A	cost recovery of Bankwest Merchant fees	High	Yes	cost recovery of Bankwest Merchant fees
1042200	C	Recovery of legal fees ( Debtors)	at cost	Yes	<b>at cost</b>	<b>at cost</b>	N/A	actual costs of legal fees	High	Yes	actual costs of legal fees
1031170	C	Recovery of legal fees ( Rates)	at cost	Yes	<b>at cost</b>	<b>at cost</b>	N/A	actual costs of legal fees	High	Yes	actual costs of legal fees
1042200	C	Dishonoured Cheque fee	at cost	Yes	<b>at cost</b>	<b>\$22.00</b>	N/A	Actual cost of Bankwest Bank Dishonoured cheque fee	High	Yes	Actual cost of Bankwest Bank Dishonoured cheque fee
<b>PROFESSIONAL SERVICES (hourly rate)</b>											
<b>Note that this excludes all professional consultancy fees for building services, which are applied in accordance with the fees outlined in that section.</b>											
1042210	C	Chief Executive Officer	\$166.32	\$16.63	<b>\$182.95</b>	<b>\$176.55</b>	\$6.40	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Director Corporate & Community Services	\$157.27	\$15.73	<b>\$173.00</b>	<b>\$159.50</b>	\$13.50	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Director of Technical Services	\$157.27	\$15.73	<b>\$173.00</b>	<b>\$159.50</b>	\$13.50	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods

**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
1042210	C	Manager of Planning and Development	\$157.27	\$15.73	<b>\$173.00</b>	<b>\$159.50</b>	\$13.50	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Environmental Health / Building Surveyor (contract)	\$157.27	\$15.73	<b>\$173.00</b>	<b>\$159.50</b>	\$13.50	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Project Manager	\$100.00	\$10.00	<b>\$110.00</b>	<b>N/A</b>	\$110.00	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Supervisor	\$85.00	\$8.50	<b>\$93.50</b>	<b>N/A</b>	\$93.50	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Team Leader / Senior Officer	\$75.00	\$7.50	<b>\$82.50</b>	<b>N/A</b>	\$82.50	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Plant Operator	\$60.00	\$6.00	<b>\$66.00</b>	<b>N/A</b>	\$66.00	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Officer / Labourer	\$60.00	\$6.00	<b>\$66.00</b>	<b>N/A</b>	\$66.00	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Ranger (includes travel for call outs)	\$100.00	\$10.00	<b>\$110.00</b>	<b>N/A</b>	\$110.00	cost of officer and overheads and vehicle	Moderate	Yes	Cost of the local government of providing the service or goods
		<b>FREEDOM OF INFORMATION ACT 1992 CHARGES</b>									
		<b>Statutory – Freedom of Information Regulations 1993 Sch 1</b>									
1042200	S	No fee to access application relating to personal information and amendment of personal information	Free	Nil	<b>Free</b>	<b>N/A</b>	N/A	N/A	Low	N/A	-
1042200	S	Application fee for other application (non-personal)	\$30.00	Nil	<b>\$30.00</b>	<b>\$30.00</b>	\$0.00	N/A	Low	N/A	-
1042200	S	Fees applicable for internal or external reviews	\$30.00	Nil	<b>\$30.00</b>	<b>N/A</b>	\$30.00	N/A	Low	N/A	-
1042200	S	Charge for time taken by staff dealing with the application – per hour or pro rata for a part of an hour	\$30.00	Nil	<b>\$30.00</b>	<b>\$30.00</b>	\$0.00	N/A	Low	N/A	-
1042200	S	Charge for photocopying – per hour or pro rata for a part of an hour of staff time	\$30.00 plus photocopy charges	Nil	<b>\$30.00 plus photocopy charges</b>	<b>\$30.00 plus photocopy charges</b>	\$0.00	N/A	Low	N/A	-
1042200	S	Charge for photocopying – per page copy	\$0.10	Nil	<b>\$0.10</b>	<b>\$0.60</b>	\$0.50	N/A	Low	N/A	-
1042200	S	Charge for time taken by staff transcribing information from a tape or other device – per hour or pro rata for part of an hour	\$30.00	Nil	<b>\$30.00</b>	<b>\$30.00</b>	\$0.00	N/A	Low	N/A	-
1042200	S	Charge for duplicating tape, film or computer information	Actual Cost	Actual Cost	<b>Actual Cost</b>	<b>Actual Cost</b>	\$0.00	N/A	Low	Yes	Cost of the local government of providing the service or goods
1042200	S	Charge for delivery, packaging and postage	Actual Cost	Actual Cost	<b>Actual Cost</b>	<b>Actual Cost</b>	\$0.00	N/A	Low	Yes	Cost of the local government of providing the service or goods
1042200	S	Advanced Deposits 25% of estimated charges which will be payable in excess of the application fee	25%	Nil	<b>25%</b>	<b>25%</b>	\$0.00	N/A	Low	Yes	Cost of the local government of providing the service or goods
		<b>DESIGN AND CONTRACT SERVICES</b>									
1042200	C	Tender specification documentation deposit (when applied)	\$225.00	\$20.45	<b>\$245.45</b>	<b>N/A</b>	\$245.45	Officer time to process deposit	Low	Yes	Officer time to process deposit

**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 5 - LAW, ORDER AND PUBLIC SAFETY</b>											
<b>ANIMAL CONTROL</b>											
<b>DOG REGISTRATION LICENSE FEES</b>											
<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>											
1052020	S	1 year – Unsterilised	\$50.00	Nil	<b>\$50.00</b>	<b>\$50.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052020	S	1 year – Sterilised	\$20.00	Nil	<b>\$20.00</b>	<b>\$20.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052020	S	3 years – Unsterilised	\$120.00	Nil	<b>\$120.00</b>	<b>\$120.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052020	S	3 years – Sterilised	\$42.50	Nil	<b>\$42.50</b>	<b>\$42.50</b>	\$0.00	N/A	Moderate	N/A	N/A
1052020	S	Lifetime - Unsterilised	\$250.00	Nil	<b>\$250.00</b>	<b>\$250.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052020	S	Lifetime - Sterilised	\$100.00	Nil	<b>\$100.00</b>	<b>\$100.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052020	S	Working Dog (A dog used for droving or caring for stock)	¼ of Registration Fee	Nil	<b>¼ of Registration Fee</b>	<b>¼ of Registration Fee</b>	N/A	N/A	Moderate	N/A	N/A
1052020	S	Pensioner Concession (A person issued with a Pensioner Health Benefit Card ie Aged, Invalid, Widowed or Carers Pension)	½ of Registration Fee	Nil	<b>½ of Registration Fee</b>	<b>½ of Registration Fee</b>	N/A	N/A	Moderate	N/A	N/A
<i>1. All Registrations expire on 31 October each year</i>											
<i>2. Registrations paid after 31 May are discounted by 50%</i>											
1052020	C	Replacement Animal Registration Tag if Lost	\$5.00	\$0.50	<b>\$5.50</b>	<b>\$5.00</b>	\$0.50	Officer Time to Process and cost of product	Moderate	Yes	Officer Time to Process and cost of product
1052050	C	Application Fee for exemption for more than two dogs	\$50.00	\$5.00	<b>\$55.00</b>	<b>\$50.00</b>	\$5.00	Officer Time to process application Agenda item to Council or CEO	Moderate	Yes	Officer Time to process application Agenda item to Council or CEO
1052050	C	Annual Fee for exemption for more than two dogs	\$25.00	\$2.50	<b>\$27.50</b>	<b>\$25.00</b>	\$2.50	Officer Time to process application Agenda item to Council or CEO	Moderate	Yes	Officer Time to process application Agenda item to Council or CEO
1052050	C	Approved Kennel Establishments - Initial License	\$200.00	\$20.00	<b>\$220.00</b>	<b>\$200.00</b>	\$20.00	Officer Time to process application Agenda item to Council or CEO	Moderate	Yes	Officer Time to process application Agenda item to Council or CEO
1052050	C	Approved Kennel Establishments - Renewal of License	\$200.00	\$20.00	<b>\$220.00</b>	<b>\$200.00</b>	\$20.00	Officer Time to process application Agenda item to Council or CEO	Moderate	Yes	Officer Time to process application Agenda item to Council or CEO
<b>DOG IMPOUND FEES</b>											
<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>											
1052010	C	Seizure of Dog	\$109.09	\$10.91	<b>\$120.00</b>	<b>\$120.00</b>	\$0.00	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Seizure of Dog (Registered & Microchipped)	\$54.55	\$5.45	<b>\$60.00</b>	<b>\$60.00</b>	\$0.00	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Overnight Keeping of Animal (per week day)	\$25.00	\$2.50	<b>\$27.50</b>	<b>\$27.50</b>	\$0.00	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Overnight Keeping of Animal (per weekend day)	\$35.00	\$3.50	<b>\$38.50</b>	<b>\$38.50</b>	\$0.00	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Sustenance of a dog per day impounded	\$13.64	\$1.36	<b>\$15.00</b>	<b>\$7.70</b>	\$7.30	Ranger fees/sustenance cost	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Surrender Fee	\$70.00	\$7.00	<b>\$77.00</b>	<b>\$77.00</b>	\$0.00	Ranger fees/Vet fee	Moderate	Yes	Cost of the local government of providing the service or goods
1052050	C	Disposal/Destruction of dog	\$100.00	\$10.00	<b>\$110.00</b>	<b>\$105.10</b>	\$4.90	Ranger fees/Vet fee	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	S	Unregistered Dog (s. 7(1)) - other than dangerous dog	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Unregistered Dog (s. 7(1)) - dangerous dog	\$400.00	Nil	<b>\$400.00</b>	<b>\$400.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government of new owner (s.16A(1))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Registration tag, certificate offences (s.20(2)) - other than dangerous dog	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Registration tag, certificate offences (s.20(2)) - dangerous dog	\$400.00	Nil	<b>\$400.00</b>	<b>\$400.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Unlawful application of sterilisation tattoo (s.20(2))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to ensure dog microchipped (s.21(1), (2))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to ensure dangerous dog microchipped (s.22(2))	\$400.00	Nil	<b>\$400.00</b>	<b>\$400.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government of microchip details (s.23(1))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Removing, interfering with, dog's microchip (s.26A))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Transfer of ownership to unmicrochipped dog (s.26B(1))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify microchip database company of new owner	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government, microchip database company of information changes (2.26D)	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Keeping more than the prescribed number of dogs - other than dangerous dog (s.26(4))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Keeping more than the prescribed number of dogs - dangerous dog (s.26(4))	\$400.00	Nil	<b>\$400.00</b>	<b>\$400.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Breach of kennel establishment licence (s.27(2))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog not wearing collar with attached registration tag (s.30(2))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog not held or tethered in certain public places (s.31(3))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A

**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/ Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
1052010	S	Dog in exercise areas, rural areas offences (s.32(4))	\$200.00	Nil	\$200.00	\$200.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Greyhound not muzzled (s.33(3))	\$200.00	Nil	\$200.00	\$200.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog in place without consent (s.33A(3)) - other than dangerous dog	\$200.00	Nil	\$200.00	\$200.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog in place without consent (s.33A(3)) - dangerous dog	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog attack or chase causing physical injury (s.33D(1))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog attack or chase causing no physical injury (s.33D(2A)) - other than dangerous dog	\$200.00	Nil	\$200.00	\$200.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog attack or chase causing no physical injury (s.33D(2A)) - dangerous dog	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog not wearing prescribed collar with prescribed information (s.33GA(1))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Not complying with dangerous dog enclosure requirement (s.33GA(2))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Not complying with commercial security dog requirements - dangerous dog (s.33GA(4))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Warning signs about dangerous dogs not displayed (s.33GA(5))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog not muzzled (s.33GA(5))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog not held or tethered (s.33GA(7))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog not controlled by capable person (s.33GA(8))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog in prohibited place (s.33GA(9))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog (restricted breed) or pup advertised (s.33GC (2))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog (restricted breed) or pup sold (s.33GC (3))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog (restricted breed) or pup transferred (s.33GC (4))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Buying or accepting ownership of dangerous dog (restricted breed) (s.33GD)	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Breeding, or breeding from, dangerous dog (restricted breed) (s.33GD)	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog (declared) sold or transferred to under 18 year old (s.33GE(2))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify person of responsibilities under Part VI Div. 2 (s.33K(1))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
		<b>DOG IMPOUND FEES (continued)</b>									
1052010	S	Failure to notify local government of a dangerous dog event (s.33K(2))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify new local government that dangerous dog kept in its district (s.33K(3))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to provide a notice to new owner about a dangerous dog (declared) (s.33K(4))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to provide written notice to new owner about a dangerous dog (restricted breed) or dangerous dog (commercial security dog)	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government of dangerous dog's new district or death (s.33K(5))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to comply with a nuisance dog order - dog other than dangerous dog (s.38(5))	\$200.00	Nil	\$200.00	\$200.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to comply with a nuisance dog order - dangerous dog (s.38(5))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to produce document when so required - dog other than dangerous dog (s.43(2))	\$200.00	Nil	\$200.00	\$200.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to produce document when so required - dangerous dog (s.43(2))	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to give name, date of birth or address on demand - dog other than dangerous dog (s.43A)	\$200.00	Nil	\$200.00	\$200.00	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to give name, date of birth or address on demand - dangerous dog (s.43A)	\$400.00	Nil	\$400.00	\$400.00	\$0.00	N/A	Moderate	N/A	N/A
		<b>CAT REGISTRATION FEES</b>									
		<b>Statutory - Cat Act 2011- Cat Regulations 2012</b>									
1052060	S	Annual registration of a cat, unless concessional fees are applicable	\$20.00	Nil	\$20.00	\$20.00	\$0.00	N/A	Moderate	N/A	N/A
1052060	S	3 year registration period	\$42.50	Nil	\$42.50	\$42.50	\$0.00	N/A	Moderate	N/A	N/A
1052060	S	3 year registration period - Pensioners	\$21.25	Nil	\$21.25	\$21.25	\$0.00	N/A	Moderate	N/A	N/A
1052060	S	Lifetime registration period	\$100.00	Nil	\$100.00	\$100.00	\$0.00	N/A	Moderate	N/A	N/A
1052060	S	Lifetime registration period - Pensioners	\$50.00	Nil	\$50.00	\$50.00	\$0.00	N/A	Moderate	N/A	N/A
1052060	S	Registration after 31 May in any year, for that registration year	50% of fee payable otherwise	Nil	50% of fee payable otherwise	50% of fee payable otherwise	N/A	N/A	Moderate	N/A	N/A
1052060	S	Annual registration for approval or renewal of approval to breed cats (per cat)	\$100.00	Nil	\$100.00	\$100.00	\$0.00	N/A	Moderate	N/A	N/A
10520560	C	Replacement Animal Registration Tag if Lost	\$4.77	\$0.48	\$5.25	\$5.00	\$0.25	Admin fee to process application	Moderate	Yes	Cost of the local government of providing the service or goods
1052050	C	Application for exemption for more than three cats	\$181.82	\$18.18	\$200.00	N/A	\$200.00	Admin fee to process application	Moderate	Yes	Cost of the local government of providing the service or goods
		<b>CAT IMPOUND FEES</b>									

**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
		<b>Statutory - Cat Act 2011- Cat Regulations 2012</b>									
1052010	C	Seizure of Cat	\$109.09	\$10.91	<b>\$120.00</b>	<b>\$120.00</b>	\$0.00	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Seizure of Cat (Registered & Microchipped)	\$54.55	\$5.45	<b>\$60.00</b>	<b>\$60.00</b>	\$0.00	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Overnight Keeping of Animal (per week day)	\$25.00	\$2.50	<b>\$27.50</b>	<b>\$27.50</b>	\$0.00	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Overnight Keeping of Animal (per weekend day)	\$35.00	\$3.50	<b>\$38.50</b>	<b>\$38.50</b>	\$0.00	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Sustenance of a cat per day impounded	\$13.64	\$1.36	<b>\$15.00</b>	<b>\$7.70</b>	\$7.30	Ranger fees/sustenance cost	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Surrender Fee	\$70.00	\$7.00	<b>\$77.00</b>	<b>\$77.00</b>	\$0.00	Ranger fees/Vet fee	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Disposal/Destruction of cat	\$100.00	\$10.00	<b>\$110.00</b>	<b>\$90.00</b>	\$20.00	Ranger fees/Vet fee	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	S	Unregistered cat (s.5(1))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to ensure cat is wearing its registration tag in public (s.6(1))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Removing, or interfering with, a cat's registration tag (s.7)	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to ensure cat is microchipped (s.14(1))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Removing, or interfering with, a cat's microchip (s.17)	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to ensure cat is sterilised (s.18(1))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Identifying a cat as sterilised that is not (s.19)	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Transfer of a cat that is not microchipped (and is not exempt) (s.23(1))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Transfer of a cat that is not sterilised (and is not exempt) (s. 23(2))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government or microchip database company of a new owner (s.24)	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government or microchip database company of a change of details (s.25)	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Breeding cats, not being an approved cat breeder (s.35(1))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Cats not to be offered as prizes (s.41)	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Refusal by alleged offender to give information on request (s.50(2))	\$200.00	Nil	<b>\$200.00</b>	<b>\$200.00</b>	\$0.00	N/A	Moderate	N/A	N/A
1052050	C	Animal Trap Deposit Fee (Refundable)	\$100.00	Nil	<b>\$100.00</b>	<b>\$100.00</b>	\$0.00	Admin fee to process application	Moderate	Yes	Cost of the local government of providing the service or goods
1052050	C	Animal Trap Weekly Fee (Discounted at CEO/Ranger Discretion)	\$20.00	\$2.00	<b>\$22.00</b>	<b>\$20.00</b>	\$2.00	Ranger fees / Trap wear and tear	Moderate	Yes	Cost of the local government of providing the service or goods
		<b>VEHICLE IMPOUNDMENT</b>									
1053090	C	Impoundment of vehicle (plus collection and recovery costs)	\$124.25	\$12.43	<b>\$136.68</b>	<b>N/A</b>	\$136.68	Staff and Plant costs	Low	Yes	Cost of the local government of providing the service or goods
1053090	C	Collection of vehicle for impoundment	Refer to plant hire charges	Yes	<b>Refer to plant hire charges</b>	<b>N/A</b>	N/A	Staff and Plant costs	Low	Yes	Cost of the local government of providing the service or goods
1053090	C	Recovery by third party	At cost + 10%	Yes	<b>At cost + 10%</b>	<b>N/A</b>	N/A	Staff and Plant costs	Low	Yes	Cost of the local government of providing the service or goods

**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 7 - HEALTH</b>											
	<b>S</b>	<b>COMMERCIAL STALL HOLDERS PERMIT (EACH)</b> Time and date authorised by CEO	\$150.00	Nil	<b>\$150.00</b>	<b>N/A</b>	\$150.00	CEO and Officer time to process application	Low	N/A	In Accordance with sections 6.16 to 6.19 of the <i>Local Government Act 1995</i>
		<b>Not applicable to Non-profit organisations.</b>	N/A	Nil	N/A	<b>N/A</b>	N/A				
<b>ADMINISTRATON AND INSPECTION</b>											
<b>Statutory - Food Act 2008, Food Regulations 2009</b>											
1074010	<b>C</b>	Food Business - Notification	\$53.50	Nil	<b>\$53.50</b>	<b>\$55.00</b>	\$1.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - License Application	\$58.75	Nil	<b>\$58.75</b>	<b>\$60.50</b>	\$1.75	Officer Time to process	Moderate	Yes	Officer Time to process
1074010	<b>C</b>	Food Business - Issuing a Food Business License (Stall Holder / Hobbyist)	\$53.50	Nil	<b>\$53.50</b>	<b>\$55.00</b>	\$1.50	Officer Time to process	Moderate	Yes	Officer Time to process
1074010	<b>C</b>	Food Business - Issuing a Food Business License - Other (allows for 3 Inspections annually)	\$170.00	Nil	<b>\$170.00</b>	<b>\$176.00</b>	\$6.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - Variations of Conditions or Cancellation of Registration of a Food Business	\$85.50	Nil	<b>\$85.50</b>	<b>\$88.00</b>	\$2.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - Provision of Information and Inspections in excess of the 3 per annum as an Enforcement	\$106.50	Nil	<b>\$106.50</b>	<b>\$110.00</b>	\$3.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - Registration & Surveillance (NB: Fees set by LG s140)	\$140.00	Nil	<b>\$140.00</b>	<b>N/A</b>	\$140.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - Annual Registration - High Risk Premises	\$291.50	Nil	<b>\$291.50</b>	<b>\$300.00</b>	\$8.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - Annual Registration - Medium Risk Premises	\$252.50	Nil	<b>\$252.50</b>	<b>\$260.00</b>	\$7.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - Annual Registration - Low Risk Premises	\$116.50	Nil	<b>\$116.50</b>	<b>\$120.00</b>	\$3.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Surveillance - Inspection per year	\$114.00	Nil	<b>\$114.00</b>	<b>N/A</b>	\$114.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Temporary Food Stall permit (each)	\$51.50	Nil	<b>\$51.50</b>	<b>N/A</b>	\$51.50	Officer Time to process	Moderate	Yes	Officer Time to process
1074010	<b>C</b>	Temporary Food Stall Permit (community group)	Free	Nil	<b>Free</b>	<b>N/A</b>	N/A	-	Moderate	Yes	-
1074010	<b>C</b>	Repeat/non-compliance inspections per visit (food business)	\$57.20	Nil	<b>\$57.20</b>	<b>N/A</b>	\$57.20	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Mobile Food Vendor License	\$103.00	Nil	<b>\$103.00</b>	<b>N/A</b>	\$103.00	Officer Time to process	Moderate	Yes	Officer Time to process
1074010	<b>C</b>	Mobile Food Vendor (Single Event)	\$51.50	Nil	<b>\$51.50</b>	<b>N/A</b>	\$51.50	Officer Time to process	Moderate	Yes	Officer Time to process
1074010	<b>C</b>	Hairdresser Inspection fee	\$114.00	Nil	<b>\$114.00</b>	<b>N/A</b>	\$114.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Water Sampling - First Test	\$29.00	Nil	<b>\$29.00</b>	<b>\$30.00</b>	\$1.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Water Sampling - second test after substandard result	\$42.50	Nil	<b>\$42.50</b>	<b>\$44.00</b>	\$1.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
<b>Statutory - Building Act 2011, Building Regulations 2012, Australian Standard AS 1926.1-1993 Part 1: Fencing for swimming pools</b>											
1074010	<b>S</b>	Private Swimming Pool Inspection Fee (NB: Fee set by Building Commission - <i>Building Regulations 2012 Reg 53</i> )	\$58.45	Nil	<b>\$58.45</b>	<b>\$75.00</b>	\$16.55	As per Legislation	High	N/A	As per Legislation
<b>Statutory - Health Act 1911 - Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</b>											
1074010	<b>S</b>	Septic Tank Application for the approval of an Apparatus by local government under regulation 4	\$118.00	Nil	<b>\$118.00</b>	<b>\$236.00</b>	\$118.00	As per Legislation	Moderate	N/A	As per Legislation
<b>Application for the approval of an apparatus by the Chief Health Officer under regulation 4A -</b>											
1074010	<b>S</b>	with a local government report	\$56.00	Nil	<b>\$56.00</b>	<b>\$92.00</b>	\$36.00	As per Legislation	Moderate	N/A	As per Legislation
1074010	<b>S</b>	without a local government report under regulation 4A(4)	\$110.00	Nil	<b>\$110.00</b>	<b>N/A</b>	\$110.00	As per Legislation	Moderate	N/A	As per Legislation
1074010	<b>S</b>	Fee for the grant of or Issuing of a permit to use an Apparatus under regulation 10(2)	\$118.00	Nil	<b>\$118.00</b>	<b>N/A</b>	\$118.00	As per Legislation	Moderate	N/A	As per Legislation
<b>Local Government Act 1995</b>											
1074010	<b>C</b>	Seizure of Assets Fee	\$50.00	\$5.00	<b>\$55.00</b>	<b>N/A</b>	\$55.00	Staff Costs	Low	Yes	Cost of the local government of providing the service or goods
1074010	<b>C</b>	Daily Assets Seizure Fee	\$10.00	\$1.00	<b>\$11.00</b>	<b>N/A</b>	\$11.00	Staff Costs	Low	Yes	Cost of the local government of providing the service or goods
1074010	<b>C</b>	Lodging House - License Renewal - per year	\$97.00	Nil	<b>\$97.00</b>	<b>\$100.00</b>	\$3.00	Staff Costs	Low	Yes	Cost of the local government of providing the service or goods
1074010	<b>C</b>	Offensive Trades - Licence Renewal per Year (Includes piggeries and poultry farms)	\$277.00	Nil	<b>\$277.00</b>	<b>\$285.00</b>	\$8.00	Staff Costs	Low	Yes	Cost of the local government of providing the service or goods
1074010	<b>C</b>	Trading in a Public Place - Application Fee	\$48.50	Nil	<b>\$48.50</b>	<b>\$50.00</b>	\$1.50	Staff Costs	Low	Yes	Cost of the local government of providing the service or goods
1074010	<b>C</b>	Trading in a Public Place - Annual License Fee	\$97.00	Nil	<b>\$97.00</b>	<b>\$100.00</b>	\$3.00	Staff Costs	Low	Yes	Cost of the local government of providing the service or goods

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<b>SCHEDULE 8 - EDUCATION AND WELFARE</b>											
<b>Childcare Fees</b>											
<b>The Cub House - Ravensthorpe</b>											
1081080	C	Half Day	\$63.00	Nil	<b>\$63.00</b>	<b>\$60.00</b>	\$3.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	Full Day	\$90.00	Nil	<b>\$90.00</b>	<b>\$85.00</b>	\$5.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	Hourly Rate	\$20.00	Nil	<b>\$20.00</b>	<b>\$20.00</b>	\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	Before School Care <i>(Subject to Service License Approval)</i>	\$20.00	Nil	<b>\$20.00</b>	<b>\$25.00</b>	\$5.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	After School Care <i>(Subject to Service License Approval)</i>	\$25.00	Nil	<b>\$25.00</b>	<b>\$25.00</b>	\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	Late Collection Fee - first 15 min or part thereof	\$15.00	Nil	<b>\$15.00</b>	<b>N/A</b>	\$15.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	Late Collection Fee - per minute in excess of first 15 min	\$1.00	Nil	<b>\$1.00</b>	<b>N/A</b>	\$1.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
<b>Little Barrens - Hopetoun</b>											
1081100	C	Half Day	\$63.00	Nil	<b>\$63.00</b>	<b>N/A</b>	\$63.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	Full Day	\$90.00	Nil	<b>\$90.00</b>	<b>N/A</b>	\$90.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	Hourly Rate	\$20.00	Nil	<b>\$20.00</b>	<b>N/A</b>	\$20.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	Before School Care <i>(Subject to Service License Approval)</i>	\$20.00	Nil	<b>\$20.00</b>	<b>N/A</b>	\$20.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	After School Care <i>(Subject to Service License Approval)</i>	\$25.00	Nil	<b>\$25.00</b>	<b>N/A</b>	\$25.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	Late Collection Fee - first 15 min or part thereof	\$15.00	Nil	<b>\$15.00</b>	<b>N/A</b>	\$15.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	Late Collection Fee - per minute in excess of first 15 min	\$1.00	Nil	<b>\$1.00</b>	<b>N/A</b>	\$1.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods

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<b>SCHEDULE 10 - COMMUNITY AMENITIES</b>											
<b>TOWN PLANNING FEES</b>											
<b>Maximum set by Planning and Development Regulations 2009 (Part 7 - Local Government Planning Charges) Sch 2</b>											
		1. Determination of development application (other than for an extractive industry) Where the estimated cost of the development is -									
1106010	S	a) not more than \$50,000	\$147.00	Nil	\$147.00	\$147.00	\$0.00	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	b) more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development	Nil	0.32% of the estimated cost of development	0.32% of the estimated cost of development	N/A	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	c) more than \$500,000 but not more than \$2.5 million	\$1,700+ 0.257% for every \$1.00 in excess of \$500,000	Nil	\$1,700+ 0.257% for every \$1.00 in excess of \$500,000	\$1,700+ 0.257% for every \$1.00 in excess of \$500,000	N/A	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	d) more than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1.00 in excess of \$2.5 million	Nil	\$7,161 + 0.206% for every \$1.00 in excess of \$2.5 million	\$7,161 + 0.206% for every \$1.00 in excess of \$2.5 million	N/A	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	e) more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1.00 in excess of \$5 million	Nil	\$12,633 + 0.123% for every \$1.00 in excess of \$5 million	\$12,633 + 0.123% for every \$1.00 in excess of \$5 million	N/A	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	f) more than \$21.5 million	\$34,196.00	Nil	\$34,196.00	\$34,196.00	\$0.00	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	2. Determine a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus by the way of penalty, twice that fee	Nil	The fee in item 1 plus by the way of penalty, twice that fee.	The fee in item 1 plus by the way of penalty, twice that fee.	N/A	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	3. Determination of development application for an extractive industry where the development has not commenced or been carried out	\$739.00	Nil	\$739.00	\$739.00	\$0.00	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	4. Determination of development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee	Nil	The fee in item 3 plus, by way of penalty, twice that fee	The fee in item 3 plus, by way of penalty, twice that fee	N/A	As per Legislation	Moderate	N/A	As per Legislation
		5. Provision of a subdivision clearance -		Nil			\$0.00	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	a) not more than 5 lots	\$73.00 per lot	Nil	\$73.00 per lot	\$73.00 per lot	N/A	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	b) more than 5 lots but not more than 195 lots	\$73.00 per lot for the first 5 lots and then \$35.00 per lot	Nil	\$73.00 per lot for the first 5 lots and then \$35.00 per lot	\$73.00 per lot for the first 5 lots and then \$35.00 per lot	N/A	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	c) more than 195 lots	\$7,393.00	Nil	\$7,393.00	\$7,393.00	\$0.00	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	6. Determine an initial application for approval of a home occupation where the home occupation has not commenced	\$222.00	Nil	\$222.00	\$222.00	\$0.00	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	7. Determine an initial application for approval of a home occupation where the home occupation has commenced	The fee in item 6 plus, by way of penalty, twice that fee	Nil	The fee in item 6 plus, by way of penalty, twice that fee	The fee in item 6 plus, by way of penalty, twice that fee	N/A	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	8. Determining the application for the renewal of an approval of a home occupation where the application is made before the approval expires	\$73.00	Nil	\$73.00	\$73.00	\$0.00	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	9. Determining the application for the renewal of an approval of a home occupation where the application is made after the approval expires	The fee in item 8 plus, by way of penalty, twice that fee	Nil	The fee in item 8 plus, by way of penalty, twice that fee	The fee in item 8 plus, by way of penalty, twice that fee	N/A	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	10. Determining an application for a change of use or for an alteration or extension or change of a non - conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out	\$295.00	Nil	\$295.00	\$295.00	\$0.00	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	11. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply where the change or the alteration extension or change has commenced or been carried out	The fee in item 10 plus, by way of penalty, twice that fee	Nil	The fee in item 10 plus, by way of penalty, twice that fee	The fee in item 10 plus, by way of penalty, twice that fee	N/A	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	12 Providing a zoning certificate	\$73.00	Nil	\$73.00	\$73.00	\$0.00	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	13. Reply to a property settlement questionnaire	\$73.00	Nil	\$73.00	\$73.00	\$0.00	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	14. Providing written planning advice	\$75.64	Nil	\$75.64	\$84.00	\$8.36	As per Legislation	Moderate	N/A	As per Legislation
1106010	S	Renewal of home occupation permit	\$73.00	Nil	\$73.00	\$73.00	\$0.00	As per Legislation	Moderate	N/A	As per Legislation



**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
		<b>OTHER TOWN PLANNING FEES AND CHARGES</b>									
1106010	C	Copy of Scheme	\$25.75	\$2.58	<b>\$28.33</b>	<b>\$27.50</b>	\$0.82	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods
1106010	C	Sign Applications - Compliant with Council Policy	\$30.90	Nil	<b>\$30.90</b>	<b>\$30.00</b>	\$0.90	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods
1106010	C	Sign Applications - Non Compliant with Council Policy	\$103.00	Nil	<b>\$103.00</b>	<b>\$100.00</b>	\$3.00	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods
1106010	C	Directional Signs	at cost	Yes	<b>at cost</b>	<b>at cost</b>	Nil	Officer Time to process + Sign	Moderate	N/A	Cost of the local government of providing the service or goods
1106010	C	Assessment of Caravan Rigid Annexes	\$103.00	Nil	<b>\$103.00</b>	<b>\$100.00</b>	\$3.00	Officer Time to process	Moderate	N/A	Cost of the local government of providing the service or goods
1106010	C	Issue of Zoning Certificate	\$75.19	Nil	<b>\$75.19</b>	<b>\$73.00</b>	\$2.19	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods
1106010	C	Reply to Property Settlement Questionnaire	\$75.19	Nil	<b>\$75.19</b>	<b>\$73.00</b>	\$2.19	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods
1106010	C	Minor Amendment to Town Planning Approval	\$128.75	Nil	<b>\$128.75</b>	<b>\$125.00</b>	\$3.75	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods
1106010	C	Major Amendment to Town Planning Approval (for works over \$50,000 estimated value)	50% of the original application fee	Nil	<b>50% of the original application fee</b>	<b>50% of the original application fee</b>	Nil	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods
1106010	C	Minor Planning Fee (for Building Under 40m <sup>2</sup> )	\$51.50	Nil	<b>\$51.50</b>	<b>\$50.00</b>	\$1.50	Officer Time to process	Moderate	N/A	Cost of the local government of providing the service or goods

**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>CEMETERY FEES</b>											
I101	C	Grant of Right of Burial (including Administration Fee)	\$309.09	\$30.91	<b>\$340.00</b>	<b>\$330.00</b>	\$10.00	Cost of Staff and printing to issue permit	High	Yes	Cost of the local government of providing the service or goods
I101	C	Administration Fee	\$45.00	\$4.50	<b>\$49.50</b>	<b>\$55.00</b>	\$5.50	Cost of Staff and printing to issue permit	High	Yes	Cost of the local government of providing the service or goods
I101	C	Plot Reservation Fee	\$50.00	\$5.00	<b>\$55.00</b>	<b>\$55.00</b>	\$0.00	Cost of Staff and printing to issue license.	High	Yes	Cost of the local government of providing the service or goods
<b>Sinking Fees</b>											
I101	C	Ordinary Grave	\$868.18	\$86.82	<b>\$955.00</b>	<b>\$924.00</b>	\$31.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Grave for child under 7 years	\$650.00	\$65.00	<b>\$715.00</b>	<b>\$693.00</b>	\$22.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Grave for any stillborn child	\$350.00	\$35.00	<b>\$385.00</b>	<b>\$374.00</b>	\$11.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Interment of ashes in a grave	\$154.54	\$15.45	<b>\$170.00</b>	<b>\$165.00</b>	\$5.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Deeper than 1.8m	\$1236.36	\$123.64	<b>\$1,360.00</b>	<b>\$1,320.00</b>	\$40.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
<b>Re-opening</b>											
I101	C	Person 7 years and over * (for second interment)	\$863.64	\$86.36	<b>\$950.00</b>	<b>\$924.00</b>	\$26.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Child under 7 years * (for second interment)	\$650.00	\$65.00	<b>\$715.00</b>	<b>\$693.00</b>	\$22.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Any stillborn child	\$350.00	\$35.00	<b>\$385.00</b>	<b>\$374.00</b>	\$11.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
<b>Niche Wall</b>											
I101	C	Single Niche and placement of ashes (Excludes Plaque and Inscription)	\$281.82	\$28.18	<b>\$310.00</b>	<b>\$300.00</b>	\$10.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Double Niche and placement of ashes (Excludes Plaque and Inscription)	\$324.55	\$32.45	<b>\$357.00</b>	<b>\$346.50</b>	\$10.50	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Reservation of Niche	\$50.00	\$5.00	<b>\$55.00</b>	<b>\$55.00</b>	\$0.00	Cost of Staff and printing to process reservation.	High	Yes	Cost of the local government of providing the service or goods
I101	C	Plaque and Inscription (Plus Administration Fee)	POA	Y	<b>POA</b>	<b>N/A</b>	N/A	Actual cost of goods			Cost of the local government of providing the service or goods
I101	C	Deposit for Plaques (if not paid in full)	\$115.00	\$11.50	<b>\$126.50</b>	<b>\$120.00</b>	\$6.50	Actual cost of goods	High	Yes	Cost of the local government of providing the service or goods
<b>Memorial Gardens</b>											
I101	C	Plinth (Excludes Plaque and Inscription)	\$150.00	\$15.00	<b>\$165.00</b>	<b>N/A</b>	\$165.00	Actual cost of goods			Cost of the local government of providing the service or goods
I101	C	Plaque and Inscription (Plus Administration Fee)	POA	Y	<b>POA</b>	<b>N/A</b>	N/A	Actual cost of goods			Cost of the local government of providing the service or goods
I101	C	Deposit for Plaques (if not paid in full)	\$115.00	\$11.50	<b>\$126.50</b>	<b>N/A</b>	\$126.50	Actual cost of goods	High	Yes	Cost of the local government of providing the service or goods
<b>Extra Charges for</b>											
I101	C	Interment without due notice	\$259.09	\$25.91	<b>\$285.00</b>	<b>\$275.00</b>	\$10.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Interment outside of usual work hours	\$286.36	\$28.64	<b>\$315.00</b>	<b>\$302.50</b>	\$12.50	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
<b>Extra Charges for</b>											
I101	C	Permission to erect a headstone or kerbing	\$72.73	\$7.27	<b>\$80.00</b>	<b>\$77.00</b>	\$3.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Permission to erect memorial plaque or plinth	\$72.73	\$7.27	<b>\$80.00</b>	<b>\$77.00</b>	\$3.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Permission to erect monument	\$72.73	\$7.27	<b>\$80.00</b>	<b>\$77.00</b>	\$3.00	Cost of Staff and Printing to Issue permission	High	Yes	Cost of the local government of providing the service or goods
I101	C	Permission to erect nameplate	\$27.27	\$2.73	<b>\$30.00</b>	<b>\$27.50</b>	\$2.50	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Registration of "Transfer of Form of Grant of Right of Burial" or issue copy	\$30.91	\$3.09	<b>\$34.00</b>	<b>\$33.00</b>	\$1.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Renewal of Grant of right of Burial	\$61.82	\$6.18	<b>\$68.00</b>	<b>\$66.00</b>	\$2.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Undertakers Single License for one Interment	\$77.27	\$7.73	<b>\$85.00</b>	<b>\$82.50</b>	\$2.50	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods

**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

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		<b>REFUSE/RUBBISH DISPOSAL/ENVIRONMENT</b>									
I104	C	Rubbish Service Fees (240L residential per service per annum). Fee to be charged for all habitable properties	\$310.00	Nil	<b>\$310.00</b>	<b>\$297.50</b>	\$12.50	based on Cost Centre and Cleanaway and tip costs	High	Yes	Cost of the local government of providing the service or goods
I104	C	Rubbish Service Fees (240L residential recycling per service per annum). Fee to be charged for all habitable properties	\$110.00	Nil	<b>\$110.00</b>	<b>\$105.30</b>	\$4.70	based on Cost Centre and Cleanaway and tip costs	High	Yes	Cost of the local government of providing the service or goods
I104	C	Rubbish Tip Fee For After Hours - Supervised Access	\$60.00	\$6.00	<b>\$66.00</b>	<b>at cost</b>	\$66.00	Cost of Staff to be present for access	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Rubbish Tip Fee For After Hrs-Unsupervised Access Annual Fee (For Business Purposes Only)	\$140.00	\$14.00	<b>\$154.00</b>	<b>N/A</b>	\$154.00	Cost of Key for Access & Out of Hours Usage	moderate	Yes	Cost of the local government of providing the service or goods
TRUST	C	Key Bond for after hours access (Refundable after Return)	\$20.00	Nil	<b>\$20.00</b>	<b>N/A</b>	\$20.00	-	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Domestic Waste - 120L Mobile Bin or Equivalent and minimum charge	\$2.34	\$0.23	<b>\$2.58</b>	<b>\$2.50</b>	\$0.07	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Domestic Waste - 240L Mobile Bin or Equivalent	\$4.68	\$0.47	<b>\$5.15</b>	<b>\$5.00</b>	\$0.15	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Domestic Waste - Car Boot Load or Equivalent	\$6.18	\$0.62	<b>\$6.80</b>	<b>\$6.60</b>	\$0.20	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Domestic Waste - Utility or Trailer (max 1.8m x 1.2m)	\$11.70	\$1.17	<b>\$12.88</b>	<b>\$12.50</b>	\$0.38	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Domestic Waste - Small Truck (2-4 tonne)	\$35.11	\$3.51	<b>\$38.63</b>	<b>\$37.50</b>	\$1.12	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Contaminated or unsorted mixed loads m3 - residents and non residents	\$30.00	\$3.00	<b>\$33.00</b>	<b>\$15.00</b>	\$18.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Burial of Hazardous Waste (per m3) (as per licence) (Includes Asbestos)	\$150.00	\$15.00	<b>\$165.00</b>	<b>\$50.00</b>	\$115.00	Shire cost to bury	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Car body belonging to resident	\$70.23	\$7.02	<b>\$77.25</b>	<b>\$75.00</b>	\$2.25	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Truck body belonging to resident	\$93.64	\$9.36	<b>\$103.00</b>	<b>\$100.00</b>	\$3.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Building Rubble per m3	\$20.00	\$2.00	<b>\$22.00</b>	<b>N/A</b>	\$22.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Green Waste - Residents m3	Free	Free	<b>Free</b>	<b>Free</b>	N/A	Cost Staff and Plant, Contractor to push up and burn	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Green Waste - Non Residents m3	Free	Free	<b>Free</b>	<b>Free</b>	N/A	Cost Staff and Plant, Contractor to push up and burn	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Uncontaminated sand and fill - residents and non residents	Free	Free	<b>Free</b>	<b>Free</b>	N/A	N/A	moderate	Yes	N/A
I104	C	Oil Disposal - Non residential or commercial - per litre	\$0.47	\$0.05	<b>\$0.52</b>	<b>\$0.50</b>	\$0.02	Cost for Shire to dispose of Waste Oil to Recycler eg Wren Oil	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Passenger and Motorcycle Tyre	\$3.77	\$0.38	<b>\$4.15</b>	<b>\$8.25</b>	\$4.10	WA Tyre Recovery Prices+Admin fee	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Light truck and 4x4 vehicle Tyre	\$7.82	\$0.78	<b>\$8.60</b>	<b>N/A</b>	\$8.60	WA Tyre Recovery Prices+Admin fee	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Truck Tyre	\$21.32	\$2.13	<b>\$23.45</b>	<b>\$16.50</b>	\$6.95	WA Tyre Recovery Prices+Admin fee	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Super single Tyre	\$27.00	\$2.70	<b>\$29.70</b>	<b>N/A</b>	\$29.70	WA Tyre Recovery Prices+Admin fee	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	Tractor Tyre (up to 1m)	\$37.50	\$3.75	<b>\$41.25</b>	<b>\$82.50</b>	\$41.25				
I104	C	Tyres with rims will be charges 100% on the cost of the tyre disposal cost	100% additional cost on the cost of tyre	100% additional cost on the cost of tyre	<b>100% additional cost on the cost of tyre</b>	<b>N/A</b>	N/A	WA Tyre Recovery Prices+Admin fee	moderate	Yes	Cost of the local government of providing the service or goods
I104	C	All other tyres as per WA Tyre Recovery Pricing	P.O.A	P.O.A	<b>P.O.A</b>	<b>N/A</b>	N/A	WA Tyre Recovery Prices+Admin fee	moderate	Yes	Cost of the local government of providing the service or goods
I103	C	Septic Waste - per 1000L (Licenced Providers Only to Effluent Disposal Facility NOT Landfill Site)	\$51.50	\$5.15	<b>\$56.65</b>	<b>\$55.00</b>	\$1.65	Cost to maintain Septic waste ponds	moderate	Yes	Cost of the local government of providing the service or goods

