



MINUTES

Council Meeting

Wednesday 18 December, 2019

Commencing at 6.00 p.m.

**Council Chambers
Ravensthorpe**



Shire of Ravensthorpe

Notice of Ordinary Council Meetings

In accordance with the Local Government Act 1995 and Administration Regulation 12 (I) it, is hereby notified that as from January 2020 to December 2020, Ordinary Council meetings of the Shire of Ravensthorpe will be held as follows:

| DATE | | LOCATION | TIME |
|-------------------|-----------------------|-------------------------------|------|
| January 2020 | No meetings Scheduled | | |
| 18 February 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 17 March 2020 | Council Meeting | Munglinup Community Centre | 6pm |
| 21 April 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |
| 19 May 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 16 June 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |
| 21 July 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 18 August 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |
| 15 September 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 20 October 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |
| 17 November 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 15 December 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |

SHIRE OF RAVENSTHORPE

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, Ravensthorpe on Wednesday 18 December 2019, commencing at 6.00pm.

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member to declare the meeting open at 6:10pm.

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

COUNCILLOR'S: Cr Keith Dunlop (Shire President)
Cr Julianne Belli (Deputy Shire President)
Cr Ian Goldfinch
Cr Thomas Major
Cr Mark Mudie
Cr Ken Norman
Cr Graham Richardson

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

APOLOGIES:

ON LEAVE OF ABSENCE: Nil

ABSENT: Nil

MEMBER OF THE PUBLIC: Nil

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER

3.1 COUNCIL AGENDA REPORTS

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

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

1. PUBLIC QUESTION TIME

Nil.

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

7. APPLICATIONS FOR LEAVE OF ABSENCE

Moved: Cr Major Seconded: Cr Mudie Res: 138/19

Decision:

That Cr Goldfinch be granted leave of absence for the period from 26 January 2020 to 15 February 2020.

Voting Requirements: Simple Majority Carried: 7/0

Moved: Cr Norman Seconded: Cr Goldfinch Res: 139/19

Decision:

That Cr Major be granted leave of absence for the period from 4 January 2020 to 20 January 2020.

Voting Requirements: Simple Majority Carried: 7/0

8. DISCLOSURES OF INTEREST

Nil.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 ORDINARY MEETING – 19 November 2019

Statutory Environment:

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

Moved: Cr Richardson Seconded: Cr Mayor Res: 140/19

Decision:

That Council

- 1. Endorse the Minutes of the Ordinary Meeting of the Council of the Shire of Ravensthorpe held in the Council Chambers, Hopetoun on 19 November 2019 be confirmed.**

Voting Requirements: Simple Majority Carried: 7/0

9.2 SPECIAL COUNCIL MEETING – 11 December 2019

Moved: Goldfinch

Seconded: Richardson

Res: 141/19

**Decision:
That Council**

- 1. Endorse the Minutes of the Special Council Meeting of the Shire of Ravensthorpe held in the Council Chambers, Hopetoun on 11 December be confirmed.**

Voting Requirements: Simple Majority

Carried: 7/0

10. REPORTS OF COMMITTEES OF COUNCIL

Nil.

11. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES

Nil.

12. REPORTS FROM COUNCILLORS

Cr Keith Dunlop (President)

Nil

Cr Julianne Belli (Deputy President)

Nil

Cr Ian Goldfinch

Nil

Cr Thomas Major

Nil

Cr Mark Mudie

Nil

Cr Ken Norman

5-6 December 2019 – WALGA Training – Serving on Council (please see information booklet).

Cr Graham Richardson

Nil

13. OFFICE OF THE CHIEF EXECUTIVE OFFICER

13.1 2018/2019 ANNUAL FINANCIAL REPORT AND GENERAL MEETING OF ELECTORS

File Reference: FM AU.1
Location: Nil
Applicant: Nil
Author: Director of Corporate and Community
Authorising Officer: Chief Executive Officer
Date: 16 December 2019
Disclosure of Interest: Nil
Attachments: 10.1.1 Annual Financial Statements 30 June 2019
10.1.2 OAG Audit Opinion 30 June 2019
10.1.3 Final Management Letter 30 June 2019
Previous Reference: Nil

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 2019 is presented for adoption.

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

Background:

This was the second year where the audit process involved the Office of the Auditor General (OAG), in conjunction with Lincolns, and given that the previous audit sign off was 28 June 2019, in many ways it demonstrated the intent of all parties to achieve a more timely audit finalisation compared to our experience the previous year.

Whilst many of the issues of the previous year have subsided, such as the conceptual issues around the change in fair valuation of assets following flood degradation and recognition of the joint venture regional waste facility assets under shared management order over land, there has still remained contention in the manner in which Reserve funds have been used for cash flow purposes given the extended lag time experienced with WANDRRA funded repatriation works after the major flood event of 2017.

Comment:

The OAG, in conjunction with contracted auditors, Lincolns, have completed the annual audit for the year ending 30 June 2019.

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 54) 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:

| Ratio | Description | Result | Prescribed Standard |
|--|--|---------------|---|
| <i>Current Ratio</i> | <i>Indicates the Shire's ability to meet short term debt obligations.</i> | 1.51 | <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> | 1.33 | <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> | 6.82 | <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> | (0.04) | <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> | 0.27 | <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> | 0.74 | <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> | 0.69 | <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 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 Financial Report, therefore Council is required to hold the annual meeting of electors no later than Wednesday 12 February 2020.

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 10 December 2019 via teleconference to discuss the 2018/19 audit findings.

The Audit Committee recommend to Council that;

- (1) The 2018/2019 Annual Financial Statements and auditors report for the year ended 30 June 2019 be accepted.*
- (2) The annual report be provided to the Community, 2 weeks' prior to the Annual General Meeting of Electors.*
- (3) Council set the 2018/2019 Annual General Meeting of Electors within 56 days of the acceptance of the 2018/19 annual financial statements, in February 2020*

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 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Belli

Seconded: Cr Richardson

Res:142/19

**Decision:
That Council**

- 1. Endorse the 2018/2019 Annual Financial Report for the year ended 30 June 2019, including the auditor's report be accepted.**
- 2. Endorse the annual report be provided to the Community, 2 weeks' prior to the Annual General Meeting of Electors.**
- 3. Endorse setting the 2018/2019 Annual General Meeting of Electors be held on Friday 31 January 2020 in the Hopetoun Community Centre at 7:00 pm.**

Voting Requirements: Absolute Majority

Carried:7/0

Note: Recommendation was changed from Tuesday 4 February 2020 to Friday 31 January 2020, to allow all councillors to attend.

13.2 DISABILITY ACCESS AND INCLUSION PLAN 2019-2024

| | |
|--------------------------------|--|
| File Reference: | CS.AS.1 |
| Location: | N/A |
| Applicant: | N/A |
| Author: | Director Corporate and Community |
| Authorising Officer: | Chief Executive Officer |
| Date: | 16 December 2019 |
| Disclosure of Interest: | Nil |
| Attachments: | 14.4.1 Draft Disability Access and Inclusion Plan 2019-2024 |
| Previous Reference: | Nil |

Summary:

For Council to endorse the review of the Disability Access and Inclusion Plan 2019-2024.

Background:

Local Government plays an important role in ensuring people with disability have the same opportunities and choices as everyone else. This support and the tangible benefits that flow from it are good for the whole of the community.

Local Governments in Western Australia have been required to have Disability Services Plans (DSPs) as a part of the Disability Services Act (1993). DSPs were in place for over 10 years and a great deal of progress was made by Local Governments towards ensuring that their services, buildings and information are accessible to people with disabilities.

The Disability Services Act (1993) was amended in December 2004 and required Local Governments to develop and implement Disability Access and Inclusion Plans (DAIPs). Further amendments were made to the Disability Service Regulations in 2013 to include a seventh outcome, changes to wording from people with “disabilities” to people with “disability” and to consultation processes.

In February 2019 the Shire’s public consultation process included calling for comments and input on the existing DAIP, through the following consultation methods:

- Invitation for all community members to contact the Chief Executive Officer to discuss any difficulties they may experience in accessing Council services/facilities or in just getting around the community;
- Invitation for review and comment on the DAIP through the Shire of Ravensthorpe website;
- Notices of review and open comment placed in the local community newspaper (Community Spirit);
- Notices of review and open comment placed on various community noticeboards around the Shire;
- Investigation and liaison with peer LGAs, and;
- Direct communication and requests for comment from local community groups and organisations;

All comments received were considered and included within the draft plan.

Comment:

The Disability Services Act (1993 amended 2004) required public authorities to develop and implement a DAIP to provide access to their services, premises and facilities and support inclusion in the community.

The purpose of DAIPs is to ensure that people with disability can access services provided by public authorities in Western Australia and to participate and be included in their community.

The goal is to provide, as much as is reasonable, the same level of access as people without a disability enjoy and to ensure that people are not discriminated against on the basis of their disability.

Each Local Government has been required to:

- develop and implement a DAIP
- ensure staff, officers, agents and contractors implement the plan
- consult people with disability, their families, carers and peak bodies when reviewing a plan
- promote the plan
- review and lodge the plan at least every five years
- report to the Commission every time the DAIP is reviewed or amended
- report to the Commission progress in implementing the DAIP each year
- include in its annual report prepared under section 5.53 of the *Local Government Act 1995* a report about the implementation of the plan.

Consultation:

Executive Team and public advertising.

Statutory Environment:

Disability Services Act 1993

28. Disability access and inclusion plans

- (1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.
- (2) A disability access and inclusion plan must meet any prescribed standards.
- (3) A public authority must lodge its disability access and inclusion plan with the Commission —
 - (a) if the authority was established before the commencement of the *Disability Services Amendment Act 2004*, without delay;
- (4) A public authority may amend its disability access and inclusion plan at any time.
- (5) A public authority may review its disability access and inclusion plan at any time.
- (6) After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).

- (7) Not more than 5 years is to elapse —
- (a) between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or
 - (b) between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.
- (8) After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.
- (9) If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.
- (10) A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.

[Section 28 inserted: No. 57 of 2004 s. 20(1).]

29. Report about disability access and inclusion plan

- (2) A local government or regional local government that has a disability access and inclusion plan must include in its annual report prepared under section 5.53 of the *Local Government Act 1995* a report about the implementation of the plan.

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Sustainability Implications:

- **Environmental:**
There are no know significant environmental considerations.
- **Economic:**
There are no know significant environmental considerations.
- **Social:**
There are no know 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 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Richardson

Seconded: Cr Goldfinch Res:143/19

**Decision:
That Council**

- 1. Endorse the 2019 review of the Disability Access and Inclusion Plan 2019/2024.**
- 2. Endorse the Chief Executive Officer reporting the review of the 2019/2014 Disability Access and Inclusion Plan to the Disability Service Commission.**

Voting Requirements: Simple Majority

Carried: 7/0

14. DIRECTORATE CORPORATE AND COMMUNITY SERVICES

14.1 MONTHLY FINANCIAL REPORT – 30 NOVEMBER 2019

| | |
|--------------------------------|--|
| File Reference: | GR.ME.8 |
| Location: | Shire of Ravensthorpe - Administration |
| Applicant: | Internal |
| Author: | Senior Finance Officer |
| Authorising Officer: | Director of Corporate and Community Services |
| Date: | 11 December 2019 |
| Disclosure of Interest: | Nil |
| Attachments: | Monthly Financial Reports for November 2019 - Attachment Blue |
| Previous Reference: | Nil |

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 November 2019 Monthly Financial Reports.

Comment:

The November 2019 Monthly Financial Reports are presented for review.

Consultation:

Chief Executive Officer.

Statutory Environment:

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

Policy Implications:

Nil.

Financial Implications:

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

Strategic Implications:

Strategic Community Plan 2014 – 2024

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

Sustainability Implications:

Environmental

Not applicable to this specific recurring report.

Economic

Not applicable to this specific recurring report.

Social

Not applicable to this specific recurring report.

Risk Implications

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

Risk Matrix

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

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

Moved: Cr Norman

Seconded: Cr Major

Res 144/19

**Decision:
Council**

Endorse that Council receive the 30 November 2019 Monthly Financial Reports as presented.

Voting Requirements: Simple Majority

Carried:7/0

14.2 SCHEDULE OF ACCOUNT PAYMENTS – NOVEMBER 2019

File Reference: GR.ME.8
Location: Shire of Ravensthorpe - Administration
Applicant: Internal
Author: Senior Finance Officer
Authorising Officer: Director of Corporate and Community Services
Date: 11 December 2019
Disclosure of Interest: Nil
Attachments: Schedule of Payments to 30 November 2019
Credit Card Transactions to 01 November 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 01/07/2019 to 30/11/2019

2019/2020

| Month | Cheques | EFT Pymts | Direct Debits | Credit Card | Trust | Total Creditors | Payroll |
|--------------|---------------|------------------|----------------|---------------|--------------|------------------|------------------|
| Jul | 670 | 1,739,001 | 135,848 | 3,843 | 1,781 | 1,881,144 | 275,274 |
| Aug | 9,391 | 736,269 | 51,773 | 7,094 | 1,260 | 805,788 | 188,496 |
| Sep | 21,940 | 428,530 | 144,319 | 12,630 | 2,857 | 610,277 | 241,584 |
| Oct | 892 | 490,678 | 113,137 | 9,015 | 420 | 614,142 | 233,232 |
| Nov | 20,449 | 789,186 | 37,772 | 6,412 | | 853,820 | 242,169 |
| Dec | | | | | | | |
| Jan | | | | | | | |
| Feb | | | | | | | |
| Mar | | | | | | | |
| Apr | | | | | | | |
| May | | | | | | | |
| Jun | | | | | | | |
| Total | 53,343 | 4,183,664 | 482,850 | 38,995 | 6,319 | 4,765,171 | 1,180,755 |
| 18/19 | 147,967 | 21,298,438 | 1,329,904 | 70,241 | 13,590 | 22,860,140 | 2,219,053 |
| 17/18 | 327,905 | 18,507,404 | 209,587 | 65,010 | 317,445 | 19,427,351 | 2,601,283 |

Comment:

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

Consultation:

Senior Finance Officer.

Statutory Environment:

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

Policy Implications:

Nil.

Financial Implications:

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

Strategic Implications:

Nil.

Sustainability Implications:

Environmental

Not applicable to this specific recurring report.

Economic

Not applicable to this specific recurring report.

Social

Not applicable to this specific recurring report.

Risk Implications:

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

Risk Matrix:

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

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

Moved: Cr Goldfinch

Seconded: Cr Mudie

Res: 145/19

Decision:

That Council:

1. Endorse, Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of November 2019 be noted.

Voting Requirements: Simple Majority

Carried: 7/0

14.3 BUDGET REVIEW 2019/2020 AS AT 9 DECEMBER 2019

File Reference: GR.RE.2
Location: Shire of Ravensthorpe
Applicant: Chief Executive Officer
Author: Director Corporate and Communities
Authorising Officer: Chief Executive Officer
Date: 12 December 2019
Disclosure of Interest: Nil
Attachments: Statement of Budget Review – 9 December 2019
Previous References: Nil

Summary:

This item is a preliminary budget review and gives an indication and projection of the end of year financial position as at the review date. Based on current revenue and expenditure analysis and review of capital projects Council is projected to forecast a budgeted carry forward of a small surplus of \$150,435 as at 30 June 2020.

Background:

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

For this reason the current review is a preliminary budget review and a further statutory budget review will be conducted between 31 December 2019 and 31 March 2020.

This preliminary budget review was undertaken by the Director of Corporate and Community using figures to 9 December 2019. The attached Budget Review Summary details the review undertaken and the results are hereby reviewed and submitted to be received by Council.

Comment:

The projections contained within the reports are estimates done to the best of the abilities of the staff involved consulting with current accounts, forecasted expenditures and current budgets. These estimates do not guarantee that the 2019/2020 projected results will match the end of year result as there are many external influences that can have a bearing on Council's capacity or expenditure timing.

The budget review has been conducted on a nature and type basis and summary of findings are as follows:

Opening Surplus – Favourable \$114,849

Favourable: The audited annual financial statements indicates a carried forward surplus of \$2,112,293 which is \$114,849 more than had been estimated in the 2019/2020 budget.

Operating grants, subsidies and contributions – Favourable \$15,000

Favourable: There is an additional \$25,000 coming from the GVROC records project distribution, plus a \$9,000 solar power credit converted to cash from the Hopetoun Community Centre and \$5,000 in Workcare recoveries that is not anticipated in the budget.

Unfavourable: We've had a grant reduction of \$24,000 from the Department of Biosecurity, Conservation and Attractions (DBCA) which was to be used in construction of the Water Bomber Tank at the aerodrome. Instead the DBCA will install a bore for permanent water supply to the tank, which will save on future operating costs of water cartage.

Fees and Charges – Unfavourable \$50,000

Favourable: An increase in rubbish collection fees from rates of \$5,000 given an increase in services charged.

Unfavourable: Hopetoun Gym income is forecast to be down \$5,000 based on current usage and aerodrome fees are down \$50,000 given later than expected volume increases through mining activity.

Non-Operating Grants, Subsidies and Contributions – Favourable \$82,000

Favourable: An increased amount will be recoverable from WANDDRA for the increased costs of the project engineer.

Employee Costs – Favourable \$358,000

Favourable: There have been savings across a number of work programs due to staff vacancies in the early part of the year or the timing of new positions being appointed, specifically Rangers \$15,000, Little Barrens \$70,000, Road Maintenance \$116,000, Tourism \$25,000, Depot Mechanic \$65,000, Administration \$40,000, Little Barrens super \$10,000, Works super \$20,000.