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<b>SCHEDULE 11 - RECREATION AND CULTURE</b>											
<b>BUILDING HIRE FEES</b>											
<b>Town Hall, Pavilion &amp; Community Centre Hire</b>											
	C	<b>Commercial</b> - Examples include corporate bookings, classes / courses run by commercial operators such as Pilates, Dance, Martial arts, Academic training, and hobby courses for which tuition fees are paid or commercial sale & promotion activities such as Auctions.									
	C	<b>Social</b> - Examples include: private parties, social events, fundraising receptions cabaret, luncheons, cultural meetings, strata and other gatherings. <b>Social Bookings are eligible for a 50% Discount of Hire Fees</b>									
	C	<b>Not for Profit</b> (Certificate of Incorporation required) - Examples include: Organisational meetings, rehearsals, registered fundraisers, Club functions and registered charity groups. <b>Not for Profit Bookings are Eligible for a 75% Discount of Hire Fees</b>									
<b>Entire Facility Hire</b>											
11111010	C	Hopetoun Community Centre - Includes Conference/Function Room, Foyer/Meeting Room and Kitchen									
11111010	C	Daily Rate	\$259.09	\$25.91	<b>\$285.00</b>	<b>\$275.00</b>	\$10.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Hourly Rate	\$51.50	\$5.15	<b>\$56.65</b>	<b>\$55.00</b>	\$1.65	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Ravensthorpe Town Hall - Includes Conference/Function Room and Kitchen									
11111010	C	Daily Rate	\$259.09	\$25.91	<b>\$285.00</b>	<b>\$275.00</b>	\$10.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Hourly Rate	\$51.50	\$5.15	<b>\$56.65</b>	<b>\$55.00</b>	\$1.65	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Ravensthorpe Entertainment Centre - Includes Conference/Function Room, Foyer/Meeting Room, Change Rooms, Indoor Courts and Kitchen									
11111010	C	Daily Rate	\$259.09	\$25.91	<b>\$285.00</b>	<b>\$275.00</b>	\$10.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Hourly Rate	\$51.50	\$5.15	<b>\$56.65</b>	<b>\$55.00</b>	\$1.65	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Ravensthorpe Recreation Pavilion - Includes Conference/Function Room, Change Rooms and Kitchen									
11111010	C	Daily Rate	\$186.36	\$18.64	<b>\$205.00</b>	<b>\$198.00</b>	\$7.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Hourly Rate	\$36.36	\$3.64	<b>\$40.00</b>	<b>\$38.50</b>	\$1.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
<b>Individual Room Hire</b>											
11111010	C	Meeting Room / Foyer Area - Daily Rate	\$100.00	\$10.00	<b>\$110.00</b>	<b>\$132.00</b>	\$22.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Meeting Room / Foyer Area - Hourly Rate	\$15.45	\$1.55	<b>\$17.00</b>	<b>\$16.50</b>	\$0.49	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Conference Room / Hall Only - Daily Rate (Not including Kitchen)	\$123.64	\$12.36	<b>\$136.00</b>	<b>\$132.00</b>	\$4.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Conference Room / Hall Only - Hourly Rate (Not including Kitchen)	\$25.45	\$2.55	<b>\$28.00</b>	<b>\$27.50</b>	\$0.49	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Kitchen Only - Daily Rate	\$140.91	\$14.09	<b>\$155.00</b>	<b>\$148.50</b>	\$6.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Kitchen Only - Hourly Rate	\$30.91	\$3.09	<b>\$34.00</b>	<b>\$33.00</b>	\$1.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Indoor Courts Only - Daily Rate	\$259.09	\$25.91	<b>\$285.00</b>	<b>\$275.00</b>	\$10.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Indoor Courts Only - Hourly Rate	\$41.82	\$4.18	<b>\$46.00</b>	<b>\$44.00</b>	\$2.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Change Rooms Only - Daily Rate	\$72.73	\$7.27	<b>\$80.00</b>	<b>\$77.00</b>	\$3.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Change Rooms Only - Hourly Rate	\$15.45	\$1.55	<b>\$17.00</b>	<b>\$16.50</b>	\$0.49	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Liquor Permit Approval - Refer to Hire Conditions. <i>Note: Police Approval may be required. A Permit will need to be obtained to serve liquor on premises</i>	\$20.91	\$2.09	<b>\$23.00</b>	<b>\$22.00</b>	\$1.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Late Booking Fee	\$20.91	\$2.09	<b>\$23.00</b>	<b>\$22.00</b>	\$1.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Booking Cancellation Fee	\$20.91	\$2.09	<b>\$23.00</b>	<b>\$22.00</b>	\$1.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
<b>Events</b>											
11111010	C	Concerts, performing arts events provided by the Shire as authorised by the CEO	CEO to approve event fee	Yes	<b>CEO to approve event fee</b>	<b>CEO to approve event fee</b>	N/A		Moderate		Cost of the local government of providing the service or goods
11111010	C	Physical activity programs provided by the Shire are charged as authorised by the CEO	CEO to approve event fee	Yes	<b>CEO to approve event fee</b>	<b>CEO to approve event fee</b>	N/A		Moderate		Cost of the local government of providing the service or goods
<b>Bonds (Refundable)</b>											
TRUST	C	Key, each	\$50.00	Nil	<b>\$50.00</b>	<b>\$50.00</b>	\$0.00		Moderate		Cost of the local government of providing the service or goods
TRUST	C	Meeting Room Only Hire Bond (inc Key)	\$50.00	Nil	<b>\$50.00</b>	<b>\$50.00</b>	\$0.00		Moderate		Cost of the local government of providing the service or goods
TRUST	C	Facility Hire Bond	\$100.00	Nil	<b>\$100.00</b>	<b>\$100.00</b>	\$0.00		Moderate		Cost of the local government of providing the service or goods
TRUST	C	Facility Hire Bond with alcohol at event - Authorisation must be obtained from CEO (refer below)	\$400.00	Nil	<b>\$400.00</b>	<b>\$400.00</b>	\$0.00		Moderate		Cost of the local government of providing the service or goods
TRUST	C	The CEO may authorise and implement an annual standing bond for community groups for the regular use of facilities and/or equipment.	\$500.00	Nil	<b>\$500.00</b>	<b>\$500.00</b>	\$0.00		Moderate		Cost of the local government of providing the service or goods
		1. Deposits and hire charges are to be paid when keys are collected unless standing deposit held.									
		2. Claims for credit/refunds will not be considered unless notified by the end of the following month.									

**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
		<i>3. Deposits will be refunded once clearance is given by caretaker, or at close of season as appropriate.</i>									
11111010	C	4. Should the facility be left in a state requiring cleaning, an hourly fee will apply and any Bond Held until payment for Cleaning is made.	\$100.00	\$10.00	<b>\$110.00</b>	<b>N/A</b>	\$110.00	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods
		<i>5. The hirer of a public building is responsible for the first \$1,000.00 of damage or breakages incurred.</i>									
		<i>6. A License from the Clerk of Courts to sell liquor is required if liquor is to be sold or is included in the ticket price for a function.</i>									
		<i>6. Any consumption of liquor must be authorised by the CEO.</i>									

**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>RECREATION GROUND HIRE FEES</b>											
1113010	C	Oval/Park Hire - Casual Daily Rate	\$95.46	\$9.55	<b>\$105.00</b>	<b>\$100.00</b>	\$5.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1113010	C	Oval/Park Hire - Casual Hourly Rate	\$23.63	\$2.36	<b>\$26.00</b>	<b>\$25.10</b>	\$0.90	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1113010	C	Private hire of Oval / park / reserve as approved by CEO (Local community groups excluded from fee)	CEO to approve event fee	Yes	<b>CEO to approve event fee</b>	<b>CEO to approve event fee</b>		Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
I115	C	Ravensthorpe Tigers Football & Sporting Club (per season)	\$2727.27	\$272.73	<b>\$3,000.00</b>	<b>\$3000.00</b>	\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
I115	C	Ravensthorpe Tennis Club (per season)	\$772.73	\$77.27	<b>\$850.00</b>	<b>\$850.00</b>	\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
I115	C	Ravensthorpe Basketball Association (per season)	\$772.73	\$77.27	<b>\$850.00</b>	<b>\$850.00</b>	\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
I115	C	Ravensthorpe District High School (per season)	\$1181.82	\$118.18	<b>\$1,300.00</b>	<b>\$1300.00</b>	\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
		1. The use of the Recreation Ground Oval for training nights and home game fixtures; 2. The use of change rooms for training nights and home game fixtures; 3. The use of the Recreation Centre facilities for home game fixtures, and; 4. Three (2) free additional Recreation Centre function hires.									
		Note: Football, Hockey and Cricket Club fees include use of the Pavilion and courts for training purposes.									
		Note: Football, Hockey and Cricket Clubs are to book all home games and training nights prior to the commencement of their respective seasons.									
		Use of the Hardcourts tennis, netball and basketball fee									
<b>COMMUNITY GYM MEMBERSHIP FEES</b>											
I116	C	Annual Membership	\$234.09	\$23.41	<b>\$257.50</b>	<b>\$250.00</b>	\$7.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
I116	C	6 Month Membership	\$140.45	\$14.05	<b>\$154.50</b>	<b>\$150.00</b>	\$4.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
I116	C	3 Month Membership	\$79.59	\$7.96	<b>\$87.55</b>	<b>N/A</b>	\$87.55	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
I116	C	1 Month Membership	\$37.45	\$3.75	<b>\$41.20</b>	<b>\$40.00</b>	\$1.20	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
I116	C	Weekly Membership	\$23.41	\$2.34	<b>\$25.75</b>	<b>N/A</b>	\$25.75	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
I116	C	Casual Daily Membership	\$10.00	\$1.00	<b>\$11.00</b>	<b>\$11.00</b>	\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
I116	C	Aged Pensioner Membership (on presentation of valid aged pension card)	25% Discount	Yes	<b>25% Discount</b>	<b>25% Discount</b>	N/A	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
I116	C	Commercial Hire per hour	\$22.73	\$2.27	<b>\$25.00</b>	<b>\$22.00</b>	\$3.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
TRUST	C	Swipe Card Bond (Refundable)	\$20.00	Nil	<b>\$20.00</b>	<b>\$20.00</b>	\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
<b>SWIMMING POOL FEES</b>											
<b>Season Membership - October to April</b>											
1112050	C	Adult (18 years and over )	\$52.73	\$5.27	<b>\$58.00</b>	<b>\$55.00</b>	\$3.00	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods
1112050	C	1/2 Season Adult Membership - January to April	\$26.37	\$2.64	<b>\$29.00</b>	<b>\$27.50</b>	\$1.50	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods
1112050	C	Family Membership	\$95.45	\$9.55	<b>\$105.00</b>	<b>\$100.00</b>	\$5.00	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods
1112050	C	1/2 Season Family Membership - January to April	\$47.73	\$4.77	<b>\$52.50</b>	<b>\$50.00</b>	\$2.50	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods
1112050	C	Aged Pensioner Membership (on presentation of valid aged pension card)	25% Discount	Yes	<b>25% Discount</b>	<b>25% Discount</b>	N/A	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods
1112050	C	Monthly Family Guest Pass (non-resident under Key Holder Supervision only)	\$30.00	\$3.00	<b>\$33.00</b>	<b>\$33.00</b>	\$0.00	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods
1112050	C	Monthly Single Guest Pass (non-resident under Key Holder Supervision only)	\$25.00	\$2.50	<b>\$27.50</b>	<b>\$27.50</b>	\$0.00	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods
1112050	C	Swimming classes (Vacation Swim Lessons only)	\$25.45	\$2.55	<b>\$28.00</b>	<b>\$27.00</b>	\$1.00	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods
1112050	C	Commercial Hire per hour (Non Exclusive and Bookings Essential)	\$21.36	\$2.14	<b>\$23.50</b>	<b>\$22.00</b>	\$1.50	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods
TRUST	C	Swipe Card Bond (Refundable)	\$20.00	Nil	<b>\$20.00</b>	<b>\$20.00</b>	\$0.00	Cost of Keys	Very High	Yes	Cost of the local government of providing the service or goods
		To obtain a Pool Key one must have completed an eligible Pool Induction Course (Inductions are valid for 3 Pool Seasons inclusive) or hold a Bronze Medallion or higher swimming qualification									

**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 12 - TRANSPORT</b>											
<b>UNSEALED ROAD MAINTENANCE CONTRIBUTION</b>											
1122010	C	This fee will only be applicable when Council has approved conditional business access to an unsealed road. Maintenance agreement with Council is per tonne/per kilometre or part thereof.	\$0.20	\$0.02	<b>\$0.22</b>	N/A	\$0.22	estimate cost of road wearing out for each tonne of cartage	Low	No	estimate cost of road wearing out for each tonne of cartage
<b>Ravensthorpe Airport (YNRV)</b>											
<b>Landing Fees - per landing</b>											
1126010	C	Weight <2,000KG Aircraft owned or operated by Shire of Ravensthorpe residents	\$0.00	\$0.00	<b>\$0.00</b>	<b>\$0.00</b>	\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1126010	C	Weight <2,000KG per 1,000KG or part thereof (MTOW) for all other aircraft	\$12.73	\$1.27	<b>\$14.00</b>	<b>\$13.50</b>	\$0.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1126010	C	Weight 2,000KG - 15,000KG per 1,000KG or part thereof (MTOW)	\$17.73	\$1.77	<b>\$19.50</b>	<b>\$13.50</b>	\$6.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1126010	C	Weight >15,000KG per 1,000KG or part thereof (MTOW)	\$22.73	\$2.27	<b>\$25.00</b>	<b>\$22.50</b>	\$2.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1126010	C	Landing Fees for Regular Passenger Transportation Operations	As per Negotiated Service Contract	Yes	<b>As per Negotiated Service Contract</b>	<b>As per Negotiated Service Contract</b>	N/A	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
<b>Passenger Handling Fee</b>											
1126010	C	Adult per passenger	\$37.72	\$3.77	<b>\$41.50</b>	<b>\$40.00</b>	\$1.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1126010	C	Child per passenger	\$9.54	\$0.95	<b>\$10.50</b>	<b>\$10.00</b>	\$0.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
<b>Other Airport Fees</b>											
1126010	C	Apron Overnight Fee - per 24 hour period or Part thereof	\$5.45	\$0.55	<b>\$6.00</b>	<b>\$5.50</b>	\$0.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1126010	C	Airport Reporting Officer Time per hour (for delays in flights)	\$100.00	\$10.00	<b>\$110.00</b>	N/A	\$110.00	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods
1126010	C	Airport Officer Time per hour (for delays in flights)	\$75.00	\$7.50	<b>\$82.50</b>	N/A	\$82.50	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods
<b>STANDPIPE WATER CHARGE</b>											
1127010	C	1 kL (per 1,000 Litres)	\$2.50	Nil	<b>\$2.50</b>	<b>\$2.50</b>	\$0.00	cost recovery for water from water corp plus gst as per gst legislation	Moderate	Yes	cost recovery +gst
1127010	C	1 kL (per 1,000 Litres) during water restrictions	\$5.00	Nil	<b>\$5.00</b>	<b>\$5.00</b>	\$0.00	cost recovery for water from water corp plus gst as per gst legislation	Moderate	Yes	cost recovery +gst
1127010	C	Administration / Invoice Charge	\$45.00	\$4.50	<b>\$49.50</b>	<b>\$37.50</b>	\$12.00	officer time to process debtor and key bonds	Moderate	Yes	officer time to process debtor and key bonds
TRUST	C	Swipe Card Bond	\$50.00	Nil	<b>\$50.00</b>	<b>\$50.00</b>	\$0.00				

**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/ Council	Particulars	2019/20 GST) (ex	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 13 - ECONOMIC SERVICES</b>											
<b>BUILDING FEES</b>											
<b>Statutory - Building Services (Complaint Resolution and Administration) Act 2011 &amp; Regulations 2011</b>											
<b>APPLICATIONS FOR BUILDING / DEMOLITION</b>											
I130	S	Certified - Classes 1 and 10 (of declared value)	0.19% (min \$105.00)	Nil	<b>0.19% (min \$105.00)</b>	<b>0.19%</b>	N/A	N/A	Low	N/A	N/A
I130	S	Certified - Classes 2 to 9 (of declared value)	0.09% (min \$105.00)	Nil	<b>0.09% (min \$105.00)</b>	<b>0.09%</b>	N/A	N/A	Low	N/A	N/A
I130	S	Uncertified - Classes 1 and 10 (of declared value)	0.32% (min \$105.00)	Nil	<b>0.32% (min \$105.00)</b>	<b>0.32%</b>	N/A	N/A	Low	N/A	N/A
I130	S	Minimum Fee any class	\$105.00	Nil	<b>\$105.00</b>	<b>\$97.70</b>	\$7.30	N/A	Low	N/A	N/A
I130	S	Application for Demolition Permit - Class 1 and 10	\$105.00	Nil	<b>\$105.00</b>	<b>\$97.70</b>	\$7.30	N/A	Low	N/A	N/A
I130	S	Application for Demolition Permit - Class 2 to 9	\$105.00 per storey	Nil	<b>\$105.00 per storey</b>	<b>\$97.70 per storey</b>	\$7.30	N/A	Low	N/A	N/A
I130	S	Application to extend time during which building or demolition permit has effect.	\$105.00	Nil	<b>\$105.00</b>	<b>\$97.70</b>	\$7.30	N/A	Low	N/A	N/A
<b>Building Services Levy-Dept of Commerce</b>											
I130	S	Building Permit (Over \$45,000)	0.137% of work value	Nil	<b>0.137% of work value</b>	<b>0.137% of work value</b>	N/A	N/A	Low	N/A	N/A
I130	S	Building Permit (\$45,000 or less)	\$61.65	Nil	<b>\$61.65</b>	<b>\$61.65</b>	\$0.00	N/A	Low	N/A	N/A
I130	S	Demolition Permit (Over \$45,000)	0.137% of work value	Nil	<b>0.137% of work value</b>	<b>0.137% of work value</b>	N/A	N/A	Low	N/A	N/A
I130	S	Demolition Permit (\$45,000 or less)	\$61.65	Nil	<b>\$61.65</b>	<b>\$61.65</b>	\$0.00	N/A	Low	N/A	N/A
I130	S	Occupancy Permit or Building Approval Certificate (s.47,49, 50 or 52 of Building Act 2011)	\$61.65	Nil	<b>\$61.65</b>	<b>\$61.65</b>	\$0.00	N/A	Low	N/A	N/A
I130	S	Occupancy Permit or Building Approval Certificate for Unauthorised Work (Over \$45,000 (s.51 of Building Act 2011))	0.274% of work value	Nil	<b>0.274% of work value</b>	<b>0.274% of work value</b>	N/A	N/A	Low	N/A	N/A
I130	S	Occupancy Permit or Building Approval Certificate for Unauthorised Work (\$45,000 or less (s.51 of Building Act 2011))	\$123.30	Nil	<b>\$123.30</b>	<b>\$123.30</b>	\$0.00	N/A	Low	N/A	N/A
<b>APPLICATION FOR OCCUPANCY PERMITS / BUILDING APPROVAL CERTIFICATES</b>											
<b>Statutory - Building Regulations 2012 Schedule 2 Application for:</b>											
I130	S	Occupancy Permit for a completed building (s.46)	\$105.00	Nil	<b>\$105.00</b>	<b>\$97.70</b>	\$7.30	N/A	Low	N/A	N/A
I130	S	Temporary Occupancy Permit for incomplete building (s.47)	\$105.00	Nil	<b>\$105.00</b>	<b>\$97.70</b>	\$7.30	N/A	Low	N/A	N/A
I130	S	Modification of an Occupancy Permit for additional use of a building on temporary basis (s. 48)	\$105.00	Nil	<b>\$105.00</b>	<b>\$97.70</b>	\$7.30	N/A	Low	N/A	N/A
I130	S	Replacement Occupancy Permit for permanent change of the building's use, classification (s.49)	\$105.00	Nil	<b>\$105.00</b>	<b>\$97.70</b>	\$7.30	N/A	Low	N/A	N/A
I130	S	Occupancy Permit or Building Approval Certificate for registration of strata scheme, plan of re-subdivision	\$11.60 per strata unit (min. \$115.00)	Nil	<b>\$11.60 per strata unit (min. \$115.00)</b>	<b>\$10.80 per strata unit (min. \$105.80)</b>	\$0.80	N/A	Low	N/A	N/A
I130	S	Occupancy Permit for a building in respect of which unauthorised work has been done (s. 51(2))	0.18% of work value (min. \$105.00)	Nil	<b>0.18% of work value (min. \$105.00)</b>	<b>0.18% of work value (min. \$97.70)</b>	Nil	N/A	Low	N/A	N/A
I130	S	Building Approval Certificate for a building in respect of which unauthorised work has been done (s.51(3))	0.38% of work value (min. \$105.00)	Nil	<b>0.38% of work value (min. \$105.00)</b>	<b>0.38% of work value (min. \$97.70)</b>	Nil	N/A	Low	N/A	N/A
I130	S	Replacement Occupancy Permit for an existing building (s.52(1))	\$105.00	Nil	<b>\$105.00</b>	<b>\$97.70</b>	\$7.30	N/A	Low	N/A	N/A
I130	S	Building Approval Certificate for an existing building where unauthorised work has not been done (s.52(2))	\$105.00	Nil	<b>\$105.00</b>	<b>\$97.70</b>	\$7.30	N/A	Low	N/A	N/A
I130	S	Extension of time during which an occupancy permit or building approval certificate has effect (s.65(3)(a))	\$105.00	Nil	<b>\$105.00</b>	<b>\$97.70</b>	\$7.30	N/A	Low	N/A	N/A
<b>OTHER APPLICATIONS</b>											
I130	S	Application as defined in regulation 31 (for each building standard in respect of which declaration is sought)	\$2,160.15	Nil	<b>\$2,160.15</b>	<b>\$2,160.15</b>	\$0.00	N/A	Low	N/A	N/A
I130	S	BCITF Levy (over \$20,000) (of declared value) (Statutory)	0.20%	Nil	<b>0.20%</b>	<b>0.20%</b>	Nil	N/A	Low	N/A	N/A
I130	C	Relocated Second-hand Dwelling Bond	\$10,000.00	Nil	<b>\$10,000.00</b>	<b>\$10,000.00</b>	\$0.00	Bond refunded once works completed	Moderate amenity of area new dwelling	no	incentive to improve paint etc
I130	S	Local Government approval of battery powered smoke alarms -Building Regulations 2012 Reg 61(3)\$170 max	\$170.00	Nil	<b>\$170.00</b>	<b>\$170.00</b>	\$0.00	N/A	Moderate	N/A	N/A
<b>TOWN PLANNING FEES</b>											
1106010	C	Rural Address Fee - supply and erection (Rural Road Number)	\$59.09	\$5.91	<b>\$65.00</b>	<b>\$60.00</b>	\$5.00	Cost of Rural Road number sign and cost of star picket and labour install costs plus plant costs	High - emergency services locate property	Yes	cost of sign and star picket and install costs
<b>Camping Site Charges</b>											
<b>Per night/bay/site</b>											
R325	C	Starvation Bay Camping Sites	\$13.64	\$1.36	<b>\$15.00</b>	<b>\$10.00</b>	\$5.00	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods
R323	C	Masons Bay Camping Site	\$13.64	\$1.36	<b>\$15.00</b>	<b>\$10.00</b>	\$5.00	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods
R321	C	Hamersley Inlet Camping Site	\$13.64	\$1.36	<b>\$15.00</b>	<b>\$10.00</b>	\$5.00	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods
	C	48 Hour Fully Self Contained RV & Caravan site Ravensthorpe & Hopetoun (Must comply with conditions listed at sites)	Free	Nil	<b>Free</b>	<b>N/A</b>	N/A	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods



**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/ Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 14 - OTHER PROPERTY AND SERVICES</b>											
<b>ENGINEERING SERVICES</b>											
<i>Engineering Private Works and wet hire of plant as approved by CEO</i>											
I140	C	Private Works Charge - Includes Administration Fee	\$141.81	\$14.18	<b>\$156.00</b>	N/A	\$156.00	officer time to process private works quote and raise sdry debtor	Low	Yes	officer time to process private works quote and raise sdry debtor
I140	C	Development Supervision Fee % of Total Value of all Road and Drainage Works	1.5% of Capital Works Cost	Nil	<b>1.5% of Capital Works Cost</b>	1.5% of Capital Works Cost	N/A				
<b>Wet plant hire (per hour, minimum of one hour)</b>											
I140	C	- Front end loader	\$160.00	\$16.00	<b>\$176.00</b>	N/A	\$176.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Tip truck - 10m3	\$165.00	\$16.50	<b>\$181.50</b>	N/A	\$181.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Tip truck - 6m3	\$155.00	\$15.50	<b>\$170.50</b>	N/A	\$170.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Tip truck - 3m3	\$130.00	\$13.00	<b>\$143.00</b>	N/A	\$143.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Rollers	\$155.00	\$15.50	<b>\$170.50</b>	N/A	\$170.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Tractor/Broom	\$160.00	\$16.00	<b>\$176.00</b>	N/A	\$176.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Road patching maintenance truck (plus materials)	\$165.00	\$16.50	<b>\$181.50</b>	N/A	\$181.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Sign truck (plus materials)	\$130.00	\$13.00	<b>\$143.00</b>	N/A	\$143.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Water truck (large) (plus water)	\$165.00	\$16.50	<b>\$181.50</b>	N/A	\$181.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Water truck (small) (plus water)	\$155.00	\$15.50	<b>\$170.50</b>	N/A	\$170.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Tractor and slasher	\$175.00	\$17.50	<b>\$192.50</b>	N/A	\$192.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Tractor and mower	\$175.00	\$17.50	<b>\$192.50</b>	N/A	\$192.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Grader/Loader	\$170.00	\$17.00	<b>\$187.00</b>	N/A	\$187.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Backhoe	\$210.00	\$21.00	<b>\$231.00</b>	N/A	\$231.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Bobcat (includes attachments)	\$210.00	\$21.00	<b>\$231.00</b>	N/A	\$231.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Mowers with catchers	\$110.00	\$11.00	<b>\$121.00</b>	N/A	\$121.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Out front ride on mower	\$110.00	\$11.00	<b>\$121.00</b>	N/A	\$121.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Small ride on mower	\$110.00	\$11.00	<b>\$121.00</b>	N/A	\$121.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- SAM sign / Mobile Traffic Lights (per 8.5 hour day)	\$100.00	\$10.00	<b>\$110.00</b>	N/A	\$110.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Trailer box	\$45.00	\$4.50	<b>\$49.50</b>	N/A	\$49.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Trailer large car	\$45.00	\$4.50	<b>\$49.50</b>	N/A	\$49.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- Trailer heavy plant	\$45.00	\$4.50	<b>\$49.50</b>	N/A	\$49.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- Spray unit and vehicle (excluding chemicals)	\$110.00	\$11.00	<b>\$121.00</b>	N/A	\$121.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- 4 x 4 ute (per 8.5 hour day)	\$748.00	\$74.80	<b>\$822.80</b>	N/A	\$822.80	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- 4 x 4 ute (per hour)	\$105.00	\$10.50	<b>\$115.50</b>	N/A	\$115.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- 4 x 2 ute (per 8.5 hour day)	\$714.00	\$71.40	<b>\$785.40</b>	N/A	\$785.40	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- 4 x 2 ute (per hour)	\$100.00	\$10.00	<b>\$110.00</b>	N/A	\$110.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- Small sedan (per hour)	\$90.00	\$9.00	<b>\$99.00</b>	N/A	\$99.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- Large sedan (per hour)	\$100.00	\$10.00	<b>\$110.00</b>	N/A	\$110.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
<i>Note: all plant hire rates include operator labour costs as plant will not be dry hired unless approved by CEO for other local government use at agreed rates.</i>											
1. All Plant hired to be operated by Shire of Ravensthorpe Staff.											
2. Minor Plant is not to be hired out unless specifically authorised by CEO.											
3. Professional or skilled personal services only when not using plant refer to Schedule 4 for fees.											
<b>SALE OF Materials</b>											
	C	Mulch m3	\$17.00	\$1.70	<b>\$18.70</b>	N/A	\$18.70	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	C	Sand (yellow) m3	\$22.73	\$2.27	<b>\$25.00</b>	N/A	\$25.00	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	C	Gravel m3	\$28.64	\$2.86	<b>\$31.50</b>	N/A	\$31.50	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	C	Blue Metal m3	\$94.55	\$9.45	<b>\$104.00</b>	N/A	\$104.00	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	C	Mixed Stone m3	\$34.09	\$3.41	<b>\$37.50</b>	N/A	\$37.50	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods

**\*\*DRAFT\*\* SHIRE OF RAVENSTHORPE FEES AND CHARGES 2019/2020**

Account Code	Statutory/Council	Particulars	2019/20 (ex GST)	GST	2019/20 Total (inc GST as applicable)	2018/19 Total (inc GST as applicable)	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
	<b>C</b>	<b>Delivery Charge in town</b>				<b>N/A</b>	\$0.00	cost of good	Moderate	Yes	Cost of the local government of providing the
	<b>C</b>	Large Truck (6m3 and above)	\$73.64	\$7.36	<b>\$81.00</b>	<b>N/A</b>	\$81.00	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	<b>C</b>	Small Truck (any truck smaller than 6m3)	\$62.73	\$6.27	<b>\$69.00</b>	<b>N/A</b>	\$69.00	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	<b>C</b>	<b>Delivery charge out of town</b>	Refer to Plant Hire Charges - hourly	At Cost	<b>Refer to Plant Hire Charges - hourly</b>	<b>N/A</b>	Refer to Plant Hire Charges -	cost of plant and labour	Moderate	Yes	Cost of the local government of providing the service or goods
	<b>C</b>	Concrete Slabs 600 x 600 x 50mm (each)	\$3.49	\$0.35	<b>\$3.84</b>	<b>N/A</b>	\$3.84	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods

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

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

**Summary:**

In accordance with section 7.12A(3) of the Local Government Act 1995, Council is required to examine the Auditors report for the year ending 30 June 2018 and is to determine if any matters raised by the Auditors require action to be taken.

A copy of the Auditors Report and the Annual Financial Report for the year ending 30 June 2018 forms part of the content of the 2017/2018 Annual Report, which is presented for adoption.

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

**Background:**

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

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

**Comment:**

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

The Auditor has provided comments on Councils financial performance for the year, which is measured by the seven ratios prescribed in the Local Government (Financial Management) Regulations 1996. The ratios are reported at Note 32 (page 61) in the financial statements and for further details please refer to the auditors comments in the Attachment to the Management Letter attached to the end of the annual financial report.

The following table compares the financial ratios (Note 32) to the standards prescribed by the Local Government Regulations:

<b>Ratio</b>	<b>Description</b>	<b>Result</b>	<b>Prescribed Standard</b>
<i>Current Ratio</i>	<i>Indicates the Shire's ability to meet short term debt obligations.</i>	<i>1.41</i>	<i>The standard is met if the ratio is greater than 1.</i>
<i>Asset Sustainability Ratio</i>	<i>Indicates that the Shire is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.</i>	<i>0.57</i>	<i>The standard is met if the ratio is 0.9 or higher.</i>
<i>Debt Service Cover Ratio</i>	<i>Indicates the Shire's ability to repay its debt including lease payments.</i>	<i>6.80</i>	<i>A basic standard is met if the ratio is greater than or equal to 2. An advanced standard is met if the ratio is greater than 5.</i>
<i>Operating Surplus Ratio</i>	<i>Indicates the Shire's ability to cover its operational costs and have revenues available for capital funding or other purposes.</i>	<i>(0.19)</i>	<i>A basic standard is met between 0.01 and 0.15. An advanced standard is met if the ratio is greater than 0.15.</i>
<i>Own Source Revenue Coverage Ratio</i>	<i>Indicates the Shire's ability to cover its costs through its own revenue efforts.</i>	<i>0.25</i>	<i>A basic standard is met if the ratio is between 0.4 and 0.6. Intermediate standard is between 0.6 and 0.9. An advanced standard is met if the ratio is greater than 0.9.</i>
<i>Asset Consumption Ratio</i>	<i>Measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost</i>	<i>0.89</i>	<i>The standard is met if the ratio is 0.5 or greater. The standard is improving if the ratio is between 0.6 and 0.75.</i>
<i>Asset Renewal Funding Ratio</i>	<i>Measures the ability of the Shire to fund its projected asset renewal/replacements in the future.</i>	<i>0.56</i>	<i>The standard is met if the ratio is between 0.75 and 0.95. The standard is improving if the ratio is between 0.95 and 1.05.</i>

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

- A report from the President
- A report from the Chief Executive Officer
- An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year
- The financial report for the financial year
- Such information as may be prescribed in relation to the payments made to employees
- The auditor's report for the financial year
- A matter on which a report must be made under section 29(2) of the Disability Services Act 1993
- details of entries made under section 5.121 during the financial year in the register of complaints, including —
  - the number of complaints recorded in the register of complaints; and
  - how the recorded complaints were dealt with; and
  - any other details that the regulations may require; and
- Such other information as may be prescribed.

In accordance with the Local government Act, the general meeting of electors is to be held on a day no later than 56 days after Council has adopted the Annual Report, therefore Council is required to hold the annual meeting of electors no later than Tuesday 10<sup>th</sup> September 2019.

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

**Consultation:**

All Councillors and Executive Staff.

**Statutory Environment:**

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

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

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

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

-

*Local Government Act 1995*

7.12A. Duties of local government with respect to audits

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

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant environmental considerations.

- **Social**

There are no known significant environmental considerations.