Unfavourable: Staff resources have been allocated to Hopetoun Townsite Firebreaks \$2,000 and Munglinup Townsite Firebreaks \$1,000.

Materials and Contracts – Unfavourable \$326,000

Favourable: Works Depot materials \$10,000 due to efficiencies in operations, \$3,000 from Ravensthorpe Townsite Firebreaks transferred to Hopetoun and Munglinup; Works Depot service contracts \$10,000 due to efficiencies in operations; \$6,000 lower IT support costs than expected.

Unfavourable: \$2,000 to cover a greater turnout to the Xmas party than expected; \$26,000 additional audit fees because of the audit completion timing landing two fees in the one year; \$30,000 additional refuse collection costs as a result of contract changes; \$182,000 back charge costs of WANDDRA project engineer for 17/18 and 18/19; \$60,000 of higher than expected staff recruitment costs such as agency fees and relocations; \$15,000 consultant services engaged for staff vacancies, and \$40,000 of specialist services for Cultural Precinct project.

Purchase property, plant and equipment – Unfavourable \$44,000

Unfavourable: \$7,000 materials and \$6,000 contract services to reinstate the 18/19 budget for kitchen floor removal and sewer works at 18 Carlisle Street; \$6,000 additional requirement for Server upgrade; and carryover IT equipment that was ordered in 18/19 but did not arrive until the current year \$13,000 laptops and Desktops and a \$12,000 multifunction printer.

Consultation:

Executive Team.

Statutory Environment:

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

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to

adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications:

Nil.

Financial Implications:

The proposed budget revisions identify an end of year forecast surplus of \$150,435.

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 (4) |
| Risk Impact / Consequence | Low (2) |
| Risk Rating (Prior to Treatment or Control) | Low (2) |
| Principal Risk Theme | Low (2) |
| Risk Action Plan (Controls or Treatment Proposed) | Low (2) |

Risk Matrix:

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

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

Moved: Norman

Seconded: Major

Res: 146/19

**Decision:
That Council**

1. **Endorsed and adopt the interim budget review, as presented, for the period ended 9 December 2019 and endorse amending the budget and line items according to the attached review schedule.**
2. **Endorsed the request the Chief Executive Officer to conduct a further statutory budget review between 1 January and 31 March 2019.**

Voting Requirements: Absolute Majority

Carried: 7/0

15. DIRECTORATE TECHNICAL SERVICES

Nil.

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

Nil.

17. NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

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

17.1 ELECTED MEMBERS

Nil.

17.2 OFFICERS

Urgent Late Item - Late Item 17.2.1.

Moved: Cr Belli

Seconded: Cr Norman

Res 147/19

Voting Requirements: Simple Majority

Carried: 7/0

17.2.1 URGENT ITEM – LATE ITEM

17.2.1 Cultural Precinct – Concept Drawings, Quantity Survey and Commitment of Funding

File Reference: RC.PR.3
Location: Ravensthorpe Cultural Precinct
Applicant: Shire of Ravensthorpe
Author: Chief Executive Officer
Authorising Officer: Chief Executive Officer
Date: 18 December 2019
Disclosure of Interest: Nil
Attachments: 1. Ravensthorpe Cultural Precinct Concept Drawings 19 December 2019
2. Quantity Surveyors estimate dated the 18 December 2019
Previous Reference: Item 5.2, Cultural Precinct – Building Better Regions Finding Application, Special Council Meeting, 11 December 2019

Summary:

Council to receive the Concept Drawings dated the 19 December 2019 and Quantity Surveyors estimate dated the 18 December 2019 for the New Ravensthorpe Cultural Precinct. Based on the Quantity Surveyors estimate Council is requested to increase its own commitment of source funding from the Building Reserve from \$800,000 to \$1,000,000.

Background:

Moved: Cr Mudie

Seconded: Cr Goldfinch

Res: 110/19

Decision:

That Council endorsed:

- *the concept drawings for the new Ravensthorpe Cultural Precinct and with further key stakeholder engagement in design development.*
- *that all public comment received be considered when progressing the building concept drawings before the final construction plans and costing are considered by council for endorsement.*
- *the Chief Executive Officer progressing any required concept drawings, community and stakeholder consultation, supporting documentation and contractor services to develop and submit a Building Better Regions Funding application on the 19 December 2019.*
- *the Shire President and Chief Executive Officer actively seeking and submitting grant funding applications and develop partnership opportunities for funding contributions for the new Ravensthorpe Cultural Precinct.*
- *receiving the attachment Statement of Budget Review 9 December 2019 supporting the following funding commitments and request the Chief Executive Officer to undertake a budget review of the 2019/20 accounts before the 18 December 2019 to confirm Councils objective of committing:*
 - | | | |
|---|----------------|------------------|
| <i>Shire of Ravensthorpe Cash Funds</i> | <i>2019/20</i> | <i>\$150,000</i> |
| <i>Shire of Ravensthorpe Building Reserve Funds</i> | <i>2020/21</i> | <i>\$800,000</i> |
| <i>Shire of Ravensthorpe Cash Funds</i> | <i>2020/21</i> | <i>\$150,000</i> |
| <i>Shire of Ravensthorpe Cash Funds</i> | <i>2021/22</i> | <i>\$150,000</i> |
- *that the Shire of Ravensthorpe, Community and Commercial Financial Contributions are only required to be honoured if the shire's 2019 Building Better Regions Funding application is successful.*
- *the new Cultural Building being of Timber construction materials and complementing the existing heritage buildings within the Ravensthorpe town centre.*

- *the Chief Executive Officer must obtain Council endorsement before commencing construction of the new Ravensthorpe Cultural Precinct or demolition of any Infrastructure within the Precinct.*

Carried 7/0

Comment:

If council allocates an additional \$200,000 from the Building Reserve it's seen that the Shire President and Chief Executive Officer will continue to progress additional funding opportunities to subsidise this additional allocation before its required in 2020/21.

Consultation:

Councillor and Shire Executive Team
HW & Associates
Advanced Timber Concepts Studio
Neil Butler Quantity Surveying Services

Statutory Environment:

The Ravensthorpe Cultural Precinct project will need conform to the Building Regulations, Health Acts, Australian Standards and the Local Government Act 1995.

Policy Implications:

The Ravensthorpe Cultural Precinct project will be required to meet relevant Shire of Ravensthorpe Policies relating to community consultation, building design and procurement.

Financial Implications:

The original concept for the Ravensthorpe Cultural Precinct project on the 11 December 2019 was estimated at \$6,500,000.

Based on the current concept drawings for Ravensthorpe Cultural Precinct dated the 18 December 2019 the Quantity Surveyors estimate for the complete project is \$7,034,400.

It is suggested that Council direct the Chief Executive Officer to revise the Building Better Regions Fund (BBRF) application for 75% of the funding required for the Ravensthorpe Cultural Precinct project as stated below;

The remaining 25% of funding by:

| | |
|--|--------------------|
| • Shire of Ravensthorpe Cash Funds 2019/20 | \$150,000 |
| • Shire of Ravensthorpe Building Reserve Funds 2020/21 | \$1,000,000 |
| • Shire of Ravensthorpe Cash Funds 2020/21 | \$150,000 |
| • Shire of Ravensthorpe Cash Funds 2021/22 | \$150,000 |
| • Community Financial Contributions | \$208,100 |
| • Commercial Financial Contributions | \$100,500 |
| Total | \$1,758,600 |

Please note that the community and commercial contributions have now been formally confirmed by way of a signed letter of support.

Strategic Implications:

Complements the Community Strategic Plan with colocation of community infrastructure and renewing future infrastructure requirements.

The Shire commenced its major strategic review of all five Integrated Planning Plans on the 12 December 2019.

Sustainability Implications:

- **Environmental:** There are no other known significant environmental issues for consideration.
- **Economic:** This allows for future community economic and employment opportunities within the community. This is seen as a significant economic benefits for consideration.
- **Social:** The project will provide a vibrant place of belonging with significant social benefits for considerations.

Risk Implications:

| | |
|---|------------|
| Risk | Medium (8) |
| Risk Likelihood (based on history and with existing controls) | Medium (7) |
| Risk Impact / Consequence | Medium (8) |
| Risk Rating (Prior to Treatment or Control) | Medium (9) |
| Principal Risk Theme | Medium (7) |
| Risk Action Plan (Controls or Treatment Proposed) | Medium (7) |

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 8 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.