**Risk Implications:**

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

Risk Matrix

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

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

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

**Voting Requirements:**

**Absolute Majority**

**Recommendation:**

**That Council endorse;**

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

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

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

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**SHIRE OF RAVENSTHORPE**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2018**

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**COMMUNITY VISION**

Growing our Community

Principal place of business:  
65 Morgans Street  
RAVENSTHORPE WA 6346

**SHIRE OF RAVENSTHORPE  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

*Local Government Act 1995  
Local Government (Financial Management) Regulations 1996*

**STATEMENT BY CHIEF EXECUTIVE OFFICER**

The attached financial report of the Shire of Ravensthorpe for the financial year ended 30 June 2018 is based on proper accounts and records to present fairly the financial position of the Shire of Ravensthorpe at 30 June 2018 and the results of the operations for the financial year then ended in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 28 day of June 2019

  
\_\_\_\_\_  
Chief Executive Officer  
Gavin Pollock



STATEMENT OF COMPREHENSIVE INCOME  
 BY NATURE OR TYPE  
 FOR THE YEAR ENDED 30TH JUNE 2018

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
<b>Revenue</b>				
Rates	24(a)	4,105,327	4,046,845	3,928,415
Operating grants, subsidies and contributions	2	15,606,969	11,672,628	3,723,369
Fees and charges	2	1,022,351	1,092,797	1,151,052
Interest earnings	2(a)	113,475	110,000	135,268
Other revenue	2(a)	348,430	701,391	809,373
		<u>21,196,552</u>	<u>17,623,661</u>	<u>9,747,477</u>
<b>Expenses</b>				
Employee costs		(3,490,342)	(3,728,789)	(3,010,976)
Materials and contracts	2(b)	(15,015,173)	(11,594,124)	(3,062,706)
Utility charges		(160,194)	(189,974)	(191,707)
Depreciation on non-current assets	10(b)	(2,879,048)	(3,352,401)	(3,044,259)
Interest expenses	2(b)	(96,095)	(94,332)	(100,126)
Insurance expenses		(277,276)	(311,603)	(303,662)
Other expenditure		(258,066)	(326,470)	(162,120)
		<u>(22,176,194)</u>	<u>(19,597,693)</u>	<u>(9,875,556)</u>
		(979,642)	(1,974,032)	(128,079)
Non-operating grants, subsidies and contributions	2	1,137,032	1,256,932	4,509,080
Profit on asset disposals	10(a)	38,774	29,870	54,552
(Loss) on asset disposals	10(a)	(93,744)	(141,275)	(67,392)
		<u>1,082,062</u>	<u>1,145,527</u>	<u>4,496,240</u>
Net result		<u>102,420</u>	<u>(828,505)</u>	<u>4,368,161</u>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets - Land and buildings	11	-	-	219,309
Changes on revaluation of non-current assets - Roads	11	-	-	(21,006,436)
<b>Total other comprehensive income</b>		-	-	<u>(20,787,127)</u>
<b>Total comprehensive income</b>		<u>102,420</u>	<u>(828,505)</u>	<u>(16,418,967)</u>

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



**STATEMENT OF COMPREHENSIVE INCOME  
BY PROGRAM  
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
Revenue	2(a)			
Governance		3,000	3,825	3,825
General purpose funding		5,967,470	5,108,647	7,160,281
Law, order, public safety		273,528	196,149	221,337
Health		3,486	3,000	1,397
Education and welfare		343,507	192,361	186,036
Housing		12,860	10,400	10,400
Community amenities		496,902	833,127	494,153
Recreation and culture		428,463	85,000	200,075
Transport		13,323,639	10,937,652	1,083,455
Economic services		177,618	98,500	122,504
Other property and services		166,079	155,000	264,014
		<u>21,196,552</u>	<u>17,623,661</u>	<u>9,747,477</u>
Expenses	2(b)			
Governance		(512,935)	(586,688)	(481,876)
General purpose funding		(131,251)	(157,749)	(142,997)
Law, order, public safety		(757,054)	(583,620)	(545,127)
Health		(304,427)	(252,179)	(253,850)
Education and welfare		(474,312)	(353,617)	(328,666)
Housing		(158,351)	(241,513)	(182,838)
Community amenities		(1,123,990)	(1,290,994)	(1,101,750)
Recreation and culture		(1,775,485)	(1,636,531)	(1,495,898)
Transport		(15,853,015)	(13,791,741)	(4,688,711)
Economic services		(343,179)	(314,435)	(307,242)
Other property and services		(646,101)	(294,294)	(246,476)
		<u>(22,080,099)</u>	<u>(19,503,361)</u>	<u>(9,775,431)</u>
Finance Costs	2(b)			
Housing		(20,207)	(20,715)	(22,024)
Community amenities		(4,706)	-	-
Recreation and culture		(14,142)	(14,321)	(14,678)
Transport		(57,040)	(59,296)	(63,423)
		<u>(96,095)</u>	<u>(94,332)</u>	<u>(100,126)</u>
		<u>(979,642)</u>	<u>(1,974,032)</u>	<u>(128,079)</u>
Non-operating grants, subsidies and contributions	2(a)	1,137,032	1,256,932	4,509,080
Profit on disposal of assets	10(a)	38,774	29,870	54,552
(Loss) on disposal of assets	10(a)	(93,744)	(141,275)	(67,392)
		<u>1,082,062</u>	<u>1,145,527</u>	<u>4,496,240</u>
Net result		<u>102,420</u>	<u>(828,505)</u>	<u>4,368,160</u>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets - Land and buildings	11	-	-	219,309
Changes on revaluation of non-current assets - Roads	11	-	-	(21,006,436)
<b>Total other comprehensive income</b>		<u>-</u>	<u>-</u>	<u>(20,787,127)</u>
<b>Total comprehensive income</b>		<u>102,420</u>	<u>(828,505)</u>	<u>(16,418,967)</u>

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



**STATEMENT OF FINANCIAL POSITION  
AS AT 30TH JUNE 2018**

	NOTE	2018	Restated 2017	2016
		\$	\$	\$
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	3	3,530,224	4,997,076	4,358,377
Trade and other receivables	6	4,956,860	966,843	419,739
Inventories	7	16,247	14,700	17,895
<b>TOTAL CURRENT ASSETS</b>		<b>8,503,332</b>	<b>5,978,618</b>	<b>4,796,011</b>
<b>NON-CURRENT ASSETS</b>				
Other receivables	6	23,206	23,206	25,706
Property, plant and equipment	8	34,208,663	33,396,758	32,906,691
Infrastructure	9	25,172,799	25,402,945	43,455,590
<b>TOTAL NON-CURRENT ASSETS</b>		<b>59,404,668</b>	<b>58,822,909</b>	<b>76,387,987</b>
<b>TOTAL ASSETS</b>		<b>67,908,000</b>	<b>64,801,528</b>	<b>81,183,998</b>
<b>CURRENT LIABILITIES</b>				
Trade and other payables	12	2,398,202	376,047	184,699
Current portion of long term borrowings	13(a)	201,680	193,909	186,469
Provisions	14	528,986	436,224	407,412
Short-term lease liabilities	18(c)	98,617	-	-
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,227,486</b>	<b>1,006,180</b>	<b>778,580</b>
<b>NON-CURRENT LIABILITIES</b>				
Long term borrowings	13(a)	1,694,368	1,896,049	2,089,958
Provisions	14	54,319	85,140	82,335
Long-term lease liabilities	18(c)	1,015,248	-	-
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>2,763,935</b>	<b>1,981,189</b>	<b>2,172,293</b>
<b>TOTAL LIABILITIES</b>		<b>5,991,421</b>	<b>2,987,369</b>	<b>2,950,873</b>
<b>NET ASSETS</b>		<b>61,916,579</b>	<b>61,814,159</b>	<b>78,233,125</b>
<b>EQUITY</b>				
Retained surplus		38,214,104	38,518,110	34,488,793
Reserves - cash backed	5	3,802,028	3,395,602	3,056,758
Revaluation surplus	11	19,900,447	19,900,447	40,687,574
<b>TOTAL EQUITY</b>		<b>61,916,579</b>	<b>61,814,159</b>	<b>78,233,125</b>

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



STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30TH JUNE 2018

NOTE	RETAINED SURPLUS	RESERVES		REVALUATION SURPLUS	TOTAL EQUITY
		CASH/INVESTMENT BACKED			
	\$	\$		\$	\$
Balance as at 1 July 2016	34,488,793	3,056,759		40,687,574	78,233,126
Comprehensive income					
Net result	4,368,160	-		-	4,368,160
Total other comprehensive income					
Changes on revaluation of non-current assets - Land and buildings	11	-	-	219,309	219,309
Changes on revaluation of non-current assets - Roads	11	-	-	(21,006,436)	(21,006,436)
Total comprehensive income	4,368,160	-		(20,787,127)	(16,418,967)
Transfers from/(to) reserves	(338,844)	338,844		-	-
Balance as at 30 June 2017	38,518,110	3,395,602		19,900,447	61,814,159
Comprehensive income					
Net result	102,420	-		-	102,420
Total comprehensive income	102,420	-		-	102,420
Transfers from/(to) reserves	(406,426)	406,426		-	-
Balance as at 30 June 2018	38,214,104	3,802,028		19,900,447	61,916,579

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

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual	2018 Budget	2017 Actual
		\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Receipts				
Rates		4,110,506	4,106,845	3,867,982
Operating grants, subsidies and contributions		11,951,464	11,650,628	3,241,805
Fees and charges		1,022,351	1,092,797	1,151,052
Interest earnings		113,475	110,000	129,136
Goods and services tax		73,870	-	-
Other revenue		348,430	701,391	809,373
		<u>17,620,096</u>	<u>17,661,661</u>	<u>9,199,348</u>
Payments				
Employee costs		(3,356,818)	(3,725,789)	(2,970,870)
Materials and contracts		(13,074,424)	(11,434,124)	(2,874,137)
Utility charges		(160,194)	(189,974)	(191,707)
Interest expenses		(98,701)	(95,332)	(102,641)
Insurance expenses		(277,276)	(311,603)	(303,662)
Goods and services tax		(402,681)	-	3,525
Other expenditure		(258,066)	(326,470)	(162,120)
		<u>(17,628,159)</u>	<u>(16,083,292)</u>	<u>(6,601,612)</u>
<b>Net cash provided by (used in) operating activities</b>	15	(8,063)	1,578,369	2,597,736
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment				
		(1,248,128)	(1,424,000)	(1,918,400)
Payments for construction of infrastructure				
		(1,436,217)	(2,902,169)	(4,640,327)
Non-operating grants, subsidies and contributions				
		1,137,032	1,256,932	4,509,080
Proceeds from sale of fixed assets				
		296,009	233,992	277,077
<b>Net cash provided by (used in) investment activities</b>		<u>(1,251,304)</u>	<u>(2,835,245)</u>	<u>(1,772,570)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of long term borrowings				
		(193,909)	(193,908)	(186,470)
Repayment of Lease Commitments				
		(13,575)	-	-
<b>Net cash provided by (used in) financing activities</b>		<u>(207,484)</u>	<u>(193,908)</u>	<u>(186,470)</u>
Net increase (decrease) in cash held				
		(1,466,851)	(1,450,784)	638,695
Cash at beginning of year				
		4,997,076	4,996,292	4,358,377
Cash and cash equivalents at the end of the year				
	15	<u>3,530,224</u>	<u>3,545,508</u>	<u>4,997,076</u>

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

**RATE SETTING STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2018**

	2018 Actual	2018 Budget	2017 Actual
NOTE	\$	\$	\$
<b>OPERATING ACTIVITIES</b>			
Net current assets at start of financial year - surplus/(deficit)	2,206,970	1,713,985	1,554,554
	2,206,970	1,713,985	1,554,554
Revenue from operating activities (excluding rates)			
Governance	3,000	3,825	3,825
General purpose funding	1,978,160	1,103,693	3,269,250
Law, order, public safety	273,528	196,149	238,734
Health	3,486	3,000	1,397
Education and welfare	343,507	192,361	186,036
Housing	12,860	10,400	10,400
Community amenities	496,902	833,127	298,954
Recreation and culture	428,463	85,000	395,274
Transport	13,362,413	10,967,522	1,120,611
Economic services	177,618	98,500	122,502
Other property and services	166,079	155,000	264,014
	17,246,016	13,648,577	5,910,997
Expenditure from operating activities			
Governance	(512,935)	(586,688)	(481,876)
General purpose funding	(131,251)	(157,749)	(142,997)
Law, order, public safety	(757,054)	(583,620)	(545,127)
Health	(311,402)	(260,635)	(253,850)
Education and welfare	(474,312)	(353,617)	(328,666)
Housing	(178,558)	(262,228)	(204,862)
Community amenities	(1,128,696)	(1,290,994)	(1,101,750)
Recreation and culture	(1,789,627)	(1,650,852)	(1,510,576)
Transport	(15,921,408)	(13,983,856)	(4,811,193)
Economic services	(343,179)	(314,435)	(307,242)
Other property and services	(721,517)	(294,294)	(254,809)
	(22,269,938)	(19,738,968)	(9,942,948)
Operating activities excluded			
(Profit) on disposal of assets	10(a) (38,774)	(29,870)	(54,552)
Loss on disposal of assets	10(a) 93,744	141,275	67,392
Movement in deferred pensioner rates (non-current)	-	-	2,500
Movement in employee benefit provisions	61,940	-	31,616
Depreciation and amortisation on assets	10(b) 2,879,048	3,352,401	3,044,259
<b>Amount attributable to operating activities</b>	179,006	(912,600)	613,817
<b>INVESTING ACTIVITIES</b>			
Non-operating grants, subsidies and contributions	1,137,032	1,256,932	4,509,080
Proceeds from disposal of assets	10(a) 296,009	233,992	277,077
Purchase of property, plant and equipment	8(b) (2,375,568)	(1,424,000)	(1,918,400)
Purchase and construction of infrastructure	9(b) (1,436,217)	(2,902,169)	(4,640,327)
<b>Amount attributable to investing activities</b>	(2,378,744)	(2,835,245)	(1,772,572)
<b>FINANCING ACTIVITIES</b>			
Repayment of long term borrowings	13(a) (193,909)	(193,908)	(186,470)
New lease arrangements	1,127,440	-	-
Repayment of long term leases	(13,575)	-	-
Transfers to reserves (restricted assets)	5 (2,356,426)	(1,605,000)	(343,233)
Transfers from reserves (restricted assets)	5 1,950,000	1,541,275	4,389
<b>Amount attributable to financing activities</b>	513,530	(257,633)	(525,314)
<b>Surplus(deficiency) before general rates</b>	(1,686,208)	(4,005,478)	(1,684,068)
<b>Total amount raised from general rates</b>	24 3,989,310	3,999,954	3,891,033
<b>Net current assets at June 30 c/fwd - surplus/(deficit)</b>	25 2,303,102	(5,524)	2,206,970

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



**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**1. BASIS OF PREPARATION**

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the Local Government Act 1995 and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or any other sporting or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, 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.

**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.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY (Continued)**

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.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 27 to these financial statements.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

2. REVENUE AND EXPENSES

(a) Revenue	2018	2017
	Actual	Actual
	\$	\$
Other revenue		
Reimbursements and recoveries	194,920	278,044
Other	153,510	531,329
	<u>348,430</u>	<u>809,373</u>
Fees and Charges		
General purpose funding	22,746	18,914
Law, order, public safety	26,906	19,238
Health	3,486	612
Education and welfare	93,857	-
Housing	12,860	10,400
Community amenities	405,120	493,321
Recreation and culture	46,518	75,544
Transport	200,518	375,438
Economic services	177,403	122,386
Other property and services	32,937	35,200
	<u>1,022,351</u>	<u>1,151,052</u>

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Grant Revenue

Grants, subsidies and contributions are included as operating and non-operating revenues in the Statement of Comprehensive Income:

	2018	2017
	\$	\$
<b>Operating grants, subsidies and contributions</b>		
Governance	3,000	3,825
General purpose funding	1,781,165	2,634,849
Law, order, public safety	246,469	170,697
Education and welfare	54,757	-
Community amenities	22,655	-
Recreation and culture	382,190	124,545
Transport	13,116,733	729,672
Other property and services	-	59,781
	<u>15,606,969</u>	<u>3,723,369</u>
<b>Non-operating grants, subsidies and contributions</b>		
General purpose funding	-	100,000
Law, order, public safety	-	363,636
Community amenities	261,510	1,956,628
Recreation and culture	45,000	195,199
Transport	830,522	1,893,616
	<u>1,137,032</u>	<u>4,509,080</u>
<b>Total grants, subsidies and contributions</b>	<u>16,744,001</u>	<u>8,232,449</u>

**SIGNIFICANT ACCOUNTING POLICIES**

**Grants, Donations and Other Contributions**

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over

**Grants, Donations and Other Contributions (Continued)**

a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 23. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current period.

	2018	2018	2017
	Actual	Budget	Actual
	\$	\$	\$
Interest earnings			
- Loans receivable - clubs/institutions	-	-	-
- Reserve funds	56,620	60,000	71,975
- Other funds	14,231	15,000	14,412
Other interest revenue (refer note 24(e))	42,624	35,000	48,881
	<u>113,475</u>	<u>110,000</u>	<u>135,268</u>

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

2. REVENUE AND EXPENSES (Continued)

(b) Expenses	2018	2017
	\$	\$
Significant expense		
During the year the Shire incurred materials and contracts expenditure to reinstate roads as a result of flood damage. This expenditure was subject to a reimbursement from WANDRRA.	12,032,029	283,728
	12,032,029	283,728
Auditors remuneration		
- Audit of the Annual Financial Report	19,380	14,400
	19,380	14,400
Interest expenses (finance costs)		
Long term borrowings (refer Note 13(a))	91,389	100,126
Right of Use Lease arrangementst ( refer Note18(c))	4,706	-
	96,095	100,126

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

3. CASH AND CASH EQUIVALENTS	NOTE	2018	2017
		\$	\$
Unrestricted		(557,419)	1,400,625
Restricted		4,087,643	3,596,451
		3,530,224	4,997,076
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Leave Reserve	5	94,483	68,248
Plant and vehicle reserve	5	430,959	226,855
Emergency farm water reserve	5	26,734	26,259
Building reserve	5	1,519,294	1,492,299
Road and footpath reserve	5	422,867	415,353
Swimming pool upgrade reserve	5	44,031	43,249
Airport reserve	5	751,529	688,899
Waste and sewerage reserve	5	298,032	292,901
State barrier fence reserve	5	214,099	141,539
Unspent grants	23	285,615	200,849
		4,087,643	3,596,451

The Shires negative unrestricted cash balance at the end of the accounting period was due to \$4m in outstanding debts owed by Main Roads for flood reinstatement works. (Refer to Note 6.) As a short term cashflow measure, the Shire utilised funds from its Building Reserve to fund some of the works which were reimbursed back to the Reserve during the accounting period. (Refer Note 5.)

**SIGNIFICANT ACCOUNTING POLICIES**

**Cash and cash equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of

**Cash and cash equivalents (Continued)**

cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

#### 4. INVESTMENTS

The Shire had no investments as at the 30 June 2018.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

5. RESERVES - CASH BACKED

	2018		2018		2018		2018		2018		2017		2017	
	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual	Actual
	Opening	Transfer	Transfer	Closing	Opening	Transfer	Transfer	Closing	Opening	Transfer	Transfer	Opening	Transfer	Closing
	Balance	to	(from)	Balance	Balance	to	(from)	Balance	Balance	to	(from)	Balance	to	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	68,248	26,235	-	94,483	68,249	26,206	-	94,455	56,996	11,253	-	68,249	-	68,249
Plant and vehicle reserve	226,855	204,104	-	430,959	226,855	204,009	-	430,864	173,051	53,804	-	226,855	-	226,855
Emergency farm water reserve	26,259	475	-	26,734	26,259	464	-	26,723	25,694	565	-	26,259	-	26,259
Building reserve	1,492,299	1,976,995	(1,950,000)	1,519,294	1,492,299	1,226,368	(1,200,000)	1,518,667	1,460,199	32,100	-	1,492,299	-	1,492,299
Road and footpath reserve	415,353	7,514	-	422,867	415,353	7,339	-	422,692	406,419	8,934	-	415,353	-	415,353
Swimming pool upgrade reserve	43,249	781	-	44,030	43,249	764	-	44,013	42,319	930	-	43,249	-	43,249
Uhf repeater reserve	-	-	-	-	-	-	-	-	4,322	67	(4,389)	-	-	-
Airport reserve	688,899	62,630	-	751,529	688,899	62,173	(341,275)	409,797	531,159	157,740	-	688,899	-	688,899
Waste and sewerage reserve	292,901	5,132	-	298,033	292,900	5,176	-	298,076	286,600	6,300	-	292,900	-	292,900
State barrier fence reserve	141,539	72,560	-	214,099	141,539	72,501	-	214,040	70,000	71,539	-	141,539	-	141,539
	3,395,602	2,356,426	(1,950,000)	3,802,028	3,395,602	1,605,000	(1,541,275)	3,459,327	3,056,769	343,233	(4,389)	3,395,602	(4,389)	3,395,602

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
Leave Reserve	Ongoing	To be used to fund long service leave and non-current annual leave requirements
Plant and vehicle reserve	Ongoing	To be used to assist in the purchasing of major plant and machinery
Emergency farm water reserve	Ongoing	To be used for the repair and/or construction of emergency farm water supplies
1. Building reserve	Ongoing	To be used for the construction, refurbishment, modification or renovation of all shire owned buildings
Road and footpath reserve	Ongoing	To be used for the construction, rejuvenation, resealing or repair to the road and footpath network
Swimming pool upgrade reserve	Ongoing	To be used to assist with the costs of maintenance and repairs to the Ravensthorpe swimming pool
Uhf repeater reserve	Closed 16/17	To be used to assist in the provision of UHF Radio Repeaters in Hopetoun & Munglingup
Airport reserve	Ongoing	To be used for the construction, reconstruction, repairs or modifications of facilities including buildings, tarmac, airstrip and associated infrastructure at the Ravensthorpe Airport
Waste and sewerage reserve	Ongoing	To be used for the repair and/or construction of waster and sewerage facilities
State barrier fence reserve	Ongoing	To be used for the extension of the State Barrier Fence from Ravensthorpe to Esperance

1. During the year the Shire was subject to major flooding that damaged essential road infrastructure. The restoration of the damage was to be funded by WANDRRA. As a short term cash resource, within the accounting period, the Shire utilised funds from its Building Reserve in the amount of \$1,950,000 which was subsequently reimbursed to the Building Reserve during the period. The use of the funds for this purpose was approved in the Shire's 2017/2018 Statutory Budget.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**6. TRADE AND OTHER RECEIVABLES**

	<b>2018</b>	<b>2017</b>
	\$	\$
Current		
Rates outstanding	189,049	194,228
Sundry debtors	58,758	280,338
GST receivable	328,810	-
Accrued Income	4,369,362	486,145
Accrued interest on bank accounts	-	6,132
Payments in Advance	10,881	-
	<u>4,956,860</u>	<u>966,843</u>
Non-current		
Rates outstanding - pensioners	23,206	23,206
	<u>23,206</u>	<u>23,206</u>

Information with respect to the impairment or otherwise of the totals of rates outstanding and sundry debtors is as follows:

**Rates outstanding**

**Includes:**

Past due and not impaired

189,049	194,228
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**Sundry debtors**

**Includes:**

Past due and not impaired

58,758	280,338
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**SIGNIFICANT ACCOUNTING POLICIES**

**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.

**Classification and subsequent measurement**

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.



**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**7. INVENTORIES**

	<u>2018</u>	<u>2017</u>
	\$	\$
Current		
Fuel, oil and materials on hand	16,247	14,700
	<u>16,247</u>	<u>14,700</u>

**SIGNIFICANT ACCOUNTING POLICIES**

**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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

8 (a). PROPERTY, PLANT AND EQUIPMENT

Land and buildings	2018	2017
	\$	\$
Land - freehold land at:		
- Independent valuation 2017 - level 2	1,668,500	1,668,500
	<u>1,668,500</u>	<u>1,668,500</u>
<b>Total land</b>	<u>1,668,500</u>	<u>1,668,500</u>
Buildings - non-specialised at:		
- Independent valuation 2017 - level 2	2,336,880	2,306,500
Less: accumulated depreciation	(33,204)	-
	<u>2,303,676</u>	<u>2,306,500</u>
Buildings - specialised at:		
- Independent valuation 2017 - level 2	24,684,608	24,596,364
Less: accumulated depreciation	(603,368)	-
	<u>24,081,240</u>	<u>24,596,364</u>
<b>Total buildings</b>	<u>26,384,916</u>	<u>26,902,864</u>
<b>Total land and buildings</b>	<u>28,053,416</u>	<u>28,571,364</u>
Furniture and equipment at:		
- Management valuation 2016 - level 3	322,825	278,743
- Additions after valuation - cost	-	-
Less: accumulated depreciation	(59,177)	(34,581)
	<u>263,648</u>	<u>244,162</u>
Plant and equipment at:		
- Management valuation 2016 - level 2	5,847,588	5,186,166
- Additions after valuation - cost	-	-
Less: accumulated depreciation	(1,067,645)	(604,934)
	<u>4,779,943</u>	<u>4,581,232</u>
Right of Use Assets at:		
- Cost	1,127,440	-
Less: accumulated depreciation	(15,784)	-
	<u>1,111,656</u>	<u>-</u>
<b>Total property, plant and equipment</b>	<u>34,208,663</u>	<u>33,396,758</u>

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold land	Total land	Buildings - non- specialised	Buildings - specialised	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Right of Use Assets	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2016	1,626,283	1,626,283	2,323,616	24,794,492	27,118,108	28,744,391	217,201	3,945,098	-	32,906,690
Additions	-	-	-	281,204	281,204	281,204	110,102	1,527,094	-	1,918,400
(Disposals)	-	-	-	-	-	-	(39,412)	(250,504)	-	(289,916)
Revaluation increments/(decrements) transferred to revaluation surplus	42,217	42,217	17,540	159,552	177,092	219,309	-	-	-	219,309
Depreciation (expense)	-	-	(34,656)	(638,884)	(673,540)	(673,540)	(43,729)	(640,456)	-	(1,357,725)
Carrying amount at 30 June 2017	1,668,500	1,668,500	2,306,500	24,596,364	26,902,864	28,571,364	244,162	4,581,232	-	33,396,758
Additions	-	-	30,381	88,243	118,624	118,624	44,082	1,085,423	1,127,440	2,375,568
(Disposals)	-	-	-	-	-	-	-	(275,563)	-	(275,563)
Depreciation (expense)	-	-	(33,205)	(603,367)	(636,572)	(636,572)	(24,596)	(611,149)	(15,784)	(1,288,101)
Carrying amount at 30 June 2018	1,668,500	1,668,500	2,303,676	24,081,240	26,384,916	28,053,416	263,648	4,779,943	1,111,656	34,208,662

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	2	Market approach using recent observable market data for similar properties	Independent valuer	June 2017	Price per square metre/market borrowing rate
Buildings - non-specialised	2	Market approach using recent observable market data for similar properties	Independent valuer	June 2017	Price per square metre/market borrowing rate
Buildings - specialised	3	Cost approach using depreciated replacement cost	Independent valuer	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Furniture and equipment	3	Cost approach using depreciated replacement cost	Management Valuation	June 2016	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Plant and equipment					
- Management valuation 2016	3	Cost approach using depreciated replacement cost	Independent valuer	June 2016	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

9 (a). INFRASTRUCTURE

	2018	2017
	\$	\$
Infrastructure - Roads		
- Management valuation 2015 - level 3	19,111,551	35,384,582
- Valuation Reduction - Flood Damage 2017	-	(21,006,436)
- Additions after valuation - cost	-	3,830,339
Less: accumulated depreciation	(3,513,791)	(2,565,838)
	<u>15,597,760</u>	<u>15,642,647</u>
Infrastructure - Footpaths		
- Management valuation 2015 - level 3	2,590,979	2,485,240
- Additions after valuation - cost	-	66,719
Less: accumulated depreciation	(250,701)	(165,627)
	<u>2,340,278</u>	<u>2,386,332</u>
Infrastructure - Drainage		
- Management valuation 2015 - level 3	133,069	1,286,713
Less: accumulated depreciation	(26,627)	(184,922)
	<u>106,442</u>	<u>1,101,791</u>
Infrastructure - Parks and Ovals		
- Management valuation 2015 - level 3	2,348,176	2,462,911
- Additions after valuation - cost	-	334,352
Less: accumulated depreciation	(346,810)	(284,252)
	<u>2,001,366</u>	<u>2,513,011</u>
Infrastructure - Airports		
- Management valuation 2015 - level 3	1,729,817	1,633,523
Less: accumulated depreciation	(619,282)	(412,043)
	<u>1,110,535</u>	<u>1,221,480</u>
Infrastructure - Other		
- Management valuation 2015 - level 3	4,484,402	637,125
- Additions after valuation - cost	-	1,958,128
Less: accumulated depreciation	(467,984)	(57,569)
	<u>4,016,418</u>	<u>2,537,684</u>
<b>Total infrastructure</b>	<u>25,172,799</u>	<u>25,402,945</u>

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

9. INFRASTRUCTURE (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Infrastructure - Footpaths	Infrastructure - Drainage	Infrastructure - Parks and Ovals	Infrastructure - Airports	Infrastructure - Other	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2016	35,131,912	2,415,580	1,194,252	2,669,567	1,427,502	616,776	43,455,589
Additions	2,633,686	53,621	-	-	-	1,953,020	4,640,327
(Disposals)	-	-	-	-	-	-	-
Revaluation increments/ (decrements) transferred to revaluation surplus	(21,006,436)	-	-	-	-	-	(21,006,436)
Revaluation (loss)/ reversals transferred to profit or loss	-	-	-	-	-	-	-
Impairment (losses)/reversals	-	-	-	-	-	-	-
Depreciation (expense)	(1,116,515)	(82,869)	(92,461)	(156,556)	(206,022)	(32,112)	(1,686,535)
Transfers	-	-	-	-	-	-	-
Carrying amount at 30 June 2017	15,642,647	2,386,332	1,101,791	2,513,011	1,221,480	2,537,684	25,402,945
Additions	966,852	39,021	-	72,539	96,294	261,510	1,436,217
(Disposals)	-	-	-	(75,416)	-	-	(75,416)
Revaluation increments/ (decrements) transferred to revaluation surplus	-	-	-	-	-	-	-
Revaluation (loss)/ reversals transferred to profit or loss	-	-	-	-	-	-	-
Impairment (losses)/reversals	-	-	-	-	-	-	-
Depreciation (expense)	(954,950)	(85,074)	(8,876)	(126,960)	(207,239)	(207,848)	(1,590,947)
Transfers	(56,790)	-	(986,473)	(381,809)	-	1,425,072	-
Carrying amount at 30 June 2018	15,597,760	2,340,278	106,442	2,001,366	1,110,535	4,016,418	25,172,801

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

9. INFRASTRUCTURE (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - Roads	3	Cost approach using depreciated replacement cost	Management Valuation - ROMAN	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost	Management Valuation - ROMAN	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Drainage	3	Cost approach using depreciated replacement cost	Management Valuation - ROMAN	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Parks and Ovals	3	Cost approach using depreciated replacement cost	Independent valuer	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Airports	3	Cost approach using depreciated replacement cost	Independent valuer	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Other	3	Cost approach using depreciated replacement cost	Independent valuer	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

10. FIXED ASSETS (Continued)

(a) Disposals of Assets

The following assets were disposed of during the year.

	Actual Net Book Value	Actual Sale Proceeds	Actual Profit	Actual Loss	Budget Net Book Value	Budget Sale Proceeds	Budget Profit	Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment								
<b>Health</b>								
Toyota Kluger GXL	27,195	20,220	-	(6,975)	33,001	24,545	-	(8,456)
<b>Transport</b>								
John Deere 670 GP Construction Grader	88,598	101,329	12,731	-	105,284	52,000	-	(53,284)
Mitsubishi Triton 2014	12,430	8,992	-	(3,438)	15,095	8,181	-	(6,914)
Mitsubishi Triton 2013	12,702	10,720	-	(1,982)	14,828	6,363	-	(8,465)
Mitsubishi Triton 2013	12,702	10,901	-	(1,801)	14,828	7,272	-	(7,556)
Mitsubishi Triton 2013	11,891	14,765	2,874	-	13,898	8,181	-	(5,717)
Mitsubishi Triton 2015	19,398	15,265	-	(4,133)	23,393	15,545	-	(7,848)
Ford PX Ranger 2012	18,710	19,356	646	-	21,619	20,090	-	(1,529)
Isuzu Maintenance Truck 2012	28,117	30,803	2,686	-	29,038	18,181	-	(10,857)
Hino 300 Series Wide Crew 2010	23,396	26,028	2,632	-	27,498	16,363	-	(11,135)
Two Axle Dog Trailer 2003	-	12,458	12,458	-	6,493	36,363	29,870	-
Howard Porter Tandem Axle Dolley 2005	1,027	5,270	4,243	-	13,527	3,636	-	(9,891)
Toyota Hilux 2015	19,397	19,902	505	-	26,895	17,272	-	(9,623)
<b>Other property and services</b>								
Ravensthorpe Outdoor Basketball Courts	33,004	-	-	(33,004)	-	-	-	-
McCulloch Park Shade Sails	26,400	-	-	(26,400)	-	-	-	-
Coastal Infrastructure Improvements - 2014	16,013	-	-	(16,013)	-	-	-	-
	350,979	296,009	38,775	(93,745)	345,397	233,992	29,870	(141,275)

(b) Depreciation

	2018	2017
	\$	\$
Buildings - non-specialised	33,205	34,656
Buildings - specialised	603,367	638,884
Furniture and equipment	24,596	43,729
Plant and equipment	611,149	640,456
Right of Use Assets	15,784	-
Infrastructure - Roads	954,950	1,116,515
Infrastructure - Footpaths	85,074	82,869
Infrastructure - Drainage	8,876	92,461
Infrastructure - Parks and Ovals	126,960	156,556
Infrastructure - Airports	207,239	206,022
Infrastructure - Other	207,848	32,112
	2,879,048	3,044,259



**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**10. FIXED ASSETS (Continued)**

**(b) Depreciation (Continued)**

**SIGNIFICANT ACCOUNTING POLICIES**

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**Depreciation rates**

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

**Depreciation (Continued)**

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**10. FIXED ASSETS**

**SIGNIFICANT ACCOUNTING POLICIES**

**Fixed assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Initial recognition and measurement between mandatory revaluation dates**

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

**Revaluation**

The fair value of fixed assets is determined at least every three years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value. During the reporting period the Shire did not revalue its infrastructure in accordance with their policy.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

**Land under control**

In accordance with *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

11. REVALUATION SURPLUS

	2018			2018			2017			2017		
	Opening Balance	Revaluation Increment	Revaluation (Decrement)	Total Movement on Revaluation	Closing Balance	Opening Balance	Revaluation Increment	Revaluation (Decrement)	Total Movement on Revaluation	Closing Balance		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Revaluation surplus - Land and buildings	14,350,694	-	-	-	14,350,694	14,131,385	219,309	-	219,309	14,350,694		
Revaluation surplus - Plant and equipment	377,471	-	-	-	377,471	377,471	-	-	-	377,471		
Revaluation surplus - Infrastructure - Roads	367,179	-	-	-	367,179	21,373,615	-	(21,006,436)	(21,006,436)	367,179		
Revaluation surplus - Infrastructure - Footpaths	2,075,009	-	-	-	2,075,009	2,075,009	-	-	-	2,075,009		
Revaluation surplus - Infrastructure - Drainage	1,083,905	-	-	-	1,083,905	1,083,905	-	-	-	1,083,905		
Revaluation surplus - Infrastructure - Parks and ovals	1,305,977	-	-	-	1,305,977	1,305,977	-	-	-	1,305,977		
Revaluation surplus - Infrastructure - Airports	-	-	-	-	-	-	-	-	-	-		
Revaluation surplus - Infrastructure - Other	340,212	-	-	-	340,212	340,212	-	-	-	340,212		
	19,900,447	-	-	-	19,900,447	40,687,574	219,309	(21,006,436)	(20,787,127)	19,900,447		

Movements on revaluation of fixed assets are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**12. TRADE AND OTHER PAYABLES**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Current		
Sundry creditors	1,897,231	303,238
Accrued interest on long term borrowings	26,421	29,027
Accrued salaries and wages	82,677	23,861
ATO liabilities	12,767	-
Accrued expenses	379,105	16,616
Paid parental leave liability	-	3,305
	<b>2,398,202</b>	<b>376,047</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect

**Trade and other payables (Continued)**

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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

13. INFORMATION ON BORROWINGS

(a) Repayments - Borrowings

Particulars	Principal	New	Principal		Principal		Interest	
	1 July 2017	Loans	Repayments	30 June 2018	Repayments	Repayments	Actual	Budget
	\$	\$	Actual	Actual	Budget	Budget	\$	\$
<b>Housing</b>								
Loan 145 Staff Housing	291,827	-	32,957	258,870	32,957	258,870	9,553	9,930
Loan 147 Other Housing	270,108	-	15,397	254,711	15,397	254,711	10,654	10,785
<b>Recreation and culture</b>								
Loan 146 Hopetoun Community	337,778	-	12,664	325,114	12,664	325,114	14,142	14,321
<b>Transport</b>								
Loan 138D Town Street	343,211	-	25,100	318,111	25,099	318,112	23,817	24,774
Loan 144 Town Street	251,038	-	45,394	205,644	45,393	205,645	13,006	13,574
Loan 143B Refinance	261,347	-	29,515	231,832	29,515	231,832	8,555	8,893
Loan 138E Refinance	334,649	-	32,883	301,766	32,883	301,766	11,662	12,055
	2,089,958	-	193,910	1,896,049	193,908	1,896,050	91,389	94,332

All loan repayments were financed by general purpose revenue.

Borrowings	2018		2017	
	\$	\$	\$	\$
Current	201,680		193,909	
Non-current	1,694,368		1,896,049	
	<u>1,896,049</u>		<u>2,089,958</u>	

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

13. INFORMATION ON BORROWINGS (Continued)

(b) New Borrowings - 2017/18

The Shire did not take up any new debentures during the year ended 30 June 2018.

(c) Unspent Borrowings

The Shire did not have any unspent debentures as at 30 June 2018.

	2018	2017
	\$	\$
(d) Undrawn Borrowing Facilities		
Credit Standby Arrangements	250,000	250,000
Bank overdraft limit	-	-
Bank overdraft at balance date	22,000	22,000
Credit card limit	12,115	(5,482)
Credit card balance at balance date	284,115	266,518
<b>Total amount of credit unused</b>		

(e) Overdraft

The Shire has an overdraft facility of \$250,000 to assist with short term liquidity requirements. The balance of the bank overdraft at 30 June 2018 was nil.

	2018	2017
	\$	\$
Loan facilities		
Loan facilities - current	201,680	193,909
Loan facilities - non-current	1,694,368	1,896,049
<b>Total facilities in use at balance date</b>	1,896,049	2,089,958
Unused loan facilities at balance date	NIL	NIL

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**13. INFORMATION ON BORROWINGS (Continued)**

**SIGNIFICANT ACCOUNTING POLICIES**

**Financial liabilities**

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**Borrowing costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**14. PROVISIONS**

	<b>Provision for Annual Leave</b>	<b>Provision for Long Service Leave</b>	<b>Total</b>
	\$	\$	\$
Opening balance at 1 July 2017			
Current provisions	266,663	169,561	436,224
Non-current provisions	-	85,140	85,140
	<u>266,663</u>	<u>254,701</u>	<u>521,364</u>
Additional provision	202,435	56,610	259,045
Amounts used	(162,529)	(34,574)	(197,103)
Balance at 30 June 2018	<u>306,568</u>	<u>276,737</u>	<u>583,305</u>
Comprises			
Current	306,568	222,418	528,986
Non-current	-	54,319	54,319
	<u>306,568</u>	<u>276,737</u>	<u>583,305</u>

**SIGNIFICANT ACCOUNTING POLICIES**

**Employee benefits**

**Short-term employee benefits**

Provision is made for the Shire'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's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

**Other long-term employee benefits**

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

**Other long-term employee benefits (Continued)**

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Provisions**

Provisions are recognised when the Shire has a present 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.



**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**15. NOTES TO THE STATEMENT OF CASH FLOWS**

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	<b>2018 Actual</b>	<b>2018 Budget</b>	<b>2017 Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Cash and cash equivalents	3,530,224	3,545,508	4,997,076
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	102,420	(828,505)	4,368,161
Non-cash flows in Net result:			
Depreciation	2,879,048	3,352,401	3,044,259
(Profit)/loss on sale of asset	54,970	111,405	12,840
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(3,990,017)	38,000	(544,604)
(Increase)/decrease in inventories	(1,547)	-	3,195
Increase/(decrease) in payables	2,022,155	162,000	191,348
Increase/(decrease) in provisions	61,941	-	31,617
Non-operating grants and contributions for the development of assets	(1,137,032)	(1,256,932)	(4,509,080)
Net cash from operating activities	(8,063)	1,578,369	2,597,736

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

16. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2018	2017
	\$	\$
Governance	-	217,434
General purpose funding	-	-
Law, order, public safety	2,590,311	1,770,949
Health	414,963	400,095
Education and welfare	2,654,995	2,713,159
Housing	2,331,676	3,825,799
Community amenities	5,564,075	4,198,865
Recreation and culture	19,462,583	19,975,381
Transport	26,418,303	22,938,178
Economic services	1,362,021	1,161,418
Other property and services	6,929,834	6,594,909
Unallocated	179,240	1,005,341
	<u>67,908,000</u>	<u>64,801,528</u>

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**17. CONTINGENT LIABILITIES**

There are no contingent liabilities of which the Shire of Ravensthorpe is aware as at the 30 June 2018.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

18. CAPITAL AND LEASING COMMITMENTS	2018	2017
	\$	\$
<b>(a) Capital Expenditure Commitments</b>		
Contracted for:		
- capital expenditure projects	418,252	-
Payable:		
- not later than one year	418,252	-
<p>The capital expenditure project outstanding at the end of the current reporting period relates to Tender 06/24 Reseal and Apron and Taxi Way at the Ravensthorpe Airport</p>		
<b>(b) Operating Lease Commitments</b>		
Non-cancellable operating leases contracted for but not capitalised in the accounts.		
Payable:		
- not later than one year	12,315	18,473
- later than one year but not later than five years	-	12,315
- later than five years	-	-
	12,315	30,788
<b>(c) Finance Lease Commitments</b>		
Finance leases contracted for and capitalised in the accounts.		
Payable:		
- not later than one year	98,617	-
- later than one year but not later than five years	425,282	-
- later than five years	589,966	-
	1,113,865	-

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

18. INFORMATION ON LEASE COMMITMENTS (Continued)

(c) Repayments - Right of Use Assets

Particulars	Principal 1 July 2017	New Leases	Principal Repayments		Principal 30 June 2018		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
Community Amenities								
Bomag Compactor	-	766,699	10,992	-	755,706	-	3,807	-
Komatsu Wheel Loader	-	360,741	2,583	-	358,158	-	899	-
	-	1,127,440	13,575	-	1,113,865	-	4,706	-

All lease repayments were financed by general purpose revenue.

Lease Commitments

	2018	2017
	\$	\$
Current	98,617	-
Non-current	1,015,248	-
	1,113,865	-

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**18. INFORMATION LEASE COMMITMENTS (Continued)**

**SIGNIFICANT ACCOUNTING POLICIES**

**Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

**Leases (Continued)**

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term. Details can be found at Note 10.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**19. JOINT ARRANGEMENTS**

**1.Regional Record Service**

The Shire of Ravensthorpe together with the City of Kalgoorlie-Boulder and with the Shires of Coolgardie, Dundas, Esperance, Laverton, Leonara, Menzies, Ngaanyatjarraku and Wiluna have a joint arrangement with regard to the provision of a Regional Record service. The only asset under this joint arrangement is a building. The Shire of Ravensthorpe's one-tenth share of this asset is included in Land and Buildings as follows:

	<b>2018</b>	<b>2017</b>
	<u>\$</u>	<u>\$</u>
Non-current assets		
Land and buildings	72,500	72,500
Less: accumulated depreciation	(2,900)	-
	<u>69,600</u>	<u>72,500</u>

**2.Ravensthorpe Region Landfill**

The Shire of Ravensthorpe together with the Shire of Jerramungup, have entered into a joint operation with regard to a regional waste management facility located on Reserve 7380, Moir Road Ravensthorpe.

The agreement between both Shire's govern the operation of the waste facility, covering operating and capital costs, responsibilities of the two Shire's, setting of fees and charges, record keeping etc. The Shire of Ravensthorpe is responsible for the day to day management of the facility. Key operating decisions in relations to the operating cost and future capital cost of the facility are to be agreed by both Shire's.

The regional waste facility commenced its operation in February 2018. Building of the facility was fully funded and is recognised in the financials of the Shire of Ravensthorpe as outlined below:

	<b>2018</b>
	<u>\$</u>
Non-current assets	
Infrastructure - Other	2,181,488
Less: accumulated depreciation	(84,158)
	<u>2,097,330</u>

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**19. JOINT ARRANGEMENTS (Continued)**

**2. Ravensthorpe Region Landfill (Continued)**

The apportionment of annual facility operating costs between the Shire's of Ravensthorpe and Jerramungup is determined by the percentage of total waste tonnage (measured in cubic metres) delivered to the Facility by each Shire in the preceding financial year.

The Shire of Ravensthorpe's is estimated to deliver 75% of the facilities total waste tonnage and the Shire of Jerramunup the remaining 25%. Based on these percentages, the allocation of income and contribution to operating costs by each Shire is outlined below:

	<u>2018</u>
	\$
Ravensthorpe	
- *Estimated % of Total Waste Tonnage = 75%	
Income	\$284,165
Expenditure*	<u>(28,577)</u>
	255,588
Jerramungup	
- **Estimated % of Total Waste Tonnage = 25%	
Income	0
Expenditure**	<u>(9,526)</u>
	(9,526)
Facility Total	
Income	284,165
Expenditure	<u>(38,102)</u>
	246,062

**SIGNIFICANT ACCOUNTING POLICIES**

**Interests in joint arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. The equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

**Interests in joint arrangements (Continued)**

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.



NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

20. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

	2018 Actual	2018 Budget	2017 Actual
The following fees, expenses and allowances were paid to council members and/or the President.	\$	\$	\$
Meeting Fees	97,500	97,500	98,854
President's allowance	13,000	13,000	13,000
Deputy President's allowance	3,250	3,250	3,250
Travelling expenses	10,306	15,000	4,725
Telecommunications allowance	7,588	7,588	7,407
	131,644	136,338	127,237

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:	2018	2017
	\$	\$
Short-term employee benefits	508,732	518,600
Post-employment benefits	57,432	56,668
Other long-term benefits	34,218	10,923
	600,382	586,190

*Short-term employee benefits*

These amounts include all salary, paid leave, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

*Post-employment benefits*

These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

*Other long-term benefits*

These amounts represent annual and long service benefits accruing during the year.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**20. RELATED PARTY TRANSACTIONS (Continued)**

Transactions with related parties

Transactions between related parties, and the Shire are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:

	<b>2018</b>	<b>2017</b>
	\$	\$
Sale of goods and services	146	8,660
Purchase of goods and services	53,568	110,887

Related Parties

The Shire's main related parties are as follows:

*i. Key management personnel*

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

*ii. Other Related Parties*

The associate person of KMP was employed by the Shire under normal employment terms and conditions.

*iii. Entities subject to significant influence by the Shire*

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

*iv. Joint venture entities accounted for under the proportionate consolidation method*

Any interest in joint ventures is accounted for in these financial statements using the proportionate consolidation method of accounting. For details of interests held in joint venture entities, refer to Note 19.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**21. MAJOR LAND TRANSACTIONS**

The Shire of Ravensthorpe did not participate in any major land transactions during the current reporting period.

**22. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS**

The Shire of Ravensthorpe did not participate in any trading undertakings or major trading undertakings during the current reporting period.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

23. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening Balance <sup>(1)</sup> 1/07/16	Received <sup>(2)</sup> 2016/17	Expended <sup>(3)</sup> 2016/17	Closing Balance <sup>(1)</sup> 30/06/17	Received <sup>(2)</sup> 2017/18	Expended <sup>(3)</sup> 2017/18	Closing Balance 30/06/18
	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>							
FQM - Seniors Lunch	-	3,825	(3,825)	-	-	-	-
<b>General purpose funding</b>							
FAG - Bridges	-	100,000	-	100,000	-	-	100,000
<b>Law, order, public safety</b>							
DFES - Grant operating	-	52,006	(52,006)	-	-	-	-
DFES - Grant Capital	-	363,636	(363,636)	-	-	-	-
DFES - CESO	-	79,908	(79,908)	-	-	-	-
Shire of Jerramungup - CESO	-	15,396	(15,396)	-	-	-	-
DFES - Grant SES	-	23,387	(23,387)	-	-	-	-
<b>Education and welfare</b>							
Child Care Sustainability Grant	-	-	-	-	54,757	(54,757)	-
<b>Community amenities</b>							
Lotterywest Herbarium	-	167,926	(167,926)	-	-	-	-
RHFF - Herbarium	-	27,273	(27,273)	-	-	-	-
Regional Landfill Grant	-	1,956,628	(1,956,628)	-	-	-	-
<b>Recreation and culture</b>							
Department of Sport & Recreation	-	35,200	(24,087)	11,113	-	(3,200)	7,913
City of Albany - WA Tourism Project Plan	-	89,345	(89,345)	-	-	-	-
<b>Transport</b>							
Roads to Recovery	188,633	830,316	(961,758)	57,191	682,516	(628,139)	111,568
Main Roads - Direct Grant	-	168,527	(168,527)	-	-	-	-
Main Roads - Streetscape Project	-	788,600	(756,055)	32,545	-	-	32,545
Ravensthorpe Progress Assoc	-	1,240	(1,240)	-	-	-	-
Main Roads - Project Grant	-	139,654	(139,654)	-	-	-	-
Airport Runway Reseal - RAUP	-	-	-	-	54,883	(21,294)	33,589
<b>Other property and services</b>							
Workers Comp - Reimburse	-	59,381	(59,381)	-	-	-	-
Ray White	-	400	(400)	-	-	-	-
<b>Total</b>	<b>188,633</b>	<b>4,902,648</b>	<b>(4,890,433)</b>	<b>200,849</b>	<b>792,156</b>	<b>(707,390)</b>	<b>285,615</b>

Notes:

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

24. RATING INFORMATION

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
Differential general rate / general rate											
<b>Gross rental valuations</b>											
Residential	0.1089	716	10,423,846	1,135,167	(440)	773	1,135,500	1,133,440	8,000	(1,000)	1,140,440
Commercial	0.1229	33	1,398,212	170,983	-	-	170,984	170,983	-	-	170,983
Industrial	0.1442	32	493,532	71,166	-	-	71,166	71,166	-	-	71,166
Transient Workforce Accommodation	0.3013	1	780,000	235,020	-	-	235,020	235,020	-	-	235,020
Short Stay Accommodation	0.3013	1	72,800	21,935	-	-	21,935	21,935	-	-	21,935
<b>Unimproved valuations</b>											
Mining	0.0109	1	156,007	1,699	(3,566)	-	(1,867)	1,699	-	-	1,699
Other	0.0096	334	178,888,500	1,720,907	522	1,682	1,723,111	1,720,907	-	-	1,720,907
<b>Sub-Total</b>		<b>1,118</b>	<b>192,212,897</b>	<b>3,356,877</b>	<b>(3,484)</b>	<b>2,455</b>	<b>3,355,849</b>	<b>3,355,150</b>	<b>8,000</b>	<b>(1,000)</b>	<b>3,362,150</b>
<b>Minimum payment</b>											
<b>Gross rental valuations</b>											
Residential	938	439	1,589,113	411,958	-	-	411,958	412,896	-	-	412,896
Commercial	938	10	51,500	9,384	-	-	9,384	9,384	-	-	9,384
Industrial	938	15	64,508	14,076	-	-	14,076	14,076	-	-	14,076
Transient Workforce Accommodation	938	0	-	-	-	-	-	-	-	-	-
Short Stay Accommodation	938	0	-	-	-	-	-	-	-	-	-
<b>Unimproved valuations</b>											
Mining	938	123	2,049,521	115,423	-	-	115,423	116,362	-	-	116,362
Other	938	96	5,229,644	90,086	-	-	90,086	90,086	-	-	90,086
<b>Sub-Total</b>		<b>683</b>	<b>8,984,286</b>	<b>640,927</b>	<b>-</b>	<b>-</b>	<b>640,927</b>	<b>642,804</b>	<b>-</b>	<b>-</b>	<b>642,804</b>
<b>Discounts/concessions/writeoffs (refer note 24(d))</b>		<b>1,801</b>	<b>201,197,183</b>	<b>3,997,804</b>	<b>(3,484)</b>	<b>2,455</b>	<b>3,996,776</b>	<b>3,997,954</b>	<b>8,000</b>	<b>(1,000)</b>	<b>4,004,954</b>
<b>Total amount raised from general rate</b>											<b>(5,000)</b>
<b>Specified Area Rate (refer note 24(b))</b>											<b>3,999,954</b>
<b>Ex-gratia rates</b>											<b>67,863</b>
<b>Totals</b>											<b>46,891</b>
											<b>4,114,708</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Rates

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

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

24. RATING INFORMATION (Continued)

(b) Specified Area Rate - Effluent

Specified Area Rate	Basis of Valuation	Rate in \$	Rateable Value	Revenue	Interim Rate Revenue	Back Rate Revenue	Total			
							Specified Area Rate Revenue	Budget Rate Revenue	Budget Back Rate Revenue	Budget Interim Rate Revenue
Ravensthorpe	GRV	0.0221	2,145,468	47,488	-	-	47,488	46,557	-	46,557
Ravensthorpe	Minimum	188	349,341	13,536	-	-	13,536	13,248	-	13,248
Munglinup	GRV	0.0253	58,968	1,491	-	-	1,491	1,462	-	1,462
Munglinup	Minimum	188	27,872	752	-	-	752	736	-	736
Sewerage - 1st Fixture	Minimum	188	-	940	-	-	940	940	-	940
Sewerage - Additional Fixture	Minimum	123	-	4,920	-	-	4,920	4,920	-	4,920
			2,551,649	69,127	-	-	69,127	67,863	-	67,863

Specified Area Rate	Purpose of the rate	Area/properties Rate Imposed	Rate Applied to Costs	Rate Set Aside to Reserve	Reserve Applied to Costs	Budget Rate Applied to Costs	Budget Rate Set Aside to Reserve	Budget Reserve Applied to Costs	Budget Reserve Applied to Costs
Effluent Rate	The effluent rate income services the maintenance and upgrade of the Ravensthorpe and Munglinup sewerage systems.	Ravensthorpe and Munglinup	69,127	-	-	67,863	-	-	-
			69,127	-	-	67,863	-	-	-

(c) Service Charges

No service charges were imposed by the Shire during the year ended 30 June 2018.



NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

25. NET CURRENT ASSETS

Composition of net current assets for  
the purposes of the Rate Setting Statement

	2018 (30 June 2018 Carried Forward) \$	2018 (1 July 2017 Brought Forward) \$	2017 (30 June 2017 Carried Forward) \$
Surplus/(Deficit) 1 July 17 brought forward	2,303,102	2,206,970	2,206,970
<b>CURRENT ASSETS</b>			
Cash and cash equivalents			
Unrestricted	(557,419)	1,400,625	1,400,625
Restricted	4,087,643	3,596,451	3,596,451
Receivables			
Rates outstanding	189,049	194,228	194,228
Sundry debtors	58,758	280,338	280,338
GST receivable	328,810	-	-
Accrued Income	4,369,362	486,145	486,145
Accrued interest on bank accounts	-	6,132	6,132
Payments in Advance	10,881	-	-
Inventories			
Fuel, oil and materials on hand	16,247	14,700	14,700
<b>LESS: CURRENT LIABILITIES</b>			
Trade and other payables			
Sundry creditors	(1,897,231)	(303,238)	(303,238)
Accrued interest on long term borrowings	(26,421)	(29,027)	(29,027)
Accrued salaries and wages	(82,677)	(23,861)	(23,861)
ATO liabilities	(12,767)	-	-
Accrued expenses	(379,105)	(16,616)	(16,616)
Paid parental leave liability	-	(3,305)	(3,305)
Current portion of long term borrowings	(201,680)	(193,909)	(193,909)
Lease liability (Current)	(98,617)	-	-
Provisions			
Provision for annual leave	(306,568)	(266,663)	(266,663)
Provision for long service leave	(222,418)	(169,561)	(169,561)
Unadjusted net current assets	5,275,846	4,972,439	4,972,439
<b>Adjustments</b>			
Less: Reserves - restricted cash	(3,802,028)	(3,395,602)	(3,395,602)
Add: Current portion of long term borrowings	201,680	193,909	193,909
Add: Leave Provision	528,986	436,224	436,224
Add: Current Portion of lease liability	98,617	-	-
Adjusted net current assets - surplus/(deficit)	2,303,102	2,206,970	2,206,970

**Difference**

There was no difference between the surplus/(deficit) 1 July 2017 brought forward position used in the 2018 audited financial report and the surplus/(deficit) carried forward position as disclosed in the 2017 audited financial report.



**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**26. FINANCIAL RISK MANAGEMENT**

The Shire's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Shire's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Shire.

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Shire held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2018	2017	2018	2017
	\$	\$	\$	\$
<b>Financial assets</b>				
Cash and cash equivalents	3,530,224	4,997,076	3,530,224	4,997,076
Receivables	4,980,066	990,049	4,980,066	990,049
	<u>8,510,291</u>	<u>5,987,125</u>	<u>8,510,291</u>	<u>5,987,125</u>
<b>Financial liabilities</b>				
Payables	2,398,202	376,047	2,398,202	376,047
Borrowings	1,896,049	2,089,958	1,567,844	1,705,601
	<u>4,294,251</u>	<u>2,466,005</u>	<u>3,966,046</u>	<u>2,081,648</u>

Fair value is determined as follows:

Cash and cash equivalents, receivables, payables - estimated to the carrying value which approximates net market value.

Borrowings, held to maturity investments, estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**26. FINANCIAL RISK MANAGEMENT (Continued)**

(a) Cash and Cash Equivalents

The Shire's objective is to maximise its return on cash whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash portfolio. Council has an Investment Policy and the Policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

Cash is subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to the Shire.

The Shire manages these risks by diversifying its portfolio and only investing in investments authorised by Local Government (Financial Management) Regulation 19C.

Impact of a 1% <sup>(1)</sup> movement in interest rates on cash	\$	\$
- Equity	35,302	49,971
- Statement of Comprehensive Income	35,302	49,971

*Notes:*

<sup>(1)</sup> Sensitivity percentages based on management's expectation of future possible interest rate movements.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**26. FINANCIAL RISK MANAGEMENT (Continued)**

(b) Receivables

The Shire's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Shire's credit risk at balance date was:

	<b>2018</b>	<b>2017</b>
	<b>%</b>	<b>%</b>
Percentage of rates and annual charges		
- Current	0.00%	0.00%
- Overdue	100.00%	100.00%
Percentage of other receivables		
- Current	99.73%	99.50%
- Overdue	0.27%	0.50%

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

26. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of the Shire's Payables and Borrowings are set out in the Liquidity Table below:

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
<u>2018</u>	\$	\$	\$	\$	\$
Payables	2,398,202	-	-	2,398,202	2,398,202
Borrowings	274,220	1,191,950	799,100	2,265,270	1,896,049
	2,672,422	1,191,950	799,100	4,663,472	4,294,251
<u>2017</u>					
Payables	376,047	-	-	376,047	376,047
Borrowings	274,195	1,296,555	969,114	2,539,864	2,089,958
	650,242	1,296,555	969,114	2,915,911	2,466,005

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

26. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables and borrowings (continued)

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

Year ended 30 June 2018	<1 year	>1<2 years	>2<3 years	>3<4 years	>4<5 years	>5 years	Total	Weighted Average Effective Interest Rate %
	\$	\$	\$	\$	\$	\$		
<b>Borrowings</b>								
Fixed rate								
Long term borrowings	0	0	0	523,757	0	1,372,291	1,896,048	3.93%
Weighted average Effective interest rate	0.00%	0.00%	0.00%	5.95%	0.00%	3.16%		
<b>Year ended 30 June 2017</b>								
<b>Borrowings</b>								
Fixed rate								
Long term borrowings	-	-	-	-	594,249	1,495,708	2,089,957	3.93%
Weighted average Effective interest rate	3.07%	3.07%	3.07%	3.06%	5.90%	3.15%		

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

27. TRUST FUNDS

Funds held at balance date over which the Shire has no control and which are not included in the financial statements are as follows:

	1 July 2017	Amounts Received	Amounts Paid	30 June 2018
	\$	\$	\$	\$
Bitumen Tender Document Bond	487	-	-	487
Hopetoun Tennis Club	9,072	-	-	9,072
Standpipe Swipecard Bond	2,400	450	(50)	2,800
BCITF	(25)	1,074	(1,074)	(25)
Pavillion Hire Bonds	1,233	-	-	1,233
Gym Card Bonds	8,202	2,420	(560)	10,062
Hall hire & key bonds	4,223	6,720	(5,550)	5,393
Sundry Overpayments	5,393	-	-	5,393
Swimming Key Bonds	3,020	960	(240)	3,740
Rural Subdivision Shed Bonds	33,494	-	-	33,494
Licensing	1,658	308,116	(307,058)	2,716
Unknown Rates	1,720	-	-	1,720
Ravensthorpe Cemetery Group	76	-	-	76
Rehabilitation Bond - Barminco	6,866	-	-	6,866
Subdivision Maintenance Bonds	14,375	-	-	14,375
Flood Damage Donations	400	-	-	400
	92,594	319,740	(314,532)	97,802

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

28. PRIOR PERIOD CORRECTIONS

The following adjustments have been made to comparative amounts in the 30th June 2018 Financial Report to bring to account financial activities that were incorrectly stated in 2016/17. Details of this activity is listed below:-

In 2016/17 as part of the Ravensthorpe Bypass Project the Shire acquired responsibility for the road called Morgan St. This asset was not included in the balance sheet at 30th June 2017. The valuation for this asset at 30th June 2017 was \$133,806.

In 2016/17 following the fair valuation of the Building asset class a property was incorrectly capitalised as at 30 June 2017. This error was identified and has resulted in the Land asset class being reduced in value by \$150,000 and the Building asset class being reduced in value by \$600,000.

	Financial Reports 2017 \$	Corrected Comparative 2017 \$	Adjustment 2017 \$
<b>STATEMENT OF COMPREHENSIVE INCOME</b>			
<i>BY NATURE OR TYPE and BY PROGRAM</i>			
Non-operating grants, subsidies and contributions	4,375,273	4,509,079	133,806
Changes on revaluation of non-current assets	(20,037,127)	(20,787,127)	(750,000)
Total comprehensive income	(15,802,773)	(16,418,966)	(616,193)
<b>STATEMENT OF FINANCIAL POSITION</b>			
<i>NON CURRENT ASSETS</i>			
Property, plant and equipment	34,146,758	33,396,758	(750,000)
Infrastructure	25,269,140	25,402,946	133,806
<i>EQUITY</i>			
Retained Surplus	38,384,304	38,518,110	133,806
Revaluation surplus	20,650,447	19,900,447	(750,000)
<b>STATEMENT OF CHANGES IN EQUITY</b>			
Comprehensive income			
Net result	4,234,355	4,368,161	133,806
<b>STATEMENT OF CASH FLOW</b>			
Payments for the construction of infrastructure	(4,506,522)	(4,640,327)	(133,806)
Non-operating grants, subsidies and contributions	4,375,274	4,509,080	133,806
<b>RATE SETTING STATEMENT</b>			
Non operating grants, subsidies and contributions	4,375,273	4,509,080	133,807
Purchase and construction of infrastructure	(4,506,522)	(4,640,327)	(133,805)
<b>2. REVENUE AND EXPENSES</b>			
Grants contributions for the development of assets	(4,375,274)	(4,509,080)	(133,806)

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

28. PRIOR PERIOD CORRECTIONS (continued)

8. PROPERTY, PLANT AND EQUIPMENT

Land			
- Independent valuation 2017 - level 2	1,818,500	1,668,500	(150,000)
Buildings - non-specialised			
- Independent valuation 2017 - level 2	2,906,500	2,306,500	(600,000)

9. INFRASTRUCTURE

Infrastructure - Roads			
Additions	2,499,880	2,633,686	133,806

11. REVALUATION SURPLUS

Land			
Revaluation decrement	192,217	42,217	(150,000)
Buildings - non-specialised			
Revaluation decrement	617,540	17,540	(600,000)

16. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

Transport	22,804,372	22,938,178	133,806
Unallocated	1,755,342	1,005,341	(750,001)

32. FINANCIAL RATIOS

Current ratio	2.54	2.54	(0.00)
Asset consumption ratio	0.26	0.93	0.67
Asset renewal funding ratio	0.69	0.69	0.00
Asset sustainability ratio	0.41	2.06	1.65
Debt service cover ratio	10.48	10.48	(0.00)
Operating surplus ratio	(0.02)	(0.03)	(0.01)
Own source revenue coverage ratio	0.56	0.56	(0.00)



NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

29. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE PERIODS

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

Management's assessment of the new and amended pronouncements that are relevant to the Shire, applicable to future reporting periods and which have not yet been adopted are set out as follows:

Title	Issued / Compiled	Applicable (1)	Impact
(i) AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Shire, it is not anticipated the Standard will have any material effect.
(ii) AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.  The effect of this Standard will depend on the nature of future transactions the Shire has with those third parties it has dealings with. It may or may not be significant.
(iii) AASB 16 Leases	February 2016	1 January 2019	Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability into the statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position when AASB 16 is adopted.  Currently, operating lease payments are expensed on a straight line basis over the lease term. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the Shire, the impact is not expected to be significant.

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

Title	Issued / Compiled	Applicable (1)	Impact
(iv) AASB 1058 Income of Not-for-Profit Entities	December 2016	1 January 2019	<p>These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are:</p> <ul style="list-style-type: none"> <li>- Assets received below fair value;</li> <li>- Transfers received to acquire or construct non-financial assets;</li> <li>- Grants received;</li> <li>- Prepaid rates;</li> <li>- Leases entered into at below market rates; and</li> <li>- Volunteer services.</li> </ul>

Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the Shire's operations.

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

Adoption of New and Revised Accounting Standards

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associate with the amendment of existing standards, the only new standard with material application is as follows:

(i) AASB 2016-4 Amendments to Australian Accounting Standards - Recoverable Amount of Non-Cash-Generating Specialised Assets of Not-for-Profit Entities	1 January 2017
(ii) AASB 2016-7 Amendments to Accounting Standards - Deferral of AASB 15 for Not-for-Profit Entities	1 January 2017

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**30. OTHER SIGNIFICANT ACCOUNTING POLICIES**

**a) Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**b) Current and non-current classification**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire 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 or non-current based on the Shire's intentions to release for sale.

**c) Rounding off figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

**d) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

**e) Budget comparative figures**

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

**f) Superannuation**

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**g) Fair value of assets and liabilities**

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

**h) Fair value hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**Valuation techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

**i) Impairment of assets**

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

31. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer community	Supervision of various local laws relating to fire prevention, emergency services and animal control.
HEALTH	To provide an operational framework for environmental and community health.	Food quality and pest control, maintenance and contributions to health services and facilities.
EDUCATION AND WELFARE	To meet the needs of the community in these areas.	Operation and provision of retirement units and Aged Care services. Operation of the Cub House Long Day Care facility in Ravensthorpe.
HOUSING	Help ensure adequate housing for Council staff.	Maintenance of staff and rental housing.
COMMUNITY AMENITIES	Provide services required by the community.	Rubbish collection services, operation of tips, noise control, administration of the town planning scheme, maintenance of cemeteries, control and maintenance of coastal reserves and other community/environmental services.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resources which will help the social and well being of the community.	Maintenance of halls, sporting complexes, resource centres, parks and gardens and TV/Radio rebroadcast.
TRANSPORT	To provide effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, parking facilities, traffic signs, depot maintenance and airstrip maintenance.
ECONOMIC SERVICES	To help promote the Shire and its economic wellbeing.	The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and water supply including stand pipes.
OTHER PROPERTY AND SERVICES	To monitor and control Shire's overhead operating accounts.	Private works operations, plant repairs and operations costs. Also provide for Department of Transport licensing and services to the Future Fund. Costs associated with operation of the Bankwest ATM.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

32. FINANCIAL RATIOS

	2018	2017	2016
Current ratio	1.41	2.54	2.15
Asset consumption ratio	0.89	0.93	N/A
Asset renewal funding ratio	0.56	0.69	0.66
Asset sustainability ratio	0.57	2.06	1.33
Debt service cover ratio	6.80	10.48	3.23
Operating surplus ratio	(0.19)	(0.03)	(0.25)
Own source revenue coverage ratio	0.25	0.56	0.58

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expenses}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$



## Auditor General

### INDEPENDENT AUDITOR'S REPORT

To the Council of the Shire of Ravensthorpe

Report on the Audit of the Financial Report

#### **Qualified Opinion**

I have audited the annual financial report of the Shire of Ravensthorpe which comprises the Statement of Financial Position as at 30 June 2018, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion, except for the effects of the matters described in the Basis for Qualified Opinion section of my report, the annual financial report of the Shire of Ravensthorpe:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2018 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

#### **Basis for Qualified Opinion**

Infrastructure assets totalling \$25,172,799 at 30 June 2018, have not been revalued since 30 June 2015. In addition, there are insufficient records to substantiate the previous valuation of these assets carried out as at that date.

I am therefore unable to obtain sufficient appropriate audit evidence to confirm that infrastructure assets reported in the statement of financial position at 30 June 2018 represent fair value in accordance with Regulation 17A of the Local Government (Financial Management) Regulations 1996, or whether any adjustment to the value was necessary.

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### **Emphasis of Matter – Basis of Accounting**

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Shire's financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. My opinion is not modified in respect of this matter.

### ***Responsibilities of the Chief Executive Officer and Council for the Financial Report***

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

### ***Auditor's Responsibility for the Audit of the Financial Report***

The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the CEO.
- Conclude on the appropriateness of the CEO's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report, as we cannot predict future events or conditions that may have an impact.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Council and the CEO regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

### **Report on Other Legal and Regulatory Requirements**

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matters indicate significant adverse trends in the financial position of the Shire:
  - a. The Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the past 3 years.  
The financial ratios are reported in Note 32 of the financial report.
- (ii) The following material matters indicating non-compliance with Part 6 of the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of my audit:
  - a. Accounting journal entries were posted with no evidence of independent review and approval by another person. Accounting journals can represent significant adjustments to previously approved accounting transactions, and should therefore be appropriately reviewed and approved.
  - b. The Shire has not reported the Asset Consumption Ratio for 2016 as the current replacement costs of depreciable assets were not estimated as required by the Local Government (Financial Management) Regulations 1996.
- (iii) All required information and explanations were obtained by me.
- (iv) All audit procedures were satisfactorily completed.
- (v) In my opinion, the asset consumption ratio and the asset renewal funding ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

### **Other Matter**

The financial report of the Shire for the year ended 30 June 2017 was audited by another auditor who expressed an unmodified opinion on that financial report. The financial ratios for 2017 and 2016 in Note 32 of the audited financial report were included in the supplementary information and/or audited financial report for those years.

### **Matters Relating to the Electronic Publication of the Audited Financial Report**

This auditor's report relates to the annual financial report of the Shire of Ravensthorpe for the year ended 30 June 2018 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.



CAROLINE SPENCER  
AUDITOR GENERAL  
FOR WESTERN AUSTRALIA  
Perth, Western Australia  
28 June 2019





# *Shire of Ravensthorpe*

## *Growing our Community*

Annual Financial Report for 2017/2018



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## Regional Profile

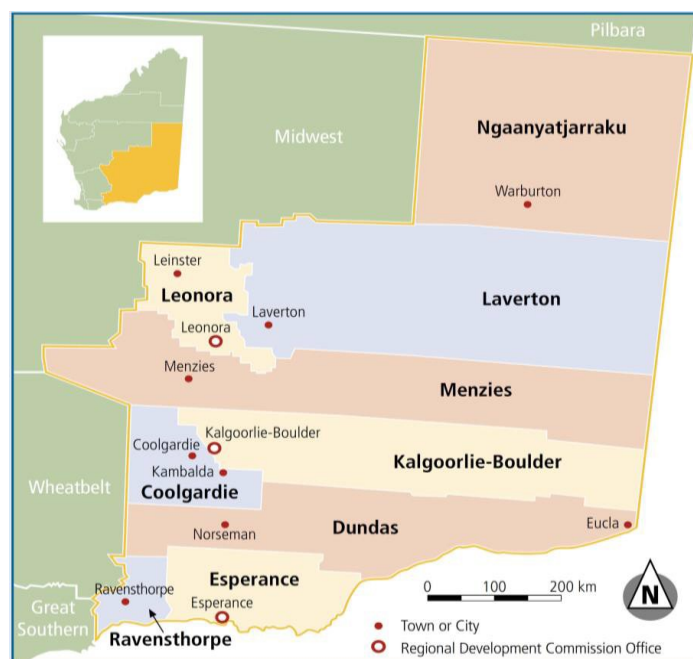
The Shire of Ravensthorpe is a Local Government Area in the southern Goldfields- Esperance region of Western Australia, about halfway between the City of Albany and the town of Esperance and about 530km southeast of Perth. The Shire covers an area of 13,551km<sup>2</sup>, and its seat of government is the town of Ravensthorpe.

The Ravensthorpe Range covered by salmon gums encircles Ravensthorpe town. The shire comprises approximately two thirds natural bushland and this includes the Fitzgerald River. The agricultural industry grew significantly in the 1950s and '60s and despite recessions and drought the industry has stabilized the district ever since. Cereal growing is becoming the main focus, with sheep and cattle farming also occurring in the Shire. The Shire is experiencing growth with the mining of nickel. Mining operations are generating activity and new business to the town.

The Shire's main town sites are Hopetoun (population 1398, ABS 2011), Munglinup (population 100, ABS 2011) and Ravensthorpe (population 391, ABS 2011). Hopetoun is on the south coast and it was established in 1900 as a coastal town servicing the Phillips River Mining District, and named after the 7<sup>th</sup> Earl of Hopetoun and first Governor General of Australia, John Hope. The town's population is growing due to the reopening of a nickel mine in 2010 located between Hopetoun and Ravensthorpe.

Munglinup is located along the South Coast Highway between Ravensthorpe and Esperance and close to the Munglinup River. The Munglinup is Indigenous Australian in origin and of unknown meaning. The name first appeared on maps made by early settlers in 1868. The region was first opened up for farming in the late 1950s and by the early 1960s the community asked for a town site between Esperance and Ravensthorpe to be considered. The town site was surveyed in 1961 and gazetted in 1962.

Ravensthorpe was surveyed by Surveyor General John Septimus Roe in 1848; the town was named after the nearby Ravensthorpe Range. Gold was discovered at Annabel Creek and more profitable discovered followed in 1900 that resulted in a boom. The population climbed to over 1,000 and by 1901 the government gazetted the town of Ravensthorpe. The area continued to prosper and the population grew accordingly. By 1909 the population was over 3,000. The prosperity was short-lived and by 1918 the local copper smelter had closed and many of the copper and gold mines had closed.



## Shire President Report

It is my pleasure to present my 2017/2018 report to the community.

2017/18 was definitely a year of challenges – the major one being the clean-up and major repairs to roads following the February 2017 floods. After a meeting with Main Roads in Albany, we were able to start letting contracts for the commencement of the repairs. The road repairs are now 60% completed, and every effort has been made to improve the flood resistance capability of roads, where possible, as part of the repair.

The CEO and I travelled to Perth to meet with Minister for Regional Development Agriculture and Food, Alannah Mactiernan, to source extra funding for the repairs to Culham Inlet, and were pleased with her support for the project, Residents will be aware that the works are well underway.

First Quantum Nickel Mine went in to “Care and Maintenance” in October 2017. This brought about an exodus of families from Ravensthorpe and Hopetoun, as well as impacting adversely on local businesses that were already affected by the floods.

The new bridge on the Philips River was officially opened on the 7<sup>th</sup> February 2018. The bridge is twice as long as the previous bridge, which was washed away in the 2017 floods, and is also wider and higher. The cost of the new bridge was \$11 million.

The official launch of the Fitzgerald Biosphere was held on Friday 23<sup>rd</sup> March 2018 at the Hopetoun Community Hall. The launch was enjoyed by all, with many positive comments being received, and the many visitors and dignitaries expressed their gratitude for being made to feel very welcome.

Thank you to all the Councilors for their input during the year under review and the time they devote to our community. Thanks must also go to their families who support their work.

To the Shire’s staff, thank you for all of your efforts during the year.

Our ongoing focus will be to see all of the flood repairs completed so that we can move on as a community from this major setback.

Keith Dunlop  
Shire President



## Chief Executive Officer

It is my pleasure to present my report for the 2017/2018 financial year.

There is no doubting it has been a very different year again especially with the wet winter of 2016 followed by the summer flood event of February 2017, then a very dry 2018.

Through all of this adversity Shire of Ravensthorpe has maintained a reasonable financial position with strong current assets in operating, however cash holdings have been affected by the scale of flood damage repairs to the road and drainage network and the time lag of grant reimbursements through the WANDRRA program. Notwithstanding the Shire was still able to maintain cash backing for 86% of its reserves.

Staff Leave Reserve	\$ 94,483
Plant Reserve	\$ 430,959
Building Reserve	\$ 1,519,294
Emergency Farm Water Reserve	\$ 26,734
Road and Footpath Reserve	\$ 422,867
Airport Reserve	\$ 751,529
Waste and Sewerage Reserve	\$ 298,032
State Barrier Fence Reserve	\$ 214,099
Unspent Grants	\$ 285,615
Swimming Pool Upgrade Reserve	\$ 44,031

**Total Reserves** **\$ 4,087,643**

The annual financial statements still show a write-down of \$21,006,436 in the shire's infrastructure asset valuation from 2017. This was due to the amount of the damage incurred as a result of the February 2017 floods. This is not a financial loss, a change in valuation only. As the roads have been repaired to their previous condition, or improved condition, the value will be returned to the previous value if not a higher valuation. It is anticipated the return to the previous valuation will occur in 2019 when fresh valuations are completed.

### Loans

Council had 7 outstanding loans as at June 2018 with principal of \$1,896,049 owing. No new loans were taken out during the year.



## Financial Ratios

As a part of our annual reporting process, we are required to report on a series of financial ratios which helped give an indication of the Council's financial position.

As at 30<sup>th</sup> June 2018 the following:

Ratio	Description	Result	Prescribed Standard
<b>Current Ratio</b>	Indicate the Shire's ability to meet short term debt obligations.	1.41	The standard is met if the ration is greater than 1
<b>Asset Sustainability Ratio</b>	Indicates that the Shire is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.	0.57	The standard is met if the ratio is 0.9 or higher
<b>Debt Service Cover Ratio</b>	Indicates the Shire's ability to repay its debt including lease payments.	6.80	A basic standard is met if the ratio is greater than or equal to 2. And advanced standard is met if the ratio is greater than 5
<b>Operating Surplus Ratio</b>	Indicates the Shire's ability to cover its operational costs and have revenues available for capital funding or other purposes.	(0.19)	As basic standard is met between 0.01 and 0.15 An advanced standard is met if the ratio is greater than 0.15
<b>Own Source Revenue Coverage Ratio</b>	Indicates the Shire's ability to cover it costs through its own revenue efforts.	0.25	A basic standard is met if the ratio is between 0.4 and 1.6 Intermediate standard is between 0.6 and 0.9 An advanced standard is met if the ratio is greater than 0.9
<b>Asset Consumption Ratio</b>	Measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost.	0.89	The standard is met if the ratio is 0.5 or greater. The standard is improving if the ratio is between 0.6 and 0.75
<b>Asset Renewal Funding Ratio</b>	Measures the ability of the Shire to fund its projected asset renewal/replacements in the future.	0.56	The standard is met if the ratio is between 0.75 and 0.95 The standard is improving if the ratio is between 0.95 and 1.05

## February 2017 Floods

The flood of February 2017 had a devastating impact on the shire and has dominated the demands on staff time and resources for 2017/18 and will continue to be a major draw on resources for the following year 2018/19.

All shire staff have done a fantastic job through the initial stages of opening up works, then organising the much needed repairs within the constraints of the Shire's resource capabilities.



A natural disaster recovery process is not easy and there have been many meetings with the varied agencies trying to get things progressed for our community.

The flooding also delayed the completion of the new regional landfill site however this was finally completed in the first half of 2017/18.

During the year Council worked with a number of other organisations that have seen, improvements throughout the community including the bouncy pillow in Hopetoun, upgraded tourist information bays and the new street furniture in Ravensthorpe.

An event of international significance was the official launch in March 2018 of the Fitzgerald Biosphere following its successful re nomination by UNESCO.



## **What's Next**

The next 12 months of 2018/19 will see an emphasis on completing the repairing of roads, rebuilding Culham Inlet, and developing nature play in Ravensthorpe.

## **Conclusion**

I particularly wish to acknowledge the efforts of all the staff during this period noting in particular the fantastic effort they put in during the aftermath of the floods – thank you.

Thank you to the Shire President Keith Dunlop and Councilors for their efforts during a difficult year for our community.

Local Government continues to face challenges but 2017/18 was another particularly challenging year for the Shire of Ravensthorpe but working together as a team and with the support of the community we will continue to move forward.

Thank you.

Gavin Pollock  
Chief Executive Officer



## Manager of Engineering Services

### Road Re-sheeting

Works and Services completed the following re-sheeting projects during the 2017-2018 financial year. The gravel re-sheeting programme for the year was undertaken as part of the WANDRRA road re-habitation works. These particular sections of road were used as Main Roads WA diversionary routes after the February 2017 flood event and due to pavement loss, required re-sheeting.

- Fence Road 7km \$240,000
- Hayes Road 7km \$240,000
- North Road 10km \$320,000
- Beatty Road 14km \$450,000

### Sealed Road Projects

The Works and Services team with contractors carried out the following projects to the sealed road network during the year:

- Hamersley Drive / Veal Street intersection asphalt overlay \$ 70,000
- Bedford Harbour Road / Jerdacuttup intersection asphalt overlay \$ 140,000

### Ravensthorpe

Construction of the Ravensthorpe Streetscape Project stages was finalised including landscaping.

Also intersection improvement to facilitate RAV vehicle access was undertaken at:

- Martin Street and Dance Street
- Morgans Street and Dance Street
- Morgans Street and Moir Road
- Morgans and Neil Street
- Neil Street and Martin Street
- Queen Street and Spence Street

### Hopetoun

Construction of a concrete pram ramps was completed as various locations along the Chambers Street pathway. Plus a short section of shared use pathway and ramps was constructed linking Birdwood Street to Ragland Street

Also road improvement works improvement s was undertaken:

- Veal Street (roundabout to Birdwood) asphalt and kerb;
- Raglan Street re-seal; and
- Esplanades (West) reseal (Veal to Caravan Park).

### Maintenance

A large portion of Council's budget is expended on the maintenance of existing facilities such as:

- |                               |    |           |
|-------------------------------|----|-----------|
| • Recreation Grounds          | \$ | 78,000    |
| • Sporting Pavillions & Clubs | \$ | 501,000   |
| • Public Toilets              | \$ | 157,000   |
| • Parks and Gardens           | \$ | 64,000    |
| • Cemeteries                  | \$ | 18,000    |
| • Effluent Scheme             | \$ | 190,000   |
| • Street Lighting             | \$ | 40,000    |
| • Waste Management            | \$ | 866,000   |
| • Airport                     | \$ | 517,000   |
| • Road Maintenance            | \$ | 1,234,000 |

Street sweeping and stormwater drains were cleaned in Hopetoun, Munglinup and Ravensthorpe during the period.

### **Environmental Health**

All access chambers in the Ravensthorpe Effluent Scheme were inspected and cleaned during this period in accordance with the licence conditions. Two access chambers were replaced. Compliance reports were submitted to the Department of Health and the Department of Water and Environmental Regulation as per conditions of licence.

The Ravensthorpe Regional Waste Management Facility, the following additional items were completed:

- Dome shelter / storage (plant & machinery)... \$44,000
- Tip shop shed;.....\$49,000
- Transfer station,.....\$75,000
- Fencing,.....\$87,000

### **Drainage**

Extensive maintenance works to the road network were undertaken as part of WANDRRA flood repairs; with culvert clearing and in some cases replacement during the course of the year. The remainder will be completed during 2018/19 financial year.

### **Parks and Gardens / Town Maintenance**

Ongoing maintenance works of the three town sites continues to a high standard.

### **Plant Replacement**

The 17/18 period saw the replacement of a

- Dog trailer;
- Tandem dolly;
- Grader;
- Single cab truck
- Crew cab truck; and
- Number of light vehicles.

. The nett cost of replacement for all vehicles was approximately \$990,000.

### **Flood Damage**

As a result of the February 2017 flooding, approvals for reinstatement works were received and commenced in the 17/18 financial year. The Shire organised a number of contracts with works undertaken at:

Coleman St, Fitzgerald Rd, Jenkins Rd, West River Rd, Koornong Rd, Mallee Rd, Springdale Rd, Daniels Rd, Aerodrome Rd, Thomas Rd , Gordon Rd, Melaleuca Rd, Mills Rd, West Point Rd, Fence Rd, Bedford Harbour East Rd, Cowell Rd, Coxall Rd, Doyle Rd, Rawlinson Rd, Rawlinson Rd, Rockhole Rd, Moolyall Rd, Woodenup Rd, Beatty Rd, Powley Rd, Floater Rd, Old Newdegate Rd, Cattlin Rd, King Rd and Mt Short Rd.

For these particular roads, works was completed for in the region of \$7.5M.

Note; these works did not include significant flood-ways, this is planned to be done during 2018/19.

Graham Steel  
Manager of Engineering Service

## Manager of Corporate and Community Services

### Hopetoun Community Centre

The Hopetoun Community Centre has been providing a valuable suite of services since opening in November 2015.

The shire of Ravensthorpe provides a customer service operation 4 days a week, which allows residents personal access to the paying of shire bills, rates, dog and cat licencing as well as vehicle and drivers licencing services. The access levels to these services proves to be a valued benefit to Hopetoun residents as people take up the opportunity to visit the shire without having to travel the 50 kms to Ravensthorpe.

The Hopetoun CRC, Library and Tourist Information centre has also benefited from use of the Hopetoun Community Centre with the delivery of expanded services through library activities, displays, training rooms and public internet access. There is a touch screen tourist information hub accessible through the front window 24/7 providing additional services to tourists, along with a tourist information section within the CRC itself. Being able to service tourists to the region is of paramount importance to a shire that depends heavily on attracting and retaining visitors to the area.

The Hopetoun Progress Association also has an office and meeting room within the centre which enables them to make the most of their organisation with modern facilities in a purpose built office. They have been instrumental in organising many activities and events, such as the summer school holiday programme for local children, Australia Day Breakfast and Biggest Morning Tea Fund Raising. Having a dedicated base allows them to expand and formalise a lot of their activities.

The centre also has two meeting rooms that can be hired by local community groups or visiting specialists that previously had no dedicated meeting rooms to use.

Groups that have utilised the facility include:-

- Annual Electors Meeting
- Hopetoun Primary School end of year concert
- Qualup Choir
- Southern Scribes
- BOIC
- Lions Club
- Fitzgerald Coast Tourism Association
- Ravensthorpe Regional Arts council
- Spectacle Hut
- Ravensthorpe Historical Society
- Hopetoun Dance Group
- Windspray Arts
- Shire – Bushfire threat meeting
- Shire – Flood update meeting
- WA Electoral Commission

The shire has worked with the local art gallery and they maintain an art exhibition along the corridor walls – giving local artists a further opportunity to display and sell their works.

There have also been many events organised that have utilised the large main hall and kitchen areas. The local Ravensthorpe Regional Arts Council have been able to attract funding to bring some of the Country Arts WA performers to the centre.

Events held since opening include:-

- Quiz Nights
- Thai Cooking Classes
- Weddings
- Trash Test Dummies
- Trash & Treasure
- Coffee with a Cop
- Movie Nights
- St Johns Training
- Ravensthorpe Wildflower Show Annual Dinner
- Fringe World Event
- P&C Bush Dance

The complex is well used and gives a sense of pride to the community. To be able to have a large, purpose built centre in a small regional town gives inspiration to many groups to take on and organise events that previously would have been improbable.

### **Sporting Clubs and Facilities**

2017/18 continued to bring challenges to many of the sporting and community groups within the shire with overall declining memberships putting a strain on most of the committees. Sporting clubs have been finding it harder to attract members and maintain full season fixtures. This is unfortunately a reflection of a down turn in population and is happening throughout many rural areas in the region.

Kidsport funding was successfully promoted again with a good take-up rate. Kidsport helps with money towards sports equipment and uniforms for kids that might otherwise not be able to afford to participate. Kidsport administration is now fully online and was handled by our Hopetoun officer.

In general community facility hire in 2017/18 (other than at the Hopetoun Community centre), including the REC, outdoor cinema, town hall and multiuse ovals has remained similar to the previous year. Ravensthorpe gym membership has remained steady and we have seen a good take-up of memberships continue at the Hopetoun gym.

Most sporting and community groups are struggling but they are the necessary links in keeping the Community together and the shire is committed to assisting where ever possible. There are many dedicated people within the community working together to ensure that the clubs and groups keep going so they can continue to offer opportunities to the community for localised sporting and recreational activities.