Moved: Cr Norman

Seconded: Cr Belli

Res 148/19

Decision:

That Council;

- endorse the revised Concept Drawings dated the 19 December 2019 for the New Ravensthorpe Cultural Precinct and continue further key stakeholder engagement during the design development stages.
- receive the Quantity Surveyors estimate dated the 18 December 2019 for the New Ravensthorpe Cultural Precinct.
- endorse the Chief Executive Officer submitting a Building Better Regions Funding application on the 19 December 2019.
- endorse the Shire of Ravensthorpe funding commitment to the Ravensthorpe Cultural Precinct project as stated;

| | | |
|---|----------------|--------------------|
| Shire of Ravensthorpe Cash Funds | 2019/20 | \$150,000 |
| Shire of Ravensthorpe Building Reserve Funds | 2020/21 | \$1,000,000 |
| Shire of Ravensthorpe Cash Funds | 2020/21 | \$150,000 |
| Shire of Ravensthorpe Cash Funds | 2021/22 | \$150,000 |

Total \$1,450,000

- confirms the Shire of Ravensthorpe, Community and Commercial Financial Contributions are only required to be honoured if the shire's 2019 Building Better Regions Funding (Round 4) application is successful.
- endorse the Shire President and Chief Executive Officer will continue to actively seek and submit grant funding applications and develop partnership opportunities for funding contributions for the new Ravensthorpe Cultural Precinct.

Voting Requirements: Absolute Majority

Carried: 7/0

18. MATTERS BEHIND CLOSED DOORS

Nil.

19. CLOSURE OF MEETING

The Presiding Member to declare the meeting closed 6.27pm.

ATTACHMENT



MINUTES

Council Meeting

Tuesday 19 November, 2019

Commencing at 6.03 p.m.

**Council Chambers
Ravensthorpe**

SHIRE OF RAVENSTHORPE

Minutes of Ordinary Meeting of Council to be held in the Council Chambers, Hopetoun on Tuesday 19 November 2019 – commencing at 6.00pm.

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member to declare the meeting open at 6.10pm.

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

COUNCILLOR'S: Cr Keith Dunlop (Shire President)
Cr Julianne Belli (Deputy Shire President)
Cr Ian Goldfinch
Cr Thomas Major
Cr Mark Mudie
Cr Ken Norman
Cr Graham Richardson

STAFF: Gavin Pollock (Chief Executive Officer)
Les Mainwaring (Director Corporate and Community Services)
Graham Steel (Director Technical Services)
Georgina Cooper (A/Executive Assistant)

APOLOGIES:

Nil.

ON LEAVE OF ABSENCE:

Nil.

ABSENT:

Nil.

MEMBER OF THE PUBLIC:

Nil.

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

3.1 COUNCIL AGENDA REPORTS

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

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. PUBLIC QUESTION TIME

Nil.

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

7. APPLICATIONS FOR LEAVE OF ABSENCE

Moved: Cr Major Seconded: Cr Mudie

Res: 118/19

Decision:

That Cr Norman be granted leave of absence for the period from 27 December 2019 to 11 January 2020.

Voting Requirements: Simple Majority

Carried: 7/0

8. DISCLOSURES OF INTEREST

| Councillor/Officer | Item | Nature of Interest | Extent of Interest |
|---------------------------|-------------|---------------------------|--|
| Ken Norman | 13.1 | Proximity | One of the nominees is a neighbour |
| Ken Norman | 13.1 | Impartiality | One of the nominees is a friend and doctor |

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 ORDINARY MEETING – 15 OCTOBER 2019

Statutory Environment:

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

Moved: Cr Goldfinch Seconded: Cr Richardson

Res: 119/19

Decision:

That the Minutes of the Ordinary Meeting of the Council of the Shire of Ravensthorpe held in the Council Chambers, Ravensthorpe on 15 October 2019 be confirmed.

Voting Requirements: Simple Majority

Carried: 7/0

9.2 SPECIAL COUNCIL MEETING – 21 OCTOBER 2019

Statutory Environment:

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

Moved: Cr Richardson

Seconded: Cr Goldfinch

Res: 120/19

Decision:

That the Minutes of the Special Meeting of the Council of the Shire of Ravensthorpe held in the Council Chambers, Ravensthorpe on 21 October 2019 be confirmed.

Voting Requirements:

Simple Majority

Carried: 7/0

10. REPORTS OF COMMITTEES OF COUNCIL

Nil.

11. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES

11.11.19 Shire President and CEO attended the Social Economic Forum. A number of issues were raised and a couple of the matters which may directly affect the Shire if mining increased in the area is a shortage of child care workers and accommodation.

12. REPORTS FROM COUNCILLORS

Cr Keith Dunlop (President)

- 11.11.19 Regional Coordinates Group.

Cr Julianne Belli (Deputy President)

Nil.

Cr Ian Goldfinch

- Attending the Museum meeting and contacted the lotteries commission for some financial assistance for the Museum.

Cr Thomas Major

Nil.

Cr Mark Mudie

Nil.

Cr Ken Norman

Nil.

Cr Graham Richardson

- Attended 3 meetings for the Hopetoun Progress Association.
- Attended the Fitzgerald Biosphere Community Collective.

13. OFFICE OF THE CHIEF EXECUTIVE OFFICER

13.1 CITIZEN OF THE YEAR AWARDS FOR 2020

File Reference: CR.AW.2
Location: Shire of Ravensthorpe
Applicant: Chief Executive Officer
Author: Executive Assistant
Authorising Officer: Chief Executive Officer
Date: 8 November 2019
Disclosure of Interest: Nil
Attachments: Provided to Council – Attachment Yellow
Previous References: Nil

Moved: Cr Belli Seconded: Cr Richardson Res: 121/19

Decision:

That item 13.1 be moved and heard behind closed doors as item 18.2.

Voting Requirements: Simple Majority Carried: 7/0

13.2 COUNCIL MEETING DATES 2020

File Reference: GR.ME.8
Location: Shire of Ravensthorpe
Applicant: Chief Executive Officer
Author: Executive Assistant
Authorising Officer: Chief Executive Officer
Date: 8 November 2019
Disclosure of Interest: Nil
Attachments: Nil
Previous References: Nil

Summary:

Council is required to consider and determine meeting dates for 2020.

Background:

In accordance with the Local Government Act 1995, Council is required to advertise Council meeting dates at least once per annum.

Comment:

A recommended 2020 schedule of Ordinary Council meetings is as follows:

| DATE | | LOCATION | TIME |
|------------------|-----------------------|-------------------------------|-------------|
| January 2020 | No meetings Scheduled | | |
| 18 February 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 17 March 2020 | Council Meeting | Munglinup Community Centre | 6pm |
| 21 April 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |
| 19 May 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |

| | | | |
|-------------------|-----------------|-------------------------------|-----|
| 16 June 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |
| 21 July 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 18 August 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |
| 15 September 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 20 October 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |
| 17 November 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 15 December 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |

Consultation:

Meeting dates will be advertised in the Community Spirit, Community Resource Centres, Council notice board, the Esperance Express and on the shire website and Facebook page.

Statutory Environment:

The Local Government Act 1995, Local Government (Administration Regulations, require that the meetings for the year be advertised for public information).

Policy Implications:

Ordinary Council Meeting date and locations are proposed as per policy G1 Meetings of Council.

Financial Implications:

Nil.

Strategic Implications:

Strategic Community Plan 2014 – 2024

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

Sustainability Implications:

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

Risk Implications:

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

Risk Matrix:

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

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

Moved: Cr Belli

Seconded: Cr Major

Res: 122/19

Decision:
That Council Resolve

The meeting dates for Ordinary Council Meetings in 2020 be set as:

| DATE | | LOCATION | TIME |
|-------------------------|------------------------|--------------------------------------|------------|
| January 2020 | No meetings Scheduled | | |
| 18 February 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 17 March 2020 | Council Meeting | Munglinup Community Centre | 6pm |
| 21 April 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |
| 19 May 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 16 June 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |
| 21 July 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 18 August 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |

| | | | |
|--------------------------|------------------------|--------------------------------------|------------|
| 15 September 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 20 October 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |
| 17 November 2020 | Council Meeting | Ravensthorpe Council Chambers | 6pm |
| 15 December 2020 | Council Meeting | Hopetoun Council Chambers | 6pm |

Voting Requirements: Simple Majority

Carried: 7/0

13.3 COUNCIL DELEGATES TO COMMITTEES

File Reference: GR.ME.1
Location: Shire of Ravensthorpe
Applicant: Chief Executive Officer
Author: Executive Assistant
Authorising Officer: Chief Executive Officer
Date: 9 November 2019
Disclosure of Interest: Nil
Attachments: Nil
Previous References: Nil

Summary:

Council to consider reviewing and appointing elected members, delegates and proxies to council and external Committees for the next two (2) years.

Background:

Council has the following Committees and delegated positions:

- *Audit Committee*
Charter: To assist Council on all matters relating to:
 - the auditor and ensure that audits are conducted successfully and timely;
 - meet with the auditor at least once a year;
 - examine the auditor's report and ensure appropriate action is taken; and
 - report on actions taken in respect of any issues raised by the auditor to council.