## **Childcare**

The Shire had taken over responsibility as the service provider and licence holder for the Cub House Long Day Care centre in October 2015. The 2017/2018 financial year was a consolidating year as the operation of the centre steadied amid ongoing reviews and updates of policies and procedures to maintain compliance with the National Quality Framework and National Quality Standards.

The childcare sector is a heavily regulated environment and the Shire will continue its commitment to the community to enable access to these services and strive for the delivery of a quality childcare service for the capacity of 19 children. The centre aims to operate on a break-even basis and the shire recognises this as an essential service especially when trying to provide work opportunities to attract and retain people to the area.

## **Herbarium**

The shire was successful in obtaining the necessary funding to complete the building of a dedicated herbarium in 2017 for the benefit of the Ravensthorpe Wild Flower Committee. The wild flower show committee and their helpers have been working tirelessly ever since in order to develop the annual wild flower show and spring festival which is held annually in September each year.

The herbarium has been built adjoining the Ravensthorpe town hall and contains a purpose built store room, herbarium room and office. By building the herbarium as an annex to the existing town hall it is able to utilise existing facilities within the hall such as commercial kitchen and toilets without having to duplicate these services. The annex is connected through the existing hall doors which can be opened up during the annual wild flower show to allow access into the main building where the annual show will be staged. The annex is an addition that compliments the existing building and has lead to a greater use of the hall itself.

The Annual show is growing every year attracting people from interstate and internationally with over 600 labelled specimens on display, whilst the local herbarium currently houses some 2,792 identified specimens. In contrast the Western Australian Herbarium houses a collection of almost 750,000 species with an average 10,000 new specimens being added each year from throughout the state. Many of these new specimens come from regional centres such as Ravensthorpe and improvements in the herbarium facilities will allow this important work to continue and grow. The diverse range of flora and fauna in the Ravensthorpe area provides many specimens found nowhere else in the state. Having a dedicated facility allows not only the annual festival to grow but provide a base for visiting botanists and interested individuals to inspect the collection and become involved in further species collection and identification.

## **Flood Damage**

The devastating floods suffered throughout the shire in February 2017 caused massive infrastructure losses and the reinstatement of roads has taken at least two financial years to complete with rehabilitation estimated in excess of \$21million. This massive undertaking has required great resilience across the community and should be applauded for the improvements made to date which will continue into 2018/19. More specific details have been included in other sections of the annual report and the shire continues to work with Main Roads and other stakeholders to obtain WANDRRA funding and implement the repairs.

## **Other Project Initiatives**

Other projects of note include the Munglinup Community Playground \$51,000, commencement of the Phillips River Canoe Trail \$32,000, improvements to the Hopetoun Community Centre \$44,000, library service funding across the three services at Ravensthorpe, Hopetoun and Munglinup \$113,000, tourism and area promotion \$110,000, and community donations \$59,000



Les Mainwaring  
Director Corporate & Community Services

## Manager of Airport and Compliance

### Ravensthorpe Airport – Passenger figures

<b>2017/2018</b>	<b>Total Passengers</b>
July	929
August	745
September	517
October	382
November	278
December	268
January	300
February	218
March	225
April	228
May	237
June	297
<b>TOTAL</b>	<b>4624</b>

<b>2016/2017</b>	<b>Total Passengers</b>
July	445
August	660
September	570
October	680
November	573
December	735
January	951
February	712
March	914
April	849
May	997
June	868
<b>TOTAL</b>	<b>8954</b>

There has been a significant reduction in passenger numbers in this period due to a reduction in mining activity.



## Planning Officer

Planning & Development Services dealt with a total of 36 development applications during the 2017/2018 financial year. The applications considered covered a wide variety of developments including:

Sheds	8
Signs	3
Fencing	1
Single Houses	5
Holiday Accommodation	3
Telecommunications Tower	1
Club House/Civic Use	4
Workforce accommodation	2
Change of Use – Comm. & Private	3
Verandah	6
<b>TOTAL</b>	<b>36</b>

### 2016/2017 Development Applications

Oversize sheds and sea containers	10
Signs	2
Single Houses	2
Commercial Development	1
Holiday Accommodation	1
Telecommunications Tower	1
Club House/Civic Use	3
Grouped Dwelling	3
Granny Flat	1
Airplane Hangar	1
Change of Use – Commercial & Private	2
<b>TOTAL</b>	<b>27</b>

The only noticeable trend has been the number of verandah/gable/patio applications. This may be due to residents becoming aware of the need for compliance.





## Building Licenses

Building Services dealt with a total of 25 building permit applications during the 2017/2018 financial year. The applications considered included

Number of permit applications considered during the 2017/18 financial period:

Single Houses	4
Additions to Single Houses (Inc. Carports)	7
Sheds	10
Commercial, Industrial & Mining	3
Other (Retaining Walls, Renovations etc)	1
Demolition	1
<b>TOTAL</b>	<b>26</b>

Number of Licenses Issued during the 2016/17 financial period:

Single Houses	6
Additions to Single Houses (Inc. Carports)	6
Outbuildings (Town sites)	5
Outbuildings (Rural Conservation & Rural Small Holding Zones)	2
Commercial, Industrial & Mining	3
Patios	3
Other (Retaining Walls, Renovations etc)	1
Demolition	2
Sea Container	1
Ancillary Accommodation	1
<b>TOTAL</b>	<b>30</b>

There was a slight decrease in the number of building licences issued this financial year.

## Additional

### **Freedom of Information**

The Shire of Ravensthorpe welcomes any enquiries for information held by Council. If any information cannot be accessed by less formal means, a freedom of information request can be made by contacting the Chief Executive Officer.

It should be noted that some documents are for viewing only and documents cannot be copied which would breach the Copyright Act.

No enquiries were received during the 2017/2018 period.

Council's Information Statement is reviewed annually and a copy made available at both administration offices for perusal, as required under the *Freedom of Information Act 1992*.

### **State Records Act 2000**

The Shire of Ravensthorpe completely reviewed its Record Keeping Plan in 2015 which was subsequently accepted by the State Records Office.

The Record Keeping Plan details all record keeping practices across the organization and incorporates legal requirements set by State Records.

Synergy Soft is the Shire's record keeping system.

The Shire's Records Staff undertake record keeping training for all staff on an as needs basis following a formal induction process.

The Shire attempts to ensure that very new staff member becomes familiar with the Record keeping system.

Records staff undertaken formal training provided by third party training providers.

Records Staff undertake ongoing, ad-hoc reviews of Records practices across the organisation , which highlight any additional training requirements of staff.

During the period under review, the Shire used the Goldfields Record Storage facility (which it owns in partnership with other local governments in the region) for the storage of archived records. The use of this facility will be reviewed in the 2018/2019 financial year.

### **Disability Services Plan**

Section 29(m) of the *Disability Services Act 1993* requires the Shire to report on the following eight outcomes in its approach to assist people with disability within the Shire:

People with a disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.

Council organised community events are held in appropriate venues with facilities which allow for ease of access by people with disability. Improvements to footpaths, in both town sites, include disabled access.

People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.

Council is committed to ensuring all Council buildings are able to be accessed by people with disability.

People with disability receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.

All Council publications are available in a variety of formats on request for people with specific needs. This information is conveyed through local newsletters and within each individual document.

People with disability receive the same level and quality of service from the staff of the relevant public authority.

Council's Customer Service Charter outlines a commitment to providing a high standard of service to all customers of the Shire through all avenues of contact including in-person, over the telephone and through written correspondence. All staff are aware that customers have

individual needs, including people with disability; administration staff have undertaken relevant training accordingly.

People with disability have the same opportunities as other people to participate in any public consultation by the relevant public authority.

A complaints mechanism has been implemented through the Shire Administration and is accessible for all members of the community including people with disability.

People with disability have the same opportunities as other people to participate in any public consultation by the relevant public authority.

Council has used the local newsletter, social media and public advertising to advise residents of issues requiring public consultation. Staff have been available to assist residents with individual requirements as needed.

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Ravensthorpe.

Council uses inclusive recruitment practices and improving methods of attracting, recruiting and retaining people with disability and ensures its policies and procedures are regularly reviewed.

The Shire of Ravensthorpe will encourage community engagement practices and effective advocacy by creating partnerships with relevant external stakeholders and service providers.

Council continues to investigate ways of encouraging and supporting access and inclusion in the community.

It should be noted that the Disability Access and Inclusion Plan expired at the end of 2018 and will need to be reviewed in 2019.

## National Competition Policy

This policy has been introduced by the Commonwealth Government so as to promote competition for the benefit of business, consumers and the economy by removing unnecessary protection of monopolies of markets where competition can be enhanced. It effects local governments as factors such as exemption from company and income tax or possible local regulations and laws may give local government a potential advantage over private contractors.

In respect to competitive neutrality, the Shire of Ravensthorpe reports:

The Shire of Ravensthorpe during 2017/2018 did not engage in any significant business activities which generated in excess of \$200,000 annual income. Therefore, the introduction of competitive neutrality under Clause 7 of the policy was not required.

There is no indication that the Council will become involved in any significant business activities during the next financial reporting period.

There have been no allegations received by the Council of non-compliance with the neutrality principles.

## Employee Remuneration

The Local Government (Administration) Regulations 1996 – Regulation 19B requires that the annual report for a Local Government for a financial year is to contain the following information. Set out below, in bands of \$10,000, is the number of employees of the Shire entitled to an annual salary of \$100,000 or more.

110,000 – 119,999	1
120,000 – 129,999	1
130,000 – 139,999	1
150,000 – 159,999	0
160,000 – 169,999	0
170,000 – 179,999	0
180,000 – 189,999	0
190,000 – 199,999	1

## Complaints Register

Section 5.121 of the Local Government Act 1995 requires Annual Reports to contain details of entries made in the Complaints Register regarding complaints made about elected members.

There were no minor complaints lodged with the Local Government Standards Panel against an elected member in the year under review.

# Planning For the Future of the Shire of Ravensthorpe

The Shire of Ravensthorpe is building on a successful history of community engagement to ensure that the community can grow and thrive as a vibrant and attractive place to live, work and visit.

Developing our aspirations and plans for the future will shape the delivery of services to the community and the direction of economic development. The integration of community aspiration and service delivery is called the Integrated Planning and Reporting Framework (IPR). This will ensure that the Shire of Ravensthorpe’s policies and services are aligned to the community’s aspirations.

## OUR IPR PROCESS

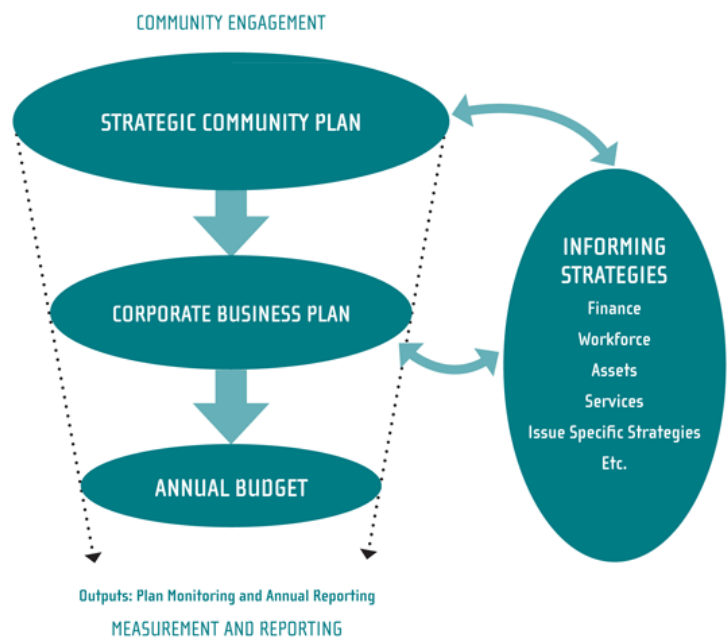
The Shire’s IPR process needs to be reactivated to ensure compliance and connections to stakeholders. A review will be undertaken in the 2018/2019 year.

## GOVERNANCE

This Strategic Community Plan, which was reviewed in 2015/2016, to represent the needs and aspirations of the community, was developed by the Shire’s Councilors to set out the vision for the ensuing 10 years. This plan needs to be reviewed in consultation with the community to form the basis of a review of the entire IPR suite of documents.

The task of turning this vision into a reality rests with the Local Government Administration. The Corporate Business Plan (CBP), which underpins the Annual Budget, is the mechanism for achieving those ends.

Alongside the CBP, the Administration will create a 10-year Long-Term Financial Plan and a 5-year Asset Management and Workforce Plans which will set out the resources needed to deliver the CBP.



The Council will need to review all of its Integrated Planning and Reporting Framework Documents , and this will be done as soon as is practicable , to ensure compliance and an ongoing commitment to delivering on the aspirations of the community.

## **Vision, Values and Stakeholders**

### **VISION**

The revised Vision Statement for Shire of Ravensthorpe is to be....

“Growing our Community”

### **VALUES**

In respecting the community, Council and Staff will promote and enhance the following values in our interactions....

- Honesty and Integrity
- Strong transparency and customer service
- Quality communications
- Fairness, equity and sensitivity and
- Financial accountability

### **STAKEHOLDERS**

The Shire of Ravensthorpe has identified the following groups as key stakeholders...

- Business (present and future) other levels of government
- Councilors and Staff Government Departments
- Ratepayers and residents other local governments
- Community groups and organizations



## Key Themes and Strategies

Community engagement has led to the development of four key themes which will underpin the development of goals and strategies. The goals and strategies under each theme create the framework for the delivery sustainable outcomes at achieve our vision.

The four themes formed from the community engagement process include:

### ***A vibrant, supportive and socially connected community***

A healthy, strong and connected community that is actively engaged and involved.

### ***A thriving business and industry including tourism***

A strong, diversified economic tourist and industrial base that provides varied employment opportunities for all ages.

### ***Adequate services and infrastructure to cater for the community***

Sustainable infrastructure that allows for effective travel, and services within the local government and to other rural and metropolitan areas.

### ***Civic Leadership***

The provision of responsible, accountable, representative and efficient governance

**THEME 1 – A VIBRANT, SUPPORTIVE AND SOCIALLY CONNECTED COMMUNITY**

**A healthy, strong and connected community that is actively engaged and involved.**

Outcome No.	Desired Outcome	Goal/Strategy No.	Goal/Strategy	Outcome Key Indicators	Current Status
1.1	Connected Families	1.1.1	Supporting families to remain connected relating to health, aged care, education and work	No. of facilities and services available	Council continues to support the GP and emergency services
		1.1.2	Youth are retained in the community	No. of facilities and services available	A range of facilities in Hopetoun and Ravensthorpe supported
1.2	Vibrant & attractive Town Site	1.2.1	Town centres are vibrant and attractive places.	Works program successfully completed	Maintain parks and gardens and streets. Morgan Street upgrade commenced.
		1.2.2	Regular cultural and recreational activities.	Works program successfully completed	Support of sport clubs and facilities.
1.3	Community Engagement	1.3.1	A Council that proactively engages with all elements of its community in order to make decisions that reflect positively on the future of the Shire of Ravensthorpe	No. of Community activities available	Regular newsletter items, public meetings as required. Support other groups hosting activities
				Range of target groups accessing activities	
1.4	Supportive Volunteers	1.4.1	A Shire who has a dedicated and supported volunteer base committed to serving the needs of the community.	No. of operating volunteer organisations	Strong support of volunteer groups.



**THEME 2 – A THRIVING BUSINESS AND INDUSTRY INCLUDING TOURISM**

**A strong, diversified economic tourist and industrial base that provides varied employment opportunities for all ages.**

Outcome No.	Desired Outcome	Goal/Strategy No.	Goal/Strategy	Outcome Key Indicators	Current Status
2.1	Sustainable Economy	2.1.1	The Shire of Ravensthorpe is economically sustainable with a stable or growing population	No. of businesses Population Statistics	Support of local businesses and RRCC Population declining due to external pressures
2.2	Diversified agricultural land-base	2.2.1	Retention of a diversified agricultural land base	No. of businesses Planning Policy implemented	Declining slightly due to lower population New Town Planning Scheme Development in progress
2.3	Development of tourism	2.3.1	Promotion and development of the natural assets as a business opportunity	Tourist numbers	Active support of Fitzgerald Coast Tourism Association. Tourist numbers increasing. Improvements at coastal native based campsites.

**THEME 3 – ADEQUATE SERVICES AND INFRASTRUCTURE TO CATER FOR THE COMMUNITY**

**Sustainable infrastructure that allows for effective travel and services within the local government and to other rural and metropolitan areas.**

Outcome No.	Desired Outcome	Goal/Strategy No.	Goal/Strategy	Outcome Indicators	Key	Current Status
3.1	Effective transport networks	3.1.1	Transport networks which meet the needs of all users.	Level of implementation of Management Plans	of Asset	Asset Management Plan review commenced.
		3.1.2	Transport networks which meet the needs of Agriculture, Tourism and Mining industries	Level of implementation of Management Plans	of Asset	As above.
3.2	Provision of basic services, power and water	3.2.1	Basic services, infrastructure, power and water supply, meet the community service level expectations now and into the future	Amount of waste delivered to regional waste facility		New regional facility planned to open 2016/2017
				Availability of potable water		Working with Water Corporation to deliver
				No. of power interruptions		Working with Western Power to improve power reliability.
3.3	Reliable communication services	3.3.1	Reliable phone and internet connectivity	Phone and internet access		3 new mobile towers planned
				Phone and internet access		As above
				Phone and internet access		As above
3.4	Provision of public transport	3.4.1	Regular affordable public transport between Hopetoun and Ravensthorpe and major regional centres.	No. of public transport options available		No Changes
3.5	Provision and maintenance of recreation and community recourses	3.5.1	Maintaining and improving recreational and community resource facilities in the Shire	Level of implementation of Management Plans	of Asset	On-going improvement of recreation facilities
		3.5.2	Increased utilisation of facilities	Level of implementation of Management Plans	of Asset	Drop in population has made increase usage difficult to achieve

**THEME 4 – CIVIC LEADERSHIP**

**The provision of responsible, accountable, representative and efficient governance.**

Outcome No.	Desired Outcome	Goal/Strategy No.	Goal/Strategy	Outcome Key Indicators	Current Status
4.1	Financial Sustainability	4.1.1	A financially sustainable local government	Level of integrated planning	Continued monitoring of financial trends
4.2	Corporate Governance and Accountability	4.2.1	High quality corporate governance, accountability and compliance.	Community satisfaction	Survey conducted during 2015/2016 and fed into Strategic Community Plan
				No. of staff and elected members in training	On-going Training made available
4.3	Responsible and responsive leadership	4.3.1	Quality, effective and responsive representation	Community satisfaction	As above
				No. of staff and elected members in training	

## Your Elected Members

(As of October 2017)

Cr Keith Dunlop  
*President*



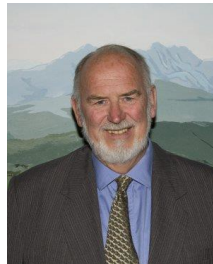
Cr Julianne Belli  
*Deputy President*



Cr Kerry Dickinson



Cr Ian Goldfinch



Cr Thomas Major



Cr Graham Richardson

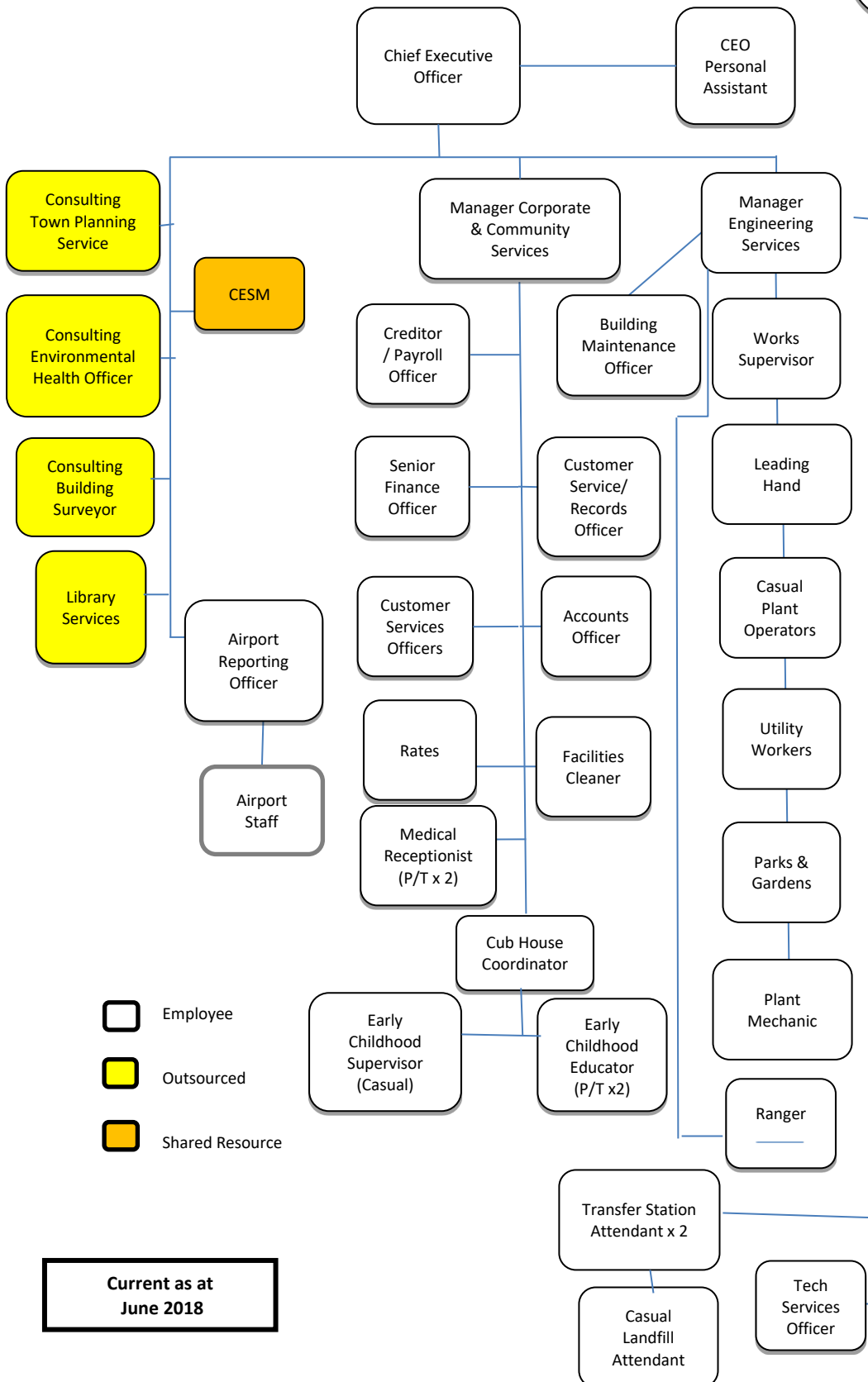


Cr Peter Smith





# Organisational Structure



- Engineering (Works and Services) Team**
- Construction and maintenance of the Shire's roads and bridge
  - Maintenance of waste, sewerage system, parks, gardens, plant, equipment and private works
  - Operation of the plant and implementation of the works program

- Manager Corporate & Community Services Team**
- Responsible for finance services & processes
  - Administration of payroll, accounts payable and receivable function
  - Responsible for electronic records management, filing and archiving
  - Provision of secretarial, clerical support and customer services
  - Provision of recreation services and FM radio

- Planning and Development**
- Responsible for planning, building surveying and property development
  - Prepares information packs in relation to planning and approvals for the public
  - Responsible for compliance with Environmental health legislative requirements
  - Provision building maintenance services to Shire owned buildings and public spaces
  - Management of airport services, operations and legislative requirements
  - Provision of ranger services, including patrol of public spaces and animals

- Employee
- Outsourced
- Shared Resource

**Current as at June 2018**

## **Annual Financial Statements 2017/18**

**10.1.3 COMMUNITY DEVELOPMENT FUND 2019/2020**

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

**Summary:**

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

**Background:**

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

**Comment:**

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

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

**Consultation:**

All Councillors and Executive Team.

**Statutory Environment:**

N/A.

**Policy Implications:**

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



**Financial Implications:**

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

**Strategic Implications:**

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

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

**Sustainability Implications:**

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

**Risk Implications:**

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

Risk Matrix

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

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

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

### Voting Requirements:

#### Simple Majority

#### Recommendation:

#### That Council endorse;

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

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

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

ORGANISATION	PROJECT	AMOUNT
Ravensthorpe Progress Association	Eucalypt Trail	\$5000.00
Elizabeth Aberline	Piano	\$3099.0

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

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

**2019/2020 COMMUNITY DEVELOPMENT FUND APPLICATIONS**

<b>Name of Organisation/ Group/ Applicant</b>	<b>Project</b>	<b>Amount Requested</b>
Ravensthorpe Progress Association	Eucalypt Trail	\$ 5,000.00
Ravensthorpe Community Resource Centre	Community Phone Directory	\$ 4,092.00
Hopetoun Progress Association	Marquee	\$ 4,410.00
Ravensthorpe Hand Gun Club Inc	Development of 100m Range	\$ 5,000.00
Ravensthorpe Regional Arts Council	Music and Film Project	Relief from Hall Fees
Ravensthorpe Historical Society	Official Opening of Heritage Street Walk	\$ 1,300.00
Ravensthorpe Wildflower Show	Subsidise Workshop, Conference and Botanical Plant Identification	\$ 4,200.00
Hopetoun Community Resource Centre	Hopetoun Colour Run	\$ 3,000.00
Elizabeth Aberline	Piano	\$ 3,099.00

**TOTAL \$ 30,101.00**

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# Shire of Ravensthorpe

## COMMUNITY DEVELOPMENT FUND

### Guidelines & Application Form

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#### OBJECTIVES:

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

#### INTERPRETATION:

**'Community Organisation'** means any organisation which has as its members, members of the Shire of Ravensthorpe community and which operates on a "not for profit" basis.

**'Not for Profit'** means that the proceeds of the organisation are used for the benefit of the organisation and are not available for disbursement to the members of the organisation.

**'Minor Community Grant'** means any financial assistance up to \$5,000. Usually provided for minor building construction, maintenance or repair, minor projects, equipment purchase, operating expenses, relief from Council fees and charges etc. A minimum grant of \$250 applies.

**'Community Donation'** means a donation up to \$250 provided to any community organisation or person, for any purpose. Approved by the CEO under delegated authority of Council.

**'GST'** means the Federal Government's Goods and Services Tax. Provision of grant funds will be exclusive of GST unless the recipient organisation is registered for GST, in which case the grant amount will be grossed up by 10%.

**'CEO'** means the Chief Executive Officer of the Shire of Ravensthorpe.

## ABOUT THE COMMUNITY DEVELOPMENT FUND

### Funding Round

The Community Development Fund will be allocated from within Council's general revenue budget each year with applications being called at the beginning of March and will close during May for funding after adoption of the budget (generally September). An amount equivalent to approximately 1% of rate revenue will be allocated each year to this fund.

Generally Council is more likely to favour the consideration of applications for minor grants and typically grants of between \$1,000 and \$2,500 have been supported in the past.

Council will also budget an additional amount per year as contingency funding for Community Donations (max. \$250 per donation).

### Advertising

Each year, during March/April, Council shall advertise its intention to consider applications for financial assistance under the Community Development Fund

### Applications

All applications shall be made on the form available from the Council and shall **close on 31<sup>st</sup> May 2019**. Applicants must address the selection criteria provided within the application guidelines. Late applications will not be accepted for consideration unless they are of an urgent or emergency nature. Unsuccessful applicants will be advised and will need to reapply in the next year if the funding assistance is still required at that time.

### Minor Community Grants (Up to \$5,000)

Minor Community Grants may be used for any purpose, including minor building construction, maintenance or repair, equipment purchase or hire, events or functions, operating expenses, relief from Council fees and charges etc. A minimum grant of \$250 applies. Applicants should ensure the following criteria are addressed in their application:

- Type of organisation (eg sport and recreation, community based, general interest, health and welfare, artistic, religious etc);
- Organisation membership;
- Nature of service/facility provided;
- Demonstrated need or community benefit;
- Applicant's financial position;
- Purpose of the grant; and
- Provision of a detailed project budget including GST breakdown.
- Provision of a quote for all items greater than \$1000 in value; and
- Details of applications to other possible funding sources. (eg Dept of Sport and Recreation, Healthways, Lotteries, etc.)

**Community Donations:**

Applications for Community Donations, to a maximum of \$250, may be submitted at any time throughout the year for any purpose. Applications will be received from community-based organisations, or individuals, where an individual can demonstrate sufficient justification for the provision of financial assistance. Such justification may include selection as a representative on a state or national team, with associated costs.

Community Donations shall be referred to the Chief Executive Officer for consideration under delegated authority of Council.

**Administration of Financial Assistance and Acquittal:**

All approved grant monies must be claimed and acquitted by 31<sup>st</sup> March 2020.

Acquittal of grants shall be to the satisfaction of the Chief Executive Officer and generally requires the production of documentation or receipts sufficient to substantiate that the project monies have been spent in accordance with the grant application. Should the project not be completed by the 31<sup>st</sup> March 2019 the organisation should apply for an extension or for the funds to be carried over to the next financial year.

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

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

#### **Summary:**

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

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

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

#### **Background:**

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

#### **Comment:**

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

#### **Consultation:**

BFAC Committee.

#### **Statutory Environment:**

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

#### **Policy Implications:**

Shire of Ravensthorpe Bushfire Brigades Local Law 2010.

#### **Financial Implications:**

Nil.

#### **Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant environmental considerations.

- **Social**

There are no known significant environmental considerations.

**Risk Implications:**

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

Risk Matrix

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

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

**Voting Requirements:**

**Simple Majority**

**Recommendation:**

**That Council endorse;**

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

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

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

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**Shire of Ravensthorpe**

**Bush Fire Advisory Committee**

**AGM MINUTES**

**Held on Tuesday 11<sup>th</sup> June 2019 at 4:30pm at the**

**Ravensthorpe Entertainment Centre**

**AGM MINUTES**  
**Tuesday 11<sup>th</sup> June 2019 at 4:48pm**  
**Ravensthorpe Entertainment Centre**

**1. Attendance**

Mr Rodney Daw	Chief Bush Fire Control Officer
Mr Gavin Gibson	Deputy Chief Bush Fire Control Officer
Mr Bernard Fetherstonhaugh	Deputy Chief Bush Fire Control Officer
Mr Rian Duncan	West River BFB
Mr Keith Rowe	Ravensthorpe Town BFB
Mr Kye Chambers	North Ravensthorpe BFB
Mr Peter Kuiper	West River BFB
Mr Graham Steel	SoR - Director of Technical Services
Mr Ashley Peczka	SoR - Community Emergency Services Officer

**2. Apologies**

Mr Andrew Chambers	North Ravensthorpe BFB
Mr Gary Webster	Ravensthorpe VFRS
Mr Luke Webster	Cocanarup BFB
Mr Richard Norrish	Mt Short BFB
Mr Stephen Peterson	DFES - Area Officer, Esperance
Mr Andy Daw	Bandalup BFB
Mr Brett Kershaw	West River BFB
Mr Peter Belli	Mt Short BFB
Mr Darren Prior	DFES - Bushfire Risk Management Officer
Mr Chad Tuckett	North Ravensthorpe BFB

**3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Keith Rowe**

**Seconded: Mr Rian Duncan**

**The minutes of the Bushfire Advisory Committee AGM held on Tuesday 10<sup>th</sup> April 2018 to be confirmed as a true and correct record of proceedings.**

**Carried**

**Chairperson Mr Keith Rowe declared all positions to be vacant and handed over the Chairperson role to Mr Rod Daw to be the returning officer.**

Mr Rodney Daw thanked all Fire Control Officers and Volunteers for the hard work and dedication this fire season. Rod also extended his best wishes and the wishes of the Fire Control Officer group to Mr Gary Webster for his recovery process and for him to return home, after his unfortunate accident.

**4. Election of Chairman**

Mr Rodney Daw nominated Mr Keith Rowe. 2<sup>nd</sup> by Mr Gavin Gibson  
Mr Keith Rowe was elected unopposed

Returning Officer Mr Rodney Daw returned the Chairperson role to Mr Keith Rowe.

**5. Election of Deputy Chairman**

Mr Keith Rowe nominated Mr Bernard Fetherstonhaugh. 2<sup>nd</sup> by Mr Rod Daw.  
Mr Bernard Fetherstonhaugh was elected unopposed

**6. Election of Chief Bush Fire Control Officer**

Mr Bernard Fetherstonhaugh nominated Mr Rodney Daw. 2<sup>nd</sup> by Mr Kye Chambers.

Mr Rodney Daw was elected unopposed

**7. Election of Deputy Chief Bush Fire Control Officers**

**Deputy #1**

Mr Rodney Daw nominated Mr Gavin Gibson. 2<sup>nd</sup> by Mr Kye Chambers  
Mr Gavin Gibson was elected unopposed

**Deputy #2**

Mr Rodney Daw nominated Mr Bernard Fetherstonhaugh. 2<sup>nd</sup> by Mr Kye Chambers

Mr Bernard Fetherstonhaugh was elected unopposed

**8. Nomination Fire Weather Officers**

The following were nominated as Fire Weather Officers

Mr Rodney Daw

Mr Gavin Gibson

Mr Bernard Fetherstonhaugh

Mr Andrew Chambers

Mr Peter Kuiper

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Kye Chambers**

**Seconded: Mr Rian Duncan**

**All nominees elected as Fire Weather Officers.**

**Carried**

**9. Confirmation of elected of Fire Control Officers**

Mr Ashley Peczka advises the following nomination have been received for Fire Control Officer;

- Mr Reece Laycock - North Ravensthorpe BFB (replacing Tim Bridger)
- Mr Andrew Venning - Hopetoun Rural BFB (permit issuing officer only)

Remaining Fire Control Officer as per the attached sheet

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Rodney Daw**

**Seconded: Mr Kye Chambers**

**1) Accept nomination of Mr Reece Laycock to replace Mr Tim Bridger.**

**2) Subject to Mr Andrew Venning completing a Fire Control Officer Course, to endorse nomination as a Fire Control Officer with restricted powers to a Permit Issuing Officer only for Area 4.**

**3) To endorsed all Fire Control Officers as per attached list**

**Carried**



## SHIRE OF RAVENSTHORPE

### 2019/20 FIRE CONTROL OFFICERS RADIO & CONTACT DETIALS

<b>NAME</b>	<b>POSITION</b>	<b>BRIGADE</b>	<b>RADIO CALL SIGN</b>
Rod Daw	CBFCO	Bandalup BFB	6GR / Ravey Chief
Gavin Gibson	DCBFCO	Munglinup BFB	Mungy Base / Mungy 1
Bernard Fetherstonhaugh	DCBFCO	Munglinup BFB	Nth Mungy Base / Mungy 2
Andrew Daw	FCO/Capt.	Bandalup BFB	Bandalup 1
Devon Burton	FCO	Bandalup BFB	Bandalup 2
Luke Webster	FCO	Cocanarup BFB	Cocanarup 1
Gary Webster	FCO/Capt.	Cocanarup BFB	Cocanarup 2
Keith Rowe	FCO	Cocanarup BFB	Cocanarup 3
Stott Redman	FCO/Capt.	Hopetoun Rural BFB	Hopetoun Rural 1
Michael Hughes	FCO	Hopetoun Rural BFB	Hopetoun Rural 2
Andrew Venning	Permit Officer	Hopetoun Rural BFB	
Paul Bell	FCO/Capt.	Jerdacuttup BFB	SE Jerdy Base / Jerdy 1
Doug Bray	FCO	Jerdacuttup BFB	Jerdy Base / Jerdy 2
Simon Williams	FCO	Jerdacuttup BFB	Jerdy 3
James Mollet	FCO	Jerdacuttup BFB	Jerdy 4
Brad Clarke	FCO	Mt Short BFB	Mt Short 1
Peter Belli	FCO	Mt Short BFB	Mt Short 2
Richard Norrish	FCO	Mt Short BFB	Mt Short 3
Gavin Gibson	DCBFCO	Munglinup BFB	Mungy Base / Mungy 1
Bernard Fetherstonhaugh	DCBFCO	Munglinup BFB	Nth Mungy Base / Mungy 2
Andrew Bott	FCO	Munglinup BFB	Mungy 3
Andrew Chambers	FCO	North Ravey BFB	Nth Ravey 1
Malcolm Tilbrook	FCO	North Ravey BFB	Nth Ravey 2
Reece Laycock	FCO/Capt.	North Ravey BFB	Nth Ravey 3
Kye Chambers	FCO	North Ravey BFB	Nth Ravey 4
Chad Tuckett	FCO	North Ravey BFB	Nth Ravey 5
Peter Kuiper	FCO/Capt.	West River BFB	West River 1
Brett Kershaw	FCO	West River BFB	West River 2
Dick Kuiper	FCO	West River BFB	West River 3
Rian Duncan	FCO	West River BFB	West River Base / West River 4
Ash Peczka	CESO	Ravensthorpe Shire	Ravey CESM



10. **Nomination of Dual Fire Control Officers to neighbouring Local Governments**
- **Esperance Shire** Mr Gavin Gibson / Mr Bernard Fetherstonhaugh / Mr Andrew Bott
  - **Jerramungup Shire** Mr Brett Kershaw / Mr Peter Kuiper
  - **Lake Grace Shire** Mr Andrew Chambers / Mr Malcolm Tilbrook

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Rian Duncan**

**Seconded: Mr Peter Kuiper**

**All nominees elected as Dual Fire Control Officers to neighbouring Local Governments.**

**Carried**

11. **General Business**

**11.1 Meeting Dates**

Mr Gavin Gibson would like to revise the meeting dates are interfering with farming activities and would like to see more FCO's present at meetings.

Mr Keith Rowe suggested meeting every quarter, so if members missed out one meeting they are not waiting another 12 months for the next meeting.

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Kye Chambers**

**Seconded: Mr Peter Kuiper**

**Committee resolved to move Bush Fire Advisory Committee meetings to the following, with minimum of 2 weeks' notice;**

- **2<sup>nd</sup> Tuesday in March**
- **1<sup>st</sup> Tuesday in September**

**Carried**

**Meeting Closed @ 5:18pm**

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

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

**Summary:**

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

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

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

**Background:**

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

**Comment:**

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

**Consultation:**

BFAC Committee.

**Statutory Environment:**

*Bushfires Act 1954 and Local Government Act 1995.*

**Policy Implications:**

Shire of Ravensthorpe Bushfire Brigades Local Law 2010.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant environmental considerations.

- **Social**

There are no known significant environmental considerations.

**Risk Implications:**

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

Risk Matrix

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

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

**Voting Requirements:**

**Simple Majority**

**Recommendation:**

**That Council endorse;**

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

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

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

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**Shire of Ravensthorpe  
Bush Fire Advisory Committee**

**AGENDA**

**To be held on Tuesday 11<sup>th</sup> June 2019  
at the Ravensthorpe Entertainment Centre  
starting 4:30pm (approx.)**

**SHIRE OF RAVENSTHORPE  
 BUSHFIRE ADVISORY COMMITTEE MEETING  
 TUESDAY 11<sup>TH</sup> JUNE 2019 at 5:21pm  
 VENUE: RAVENSTHORPE ENTERTAINMENT CENTRE**

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

**2. ATTENDANCE**

Mr Rodney Daw	Chief Bush Fire Control Officer
Mr Gavin Gibson	Deputy Chief Bush Fire Control Officer
Mr Bernard Fetherstonhaugh	Deputy Chief Bush Fire Control Officer
Mr Rian Duncan	West River BFB
Mr Keith Rowe	Ravensthorpe Town BFB
Mr Kye Chambers	North Ravensthorpe BFB
Mr Peter Kuiper	West River BFB
Mr Graham Steel	SoR - Director of Technical Services
Mr Ashley Peczka	SoR - Community Emergency Services Officer

**3. APOLOGIES**

Mr Andrew Chambers	North Ravensthorpe BFB
Mr Gary Webster	Ravensthorpe VFRS
Mr Luke Webster	Cocanarup BFB
Mr Richard Norrish	Mt Short BFB
Mr Stephen Peterson	DFES - Area Officer, Esperance
Mr Andy Daw	Bandalup BFB
Mr Brett Kershaw	West River BFB
Mr Peter Belli	Mt Short BFB
Mr Darren Prior	DFES - Bushfire Risk Management Officer
Mr Chad Tuckett	North Ravensthorpe BFB

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Rodney Daw** **Seconded: Mr Rian Duncan**  
**The minutes of the Bushfire Advisory Committee held on Wednesday 2<sup>nd</sup> October 2019 to be confirmed as a true and correct record of proceedings.**

**Carried**

**5. BUSINESS ARISING FROM MINUTES**

- 5.1 Relation to agenda 9.2; Mr Gavin Gibson advised the committee Parks & Wildlife have carried out some more tidy up work within the Reynolds Rd burn and is looking good
- 5.2 Relation to agenda 9.5; Mr Gavin Gibson asked whether the Shire received a letter reply from the Commissioner visit to meet CBFCO and DCBFCO. Will have to check if a letter of reply has been received by the Shire.
- 5.3 Relation to agenda 9.3; Mr Kye Chambers raise concerns to when the Hi-Fire Season appliance arrives for North Ravensthorpe usually around in January when they really need it for start of November. Mr Gavin Gibson advised that the Hi Fire season arrives from the Northern Bush Fire season is finished in which we do not have any say as to when. Mr Ashley Peczka advised that the business case for new appliances for both North



Ravensthorpe and Bandalup have been signed off by the region, but unfortunately due to the hold with the fleet review nothing has progressed. Mr Gavin Gibson to send an email to the DFES Commissioner asking to know where things are at with the fleet review project.