- *Bushfire Advisory Committee*
Charter: To advise Council on all matters relating to:
 - the prevention, controlling and extinguishing of bush fires;
 - prosecutions for breaches of the Bush Fire Act;
 - the formation and de-formation of bush fire brigades;
 - the co-ordination of the efforts and activities of the bush fire brigades; and
 - any other matter relating to bush fire control.

- *CEO Performance Review Committee*
Charter: To advise Council on matters relating to:
 - meet with the Chief Executive Officer at least once a year;
 - the Performance Review process being conducted timely and fairly;
 - the Chief Executive Officer being satisfied with the Performance Review process; and
 - actions required following the Chief Executive Officer Performance Review.

Council has previously appointed Delegates to the following council committees:

- Audit Committee Full Council

- Bushfire Advisory Committee Member – Cr
Deputy – Cr

- CEO Performance Review Committee Member – President
Member – Deputy President
Member – Cr

Council has previously appointed Delegates to the following external committees:

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

Comment:

With the recent elections Council has some new elected members, it is considered to be an opportune time to review delegations to council and external committees.

Each councillor is entitled to sit or represent Council on at least one or more committees.

Consultation:

Consultation was conducted with all councillors and executive staff at the Corporate Discussion meeting held in the Shire of Ravensthorpe Council Chambers on the 29 October 2019.

Statutory Environment:

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

Section 5.9 (Types of committees) provides that:

- (1) In this section **other person** means a person who is not a council member or an employee.
- (2) A committee is to comprise —
 - (a) council members only;
 - (b) council members and employees;
 - (c) council members, employees and other persons;
 - (d) council members and other persons;
 - (e) employees and other persons; or
 - (f) other persons only.

Section 5.10 (Appointment of committee members) provides that:

- (1) A committee is to have as its members —
 - (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).
- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Section 5.11A (Deputy committee members) provides:

- (1) The local government may appoint a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.
- (2) A person who is appointed as a deputy of a member of a committee is to be —
 - (a) if the member of the committee is a council member — a council member; or
 - (b) if the member of the committee is an employee — an employee; or
 - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
 - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

Section 5.11 (Tenure of committee membership)

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
 - (b) the person resigns from membership of the committee;
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
 - (a) the term of the person's appointment as a committee member expires;
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first.

Section 5.12 (Election of presiding members and deputies)

- (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —
 - (a) to "office" were references to "office of presiding member";
 - (b) to "council" were references to "committee"; and
 - (c) to "councillors" were references to "committee members".
- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —
 - (a) to "office" were references to "office of deputy presiding member";
 - (b) to "council" were references to "committee";
 - (c) to "councillors" were references to "committee members"; and
 - (d) to "mayor or president" were references to "presiding member".

Section 5.15 (Reduction of quorum) provides that the local government may reduce* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

Section 5.16 (Delegation of some powers and duties to certain committees) provides that:

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

- (3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
 - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

Section 5.17 (Limits on delegation of powers and duties to certain committees)

- (1) A local government can delegate —
 - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
 - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
 - (ii) any other power or duty that is prescribed;
 - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

Section 5.19 (Quorum for meetings) provides that the quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

Section 7.1A (Audit committee) provides that:

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

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

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

- (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section —
- (a) may from time to time meet and adjourn as the committee thinks fit;
 - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
 - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

Section 5.8 of the *Local Government Act 1995* and section 38 of the *Emergency Management Act 2005*, establishes the Shires of Pingelly and Wandering Joint Local Emergency Management Committee;

1. In accordance with provisions of Section 5.9 of the *Local Government Act 1995* resolves that the Local Emergency Management Committees are to comprise of Councillors, Staff and Other Persons;

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 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.

Recommendation:

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

Council Delegates appointed to the following council committees:

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

Council Delegates appointed to the following external committees:

- | | |
|--|---|
| • Goldfields Voluntary Regional Organisation Of Councils (GVROC) | Delegate – President Delegate – Cr Goldfinch Proxy – Deputy President |
| • Great Southern Regional Road Group | Delegate – Cr Mudie Proxy - Cr Goldfinch |
| • Local Emergency Management Committee (LEMC) | Delegate – President Proxy – Deputy President |
| • Development Assessment Panel (DAP) | Delegate – Cr Belli Delegate – Cr Norman Proxy – Cr Goldfinch Proxy – Cr Major |
| • Hopetoun Progress Association | Delegate – Cr Richardson Proxy – Cr Goldfinch |
| • Ravensthorpe Progress Association | Delegate – Cr Belli Proxy – Cr Norman |
| • Munglinup Community Group | Delegate – Cr Norman Proxy – Cr Major |
| • Community Liaison Committees | Delegate – President Delegate – Deputy President Proxy – CEO Proxy – DCCS |

- Hopetoun Community Resource Centre Delegate – Cr Dunlop
Proxy – Cr Richardson
- Ravensthorpe Community Resource Centre Delegate – Cr Belli
Proxy – Cr Norman
- South Coast WALGA Zone Delegate – President
Proxy – Deputy President
- Fitzgerald River National Park Delegate – Cr Richardson
Proxy – Cr Mudie
- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate – Cr Major
Proxy – Cr Mudie
- Fitzgerald Biosphere Implementation Group Delegate – Cr Richardson
Proxy – Cr Mudie
- Hopetoun Recreation Management (HDRA) Delegate – Cr Dunlop
Proxy – Cr Goldfinch
- Ravensthorpe Historical Society Delegate – Cr Goldfinch
Proxy – Cr Norman

Moved: Cr Goldfinch

Seconded: Cr Belli

Res: 123/19

Cr Goldfinch nominated Cr Mudie for the CEO Performance Review Committee

Voting Requirements: Simple Majority

Carried: 7/0

Moved Cr Norman

Cr Norman nominated himself for the CEO Performance Review Committee.

Lapsed due to no seconder

Moved Cr Mudie

seconded Cr Belli

Res: 124/19

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

Council Delegates appointed to the following council committees:

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

Council Delegates appointed to the following external committees:

- **Goldfields Voluntary Regional Organisation Of Councils (GVROC)** **Delegate – President
Delegate – Cr Goldfinch
Proxy – Deputy President**
- **Great Southern Regional Road Group** **Delegate – Cr Mudie
Proxy - Cr Goldfinch**
- **Local Emergency Management Committee (LEMC)** **Delegate – President
Proxy – Deputy President**
- **Development Assessment Panel (DAP)** **Delegate – Cr Belli
Delegate – Cr Norman
Proxy – Cr Goldfinch
Proxy – Cr Major**
- **Hopetoun Progress Association** **Delegate – Cr Richardson
Proxy – Cr Goldfinch**
- **Ravensthorpe Progress Association** **Delegate – Cr Belli
Proxy – Cr Norman**
- **Munglinup Community Group** **Delegate – Cr Norman
Proxy – Cr Major**
- **Community Liaison Committees** **Delegate – President
Delegate – Deputy President
Proxy – CEO
Proxy – DCCS**
- **Hopetoun Community Resource Centre** **Delegate – Cr Dunlop
Proxy – Cr Richardson**
- **Ravensthorpe Community Resource Centre** **Delegate – Cr Belli
Proxy – Cr Norman**

- **South Coast WALGA Zone** Delegate – President
Proxy – Deputy President
- **Fitzgerald River National Park** Delegate – Cr Richardson
Proxy – Cr Mudie
- **Ravensthorpe Agricultural Initiative Network (RAIN)** Delegate – Cr Major
Proxy – Cr Mudie
- **Fitzgerald Biosphere Implementation Group** Delegate – Cr Richardson
Proxy – Cr Mudie
- **Hopetoun Recreation Management (HDRA)** Delegate – Cr Dunlop
Proxy – Cr Goldfinch
- **Ravensthorpe Historical Society** Delegate – Cr Goldfinch
Proxy – Cr Norman

Voting Requirements: Absolute Majority

Carried: 7/0

13.4 SHIRE OF RAVENSTHORPE CODE OF CONDUCT 2019 – COUNCILLORS, COMMITTEE MEMBERS AND EMPLOYEES

File Reference: PL.PO.1
Location: Shire of Ravensthorpe
Applicant: Chief Executive Officer
Author: Chief Executive Officer
Authorising Officer: Chief Executive Officer
Date: 14 November 2019
Disclosure of Interest: Nil
Attachments: Shire of Ravensthorpe Code of Conduct 2019 for Councillors and Committee Members and Shire of Ravensthorpe Code of Conduct 2019 for Employees – Attachment Orange
Previous References: Nil

Summary:

Council to consider and endorse both the new Shire of Ravensthorpe Code of Conduct 2019 for Councillors and Committee Members and Code of Conduct 2019 for Employees dated the 14 November 2019.

Background:

Council currently has Policy G3 Code of Conduct for Council Members, Committee Members and Staff.

As part of the Local Government Act review and new regulations the Local Government is seen as best practice to have a separate code of conduct for both Councillors and Committee Members plus Employee's.