## 6. CORRESPONDENCE

- 6.1 General Circular 130/2018 - DFES A guide to constructing and maintaining fire breaks
  - 6.1a DFES - A guide to constructing and maintaining fire breaks
- 6.2 General Circular 141/2018 - 10 Year Bushfire Brigade Medal
- 6.3 General Circular 145/2018 - Statement of Strategic Intent - For a safer state
  - 6.3a DFES Statement of Strategic Intent 2018-2020
- 6.4 General Circular 170/2018 - Use of the DFES Fleet Fuel Card
- 6.5 General Circular 30/2019 - Bushfire Centre of Excellence announcement
  - 6.5a Bushfire Centre of Excellence Brochure
- 6.6 General Circular 43/2019 - VMRS National Medal Eligibility
- 6.7 General Circular 53/2019 - 2019 WA FES Conference
- 6.8 General Circular 80/2019 - Operational Fleet Project – June update
- 6.9 Operational Circular 65/2018 - Bushfire Directive and RUI SOP's
  - 6.9a Directive 3.5 - Bushfires
- 6.10 Operational Circular 77/2018 - State Aerial Firefighting Operations 2018/2019
  - 6.10a SOP 3.11.1 - Aerial Suppression Response
- 6.11 Operational Circular 80/2018 - BoM Thunderstorm Forecast Service
- 6.12 Operational Circular 90/2018 - Fixed Standpipe
- 6.13 Operational Circular 05/2019 - Marine Services Update and Insignia
- 6.14 Operational Circular 14/2019 - Insurance coverage of Private Vessels
- 6.15 Operational Circular 20/2019 - Drive Operate Firefighting Appliance
- 6.16 Safety Circular 02/2019 - Auxiliary pump fuel tank mounting bracket

### **OFFICER & COMMITTEE DECISION**

**Moved: Mr Bernard Fetherstonhaugh**  
**To accept correspondence as presented.**

**Seconded: Mr Gavin Gibson**

**Carried**

## 7. OFFICERS REPORT (Written copy to be provided at the meeting)

- 7.1 CBFCO Report - as tabled
- 7.2 DPAW Report
- 7.3 CESO Report - as tabled
- 7.4 DFES Report

## 8. BFAC ITEMS SUBMITTED

### 8.1 - Fire Break Notice

Mr Ashley Peczka asked the committee if everyone was happy with the new brochure style Fire Break Notice and if there was any changes required. Committee was generally pleased with the brochure

Mr Peter Kuiper asked if notices can be sent to the householder as well as the ratepayer as notices is not getting to many people residing within the Shire.

Discussion was held to further define public holiday periods where burning is prohibited.

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Peter Kuiper**

**Seconded: Mr Rian Duncan**

- 1) To accept the Fire Break Notice, providing the specific dates for the Labour Day long weekend, Easter and Anzac are to be mentioned to clarify the prohibited public holiday period timelines.**
- 2) Fire Break Notice to be sent to all householders, as well as to the ratepayer.**

**Carried**

**8.2 - Review of ESL 4 (Ravensthorpe Gazetted Fire District) boundary**

Mr Ashley Peczka raised with the committee the need to tidy up Emergency Services Levy (ESL) boundary for the Ravensthorpe gazetted fire district (ESL 4), as some areas around the industrial areas, Mine camp, etc. fall outside the gazetted fire district into ESL 5 which technically means response is required by Bush Fire Brigades.

As part of the consultancy period committee was asked if they supported the ESL boundary to be amended bring affected landowner/occupiers into the gazetted fire district to provide adequate fire response coverage to the Ravensthorpe town site. These amendments will see affected landowners/ratepayers ESL figure increase from the ESL 5 flat rate figure to ESL 4 percentage figure based upon their property value.

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Rodney Daw**

**Seconded: Mr Peter Kuiper**

**Committee supports the extension of the ESL 4 Boundary (Ravensthorpe Gazetted Fire District) into ESL 5 area, as described within the proposed map, to provide adequate fire response coverage to the Ravensthorpe town site.**

**Carried**

**8.3 - Hopetoun Dual Response Zone**

Mr Ashley Peczka has had various discussions with both Captains of Hopetoun VFES and Hopetoun Rural BFB with the idea of setting up a dual response area for the various estates surrounding the Hopetoun town site. Currently the Hopetoun VFES does not have a gazetted fire district but have an agreed response area to mainly cover the Hopetoun town site up to Hamersley Drive, leaving all estate area outside to reside within the Hopetoun Rural response area.

The Hopetoun Dual Response Zones will only active to cover the Bushfire season, which will share the risk amongst between both brigades during the Bushfire season and provide an increase response to the community to any reports of fire within the dual response area.

It is intended to further extend the dual response plan to include automatic turnout of Albany based water bombers to any reported fires within the dual response area

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Rodney Daw**

**Seconded: Mr Kye Chambers**

**Supported the Hopetoun Dual Response Zone concept.**

**Carried**

#### **8.4 - Assistance for Hazard Reduction Activities**

Mr Ashley Peczka asked the committee with the number of Hazard Reduction Activities still outstanding to be completed within the various town sites in the Shire whether there was any issues in asking for assistance from volunteers external to the Shire. This does not mean local brigades are excluded from Hazard Reduction Activities; this is to have crews/numbers available to complete Hazard Reduction Activities if local volunteers are too busy preparing for seeding, etc.

##### **OFFICER & COMMITTEE DECISION**

**Supported the idea in general, but would like to utilise local resources first before seeking external support.**

#### **8.5 - Whatsapp**

Mr Ashley Peczka asked the committee if they would like a 'Whatsapp' chat group to assist with communications amongst the group with fire permits, incidents, etc. Currently Cocanarup, Hopetoun Rural, Munglinup and North Ravensthorpe brigades have chat group.

##### **OFFICER & COMMITTEE DECISION**

**Mr Gavin Gibson requested Ash setup a "Whatsapp" group chat for Fire Control Officers.**

#### **8.6 - Training Calender 2019**

Mr Ashley Peczka asked the committee members what training needs are required for the 2019/20 calender

After a group discussion it was decided to run the following courses, to be held between July - October;

- Fire control Officer
- AIIMS Awareness
- IFF/BFF course
- Ground Controller
- Seasonal Worker Training

#### **8.7 - Operational Fleet Project (A. Peczka)**

- **Attachment 8.7a** - Power point presentation for BFAC's

### **9. GENERAL BUSINESS**

#### **9.1 Definitions**

Mr Rodney Daw asked the committee members for their fire related definitions i.e. what is a chain break, etc. The newly formed South East Fire Working Group is developing a standardise definition/terminology document to be utilise by DFES/DBCA/LG to assist contractors in achieving what they need to achieve in both a mitigation and fire incident point of view.

### **10. MEETING CLOSED**

The Chairperson declared the meeting closed at 1935hrs.

***Next meeting date: Tuesday 3<sup>rd</sup> September 2019***

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Shire of  
**RAVENSTHORPE**

**FIRE BREAK NOTICE**

2019/2020

**FIRST AND**  
**FINAL NOTICE**

First and Final notice has been served to all landowner/occupiers within the Shire of Ravensthorpe, who have the legal responsibilities to prepare their properties to reduce the risk of outbreak and spread of fires.

This notice sets out the actions that you must take to prepare your property for the fire season. As a measure for preventing the spread or extension of a bush fire which may occur, all owners and occupiers of the land within the Shire's district are required before the **14th day of October 2019** to clear firebreaks or to take measures in accordance with this Notice and maintain those firebreaks and measures in accordance with this Notice up to and including the 19th day of April 2020.

It is the responsibility of ALL landowners/occupiers within the Shire of Ravensthorpe to fully understand his/her requirements mentioned within this Notice.

**This Notice constitutes the Shire of Ravensthorpe Fire Break Notice and is issued under Section 33(1) of the Bush Fires Act 1954.**

**FOR ALL FIRE & EMERGENCIES  
000**

**HARVEST BAN HOTLINE  
08 9839 0035**

**TO REGISTER FOR SMS ALERTS  
08 9839 0000**

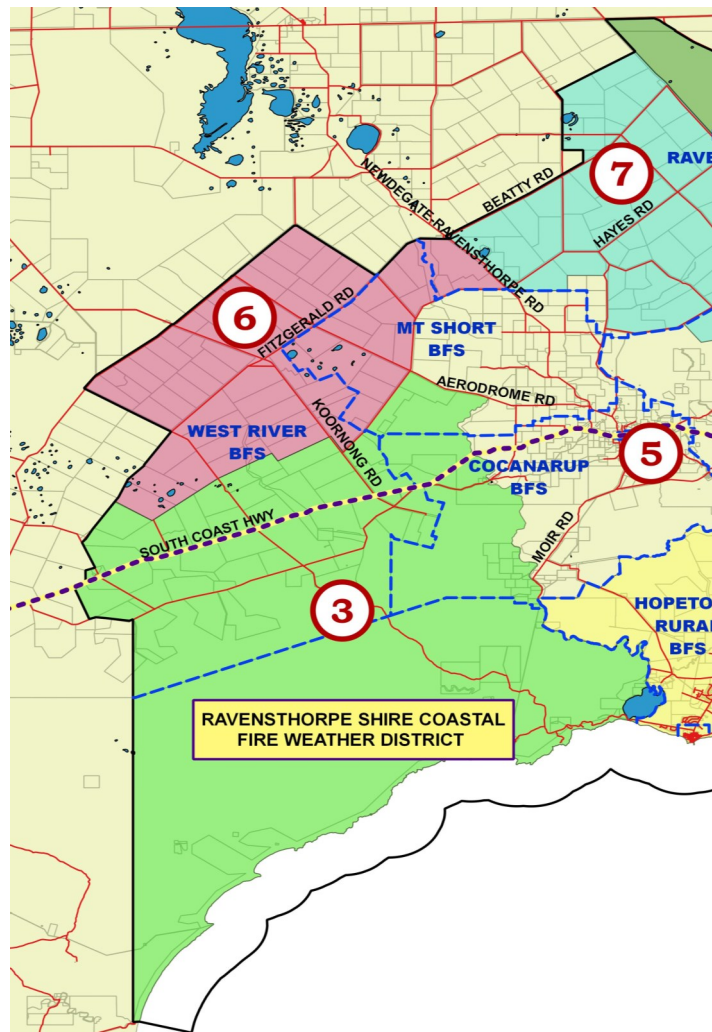
**BUSHFIRE EMERGENCY  
UHF CHANNEL 5**



# SHIRE OF RAVENSTHORPE HARVEST BAN AREAS



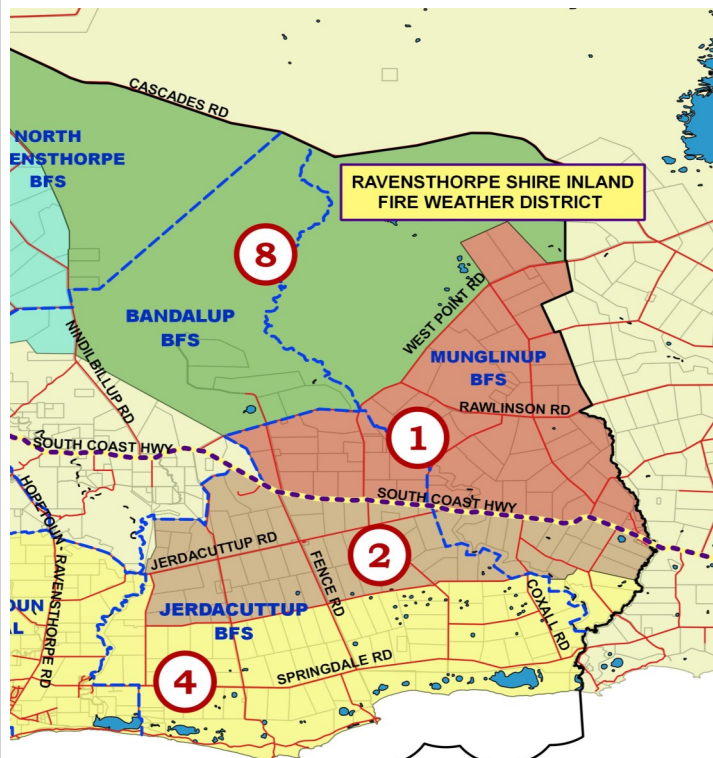
ABC  
Local Radio






## HARVEST & VEHICLE MOVEMENT BAN / FIRE BAN INFORMATION

All Harvest & Vehicle Movement Bans and Fire Bans will be communicated via the Shire's SMS system, Harvest Ban Hotline (Ph: 08 9839 0035) or on ABC local radio 558AM / 837AM at the following times; 10:05am, 12:35pm and 2:05pm weekdays, 12:35pm and 2:05pm weekends.

If you are a farmer or a contractor and would like to receive notification by SMS of Harvest and Vehicle Movement Ban direct to your mobile phone contact the Shire Office during office hours on 08 9839 0000.



### LEGEND

-  HARVEST AREA
-  BRIGADE BOUNDARY
-  BoM FIRE WEATHER BOUNDARY



## 1. RESTRICTED & PROHIBITED BURNING TIMES

The Shire of Ravensthorpe has gazetted the following datelines for its Restricted Burning Times (RBT) & Prohibited Burning Times (PBT).

ALL AREA'S - SHIRE OF RAVENSTHORPE	
1 <sup>ST</sup> July - 31 <sup>ST</sup> October 2019	Restricted Burning Time, Permits required
1 <sup>ST</sup> November - 31 <sup>ST</sup> January	<b>PROHIBITED BURNING</b>
1 <sup>ST</sup> February - 30 <sup>TH</sup> June 2020	Restricted Burning Time, Permits required

Pending on seasonal factors, above datelines can be changed or extended as permitted under the Bush Fires Act 1954. Any changes will be published in local newsletter, public notice board, Shire's SMS service and website.

- Burning is **PROHIBITED** on the following Public Holiday Periods;
  - \* Labour Day: 2<sup>nd</sup> March 2020
  - \* Easter: 10<sup>th</sup> - 13<sup>th</sup> April 2020
  - \* Anzac Day: 25<sup>th</sup> April 2020
- Burning is **PROHIBITED** on Sunday's, except between 1<sup>ST</sup> March - 19<sup>TH</sup> September 2020.

### • OTHER IMPORTANT DATES

1 <sup>ST</sup> September 2019	Applications for individual Bushfire Management Plan - <b>Last Day!</b>
1 <sup>ST</sup> October 2019	Applications for Variation to the Fire Control Notice - <b>Last Day!</b>
14 <sup>TH</sup> - 16 <sup>TH</sup> October 2019	<b>FIRE BREAK INSPECTION</b> Date for when properties are to be inspected for compliance to this Fire Break Notice
14 <sup>TH</sup> October 2019 - 19 <sup>TH</sup> April 2020	<b>FIRE BREAK COMPLIANCE PERIOD</b> Properties must be maintained to the requirements of this Fire Break Notice.

**ARE YOU  
BUSHFIRE  
READY?**





### 3. BURNING REQUIREMENTS

Pursuant to Section 18, Bush Fires Act 1954 all landowner/occupiers, before setting fire to bush or burning off within the Shire during the Restricted Burning period, MUST obey the following conditions;

- Obtain a Fire Permit from a endorsed Fire Control Officer for the Shire of Ravensthorpe (see contacts on back of pamphlet).
- Fire Permits are automatically deemed **invalid** on days where the Fire Danger Rating issued by the Bureau of Meteorology is forecast "Very High" or above.
- **It is the Permit Holder responsibility to read ALL conditions outlined on the front and rear of the permit.**
- A Fire Control Officer has the authority under the Bush Fires Act to halt any activity or operation that they deem as hazardous or likely to start a fire.
- Failure to comply with requirements of any permit to burn may incur penalties as defined in the Bush Fires Act and/or Regulations 1954.

From the **31<sup>ST</sup> May - 31<sup>ST</sup> August every year** Fire Permits for burning under 0.1Ha is not required, but landowner/occupier MUST obey the following conditions;

- Burn area must have a 3m wide **bare earth firebreak\*** surrounding it.
- Someone to be in attendance at all times.
- Inform your neighbours, prior to lighting.
- Piles for burning can not be greater than 2 metre<sup>2</sup> in diameter and 1 metre in height.
- For rural small holdings and rural residential lots a fire unit carrying a minimum of 400lt is present at all times.
- For town site blocks a hose connected to running water that can reach the whole burn area.

### 4. CAMPING & COOKING FIRES

Pursuant to Section 25(1a) Bushfires Act 1954, the lighting of fires in the open air in the Shire of Ravensthorpe for the purpose of camping, and cooking is prohibited during the Prohibited Burning Time, except in the Starvation and Masons Bay Camping areas.

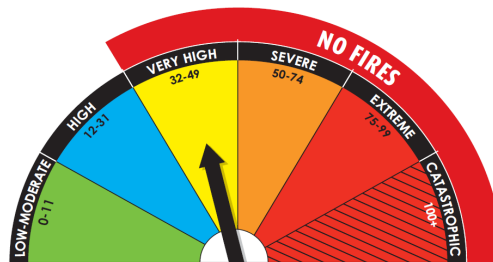
Lighting of fires in the open air in the Shire of Ravensthorpe, for the purpose of camping and cooking, is permitted during the period 30<sup>TH</sup> April to 19<sup>TH</sup> September, without a permit to burn.

All open fires are to be contained within a cement ring or designated fire areas, ie barbecue.

All fires must be extinguished when left unattended - Penalties apply.



## FIRE DANGER RATING INFORMATION



Fire Danger Rating	What Should I do?
<b>CATASTROPHIC</b>	<p><b>YOU NEED TO ACT NOW:</b></p> <ul style="list-style-type: none"> <li>Put your survival first and leave bushfire risk areas night before or early in the day - this is your best option.</li> <li>Act immediately - do not wait and see:                             <ul style="list-style-type: none"> <li>* Leave now.</li> <li>* Avoid forested areas, thick bush or long, dry grass.</li> <li>* Take shelter if you cannot leave.</li> </ul> </li> </ul>
<b>EXTREME</b>	<p><b>YOU NEED TO GET READY TO ACT:</b></p> <ul style="list-style-type: none"> <li>Only stay with your property if you are prepared to the highest level. This means your home needs to have been constructed to bushfire protection level e.g. enclosed eaves, covers over external air conditioners, metal fly screens, tec.</li> <li>You must be well prepared and able to actively defend your home if a fire starts. This means you have the right equipment and resources to put out fires around your home e.g. enough water supply, petrol/diesel portable pump, generator, protective clothing, etc.</li> <li>If you are not prepared to the highest level, leaving bushfire risk areas early in the day is your safest option.</li> </ul>
<b>SEVERE</b>	
<b>VERY HIGH</b>	<p><b>YOU NEED TO BE AWARE:</b></p> <ul style="list-style-type: none"> <li>Well prepared homes that are actively defended can provide safety. This means you have the right equipment and resources to put out fires around your home e.g. enough water supply petrol/diesel portable pump, generator, protective clothing, etc.</li> </ul>
<b>HIGH</b>	<ul style="list-style-type: none"> <li>Check your bushfire survival plan.</li> <li>Monitor conditions.</li> <li>Action may be required.</li> <li>Leave if necessary.</li> </ul>
<b>LOW-MODERATE</b>	



## EMERGENCY ALERTS & BUSHFIRE WARNINGS



ADVICE

### **BE AWARE AND KEEP UP TO DATE:**

A fire has started nearby but there is no immediate threat to lives or homes.

A Bushfire Advice Alerts are broadcast via ABC Radio at 11am and 4pm unless situation changes.



WATCH  
AND ACT

### **THERE IS A POSSIBLE THREAT TO LIVES AND HOMES:**

A fire is approaching and conditions are changing. Put your bushfire survival plan into action! You need to leave early or get ready to defend.

A Bushfire Watch & Act are broadcast via ABC Radio every two hours unless the situation changes.



EMERGENCY  
WARNING

### **YOU ARE IN DANGER & NEED TO TAKE IMMEDIATE ACTION TO SURVIVE:**

The fire is out of control and moving very fast. If the way is clear leave immediately for your safer place and take your survival kit with you. If you are unable to leave, you need to get ready to take shelter in your home and actively defend it.

A Bushfire Emergency Warning are broadcast via ABC Radio every hour unless the situation changes. Emergency alerts will be sent mobile phones and landlines within the effected area.



ALL CLEAR

### **TAKE CARE TO AVOID ANY DANGERS AND KEEP UP TO DATE:**

Remain vigilant in case the situation changes, the danger has passed and the fire is under control. Firefighters will still be patrolling and mopping up on the fire ground.



**Stay alert when a bushfire starts!  
Do not wait and see, this can be deadly.**

## 5. TOWN SITE: RESIDENTIAL, INDUSTRIAL & COMMERCIAL AREAS

(please refer to the definition section of this notice for words marked with “\*”)

Applies to all land zoned within the town sites of Fitzgerald, Hopetoun, Jerdacuttup, Munglinup & Ravensthorpe, you must;

- a. Where the area of land is 3,000m<sup>2</sup> or less,
  - i. Reduce **fire fuel\*** from the whole of land such that fuel loads are maintained to a maximum of **2 tonnes per hectare\***. Isolated trees and managed shrubs may generally be retained.
- b. Where the area of land exceeds 3,000m<sup>2</sup>,
  - i. Establish and maintain an **Asset Protection Zone\*** around all habitable buildings;
  - ii. Grassed areas (dry or reticulated) to be maintained to a maximum height of 100mm; and
  - iii. A 3 metre wide **bare earth firebreak\*** shall be constructed and maintained inside ALL external boundaries where practicable. Located around fuel storage tanks, sheds, gas cylinders and within 6 metres of haystacks (see diagram 4.1). Haystacks cannot be situated on the external boundary.
- c. Where a **Bushfire Management Plan\*** which relates to the property has been adopted by Council, clear firebreaks and take measures in accordance with that **Bushfire Management Plan\*** as an alternative to the standard requirements listed in this Notice.

**NOTE:** Where any conditions listed in Requirements 5a and 5b are physically impractical on a property, the Shire may approve a **Variation\*** in place of the standard requirement (refer to section 13 of this Notice).

**Diagram 4.1;**  
3 metre wide Bare Earth  
Fire Break.



## 6. RURAL AREAS

*(please refer to the definition section of this notice for words marked with '\*')*

Applies to all land zoned as Rural, you must;

- a. Any rural land abutting or adjacent to land zoned as Rural Residential, Urban, industrial or Commercial must have a 3 metre wide **bare earth firebreak\*** constructed and maintained inside ALL external boundaries. Breaks should also have a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access (refer to diagram 5.1); or,
- b. Any Rural Land, Rural Conservation, Rural Small Holdings less than 100Ha;
  - i. Areas of unmanaged pasture or grassland must have a 3 metre wide **bare earth firebreak\*** constructed and maintained inside ALL external boundaries. (refer to diagram 4.1);
  - ii. Breaks to provide a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access. (refer to diagram 5.1);and,
  - iii. Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, that can provide unrestricted access to emergency service vehicles (refer to Section 9: Driveways)
- c. A 3 metre wide **bare earth firebreak\*** shall be located around fuel storage tanks, sheds, gas cylinders and within 6 metres of haystacks. Haystacks cannot be situated on the external boundary.

**Diagram 5.1;**

3 metre wide Bare Earth  
Fire Break with 5 metre  
vertical clearance



## 7. RURAL RESIDENTIAL:

*(please refer to the definition section of this notice for words marked with '\*')*

Applies to all land zoned Rural Residential includes area's known as Blue-Vista, Dunns Swamp, Krystal Park, Lakes Entrance, Seaview Estate, Steeredale Estate and Whale Bay Estate, you must;

- a. Clear either a 3 metre wide **bare earth firebreak\*** or a 3 metre wide mulched/slashed fire break immediately inside on ALL external boundaries. Breaks should also have a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access. (refer to diagram 5.1 & diagram 6.1);
- b. Parkland clearing must be carried out in all open paddocks and along the boundary of the property. Clearing means that all dead vegetation and **flammable material\*** (excluding approved crops, pasture areas and living tress/shrubs) are removed;
- c. Unmanaged pasture and grasslands must be maintained to height no greater than 100 millimetres (refer to diagram 6.2);
- d. A 3 metre wide **bare earth firebreak\*** shall be located around fuel storage tanks, sheds, gas cylinders and within 6 metres of haystacks. Haystacks cannot be situated on the external boundary;
- e. Establish and maintain a Low Fuel Zone (parkland cleared) 1 metre wide, around Power Infrastructure e.g. Metre Box, Poles and Underground Power Domes;
- f. Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, that can provide unrestricted access to emergency service vehicles; (refer to Section 9: Driveways for more details);
- g. Properties to establish & maintain a **Asset Protection Zone\*** around all habitable buildings (refer to Section 10: Asset Protection Zone); and,

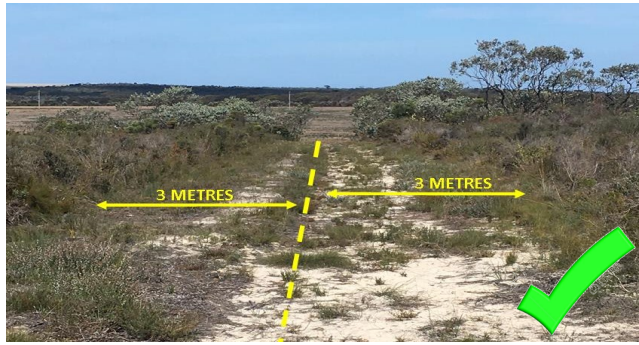


h. Where a **Bushfire Management Plan\*** which relates to the property has been adopted by Council, clear firebreaks and take measures in accordance with that Bushfire Management Plan as an alternative to the standard requirement listed in this Notice.

**NOTE:** Where any conditions listed in Requirement 7a, 7b and 7f are impractical for site-specific, topographical or environmental reasons on a property, the Shire may approve a **Bushfire Management Plan\*** or **Variation\*** in place of the standard requirement (refer to section 13 of this Notice).



**Diagram 6.1;**  
3 metre mulched  
firebreaks



**Diagram 6.2;**  
Unmanaged pasture /  
grassland maintained  
no greater than 10cm



## 8. PLANTATIONS:

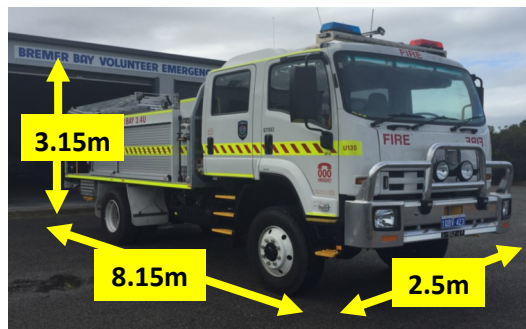
(please refer to the definition section of this notice for words marked with '\*')

All Plantations MUST;

- Maintain a 15 metre wide **bare earth firebreak\*** inside all external boundaries with a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access; and,
- Have an approved **Bushfire Management Plan\*** with the Shire of Ravensthorpe; or
- Plantations are to abide by the Guidelines for Plantation Fire Protection developed by the Department of Fire & Emergency Services.

## 9. DRIVE WAYS

Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, that can provide unrestricted access to emergency service vehicles gaining entrance and trans-versing your property during an emergency.



 EmergencyWA

[www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)



Providing you with information and community warnings about emergencies, Fire Danger Ratings and declared Total Fire Bans

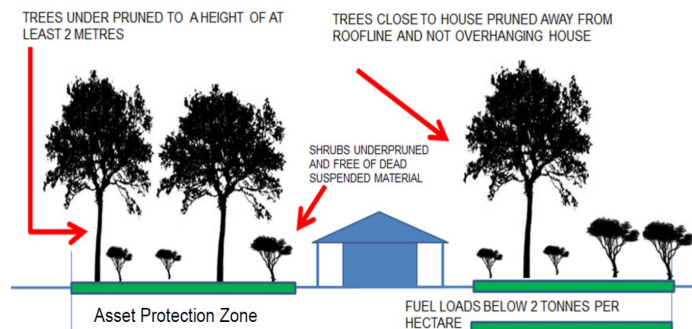
Alerts and warnings about fires, floods, storms, earthquakes, cyclones, hazardous material incidents and more



## 10. ASSET PROTECTION ZONE (APZ)

Asset Protection Zone (formally Building Protection Zone) is a low fuel area immediately surrounding a building. These requirements are designed to reduce the fire's intensity and minimise the likelihood of flame contact with buildings. APZ gives more protection to families should a fire threaten suddenly and they cannot leave;

- a. The width of an APZ is to be a minimum of 20m, increasing by 10m per 10 degree in slope and located within the boundaries of the lot on which the building is situated;
- b. Fine fuels are to be reduced to and maintained at **two tonnes per hectare\***;
- c. All grasses within the APZ are to be maintained to a height no greater than 100mm;
- d. Trees (>5m in height) at maturity should be a minimum of 6 metres from the building, branches should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground, canopies should be at least 5 metres apart and coverage should be less than 15%;
- e. Shrubs (0.5m to 5m in height) should not be located under trees or within 3m of buildings or planted in clumps of >5 metres square in area;
- f. Ground covers (<0.5m in height) can be planted under trees but must be maintained to remove dead material and any part within 2 metres of a building;
- g. Firewood piles to be stored in a safe distance away from buildings and no greater than 1m in height; and,
- h. Fences and sheds within the APZ are constructed using non-combustible materials (e.g. iron, brick, limestone).



*Imagery of an 20 metre Asset Protection Zone*

**FIRE MITIGATION AND PREPAREDNESS  
IS A SHARED RESPONSIBILITY**

## 11. CONTRACTOR LIST

Below is a list of local contractors, in no specific order, available for landowners/occupiers to choose from and to engage with to assist in preparing your property.

HOPETOUN BASED	
Belli Mini Earthworks - Greg Belli	0427 027 003
Chipmonks Treelooping - Lindsay Freegard	0407 443 244
Hopetoun Sand & Gravel - Morray King	0409 881 282
Hopetoun Slashing Services - Kevin Hallam	0429 049 114
Hopetoun Tree Services - Scott Munday	0499 768 251
Indiji Flora - Tim Nolan	0408 919 213
KD Roy Contracting - Keith Roy	0412 435 459
Venos Dingo Service - Andrew Venning	0427 383 522
RAVENSTHORPE BASED	
Four Rivers Plumbing - Peter Smith	0407 358 983
GD Walker - Gary Walker	0429 155 351
GE & JJ Fairhead - Geoff Fairhead	0429 389 023
I & K Dickinson - Ian Dickinson	0428 381 259
Ravensthorpe Bulk Haulage - Wayne Daw	0427 381 497
RE & EE Colvin - Ron Colvin	0428 381 180

### **PLEASE NOTE:**

The Shire of Ravensthorpe accepts no responsibility either implied or inferred for any works carried out by the above contractors. The engagement of an contractor is between the landowner/occupier and the contractor; therefore the Landowner/occupiers is the legal identity responsible in making sure contractors carry out the required works in accordance to this notice.



## 12. NON COMPLIANCE

Pursuant to Section 33(3)(4)(5) of the Bushfires Act 1954, failure to comply to the requirements mentioned within this notice, by the required compliance dates will result in the following;

- a. A Category 1 Notice (Warning Notice): providing additional 14 calendar days for your property to comply to this notice. Failure to comply to this notice will result in;
- b. A Category 2 Notice (Infringement Notice): a \$250.00 infringement issued to the landowner, with an additional 7 calendar days for you property to comply to this notice. Failure to comply to this notice will result in; and,
- c. A Category 3 Notice (Works Order): Shire will engage an available contractor on your behalf and authorise the contractor to enter your property to carry out the required works in accordance to the Fire Break Notice.

*Note: A Category 2 Notice can be issued instead of a Category 1 if the authorised inspecting officer of the Shire of Ravensthorpe deems it appropriate.*

Landowner/occupiers issued with a Category 2 Notice (Infringement Notice) have 28 days to arrange payment with the Shire, otherwise infringement notices will be referred to Department of Justice Fines Enforcement Registry for follow up payment, which can lead to the suspension of your Drivers Licence.

A Category 3 Notice (Works Order) can be issued at anytime throughout the compliance period, for properties not maintained to the requirements within the Fire Break Notice. As such the Shire of Ravensthorpe will recover ALL cost incurred against the landowner as permissible under the Bush Fires Act 1954.



YOU CAN'T OTRUN  
IT, OR OUTLAST IT.  
SO TAKE 5 MINUTES  
TO OUTSMART IT.

5 MINUTE  
**FIRE  
CHAT**

1 2 3

? GET THE ANSWERS [DFES.WA.GOV.AU/FIRECHAT](https://dfes.wa.gov.au/firechat)

The advertisement features a background image of a car's rear light and a large fire. It includes a red speech bubble with the text '5 MINUTE FIRE CHAT' and three numbered icons: a clock for '1', a location pin for '2', and a house for '3'. At the bottom, a white box contains a question mark icon and the text 'GET THE ANSWERS DFES.WA.GOV.AU/FIRECHAT'.

### 13. APPLICATION TO VARY REQUEST

*(please refer to the definition section of this notice for words marked with '\*')*

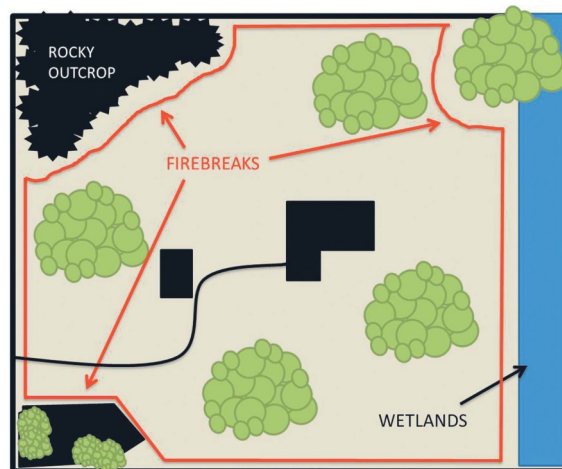
(a) **Variations;**

If it is impracticable for any reason to clear firebreaks or to take measures in accordance with this Notice, you may apply to the Shire in writing before the **1st October** each year for permission to provide firebreaks in alternative locations or take alternative measures to prevent the outbreak or spread of a bush fire. If permission is not granted in writing by the Shire, you shall comply with the requirements of this Notice.

The requirement for an **Asset Protection Zone\*** may be varied by Council on application. Where it is not practical for an existing dwelling to provide a 20 metre **Asset Protection Zone\*** a landowner may apply for a variation to the Firebreak Notice. In considering any such request regard will be given to;

- (i) The topography of the site or privacy issues;
- (ii) Potential environmental impacts; and,
- (iii) Provision of alternative low or managed fuel zones.

The Shire may approve variations to the Asset Protection Zone for a period not more than 5 years.



EXAMPLE OF A FIREBREAK VARIATION

(b) **Bushfire Management Plan;**

As an alternative to lodging a request for a variation, a landowner may have a site-specific **Bushfire Management Plan\*** prepared by a **Bushfire Planning Practitioner\*** that fully complies with the requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7) and associated Guidelines. This **Bushfire Management Plan\*** is to be approved by the Shire of Ravensthorpe.

Proposals for a **Bushfire Management Plan\*** (BMP) must be provided to the Shire no later than **1st September** for permission to provide alternative fire mitigation measures on the land;

- (i) If a BMP has been approved by the Shire, it will thereafter replace and totally extinguish the landowner's obligations to otherwise implement the standard regulations as described in the Fire Regulation Notice, appropriate to the zoning of the property; or,
- (ii) If a BMP has not been approved then the standard Regulations must be implemented by the due dates.

**Note:** *A number of properties developed since 2015 will have an adopted BMP as part of their existing planning approval.*



*Image: Ravy Expo in the Park - Shire of Ravensthorpe Bush Fire Volunteers National Medal Recipients.*



### 13. DEFINITIONS

- (a) **Asset Protection Zone;** refer to Section 10
- (b) **Bare Earth Fire Breaks;** A strip of land that has been cleared of all trees, bushes, grasses and any other object or thing or flammable vegetation material leaving clear bare mineral earth - Achievable by ploughing, grading or early spraying.
- (c) **Bush fire Management Plan (BMP);** is a document that sets out short, medium and long-term risk management strategies for the life of the development. It is to be prepared by an accredited Bushfire Planning Practitioner in accordance with the requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7) and associated Guidelines.
- (d) **Bush fire Planning Practitioner;** A person who holds, Level Two or Level Three accreditation under the Western Australia Bushfire Accreditation Framework.
- (e) **Flammable Material;** Any material that is easily ignited, capable of burning and of carrying a fire.
- (f) **Tonnes per Hectare;**
- 2 tonnes per hectare = 200 grams (2 handfuls) fire fuel per square metre.
  - 8 tonnes per hectare = 800 grams (8 handfuls) fire fuel per square metre .



*Pictured: The recommended level of leaf litter for 1 square metre within the Asset Protection Zone. As a guide this equates to 2 heaped hand fulls of leaf litter spread evenly over 1 square metre.*

(g) **Fire Fuel;** any combustible material, dead or alive, in isolation or clusters or aggregation with other combustible materials that, in the opinion of an authorised officer of the Shire of Ravensthorpe, is likely to fuel a bushfire. Including but not limited to;

- Heavy leaf litter on the ground, dead leaves in gutters, fallen branches and any combustible vegetation in clusters. Of particular concern are combustible materials suspended off the ground;
- All dry grasses exceeding a height of 100mm; and,
- Any tree within the APZ or branch of a tree that may fall onto a building which in the opinion of an authorised officer of the Shire of Ravensthorpe constitutes an unacceptable fire risk.

It does not include;

- Vegetable gardens, tended lawns, landscaped gardens (including deciduous or ornamental planted trees), isolated planted shrubs, established natural or planted trees that, in the opinion of an authorised officer of the Shire of Ravensthorpe, do not constitute an unacceptable fire risk;
- Well compacted dead vegetative material e.g. mulch, that in the opinion of an authorised officer of the Shire of Ravensthorpe does not constitute an unacceptable fire risk.



## **BECOME A EMERGENCY SERVICES VOLUNTEER TODAY!**

"Our communities are served by dedicated group of emergency services volunteers, who require your help today!

There is a role to suit everyone and training is available."



Contact the Community Emergency Services Officer at the Shire of Ravensthorpe  
on 08 9839 0000 for more details or how to join.



**REAR COVER PAGE**

**FIRE CONTROL OFFICER CONTACT DETAILS**

<b>FOR ALL FIRE &amp; EMERGENCIES</b>		<b>000</b>	
<b>SHIRE OF RAVENSTHORPE</b>		<b>08 9839 0000</b>	
<b>HARVEST BAN HOTLINE</b>		<b>08 9839 0035</b>	
Chief Bush Fire Control Officer - Rod Daw		0429 396 010	
Community Emergency Services Officer - Ashley Peczka		0438 498 221	
Shire Ranger		0427 977 489	
BANDALUP BFS	Andy Daw M: 0429 396 031	MUNGLINUP BFS	Gavin Gibson M: 0427 751 062
	Devon Burton M: 0408 144 117		Barnes Fetherstonhaugh M: 0427 751 089
COCANARUP BFS	Luke Webster M: 0427 381 454	NORTH RAVENSTHORPE BFS	Andrew Bott M: 0427 751 074
	Keith Rowe M: 0428 381 231		Andy Chambers M: 0429 380 084
HOPETOUN RURAL BFS	Stott Redman M: 0429 351 475	RAVY VFRS	Malcolm Tilbrook M: 0428 389 010
	Michael Hughes M: 0407 739 154		Tim Bridger M: 0428 380 094
JERDACUTTUP BFS	Paul Bell M: 0429 075 118	WEST RIVER BFS	Kye Chambers M: 0427 380 084
	Doug Bray M: 0429 396 026		Chad Tuckett M: 0429 109 591
	James Mollet M: 0429 396 035		Peter Kuiper M: 0428 357 043
MT SHORT BFS	Simon Williams M: 0429 380 076	WEST RIVER BFS	Brett Kershaw M: 0427 356 053
	Brad Clarke M: 0427 381 082		Dick Kuiper M: 0428 357 041
	Peter Belli M: 0427 381 122		Rian Duncan M: 0428 324 400
	Richard Norrish M: 0427 507 561		





## 10.2 DIRECTOR OF CORPORATE AND COMMUNITY SERVICES

### 10.2.1 DIFFERENTIAL RATES 2019-2020

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

#### **Summary:**

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

#### **Background:**

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

#### **Comment:**

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

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

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

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

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

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

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

**Consultation:**

All Councillors and Executive Staff.

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Strategic Community Plan 2014 – 2024

Theme 4 – Civic Leadership: 4.1 Financial Sustainability.

**Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant environmental considerations.

- **Social:**

There are no known significant social considerations.

**Risk Implications:**

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

Risk Matrix

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

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

**Voting Requirements:**

**Simple Majority**

**Recommendation:**

**That Council**

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

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

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

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

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



## SHIRE OF RAVENSTHORPE

In accordance with Section 6.36 of the Local Government Act 1995, the Shire of Ravensthorpe is required to publish its Objectives and Reasons for implementing Different Rates.

### Overall Objective

The purpose of levying rates is to meet Council's budget deficiency requirements in each financial year in order to deliver services and community infrastructure. Property valuations provided by the Valuer General are used as the basis for the calculation of rates each year.

Section 6.33 of the Local Government Act 1995 provides the ability to differentially rate properties based on zoning and/or land use as determined by the Shire of Ravensthorpe. The application of differential rating maintains equity in the rating of properties across the Shire, enabling the Council to provide facilities, infrastructure and services to the entire community and visitors.

Below is a summary of the proposed minimum payments and rates in the dollar for 2019/20.

Differential Rate Category Minimum Payment	Differential Rate Category Minimum Payment	Rate in the \$ (Cents) Proposed
GRV – Residential;	\$870.00	11.7165
GRV – Commercial	\$870.00	13.1567
GRV – Industrial	\$870.00	15.4430
GRV Transient Workforce Camps / Short Stay Accommodation	\$870.00	31.4867
Unimproved Valuation	\$870.00	0.8567
UV – Mining Tenements	\$320.00	8.3600

### Gross Rental Value (GRV)

The Local Government Act 1995 determines that properties of a Non-Rural purpose be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. The Valuer General determines the GRV for all properties within the Shire of Ravensthorpe.