Comment:

Both the New Code of Conducts have been work shopped with Councillors and the Executive staff at the October Corporate Discussion.

Section 10.1 of the Code of Conduct 2019 – Councillors and Committee Members has been reworded as per the workshop as no other changes had been requested.

Policy G3 Code of Conduct for Council Members, Committee Members will be replaced with the attached NEW – Policy G3 Code of Conduct for Councillors and Committee Members dated the 14 November 2019.

The new Policy A17 Code of Conduct for Employees dated the 14 November 2019 will be added to the ADMINISTRATION section of the Policy Manual.

Consultation:

All Shire Councillors the Executive Staff.

Statutory Environment:

Local Government Act 1995, Local Government (Rules of Conduct) Regulations 2007 and Local Government Regulations Amendment (Gifts) Regulations 2019.

Policy Implications:

Policy G3 will be replaced with the new Policy G3 Code of Conduct for Councillors and Committee Members dated the 14 November 2019 and new Policy A17 Code of Conduct for

Employees dated the 14 November 2019 will be added to the ADMINISTRATION section of the Policy Manual.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Sustainability Implications:

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

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.

Moved: Cr Norman

Seconded: Cr Major

Res: 125/19

**Decision:
That Council**

- 1. Endorse the new Code of Conduct for Councillors and Committee Members and the new Code of Conduct for Employees both dated the 14 November 2019.**

Voting Requirements: Absolute Majority

Carried: 7/0

Moved: Cr Norman

Seconded: Cr Richardson

Res: 126/19

**Decision:
That Council**

- 2. Endorse the Chief Executive Officer updating the Policy Manual with Policy G3 Code of Conduct for Councillors and Committee Members dated the 14 November 2019 and adding new Policy A17 Code of Conduct for Employees dated the 14 November 2019.**

Voting Requirements: Absolute Majority

Carried: 7/0

13.5 F6 PURCHASING POLICY - PURCHASING AUTHORITY AND DELEGATION UPDATE

File Reference: GR.LR.10
Location: Shire of Ravensthorpe
Applicant: Chief Executive Officer
Author: Chief Executive Officer
Authorising Officer: Chief Executive Officer
Date: 14 November 2019
Disclosure of Interest: Nil
Attachments: Nil
Previous References: Nil

Summary:

Council to consider adding section 1.3 Purchasing Authority to the current Policy F6 Purchasing Policy. By including the new section 1.3 this will detail the organisation position with purchasing authority and threshold amount authorised to the position.

Background:

Current Policy F6 Purchasing Policy has no mention of organisation position with purchasing authority. Purchasing threshold amount authorised to the position are only mentioned by delegation with no reference to a policy of procedure for consistency.

Comment:

The new section 1.3 Purchasing Authority would be as follows;

1.3 Purchasing Authority

The following officers are authorised to sign purchase orders and purchasing on behalf of the Shire of Ravensthorpe within the position limits stated, provided such proposed purchases are contained within the budget and are within the officer’s area of activity.

| <i>Officer Position</i> | <i>Purchasing Limit (\$ excluding GST)</i> |
|--|--|
| <i>Chief Executive Officer</i> | <i>Unlimited</i> |
| <i>Director Corporate and Community Services</i> | <i>\$75,000</i> |
| <i>Director Technical Services</i> | <i>\$75,000</i> |
| <i>Works Supervisor</i> | <i>\$20,000</i> |
| <i>Engineering Technical Officer</i> | <i>\$10,000</i> |
| <i>Administration Technical Officer</i> | <i>\$10,000</i> |
| <i>Manager Childcare Services</i> | <i>\$10,000</i> |
| <i>Senior Mechanic</i> | <i>\$3,000</i> |
| <i>Executive Assistant</i> | <i>\$3,000</i> |
| <i>Senior Finance Officer</i> | <i>\$3,000</i> |
| <i>Tourism Officer</i> | <i>\$3,000</i> |
| <i>Building Maintenance Officer</i> | <i>\$3,000</i> |
| <i>Senior Ranger</i> | <i>\$1,000</i> |
| <i>Coordinator Development Services</i> | <i>\$1,000</i> |
| <i>Community Emergency Services Officer</i> | <i>\$1,000</i> |

NOTE: The general principles relating to written quotations are;

1. An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
2. The request for written quotation when practical should include as a minimum:
 - a. Written Specification;
 - b. Price Schedule;
 - c. Conditions of responding;
 - d. Validity period of offer;
 - e. Shire of Ravensthorpe OSH requirements for Contractors; or
 - f. Selection Criteria to be applied.
3. Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
4. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
5. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
6. Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance as required.

Consultation:

All Shire Executive Staff.

Statutory Environment:

To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*.

Policy Implications:

The existing Policy F6 Purchasing policy will be updated to include section 3.1 Purchasing Authority as stated above.

Financial Implications:

Nil

Strategic Implications:

To deliver a best practice approach and procedures to internal purchasing and ensure consistency for all purchasing activities that integrates within all the Shire of Ravensthorpe operational areas.

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.

Moved: Cr Norman

Seconded: Cr Goldfinch

Res: 127/19

**Decision:
That Council**

1. **Endorse section 1.3 Purchasing Authority and the Chief Executive Officer updating the existing Policy F6 Purchasing Policy by including section 1.3 as follows;**

1.3 Purchasing Authority

The following officers are authorised to sign purchase orders and purchasing on behalf of the Shire of Ravensthorpe within the position limits stated, provided such proposed purchases are contained within the budget and are within the officer's area of activity.

| <i>Officer Position</i> | <i>Purchasing Limit (\$ excluding GST)</i> |
|---|---|
| <i>Chief Executive Officer</i> | <i>Unlimited</i> |
| <i>Director Corporate and Community Services</i> | <i>\$75,000</i> |
| <i>Director Technical Services</i> | <i>\$75,000</i> |
| <i>Works Supervisor</i> | <i>\$20,000</i> |
| <i>Engineering Technical Officer</i> | <i>\$10,000</i> |
| <i>Administration Technical Officer</i> | <i>\$10,000</i> |
| <i>Manager Childcare Services</i> | <i>\$10,000</i> |
| <i>Senior Mechanic</i> | <i>\$3,000</i> |
| <i>Executive Assistant</i> | <i>\$3,000</i> |
| <i>Senior Finance Officer</i> | <i>\$3,000</i> |
| <i>Tourism Officer</i> | <i>\$3,000</i> |
| <i>Building Maintenance Officer</i> | <i>\$3,000</i> |
| <i>Senior Ranger</i> | <i>\$1,000</i> |
| <i>Coordinator Development Services</i> | <i>\$1,000</i> |
| <i>Community Emergency Services Officer</i> | <i>\$1,000</i> |

NOTE: The general principles relating to written quotations are;

- 1. An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.***
- 2. The request for written quotation when practical should include as a minimum:***
 - a. Written Specification;***
 - b. Price Schedule;***
 - c. Conditions of responding;***
 - d. Validity period of offer;***
 - e. Shire of Ravensthorpe OSH requirements for Contractors; or***
 - f. Selection Criteria to be applied.***
- 3. Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.***
- 4. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.***
- 5. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.***
- 6. Respondents should be advised in writing as soon as possible after the final determination is made and approved.***

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance as required.

Voting Requirements: Absolute Majority

Carried: 7/0

Moved: Cr Belli

Seconded: Cr Mudie

Res: 128/19

**Decision:
That Council**

- 2. Note the Chief Executive Officer will issue purchasing authority to designated officer position under section 1.3 of Policy F6 Purchasing Policy and withdrawing all existing purchasing authority issued to staff under sub delegation number 30.**

Voting Requirements: Absolute Majority

Carried: 7/0

13.6 DELEGATION FOR DEALINGS WITH RESERVE 29342

File Reference: A317
Location: Reserve 29342
Applicant: Richard McBeth
Author: Planning Services – Shire of Ravensthorpe
Authorising Officer: Chief Executive Officer
Date: 15 November 2019
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: 10.2.1 Proposed Road Closure – Melia Way, Munglinup and Access to Reserve 29342 Ordinary Meeting of Council held on 20 August, 2019

Summary:

For Council to consider delegating authority to the Chief Executive Officer to allow requests to be made regarding the care, control and management of Reserve 29342 in accordance with Section 46.(2) *Land Administration Act 1997*.

Background:

An application was received from Richard McBeth for the closure of Melia Way, Munglinup and its amalgamation with Lot 32 (14) Tubada Street, Munglinup was previously considered by Council (August OCM Res: 83/19) and is now with the Department of Planning, Lands and Heritage.

The proponent now seeking to enter into a lease on Reserve 29342.



Comment:

Reserve 29342 is a Shire managed reserve which has a purpose of Hall with power to lease for any term not exceeding 21 years, subject to the consent of the Minister for Lands.

The proponent has liaised with the Department of Planning, Lands and Heritage who have advised that as the Shire manages the reserve in question the Shire must be consulted as to whether they are willing to change the purpose of the reserve and sub-lease the land to the proponent.

It should be noted that on checking the Native Title Determination WAD6097/1998 Reserve 29342 has extinguished Native Title.

By delegating the power to deal with the care, control and management of Reserve 29342 in accordance with Section 46.(2) *Land Administration Act 1997* it is possible to amend the Management Orders to enable a longer term lease with appropriate land uses to all for development.

Consultation:

The proposal and the processes involved have been discussed with the Department of Planning, Lands and Heritage.

Statutory Environment:

Local Government Act 1995

Land Administration Act 1997

Land Administration Regulations 1998

Policy Implications:

There are no policy implications relating to this item.

Financial Implications:

There are potential financial implications as there may be ability to lease the reserve to the applicant which will result in rental income being received by the Shire.

Strategic Implications:

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

Theme 1:

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

Sustainability Implications:

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

Risk 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.

Moved: Cr Norman

Seconded: Cr Major

Res: 129/19

Decision:

That Council delegate to the Chief Executive Officer authority to allow requests to be made regarding the care, control and management of Reserve 29342 in accordance with Section 46.(2) *Land Administration Act 1997*.

Voting Requirements: Absolute Majority

Carried: 7/0

14. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

14.1 MONTHLY FINANCIAL REPORT – 31 OCTOBER 2019

| | |
|--------------------------------|--|
| File Reference: | GR.ME.8 |
| Location: | Shire of Ravensthorpe - Administration |
| Applicant: | Internal |
| Author: | Senior Finance Officer |
| Authorising Officer: | Director of Corporate and Community Services |
| Date: | 12 November 2019 |
| Disclosure of Interest: | Nil |
| Attachments: | Monthly Financial Reports for October 2019 - Attachment Green |
| Previous Reference: | Nil |

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 October 2019 Monthly Financial Reports.

Comment:

The October 2019 Monthly Financial Reports are presented for review.

Consultation:

Chief Executive Officer.

Statutory Environment:

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

Policy Implications:

Nil

Financial Implications:

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

Strategic Implications:

Strategic Community Plan 2014 – 2024

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

Sustainability Implications:

- **Environmental**
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.

Moved: Cr Belli

Seconded: Cr Goldfinch

Res: 130/19

Decision:

That Council endorse:

That Council receive the October 2019 Monthly Financial Reports as presented.

Voting Requirements: Simple Majority

Carried: 7/0

14.2 SCHEDULE OF ACCOUNT PAYMENTS – OCTOBER 2019

File Reference: GR.ME.8
Location: Shire of Ravensthorpe - Administration
Applicant: Internal
Author: Senior Finance Officer
Authorising Officer: Director of Corporate and Community Services
Date: 12 November 2019
Disclosure of Interest: Nil
Attachments: Schedule of Payments to 31 October 2019
 Credit Card Transactions to 01 October 2019 – Attachment Blue
Previous Reference: Nil

Summary:

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

Background:

Period 01/07/2019 to 31/10/2019

2019/2020

| Month | Cheques | EFT Pymts | Direct Debits | Credit Card | Trust | Total Creditors | Payroll |
|--------------|----------------|-------------------|------------------|---------------|----------------|-------------------|------------------|
| Jul | 670 | 1,739,001 | 135,848 | 3,843 | 1,781 | 1,881,144 | 275,274 |
| Aug | 9,391 | 736,269 | 51,773 | 7,094 | 1,260 | 805,788 | 188,496 |
| Sep | 21,940 | 428,530 | 144,319 | 12,630 | 2,857 | 610,277 | 241,584 |
| Oct | 892 | 490,678 | | 9,015 | 420 | 501,005 | |
| Nov | | | | | | 0 | |
| Dec | | | | | | 0 | |
| Jan | | | | | | 0 | |
| Feb | | | | | | 0 | |
| Mar | | | | | | 0 | |
| Apr | | | | | | 0 | |
| May | | | | | | 0 | |
| Jun | | | | | | 0 | |
| Total | 32,893 | 3,394,478 | 331,941 | 32,582 | 6,319 | 3,798,214 | 705,354 |
| 18/19 | 147,967 | 21,298,438 | 1,329,904 | 70,241 | 13,590 | 22,860,140 | 2,219,053 |
| 17/18 | 327,905 | 18,507,404 | 209,587 | 65,010 | 317,445 | 19,427,351 | 2,601,283 |

Comment:

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

Consultation:

Senior Finance Officer.

Statutory Environment:

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

Policy Implications:

Nil

Financial Implications:

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

Strategic Implications:

Nil

Sustainability Implications:

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

Risk Implications:

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

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 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.

Moved: Cr Goldfinch

Seconded: Cr Norman

Res: 131/19

Decision:

That Council endorse:

- 1. Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of July 2019 be noted.**

Voting Requirements: Absolute Majority

Carried: 7/0

15. DIRECTORATE OF TECHNICAL SERVICES

Nil

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

Nil

17. NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

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

17.1 ELECTED MEMBERS

Nil

17.2 OFFICERS

Nil

18. MATTERS BEHIND CLOSED DOORS

In accordance with section 5.23 (2) of the Local Government Act 1995, the meeting closed to members of the public for this item as the following subsection applied

- a. a matter affecting an employee/employees
- b. the personal affairs of any person
- c. a matter that if declared, would reveal –
 - i. a trade secret
 - ii. information that has a commercial value to a person
 - iii. information about the business, professional, commercial, financial affairs of a person.

Moved: Cr Belli

Seconded: Cr Richardson

Res: 132/19

The meeting was moved to behind closed doors at 6.56

Voting Requirements: Absolute Majority

Carried: 7/0

18.1 RFQ 02/19 WASTE AND RECYCLING COLLECTION

File Reference: WM.SP.2
Location: Shire of Ravensthorpe
Applicant: Shire of Ravensthorpe
Author: Director of Technical Services
Authorising Officer: Chief Executive Officer
Date: 13 November 2019
Disclosure of Interest: Nil
Attachments: Contract, Waste and Recycling Collection Services.
Previous References: Agenda item 13.1 RFQ 02/19 Waste & Recycling Collection, Ordinary Meeting of Council, 18 June 2019

Moved Cr Goldfinch

Seconded Cr Norman

Res: 133/19

Decision:

That Council endorse:

1. To award Contract CO02/11 Waste and Recycling Collection Services, to:
 - Cleanaway Pty Ltd (ABN 79 164 938)
2. The tendered Schedule of Rates for an initial contract term until 30 April 2021 with the option to extend at the Principals discretion, for a further three (3) x twelve (12) month extensions as a maximum contract term.
3. To authorise the Chief Executive Officer and Shire President signing and fixing the common seal for the purpose of this resolution, to execute the Contract agreement with the endorsed Contractor.

Voting Requirements: Absolute Majority

Carried: 7/0

Cr Norman declared an interest and left the meeting at 7.08 and did not participate in discussion of this item.

18.2 CITIZEN OF THE YEAR AWARDS FOR 2020

File Reference: CR.AW.2
Location: Shire of Ravensthorpe
Applicant: Chief Executive Officer
Author: Executive Assistant
Authorising Officer: Chief Executive Officer
Date: 8 November 2019
Disclosure of Interest: Nil
Attachments: Provided to Council – Attachment Yellow
Previous References: Nil

Summary:

To consider the Citizen of the Year Award Nominations received.

Background:

A part of the Australia Day awards, the Citizen of the Year Awards focuses on community contribution and participation rather than personal achievement. The awards highlight active citizenship, outstanding contribution to the local community and Australian pride and spirit. There are four categories;

- Citizen of the Year
- Youth Citizen of the Year (under 25 years of age)
- Senior Citizen of the Year (over 65 years of age)
- Active Citizenship Award (to recognise a community group or event)

Comment:

Councillors have been provided with a copy of the nominations. Council is now required to determine recipients of the awards for presentation on Australia Day.

Consultation:

Community nominations sought by advertising in the Community Spirit, at the Ravensthorpe and Hopetoun Resource Centres and on the Shire of Ravensthorpe website and facebook page.

Statutory Environment:

Nil.

Policy Implications:

Nil.

Financial Implications:

An allocation has been made in the 2019/2020 budget.

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.

Moved: Cr Belli

Seconded: Cr Mudie

Res: 134/19

Decision:

That standing orders be suspended in order to discuss the item.

Voting Requirements:

Simple Majority

Carried: 6/0

Recommendation:

That Council discuss and endorse:

That the Citizen of the Year Award, be awarded to _____.

That the Young Citizen of the Year Award, be awarded to _____.

That the Senior Citizen of the Year Award, be awarded to _____.

That the Active Citizen of the Year Award, be awarded to _____.

Note: there were no nominations for Young Citizen of the Year Award.