The current valuation is effective from 1 July 2015 and the next GRV valuation is expected to take effect from 1 July 2020. Interim valuations are provided monthly to Council by the Valuer General for properties where changes have occurred (i.e. subdivisions or strata title of property, amalgamations, building constructions, demolition, additions and/or property rezoning). In such instances Council recalculates the rates for the affected properties and issues interim rates notices.

### **GRV – Residential (The Base Rate for Gross Rental Value)**

This rating category consists of properties located within the townsite boundaries which have a zoning of rural residential or residential, as per the Town Planning Scheme No 6.

The reason for this rate is to reflect the provision of 'residential' services, including significant recreational, cultural and medical facilities, primarily utilised by ratepayers and occupiers of residences within the Shire of Ravensthorpe. The objective of the proposed rate in the dollar for this category is to be the base rate by which all other GRV rated properties are assessed.

### **GRV – Commercial**

This rating category consists of properties zoned tourism or mixed use with predominately a commercial or tourism land use.

The objective of the proposed rate in the dollar is to recognise the costs of servicing commercial activity including car parking, landscaping and other amenities. In addition, costs associated with tourism, economic development and regulatory compliance benefit this category.

### **GRV – Industrial**

This rating category consists of properties zoned light and general Industry with predominately an industrial use.

The objective of the proposed rate in the dollar is to recognise the costs of servicing industrial activity including car parking, landscaping and other amenities. Costs for environmental and regulatory compliances is higher for this category and is reflected in the rate in the dollar.

### **GRV – Transient Workforce Accommodation and Short Stay Accommodation**

This rating category consists of properties predominately used for the purpose of Workforce Short Stay Accommodation or for Transient Workforce Accommodation.

The objective of the proposed rate in the dollar is to recognise the costs of servicing this accommodation base including airport infrastructure, sanitation infrastructure and services, recreational facilities including gymnasiums and swimming pools, together with a higher road use concentration within the Shire.

### **Unimproved Value (UV)**

Properties that are predominantly used for rural purposes are assigned an Unimproved Value that is supplied and updated by the Valuer General on an annual basis. The rate in the dollar set for the UV-Rural category forms the basis for calculating all other UV differential rates.

### **UV - Rural (The Base Rate for Unimproved Value)**

This rating category consists of properties that are predominately rural use.

The objective of the proposed rate in the dollar is to form the basis for calculating all other UV differential rates. Valuations are supplied and updated by the Valuer General on an annual basis.

### **UV – Mining**

This rating category consists of properties that are used for mining, exploration or prospecting purposes.

The objective of the proposed rate in the dollar is to recognise the ongoing costs involved in maintaining the Shire's substantial road network that services this land use. Large scale equipment and operations of Mining result in the Shire's road network requiring ongoing maintenance to service these users.

### **Minimum Payments**

The setting of minimum rates within rating categories recognises that every property receives some minimum level of benefit from the works and services provided by the Shire which is shared by all properties regardless of size, value and use.

A proposed minimum rate of \$870 has been applied to all rating categories except for the UV-Mining category. The Unimproved Valuations of mining tenements range from \$170 to \$156,007 with an average of \$21,009. The minimum rate for the UV-Mining category is set at \$320 which is a lower level compared to the other rating categories in order to ensure that the rate burden is distributed equitably between all other property owners paying the minimum amount. This also ensures that less than 50% of the properties in this category are on the minimum rate to ensure compliance with Section 6.35 of the Local Government Act 1995.

If you wish to lodge any submission on this proposal you are required to do so within 21 days of advertising which will occur after endorsement by Council at the ordinary meeting 17 July 2019.

Should you wish to discuss the proposed differential rates further please contact Councils Director of Corporate and Community by calling (08) 9839 0000 or email [shire@ravensthorpe.wa.gov.au](mailto:shire@ravensthorpe.wa.gov.au)

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

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

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

**Summary:**

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

**Background:**

Period 1/7/2018 – 30/6/2019;

**2018/19**

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

**Comment:**

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

**Consultation:**

Senior Finance Officer.

**Statutory Environment:**

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

**Policy Implications:**

N/A.

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

**Strategic Implications:**

N/A.

**Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant economic considerations.

- **Social**

There are no known significant social considerations.

**Risk Implications:**

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

Risk Matrix

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

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

**Voting Requirements:**

**Simple Majority**

**Recommendation:**

**That Council endorse;**

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

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

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

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

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe - Administration</b>
<b>Applicant:</b>	<b>Internal</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer:</b>	<b>Director of Corporate and Community Services</b>
<b>Date:</b>	<b>10 July 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>10.2.3.1 – Monthly Financial Reports for June 2019</b>
<b>Previous Reference:</b>	<b>Nil</b>

**Summary:**

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

**Background:**

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

**Comment:**

The June 2019 Monthly Financial Report is presented for review.

**Consultation:**

Chief Executive Officer.

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

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

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

**Sustainability Implications:**

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

**Risk Implications:**

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

Risk Matrix

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

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

**Voting Requirements:**

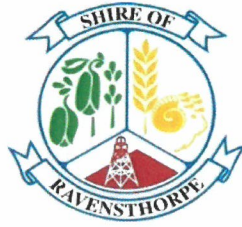
**Simple Majority**

**Recommendation:**

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

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

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



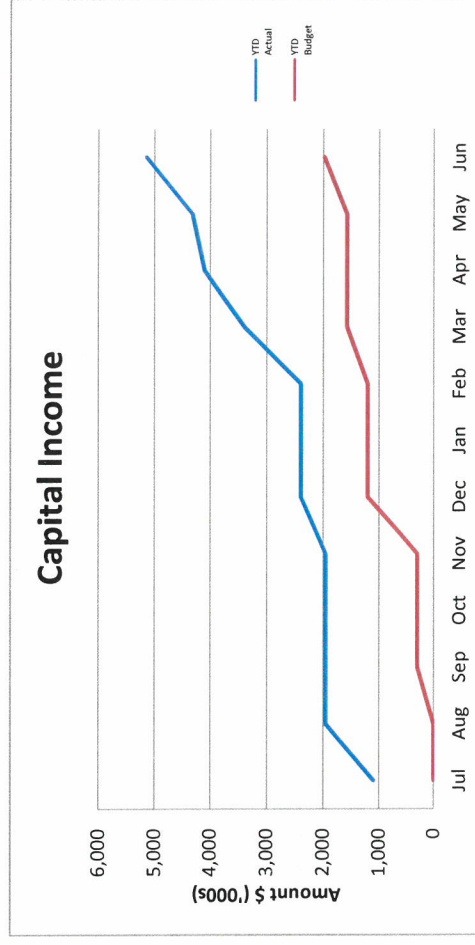
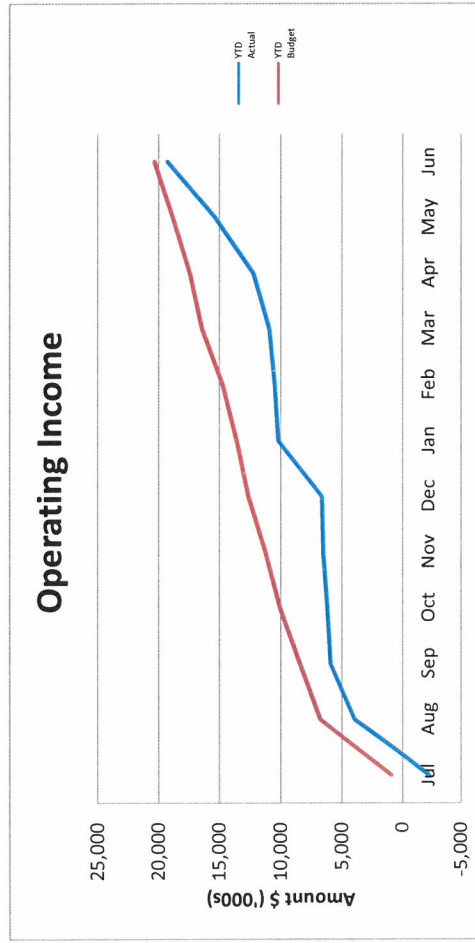
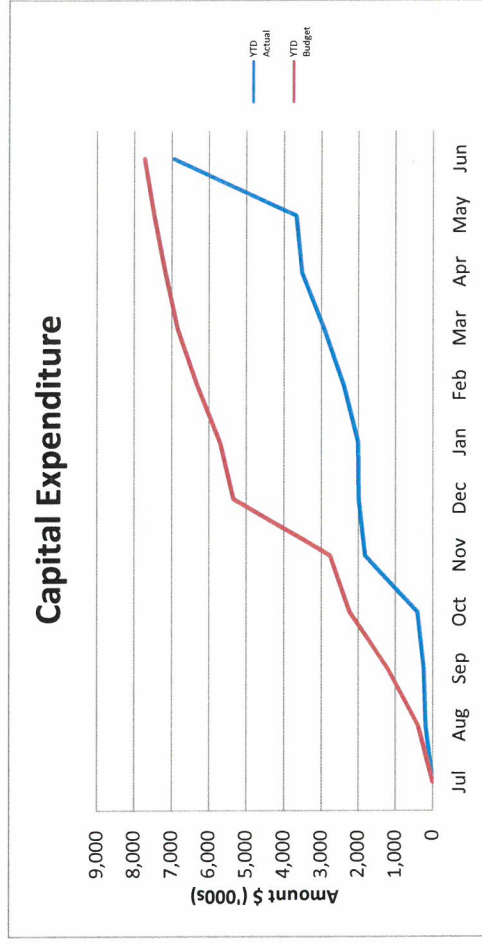
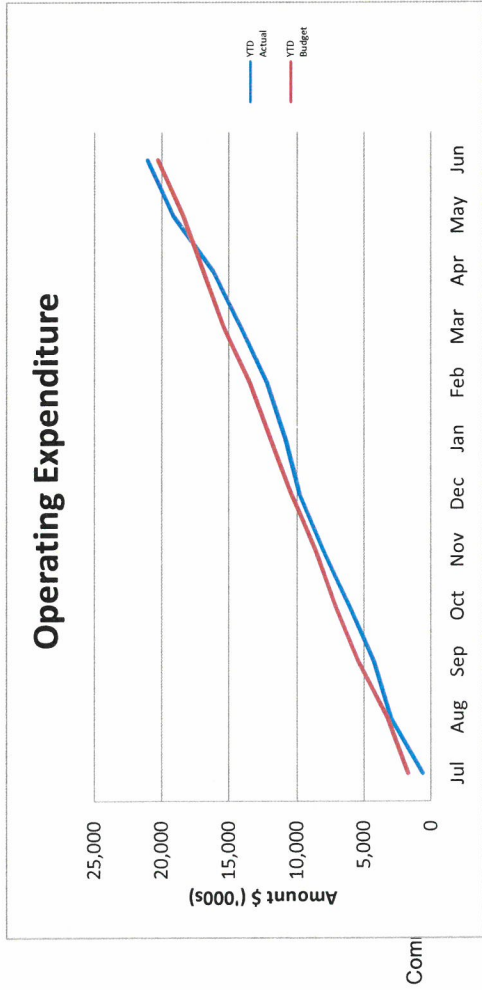
**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2019**

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# Income and Expenditure Graphs to 30 June 2019



## SHIRE OF RAVENSTHORPE

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2019

	NOTE	2018/19 Adopted Budget \$	2018/19 Revised Budget \$	JUNE 2019 Y-T-D Budget \$	JUNE 2019 Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %	
<b>Operating</b>								
<b>Revenues/Sources</b>								
Governance		3,000	3,000	3,000	348	(2,652)	(88.40%)	
General Purpose Funding		1,080,200	1,080,200	1,080,200	2,064,698	984,498	91.14%	▲
Law, Order, Public Safety		225,190	225,190	225,190	353,553	128,363	57.00%	▲
Health		3,000	3,000	3,000	4,483	1,483	49.43%	
Education and Welfare		205,500	211,600	211,600	151,406	(60,194)	(28.45%)	
Housing		24,900	24,900	24,900	19,560	(5,340)	(21.45%)	
Community Amenities		699,097	699,097	699,097	556,284	(142,813)	(20.43%)	▼
Recreation and Culture		206,370	358,370	358,370	441,901	83,531	23.31%	
Transport		12,462,039	12,896,039	12,896,039	10,772,446	(2,123,593)	(16.47%)	▼
Economic Services		141,000	141,000	141,000	114,975	(26,025)	(18.46%)	
Other Property and Services		115,000	402,500	402,500	488,573	86,073	21.38%	
		<u>15,165,296</u>	<u>16,044,896</u>	<u>16,044,896</u>	<u>14,968,227</u>	<u>(1,076,669)</u>	<u>(6.71%)</u>	
<b>(Expenses)/(Applications)</b>								
Governance		(646,955)	(651,455)	(651,455)	(608,217)	43,238	6.64%	
General Purpose Funding		(222,492)	(222,492)	(222,492)	(272,725)	(50,233)	(22.58%)	
Law, Order, Public Safety		(774,051)	(864,051)	(864,051)	(843,423)	20,628	2.39%	
Health		(278,922)	(278,922)	(278,922)	(287,243)	(8,321)	(2.98%)	
Education and Welfare		(372,723)	(378,823)	(378,823)	(353,449)	25,374	6.70%	
Housing		(258,313)	(219,340)	(219,340)	(218,340)	1,000	0.46%	
Community Amenities		(1,431,629)	(1,350,259)	(1,350,259)	(1,341,730)	8,529	0.63%	
Recreation & Culture		(1,800,572)	(1,651,032)	(1,651,032)	(1,529,572)	121,460	7.36%	
Transport		(13,686,930)	(13,686,930)	(13,686,930)	(14,159,371)	(472,441)	(3.45%)	
Economic Services		(349,466)	(349,466)	(349,466)	(296,858)	52,608	15.05%	
Other Property and Services		(339,100)	(589,100)	(589,100)	(1,116,009)	(526,909)	(89.44%)	▲
		<u>(20,161,153)</u>	<u>(20,241,869)</u>	<u>(20,241,869)</u>	<u>(21,026,937)</u>	<u>(785,068)</u>	<u>3.88%</u>	
<b>Net Operating Result Excluding Rates</b>		<b>(4,995,857)</b>	<b>(4,196,973)</b>	<b>(4,196,973)</b>	<b>(6,058,710)</b>	<b>(1,861,737)</b>	<b>44.36%</b>	
<b>Adjustments for Non-Cash</b>								
<b>(Revenue) and Expenditure</b>								
(Profit)/Loss on Asset Disposals	2	131,000	131,000	131,000	97,197	(33,803)	25.80%	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		(53,304)	(53,304)	0	(18,836)	(18,836)	0.00%	
Rounding		2	2	0	0	0	0.00%	
Depreciation on Assets		3,302,576	3,302,576	3,302,576	1,942,406	(1,360,170)	41.19%	▼
<b>Capital Revenue and (Expenditure)</b>								
Purchase of Land and Buildings	1	(11,020)	(528,103)	(528,103)	(449,557)	78,546	14.87%	
Purchase of Furniture & Equipment	1	(125,000)	(140,000)	(140,000)	(76,770)	63,230	45.16%	
Purchase of Plant & Equipment	1	(1,385,000)	(1,385,000)	(1,385,000)	(988,258)	396,742	28.65%	▼
Purchase of WIP - PP & E	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(2,716,716)	(2,716,716)	(2,716,716)	(1,004,547)	1,712,169	63.02%	▼
Purchase of Infrastructure Assets - Footpaths	1	(184,545)	(184,545)	(184,545)	(40,842)	143,703	77.87%	▼
Purchase of Infrastructure Assets - Drainage	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(389,894)	(611,894)	(611,894)	(338,709)	273,185	44.65%	▼
Purchase of Infrastructure Assets - Airports	1	(492,000)	(492,000)	(492,000)	(533,196)	(41,196)	(8.37%)	
Purchase of Infrastructure Assets - Other	1	(16,000)	(16,000)	(16,000)	(10,197)	5,803	36.27%	
Proceeds from Disposal of Assets	2	350,000	350,000	350,000	209,500	(140,500)	(40.14%)	▼
Repayment of Debentures	3	(201,680)	(201,680)	(201,680)	(201,681)	(1)	(0.00%)	
Transfers to Restricted Assets (Reserves)	4	(1,440,001)	(1,440,000)	(1,440,000)	(3,824,326)	(2,384,326)	(165.58%)	▲
Transfers from Restricted Asset (Reserves)	4	1,622,303	1,622,303	1,622,303	4,931,276	3,308,973	203.97%	▲
Net Current Assets July 1 B/Fwd	5	2,317,811	2,317,214	2,301,691	2,301,691	0	0.00%	
Net Current Assets Year End/To date	5	<u>(597)</u>	<u>41,106</u>	<u>78,886</u>	<u>221,106</u>	<u>142,220</u>	<u>(180.28%)</u>	
<b>Amount Raised from Rates</b>		<b><u>(4,286,728)</u></b>	<b><u>(4,284,228)</u></b>	<b><u>(4,284,228)</u></b>	<b><u>(4,284,665)</u></b>	<b><u>(437)</u></b>	<b><u>0.01%</u></b>	

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

### General Purpose Funding - Revenue under YTD budget

PERMANENT - Reserve interest calculations under budget due to use of funds for WAANDRA

PERMANENT - Muni interest under budget estimate

### Governance - Revenue under YTD budget

PERMANENT - Income from seniors lunch overestimated

### Law, Order, Public Safety - Revenue higher than YTD Budget

PERMANENT - Fire grants higher than budget estimates - contra to higher expenditure incurred

PERMANENT - Fines and Penalties over budget estimates due to introduction of fines enforcement

### Education & Welfare - Revenue under YTD budget

TIMING - Further Cub House claims have not been raised

PERMANENT - Sustainability Grant under budget estimate due to drop in numbers and staffing issues

### Housing - Revenue under YTD budget

PERMANENT - 165 Banksia not occupied in February/March

### Community Amenities - Revenue higher than YTD Budget

PERMANENT - Income relating to Sewerage over budget estimate

### Community Amenities - Revenue under YTD budget

PERMANENT - Jerramungup Shire Landfill Recoups under budget estimate

### Community Amenities - Revenue higher than YTD Budget

PERMANENT - Tipsite over budget estimate but contra to expense

PERMANENT - Income from sewerage over budget estimate

PERMANENT - Town Planning Scheme Income higher than budget estimate

### Recreation & Culture - Revenue higher than YTD Budget

PERMANENT - Revenue for Public Halls higher than budget estimate

PERMANENT - Revenue for Swimming Pool higher than budget estimate

### Recreation & Culture - Revenue under YTD budget

TIMING - Revenue for Other Rec and Sport

### Transport - Revenue under YTD budget

TIMING - Flood damage and other Roads grants to be reconciled in June

TIMING - Income relating to Airport under budget estimate

TIMING - MRWA grant for MRF1 and MRF2 recoup for damage caused after flooding contra to exp

TIMING - Canoe Trail grant completed in June

### Transport - Revenue higher than YTD Budget

PERMANENT - MRWA Direct Grant over budget estimate

PERMANENT - R2R funds finalised

### Economic Services - Revenue under YTD budget

TIMING - Revenue for other services (leases) to be reconciled

### Other Property & Services - Revenue higher than YTD Budget

PERMANENT - Galaxy roadworks contra to expense

PERMANENT - Income relating to Administration higher than budget estimate

PERMANENT - Diesel fuel rebate under budget estimate

### Other Property and Services - Revenue under YTD budget

## REPORTABLE OPERATING EXPENSE VARIATIONS

### Governance- Expenditure under YTD Budget

PERMANENT - CEO performance review not completed due to new CEO being appointed

TIMING - Members expenses - Training, conferences etc - finalised in June

TIMING - Community Development and Contributions - finalised in June

### General Purpose Funding- Expenditure under YTD Budget

PERMANENT - Rates and Legal Collection Expenses

### General Purpose Funding - Expenditure over YTD budget

PERMANENT - Consultant Rates Services due to staff changes

PERMANENT - ATO interest on GST not reported in 2016/17

### Law, Order, Public Safety - Expenditure under YTD Budget

PERMANENT - Community Crime Prevention Plan not in this financial year

PERMANENT - Repeater Maintenance under budget estimate

TIMING - Ranger Services, Other expenses and SES Expenditure

### Law, Order, Public Safety - Expenditure over YTD budget

PERMANENT - Bushfire Mitigation Activity over budget estimate but contra to income received

### Education & Welfare - Expenditure under YTD Budget

TIMING - Cub House expenditure under budget due to staffing issues

### Housing - Expenditure under YTD Budget

TIMING - Building Maintenance under budget and depreciation not raised

### Community Amenities - Expenditure under YTD Budget

PERMANENT - Regional Land fill operating costs under budget estimate

**BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Account#	Job#	Description	Council Res	Net Change	New Budget	Amended Budget Running Balance
12201		2018/19 Budget Estimated Surplus /(Deficit)				-\$597
14522	AL613	Lot 177, Lot 318 & Lot 36 Floater Road - Gifted Income By Galaxy	105/18	\$434,000	-\$434,000	\$433,403
14101	1141	Lot 177, Lot 318 & Lot 36 Floater Road - (New Asset)	105/18	-\$434,000	\$434,000	-\$597
14100	PW9	Private Works Income - Stage 1 Temporary Road - Galaxy	105/18	\$287,500	-\$287,500	\$286,903
11301		Galaxy - Stage 1 Temporary Road Construction	105/18	-\$250,000	\$250,000	\$36,903
11301		From: Ravenshorpe Hopetoun Future Fund	16/19	-\$60,000		-\$23,097
11301		From: Tigers Football Club	16/19	-\$20,000		-\$43,097
11301		From: Shire of Ravenshorpe	16/19	-\$30,000		-\$73,097
11301		To: Ravenshorpe Hopetoun Future Fund	16/19	\$60,000		-\$13,097
11301		To: Ravenshorpe Tigers Football Club	16/19	\$10,000		-\$3,097
11301		To: Shire of Ravenshorpe	16/19	\$30,000		\$26,903
11301		To: Galaxy	16/19	\$20,000		\$46,903
11301		To: Lotterywest	16/19	\$125,000		\$171,903
11301		To: Ravenshorpe Tennis Club	16/19	\$2,000	-\$137,000	\$173,903
11315	A1520	Purchase Parks and Gardens Equipment	16/19	-\$137,000	\$247,000	\$36,903
11301		To: Gym Equipment Revenue Galaxy \$15,000	16/19	15,000	-\$152,000	\$51,903
11303	AF622	Gym Equipment	16/19	-\$15,000	45,000	\$36,903
08102	CC002	From: Cub House Revenue	16/19	\$6,100	-\$211,600	\$43,003
08107	CH002	Toys for Cub House	16/19	-\$6,100	\$18,250	\$36,903
04114		Audit Fee Expense	24/19	7,000	37,000	\$43,903
05303	E155	Whale Removal and Disposal	24/19	90,000	90,000	\$133,903
09101	BM999	Reduced Maintenance to correctly reflect capital works	24/19	-\$38,973	90,000	\$94,930
09141	AB583	New shed floor and relocation, kitchen improvements	24/19	35,000	35,000	\$129,930
09141	AB584	Landscaping and Kitchen improvements	24/19	14,000	14,000	\$143,930
09141	AB585	Replace carpet, carpets, paint and repair back patio	24/19	16,000	16,000	\$159,930
10709	BM998	Budget reduced to fund whale removal and disposal	24/19	-\$81,370	15,000	\$78,560
11112	BM997	Reduced to fund capital housing improvements and Hopetoun Lighting Project	24/19	-\$162,740	70,000	-\$84,180
11315	AI526	Remove existing lights and install new lights with required cabling and footings	24/19	85,000	85,000	\$820
11505	AB606	Remove and replace ceilings that are falling down	24/19	18,083	18,083	\$18,903
11300	B180	Youth programs and activities	24/19	18,000	18,000	\$36,903
		Incorrect calculation in budget amendments council res 24/19				\$4,800
<b>Amended Budget as per Council Resolution (1)</b>				<b>\$37,500</b>		<b>\$41,106</b>

(1) Budget Surplus / (Deficit) position as per the Statement of Financial Activity

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 30 JUNE 2019

1. ACQUISITION OF ASSETS (Continued)	2018/19 Adopted Budget \$	2018/19 Revised Budget \$	2018/19 YTD Budget \$	JUNE 2019 Actual \$
The following assets have been acquired during the period under review:				
<b>By Program (Continued)</b>				
<b>Transport (Continued)</b>				
<b>Roads To Recovery Construction</b>				
Ravensthorpe Streets	462,491	462,491	462,491	456,015
Neil & Spence St Intersection	0	0	0	2,381
<b>Bridges Construction</b>				
Springdale Road Bridge	100,000	100,000	100,000	0
<b>Footpath Construction</b>				
Chittick St/Gibson Way/Forrest Way -	117,500	117,500	117,500	0
Crc/Dunnart - Laneway Paving & Landscaping	39,940	39,940	39,940	40,000
Hosking Street - Concrete Footpath	27,105	27,105	27,105	842
<b>Purchase Land &amp; Buildings - Roadworks And Depots</b>				
Purchase Depot Block - 1 Moir Road	0	0	0	5,000
Land Lot 36,318 & 177 Floater Road	0	434,000	434,000	434,000
<b>Road Plant Purchases</b>				
Maintenance Grader Replacement	330,000	330,000	330,000	337,000
Multi Tyre Roller	185,000	185,000	185,000	0
Skid Steer Loader	100,000	100,000	100,000	120,090
Construction Loader	310,000	310,000	310,000	298,500
Light Truck - P&G Ravensthorpe	60,000	60,000	60,000	0
Side Tipper	105,000	105,000	105,000	0
Mechanical Workshop Fitout	50,000	50,000	50,000	0
Street Sweeper Trailer	10,000	10,000	10,000	10,891
Zero Turn Mower	7,000	7,000	7,000	5,050
<b>Aerodromes</b>				
Runway Reseal	492,000	492,000	492,000	533,196
<b>Other Property &amp; Services</b>				
<b>Administration</b>				
Computer Upgrades	35,000	35,000	35,000	16,760
Toyota Landcruiser/Prado - Ceo	75,000	75,000	75,000	76,288
Toyota Hilux Dual Cab - Mes	60,000	60,000	60,000	50,447
Toyota Fortuner - Mccs	48,000	48,000	48,000	47,304
Toyota Hilux Dual Cab (Pool Car)	45,000	45,000	45,000	42,688
	<u>5,320,175</u>	<u>6,074,258</u>	<u>6,074,258</u>	<u>3,442,076</u>
<b>By Class</b>				
Land	0	434,000	434,000	439,000
Buildings	11,020	94,103	94,103	10,557
Furniture & Equipment	125,000	140,000	140,000	76,770
Plant & Equipment	1,385,000	1,385,000	1,385,000	988,258
Work in Progress - PPE	0	0	0	0
Infrastructure - Roads	2,716,716	2,716,716	2,716,716	1,004,547
Infrastructure - Footpaths	184,545	184,545	184,545	40,842
Infrastructure - Drainage	0	0	0	0
Infrastructure - Parks & Ovals	389,894	611,894	611,894	338,709
Infrastructure - Airports	492,000	492,000	492,000	533,196
Infrastructure - Other	16,000	16,000	16,000	10,197
Work in Progress - INFRA	0	0	0	0
	<u>5,320,175</u>	<u>6,074,258</u>	<u>6,074,258</u>	<u>3,442,076</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2019

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal Repayments		Principal Outstanding		Interest Repayments	
	2018/19 Adopted Budget \$	2018/19 YTD Actual \$	2018/19 Adopted Budget \$	2018/19 YTD Actual \$	2018/19 Adopted Budget \$	2018/19 YTD Actual \$
<b>Housing</b>						
Loan 145 Staff Housing	33,907	33,907	224,964	224,963	8,779	5,038
Loan 147 Other Housing	15,919	15,919	238,792	238,792	10,153	7,148
<b>Recreation and Culture</b>						
Loan 146 Hopetoun Community Centre	13,123	13,123	311,991	311,991	13,772	8,073
<b>Transport</b>						
Loan 138D Town Street	26,801	26,801	291,312	291,312	22,889	13,702
Loan 144 Town Street	47,682	47,682	157,962	157,963	11,005	7,797
Loan 143B Refinance	30,365	30,365	201,467	201,467	7,862	4,512
Loan 138E Refinance	33,884	33,884	267,881	267,881	10,820	6,277
	201,680	201,681	1,694,368	1,694,368	85,280	52,547

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

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

FOR THE PERIOD ENDED 30 JUNE 2019

	2018/19 Adopted Budget \$	2018/19 YTD Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant Reserve</b>		
Opening Balance	430,959	430,959
Amount Set Aside / Transfer to Reserve	6,801	3,859
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>437,760</u>	<u>434,818</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	26,734	26,734
Amount Set Aside / Transfer to Reserve	422	239
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>27,156</u>	<u>26,973</u>
<b>(c) Building Reserve</b>		
Opening Balance	1,519,294	1,519,294
Amount Set Aside / Transfer to Reserve	1,223,977	3,803,885
Amount Used / Transfer from Reserve	<u>(1,200,000)</u>	<u>(4,508,973)</u>
	<u>1,543,271</u>	<u>814,206</u>
<b>(d) Road &amp; Footpath Reserve</b>		
Opening Balance	422,867	422,867
Amount Set Aside / Transfer to Reserve	6,673	3,678
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>429,540</u>	<u>426,545</u>
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	44,031	44,031
Amount Set Aside / Transfer to Reserve	695	503
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>44,726</u>	<u>44,534</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	751,528	751,528
Amount Set Aside / Transfer to Reserve	61,860	6,730
Amount Used / Transfer from Reserve	<u>(369,303)</u>	<u>(369,303)</u>
	<u>444,085</u>	<u>388,955</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	298,032	298,032
Amount Set Aside / Transfer to Reserve	39,703	2,669
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>337,735</u>	<u>300,701</u>

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 JUNE 2019

## 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018/19 Rate Revenue \$	2018/19 Interim Rates \$	2018/19 Back Rates \$	2018/19 Total Revenue \$	2018/19 Budget \$
<b>General Rate</b>								
GRV Residential	0.112985	775	10,913,894	1,233,106	290		1,233,396	1,235,814
GRV Commercial	0.126873	34	1,404,972	178,253			178,253	178,253
GRV Industrial	0.148920	35	512,772	76,362			76,362	76,362
GRV Transient Workforce Accom	0.301308	1	780,000	235,020			235,020	235,020
GRV Short Stay Accommodation	0.301308	1	72,800	21,935			21,935	21,935
UV - Mining	0.080000	64	2,164,211	173,137	1,998		175,135	173,137
UV - Rural	0.009428	340	205,000,000	1,932,740	(1,726)		1,931,014	1,929,007
<b>Non-Rateable</b>								
<b>Sub-Totals</b>		1,250	220,848,649	3,850,553	562	0	3,851,115	3,849,528
<b>Minimum Rates</b>								
GRV Residential	850	379	1,106,364	322,150		0	322,150	323,850
GRV Commercial	850	9	44,740	7,650		0	7,650	7,650
GRV Industrial	850	12	45,268	10,200		0	10,200	10,200
UV - Mining	300	54	73,322	16,200		0	16,200	16,500
UV - Rural	850	91	4,746,640	77,350		0	77,350	76,500
<b>Sub-Totals</b>		545	6,016,334	433,550	0	0	433,550	434,700
<b>Total Rates</b>				4,284,103			4,284,665	4,284,228
Ex Gratia Rates							49,032	49,200
Rates Written Off							(5)	(5,000)
<b>Total Rates</b>							4,333,692	4,328,428

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 JUNE 2019**

**8. OPERATING STATEMENT BY PROGRAM**

	<b>JUNE 2019 Actual \$</b>	<b>2018/19 Adopted Budget \$</b>	<b>2017/18 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	348	3,000	3,000
General Purpose Funding	6,349,363	5,364,428	5,974,936
Law, Order, Public Safety	353,553	225,190	273,528
Health	4,483	3,000	3,486
Education and Welfare	151,406	205,500	343,507
Housing	19,560	24,900	12,860
Community Amenities	556,284	699,097	758,411
Recreation and Culture	441,901	206,370	473,463
Transport	10,772,446	12,462,039	14,192,934
Economic Services	114,975	141,000	177,619
Other Property and Services	488,573	115,000	166,078
<b>TOTAL OPERATING REVENUE</b>	<b>19,252,892</b>	<b>19,449,524</b>	<b>22,379,823</b>
<b>OPERATING EXPENSES</b>			
Governance	(608,217)	(646,955)	(512,935)
General Purpose Funding	(272,725)	(222,492)	(138,716)
Law, Order, Public Safety	(843,423)	(774,051)	(757,054)
Health	(287,243)	(278,922)	(311,402)
Education and Welfare	(353,449)	(372,723)	(474,312)
Housing	(218,340)	(258,313)	(178,558)
Community Amenities	(1,341,730)	(1,431,629)	(1,128,695)
Recreation & Culture	(1,529,572)	(1,800,572)	(1,789,627)
Transport	(14,159,371)	(13,686,930)	(15,921,409)
Economic Services	(296,858)	(349,466)	(343,179)
Other Property and Services	(1,116,009)	(339,100)	(721,515)
<b>TOTAL OPERATING EXPENSE</b>	<b>(21,026,936)</b>	<b>(20,161,152)</b>	<b>(22,277,403)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(1,774,044)</u></b>	<b><u>(711,628)</u></b>	<b><u>102,420</u></b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2019

9. STATEMENT OF FINANCIAL POSITION

	JUNE 2019 Actual \$	2017/18 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	2,902,999	3,530,222
Trade and Other Receivables	701,445	4,955,450
Inventories	75,366	16,247
<b>TOTAL CURRENT ASSETS</b>	<u>3,679,810</u>	<u>8,501,919</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	24,618	24,618
Inventories	0	0
Property, Plant and Equipment	34,031,151	34,208,663
Infrastructure	26,543,286	25,172,799
<b>TOTAL NON-CURRENT ASSETS</b>	<u>60,599,055</u>	<u>59,406,080</u>
<b>TOTAL ASSETS</b>	<u>64,278,865</u>	<u>67,907,999</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	763,686	2,398,202
Right of Use Asset	98,617	98,617
Long Term Borrowings	0	201,680
Provisions	510,150	528,986
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,372,453</u>	<u>3,227,485</u>
<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	54,319	54,319
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>2,763,935</u>	<u>2,763,935</u>
<b>TOTAL LIABILITIES</b>	<u>4,136,388</u>	<u>5,991,420</u>
<b>NET ASSETS</b>	<u>60,142,477</u>	<u>61,916,579</u>
<b>EQUITY</b>		
Retained Surplus	37,547,011	38,214,104
Reserves - Cash Backed	2,695,078	3,802,028
Revaluation Surplus	19,900,447	19,900,447
<b>TOTAL EQUITY</b>	<u>60,142,477</u>	<u>61,916,579</u>

**SHIRE OF RAVENSTHORPE  
WORKS BUILDING MAINTENANCE BUDGET 2018/2019**

<b>JOB</b>	<b>Description</b>	<b>Budget</b>	<b>Actuals</b>	<b>Comments</b>
BM810	Cub House Building Maintenance		15,719.30	
BM401	Admin Building		51,313.39	Incl Interior Painting
BM001	Jubilee Park Toilets		800.01	Incl Foyer renovation ,shed removal, internal painting, Engineering office remodelling
BM002	Rangeview Park Toilets		682.59	
BM003	Munglinup Park Toilets		1,582.62	
BM004	Hopetoun Foreshore Toilets		800.72	
BM005	Kundip Walk Toilets		338.38	
BM006	Two Mile Beach Toilets		69.71	
BM007	Twelve Mile Beach Toilet		0.00	
BM008	Mason Bay Toilets		209.83	
BM009	Starvation Bay Main Toilets		304.46	
BM010	Starvation Bay Sub Toilets		0.00	
BM011	West Beach Toilets		303.80	
BM012	Hammersley Inlet Main Toilets		345.88	
BM012A	Hammersley Inlet Toilets - Day Use		0.00	
BM013	Lee Creek Toilets		241.07	
BM014	Mcculloch Park Toilets		1,476.63	
BM015	Starvation Bay Toilets - Fishermans Camp		499.38	
BM016	Jerdacuttup Parking Bay Toilets		4,239.99	
BM017	Starvation Bay Toilets - Main Carpark At Boat Ramp		0.00	
BM018	Mason Bay Toilets - Western End Of Camp Ground		0.00	
BM101	Ravensthorpe Tennis Club Pavilion		5,297.48	
BM102	Ravensthorpe Golf & Bowling Club		250.00	
BM103	Ravensthorpe Hand Gun Club		326.00	
BM104	Hopetoun Recreation Pavilion		4,012.56	
BM105	Hopetoun Golf Club		500.00	
BM106	Munglinup Recreation Pavilion		2,266.35	
BM107	Munglinup Golf Club		0.00	
BM108	Munglinup Equestrian Club		0.00	
BM115	Swimming Pool		2,566.76	
BM121	Fitzgerald Hall		978.99	
BM122	Jerdacuttup Hall		311.64	
BM123	North Ravensthorpe Hall		686.68	
BM124	Ravensthorpe Hall		14,048.82	New Portico to Hall entry
BM125	Hopetoun Community Centre		15,233.85	
BM150	Ravensthorpe Museum		138.69	
BM154	Ravensthorpe Recreation Centre		40,371.43	LED Light Replacement program completed \$7K
BM170	Ravensthorpe Crc		12,327.65	Incl Painting & Electrical work
BM175	Dunmart Art Building		6,567.76	
BM201	Ravensthorpe Works Depot		1,702.21	
BM202	Hopetoun Works Depot		2,759.04	
BM205	Airport Terminal Buildings		1,118.37	
BM402	63 Morgan Street (Youth Group)		3,679.84	
BM403	59-61 Morgans Street		0.00	
BM703	Hopetoun Drs Surgery		1,611.65	
BM704	Ravensthorpe Drs Surgery		3,811.76	
BM801	Ravensthorpe Senior Citizens Centre		345.89	
BM802	Hopetoun Senior Citizens Centre		948.55	
BM803	Ravensthorpe Aged Accommodation Units		0.00	
BM804	Hopetoun Aged Accommodation Units		0.00	
BM811	Little Barrens Building Maintenance		5,424.55	
BM901	4 Daw Street		2,392.68	
BM903	18 Carlisle Street - Ceo		1,712.42	
BM904	41 Kingsmill Street		754.91	

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### 10.3 MANAGER OF PLANNING AND DEVELOPMENT

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

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

**Summary:**

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

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

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

**Assessment:**

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

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

The objectives of the zone are as follows:

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

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

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

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

4.16.2 Subdivision

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

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

#### 4.16.3 Building Envelopes

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

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

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

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

#### 4.16.4 Building Design, Materials and Colours

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

#### 4.16.5 Fire Management

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

#### 4.16.6 Keeping of livestock

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

#### 4.16.7 Land degradation

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

#### 4.16.8 Vegetation protection

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



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

#### 4.16.9 Servicing

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

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

### **1. General Requirements**

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

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

d. Rural Residential and Rural Smallholdings zone specific requirements

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

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

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

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

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

**Comment:**

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

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

**Options**

Option 1 – Refuse

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

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

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

Option 2 – Approve

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

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

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

ADVICE TO APPLICANT:

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

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

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

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

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

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

**Consultation:**

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

**Statutory Environment:**

Local Planning Scheme No. 6.

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

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

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

**Policy Implications:**

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

**Financial Implications:**

None for Council

**Strategic Implications:**

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

Theme 1:

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

**Sustainability Implications:**

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

There are no known significant economic considerations.

- **Social**

There are no known significant economic considerations.

**Risk Implications:**

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

Risk Matrix

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

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

**Voting Requirements:**

**Simple Majority**

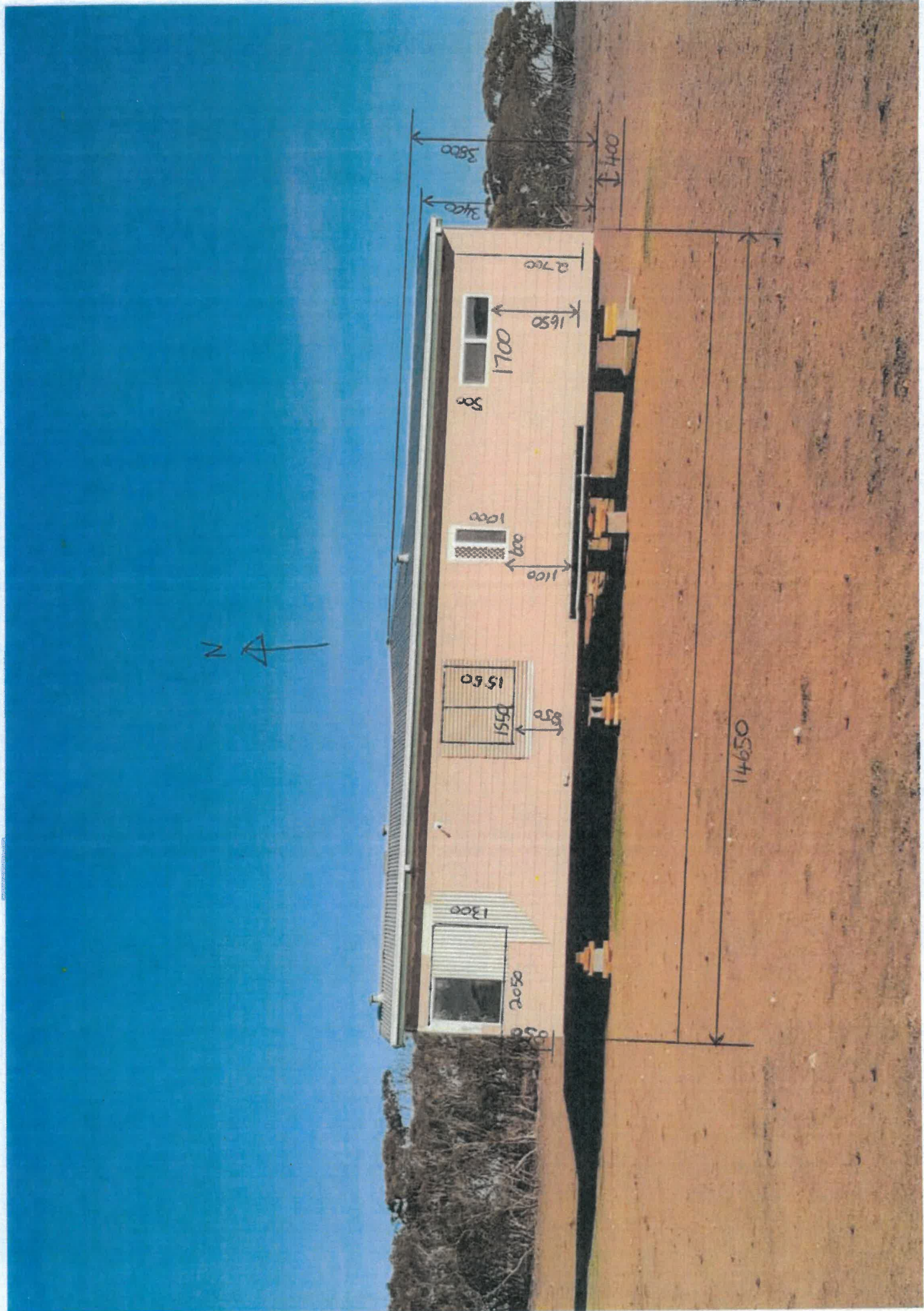
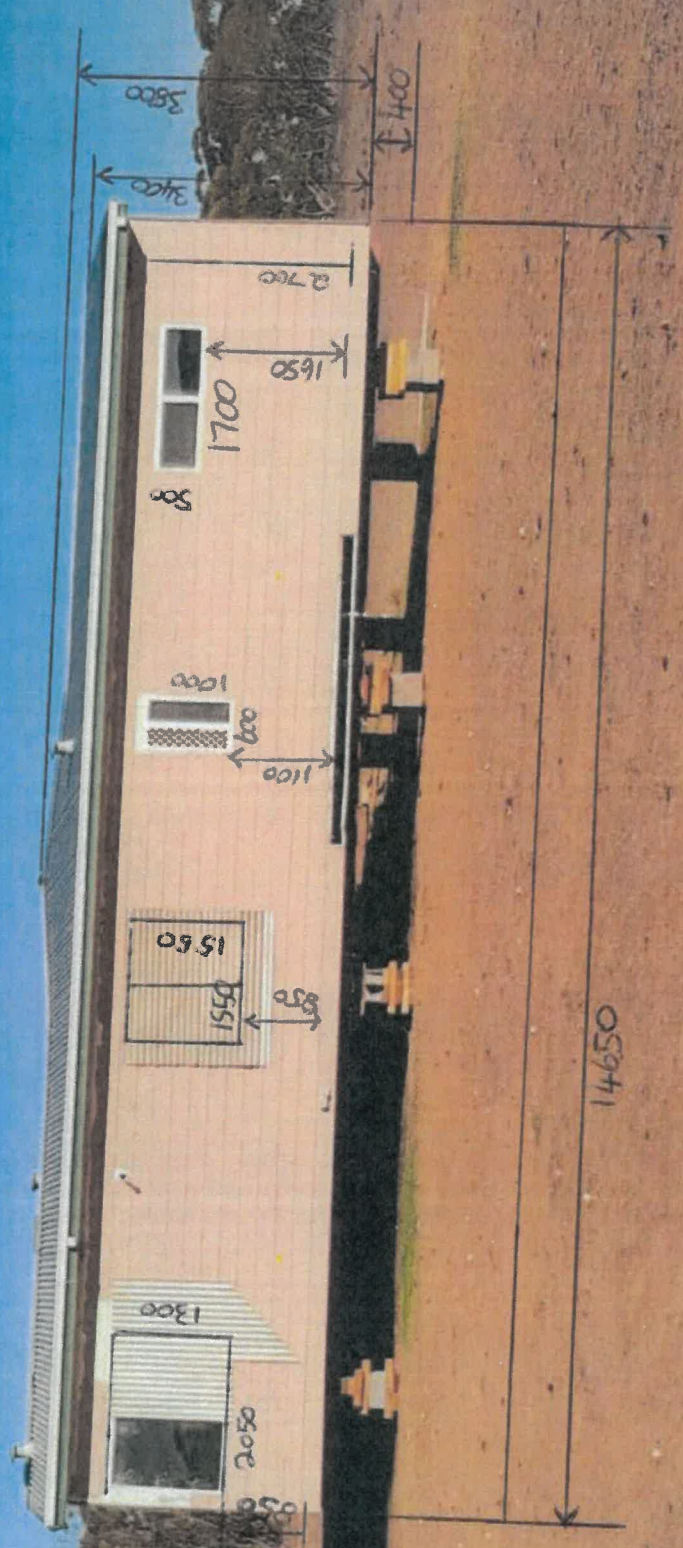
**Recommendation:**

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

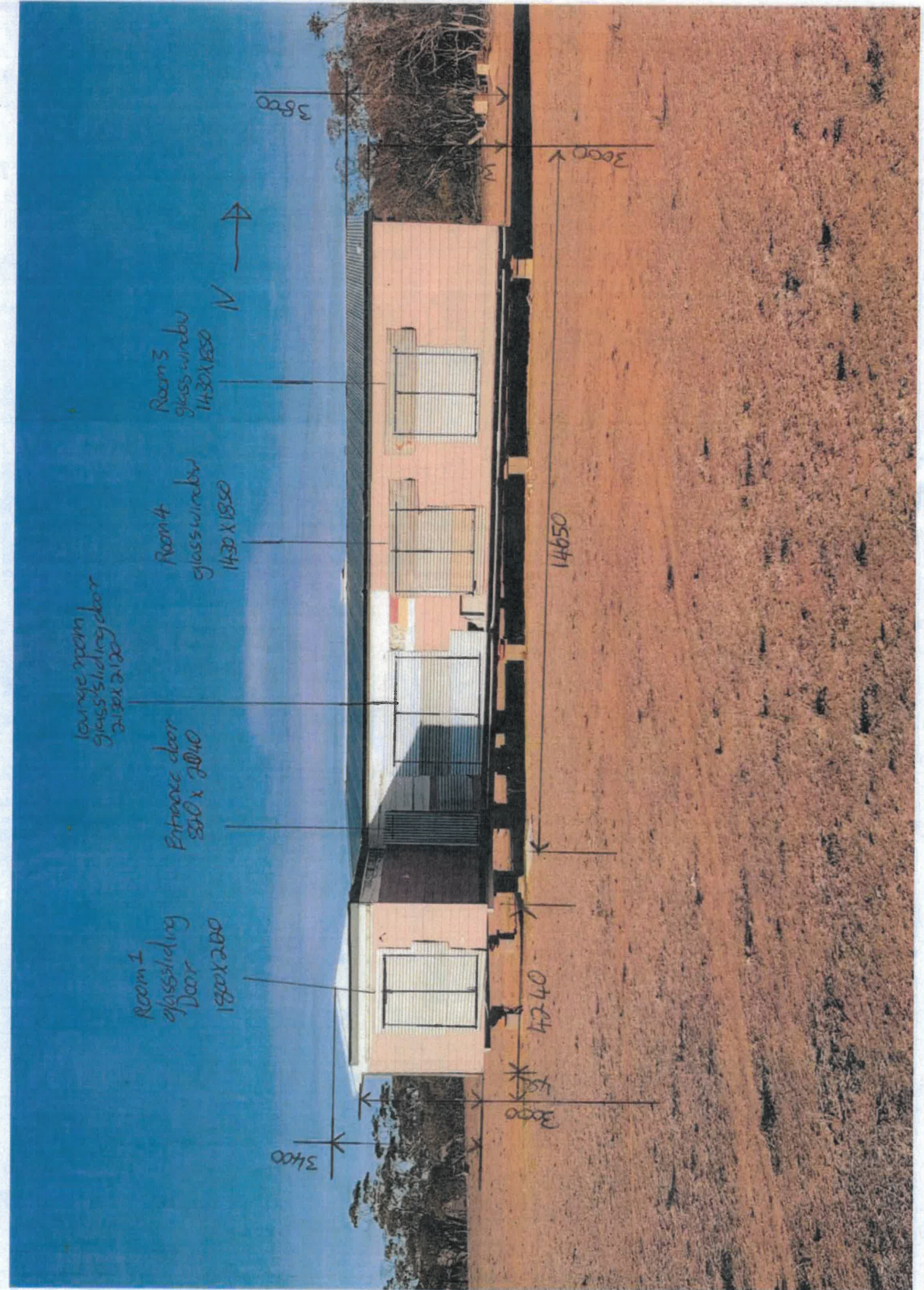
- 1) The proposed development is not consistent with Clause 1(c) of Local Planning Policy: Housing.**

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

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







lounge room  
glass sliding door  
2130 x 2100

Room 1  
glass sliding  
Door  
1800 x 2100

Entrance door  
850 x 2040

Room 4  
glass window  
1430 x 1850

Room 3  
glass window  
1430 x 1850



3800

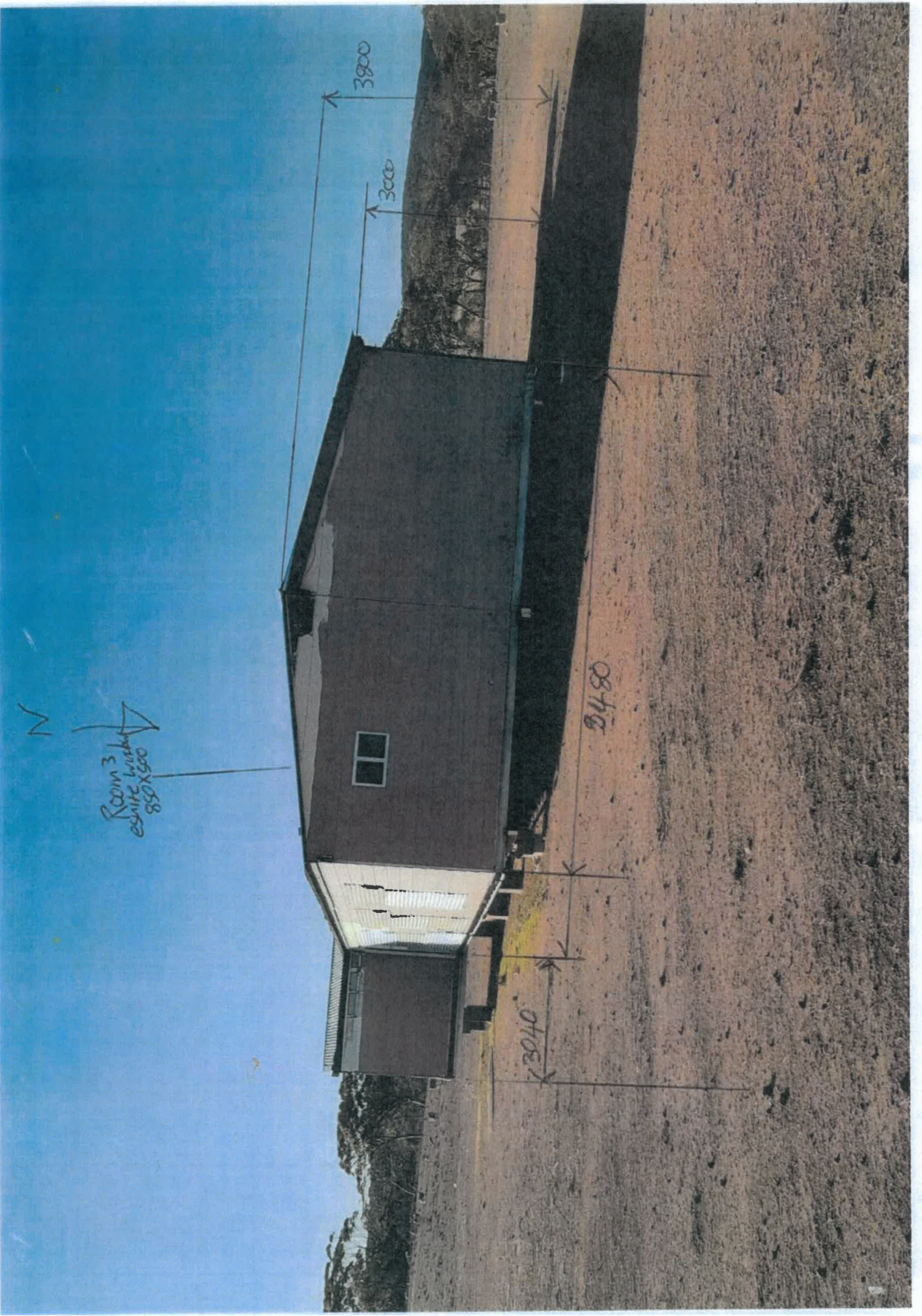
3000

14650

14740

3000

3400



N  
Room 3  
white window  
850 x 500

3900

3000

0848

0405

Room 2 window  
1520 x 1440

Bathroom window  
1200 x 1520

Toilet window  
500 x 500

Glass sliding door  
1600 x 2120

Glass sliding door  
1820 x 2120

Window  
980 x 1300  
850 off the floor

← N

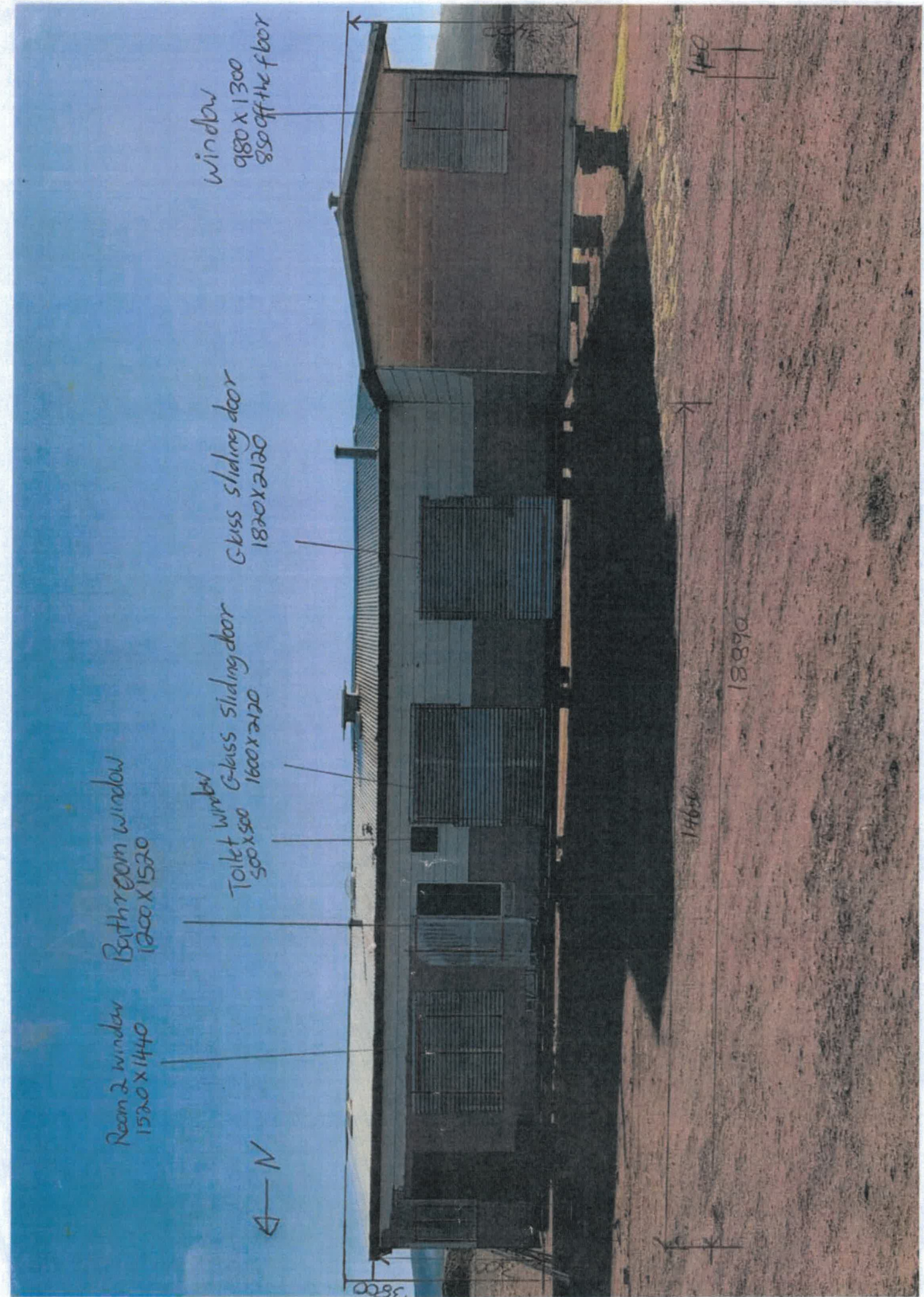
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300

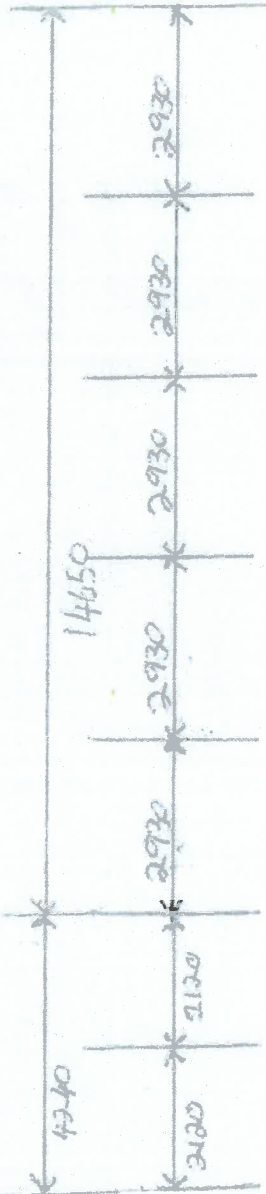
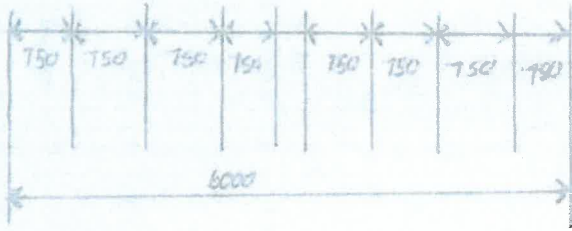
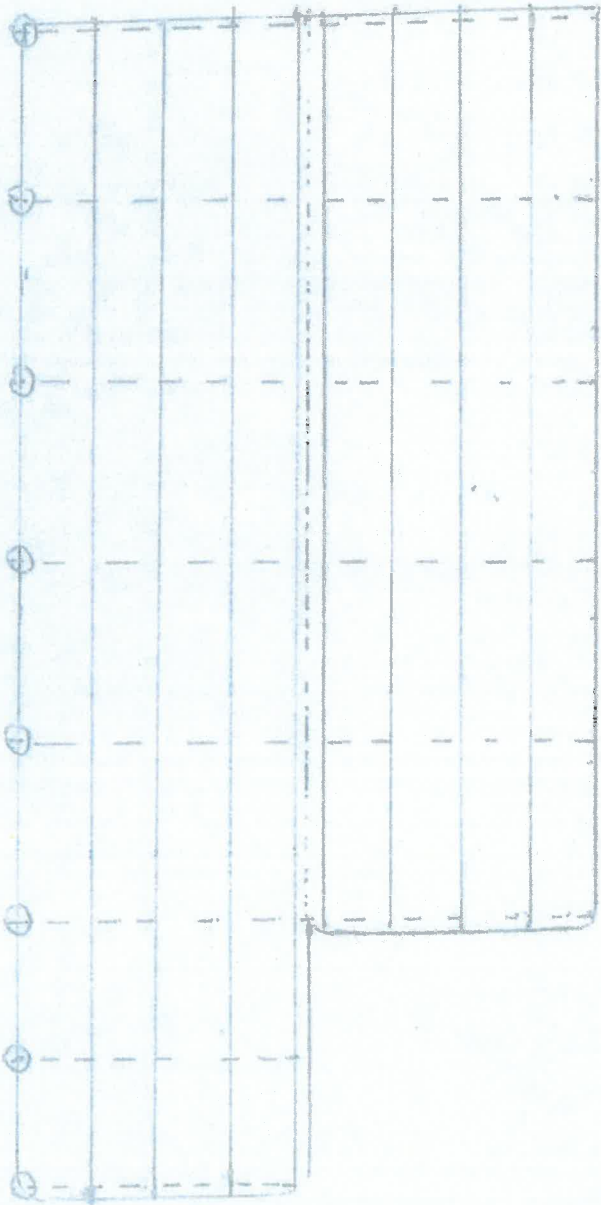
1465

1881

1460

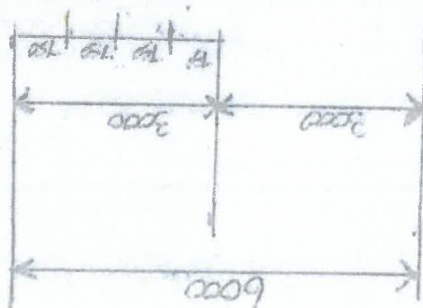


# Back Gable Veranda

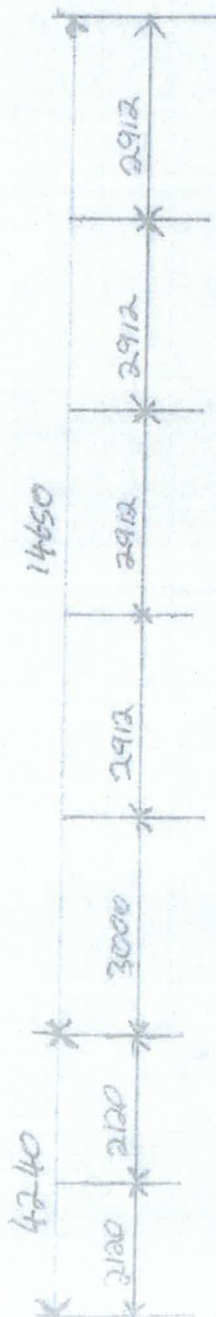
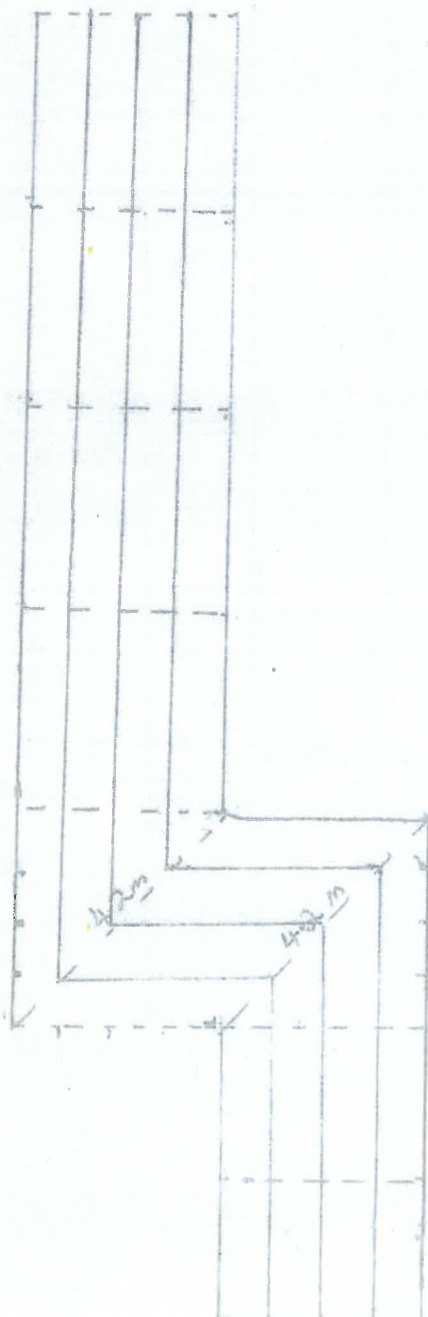


- 60 6m trusses
- 20 3m Rafters
- 100 70x30 Tube Pillars
- 80 40x40 Posts

Front Skillion Veranda

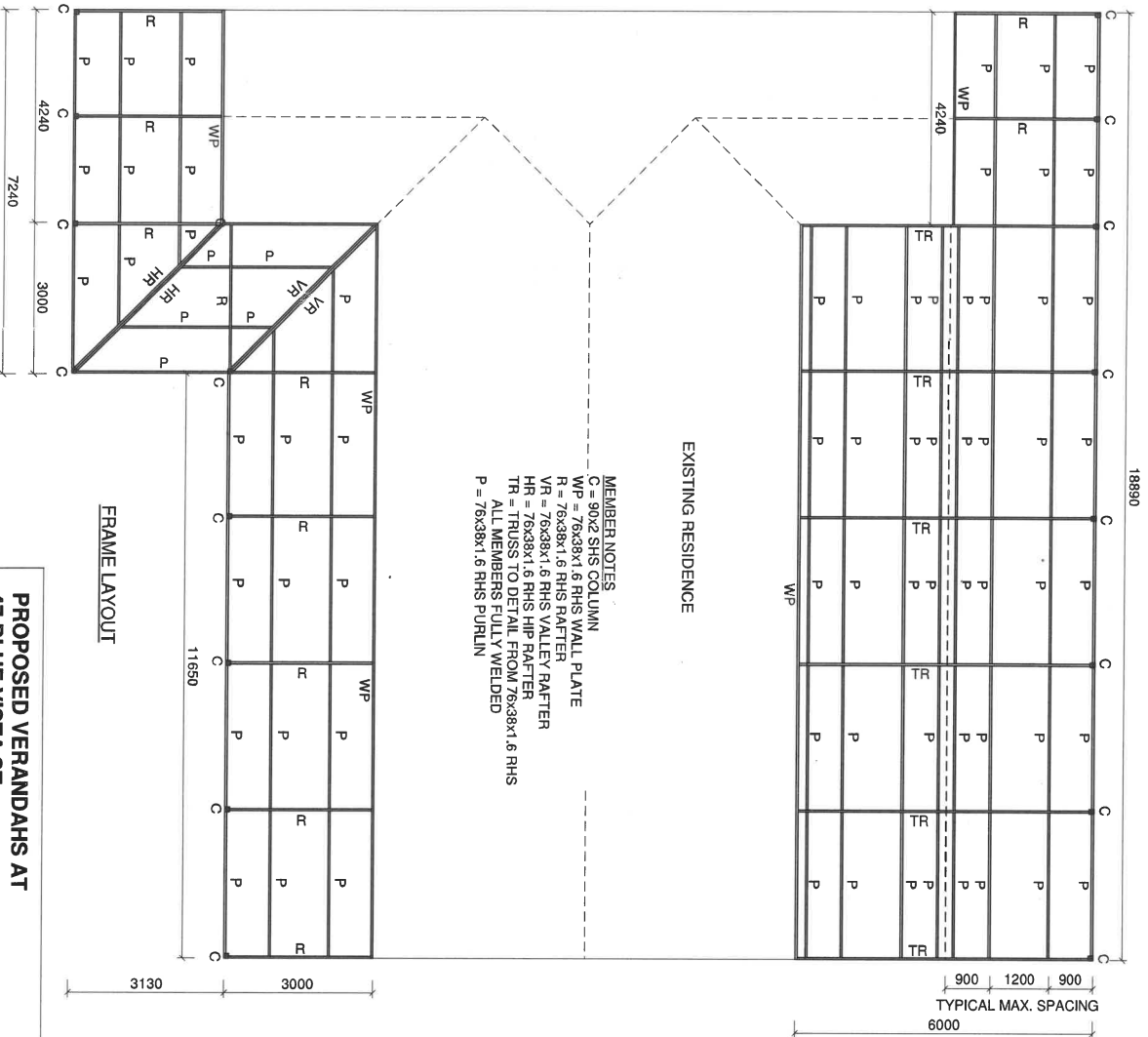


House

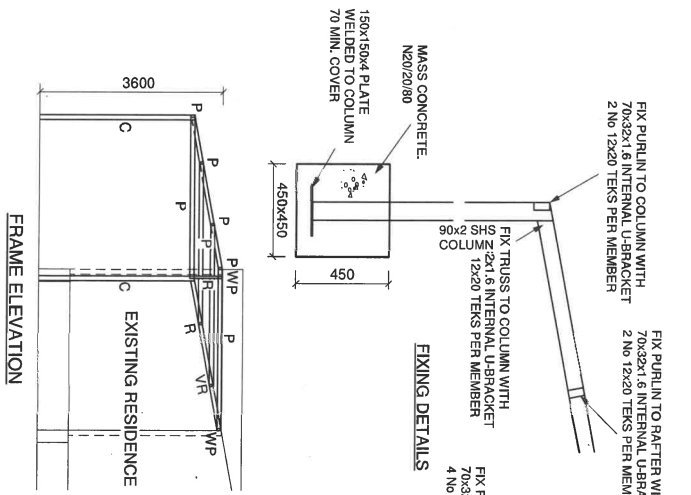
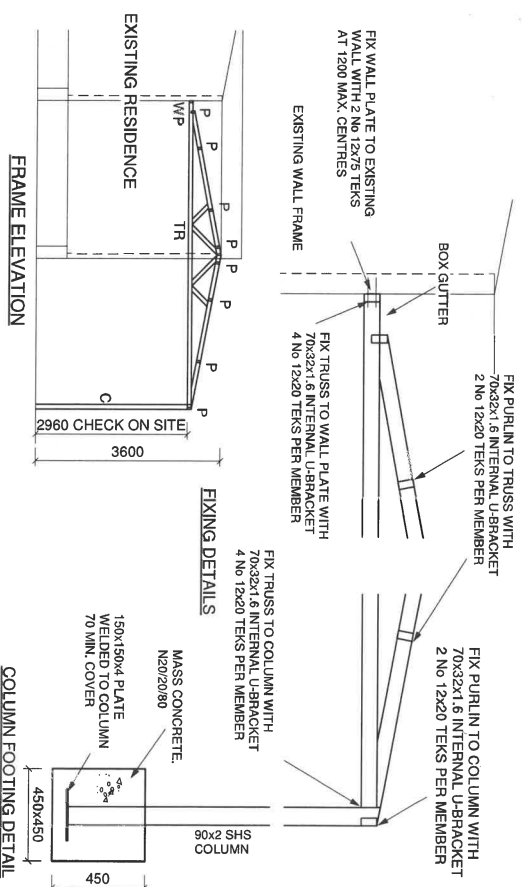


DESIGN CRITERIA  
 DEAD AND LIVE IN ACCORDANCE WITH AS1170.1  
 WIND LOADS IN ACCORDANCE WITH AS4055  
 MAX CATEGORY N2  
 MAX STRENGTH DESIGN GUST WIND SPEED  $V_w = 46m/s$   
 SERVICEABILITY DESIGN WIND SPEED =  $32m/s$   
 IMPORTANCE LEVEL = 2  
 SHELDING MULTIPLIER = 1.0  
 TOPOGRAPHIC MULTIPLIER = 1.0  
 SITE CLASSIFICATION A.S or M

GENERAL SPECIFICATION  
 CONCRETE TO BE IN ACCORDANCE WITH AS3600 CONCRETE STRUCTURES CODE  
 DESIGN OF STEEL FRAME TO BE TO AS4100 STEEL STRUCTURES CODE  
 ALL WORKMANSHIP TO BE IN ACCORDANCE WITH THE BUILDING CODE OF AUSTRALIA  
 ALL MATERIAL TO BE FITTED IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS.  
 ROOF SHEETING TO BE 0.42 BMT CORRUGATED STEEL FIXED TO PURLINS IN ACCORDANCE WITH MANUFACTURERS SPECIFICATION.



**PROPOSED VERANDAHS AT  
 47 BLUE VISTA ST  
 HOPETOUN  
 FOR L. FRANKE**



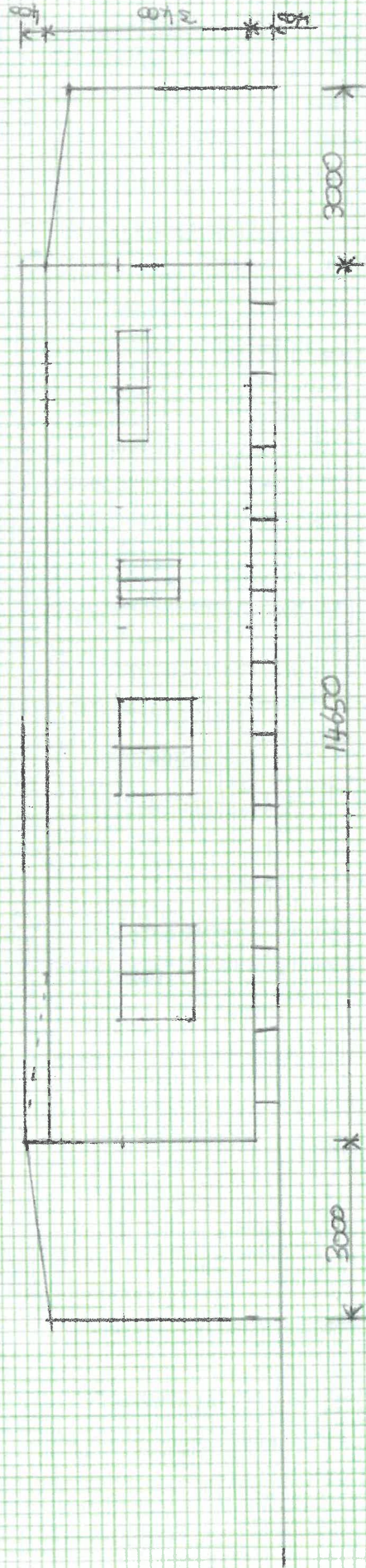
**B. PITTARD BENG (Civil / Struct)**  
 M/E Aust No 1111802  
 17 Ladbroke Drive, Darlington, 6070  
 Ph: 92937442  
 email: bnpittard@inet.net.au

CERTIFIED FOR STRUCTURAL SUFFICIENCY

DATE 06/03/19

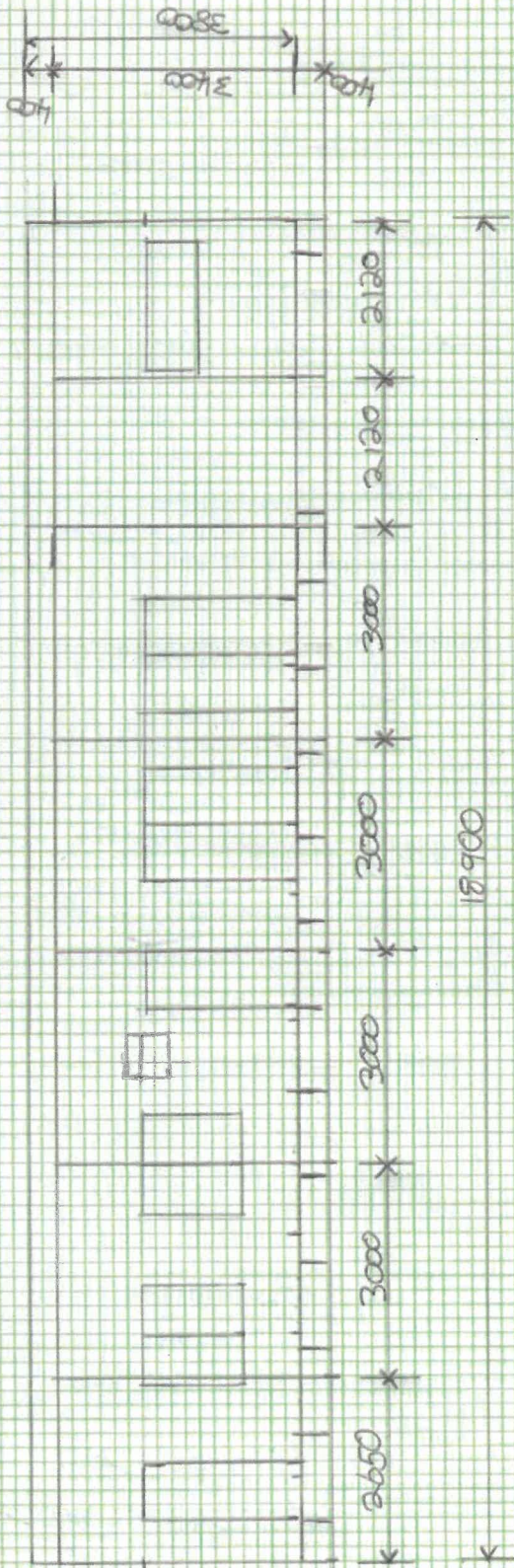
SCALE	1:100, 1:25	DATE	06/03/19
DRAWN	BAP	DRAWING No	1 of 1
TITLE	LAYOUT, ELEVATIONS AND DETAILS		

Side View



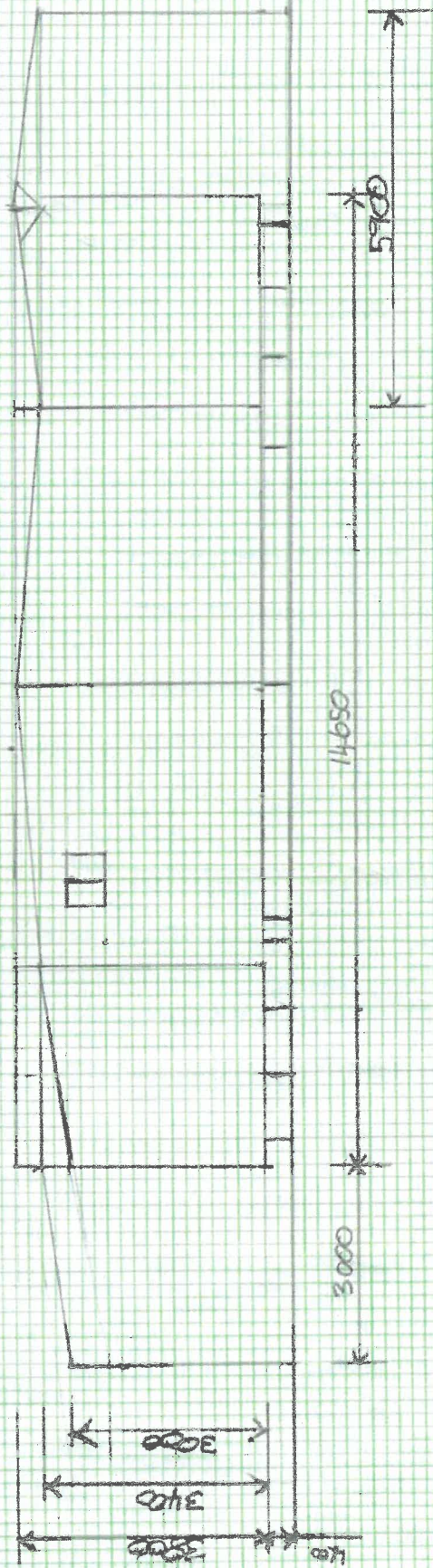
Back View

N ←



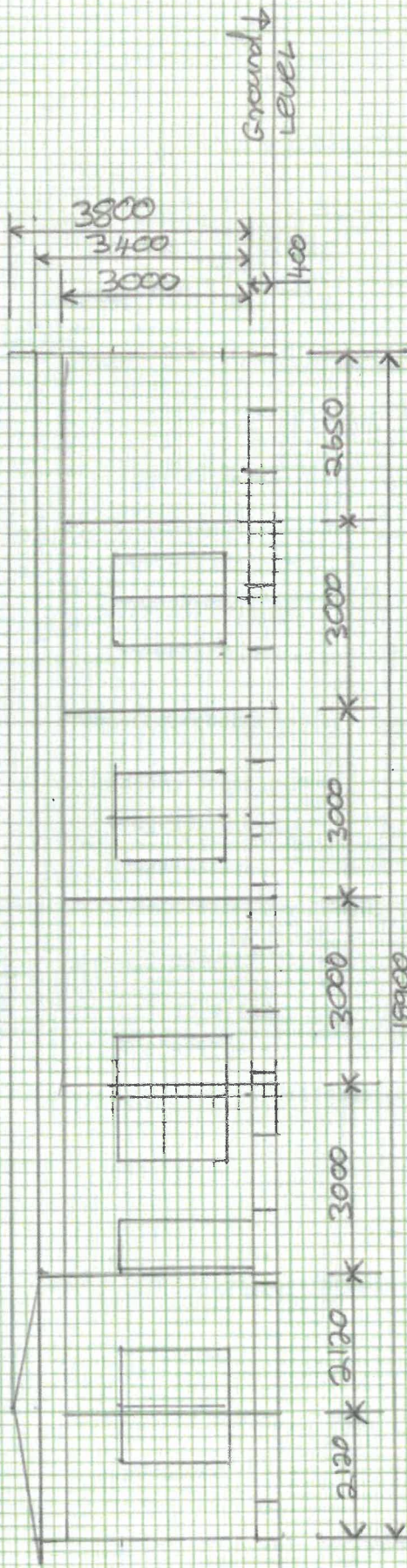


Side View



FRONT N →

Elevations for renovations



90x90x2 Posts

76x38x1.6 Rafter

Steel perforated tube

Custom ORB TIN TO SLUH ROOF

Revised floor Area

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**10.4      DIRECTOR OF TECHNICAL SERVICES**

Nil.

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

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

**12.1 ELECTED MEMBERS**

**12.2 OFFICERS**

**13. MATTERS BEHIND CLOSED DOORS**

**14. CLOSURE OF MEETING**