Moved: Cr Major

Seconded: Cr Belli

Res: 135/19

Decision:

That standing orders be retained to vote on the following item.

Voting Requirements:

Simple Majority

Carried: 6/0

Cr Norman returned to the meeting at 7.19 and voted on the following matter.

Moved: Cr Belli

Seconded: Cr Richardson

Res: 136/19

Decision:

That Council Resolve

That the Citizen of the Year Award, be awarded to Jenny Chambers.

That the Senior Citizen of the Year Award, be awarded to Mary Robinson.

That the Active Citizen of the Year Award, be awarded to Hopetoun Men in Sheds Inc.

Voting Requirements: Simple Majority

Carried: 7/0

Moved: Cr Major

Seconded: Cr Mudie

Res: 137/19

The meeting was moved from behind closed doors at 7.21pm.

Voting Requirements: Absolute Majority

Carried: 7/0

19. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 7.22pm.

These minutes were confirmed at the meeting of the _____

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

Date: _____

ATTACHMENT



MINUTES

**For the Special Council Meeting
held on**

Wednesday 11 December, 2019

Commencing at 10.30am.

**In the Council Chambers,
Hopetoun.**



SHIRE OF RAVENSTHORPE

DISCLAIMER

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

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

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

Gavin Pollock
Chief Executive Officer

6 December 2019

65 Morgans Street Ravensthorpe WA 6346
Tel (08) 9839000; Fax (08) 98381282
E-mail: shire@ravensthorpe.wa.gov.au



SPECIAL MEETING OF COUNCIL

**HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE ON
11 December 2019, COMMENCING AT 10.48am**

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| 5.1 | CHANGE THE ORDINARY MEETING OF COUNCIL SCHEDULED FOR THE 17 DECEMBER TO THE 18 DECEMBER 2019 AT 6.00PM..... | Page 5 |
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| 6. | CLOSURE OF MEETING..... | Page 11 |

EXTRACT FROM LOCAL GOVERNMENT ACT 1995**5.5. CONVENING COUNCIL MEETINGS**

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) **The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.**

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

10.48am – The presiding person, Cr K Dunlop declared the meeting open. Apologies given from CEO, Gavin Pollock, for the late arrival and commencement of the meeting.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

MEMBERS: Cr Keith Dunlop (Shire President)
Cr Julianne Belli (Deputy Shire President)
Cr Ian Goldfinch
Cr Mark Mudie
Cr Ken Norman
Cr Thomas Major
Cr Graham Richardson

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

APOLOGIES: Nil.

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

3. DISCLOSURE OF INTEREST

Nil.

4. SUSPENSION OF STANDING ORDERS

Nil.

5. SPECIAL BUSINESS

5.1 Change the ordinary meeting of council, scheduled for the 17th December to the 18th December 2019, at 6.00pm

| | |
|--------------------------------|--------------------------------|
| File Reference: | GR.ME.8 |
| Location: | Shire of Ravensthorpe |
| Applicant: | Internal |
| Author: | Chief Executive Officer |
| Authorising Officer: | Chief Executive Officer |
| Date: | 6 December 2019 |
| Disclosure of Interest: | Nil |
| Attachments: | Nil |
| Previous References: | Nil |

Summary:

Council consider changing the dated of the December Ordinary Meeting of Council from the 17th December to the 18th December 2019 at 6.00pm at the Council Chambers, Shire of Ravensthorpe.

Background:

Council at its meeting held on 18 April 2019 endorsed changing the meeting dates from the third (3) Thursday of each month to the being held on the third (3) Tuesday of each month. This change has not been an issue except for the December meeting where traditionally the Ravensthorpe District High School carries out its graduation and the school performs its Christmas Concert on the third (3) Tuesday of December.

It is expected that the Shire President, Councillors and Executive Staff of the Shire attend the concert. The Shire President agreed to hold a Special Meeting of Council to amend the date.

Comment:

That Council endorse changing the meeting date from the 17th December to the 18 December 2019.

Consultation:

Shire Councillors and Executive Team.

Statutory Environment:

Local Government (Administration) Regulations 1996

12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —***
 - (a) the ordinary council meetings; and***
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,***

are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1).***

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

Risk Implications:

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

Risk Matrix:

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

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

Voting Requirements:

Absolute Majority

Moved: Cr Major

Seconded: Cr Richardson

Res: 109/19

Decision:

That Council:

Change the dated of the Ordinary Meeting of Council to be held on Tuesday 17th December 2019 at the Council Chambers, Ravensthorpe to Wednesday 18th December 2019 at the Council Chambers, Ravensthorpe commencing at 6pm.

Carried 7/0

5.2 Cultural Precinct – Building Better Regions Funding Application

| | |
|--------------------------------|--|
| File Reference: | RC.PR.3 |
| Location: | Ravensthorpe Cultural Precinct |
| Applicant: | Shire of Ravensthorpe |
| Author: | Chief Executive Officer |
| Authorising Officer: | Chief Executive Officer |
| Date: | 11 December 2019 |
| Disclosure of Interest: | Nil |
| Attachments: | 1. Ravensthorpe Cultural Precinct Concept Drawings 2. Proposed Ravensthorpe Cultural Precinct, May 2013 3. Statement of Budget Review 9 December 2019 |
| Previous Reference: | Nil |

Summary:

Council to consider the Concept Drawings for the New Ravensthorpe Cultural Precinct and Building provided by Patrick Beal from Advanced Timber Concepts Studio (ATC).

Background:

The Ravensthorpe Cultural Precinct was commenced in 2009 with the goal to develop an inclusive town centre that creates a vibrant place of belonging for the community with opportunity.

Since 2009 the project has been further developed with a report being undertaken by the Ravensthorpe Community Resources Centre (CRC) in May 2013. This report outlined a number of objectives for the precinct and seen a large number of community groups participate in the report along with providing positive support for the project.

The Shire engaged the services of Core Business Australia in 2016 to undertake a community survey in October 2016 to gauge support for the Ravensthorpe Cultural Precinct. The survey results indicated support for the project. It was planned following the review of the community survey that the project would be progressed to seek funding plus the development of concept designs.

In February 2017 the Shire of Ravensthorpe was devastated with flooding resulting in almost \$30 million worth of damage to infrastructure and recovery works. As a result of the floods the project was placed on hold to ensure all available resources were directed to rebuilding our community.

Now in 2019 the Shire has almost completed all reinstatement works as a result of the floods and now we are at the other end of the scale with extremely low rain fall and declared water deficient.

To help keep the Ravensthorpe community vibrant it's now seen as an ideal time to revitalise the Ravensthorpe Cultural Precinct project.

Comment:

Following a number of key stakeholder and community meetings the community seem excited and very supportive to revitalise the Ravensthorpe Cultural Precinct project.

The scope of the Ravensthorpe Cultural Precinct project will see a new cultural building constructed, upgrade of the existing park, colocation of key stakeholders and demolition of old detreated infrastructure.

The construction of the new Cultural Building is recommended to be of a Timber construction

with adjustable steel stumps on concrete footings.

Consultation:

Consultation has and is being undertaken with the following key stakeholders;

- Ravensthorpe Community Resource Centre
- Ravensthorpe Library
- Ravensthorpe Toy Library
- Shire of Ravensthorpe
- Ravensthorpe Senior Citizens
- Ravensthorpe Visitors Centre
- Dunnart
- Ravensthorpe Playgroup
- Ravensthorpe Youth Club
- Ravensthorpe Regional Arts Council
- Ravensthorpe Crèche
- Ravensthorpe Community Centre Management Committee
- Ravensthorpe Historical Society
- Ravensthorpe Wildflower Show

Statutory Environment:

The Ravensthorpe Cultural Precinct project will need conform to the Building Regulations, Health Acts, Australian Standards and the Local Government Act 1995.

Policy Implications:

The Ravensthorpe Cultural Precinct project will be required to meet relevant Shire of Ravensthorpe Policies relating to community consultation, building design and procurement.

Financial Implications:

It is estimated that the development cost for the concept development will be approximately \$35,000 and be meet within the current 2019/20 budget.

The Ravensthorpe Cultural Precinct project is currently estimated at \$6,500,000.

It is suggested that Council direct the Chief Executive Officer to apply to the Building Better Regions Fund (BBRF) for 75% of the funding required for the Ravensthorpe Cultural Precinct project.

The remaining 25% of funding by:

| | |
|--|---------------------------|
| • Shire of Ravensthorpe Cash Funds 2019/20 | \$150,000 |
| • Shire of Ravensthorpe Building Reserve Funds 2020/21 | \$800,000 |
| • Shire of Ravensthorpe Cash Funds 2020/21 | \$150,000 |
| • Shire of Ravensthorpe Cash Funds 2021/22 | \$150,000 |
| • Community Financial Contributions | \$190,000 |
| • Commercial Financial Contributions | \$200,000 |
| Total | <u>\$1,640,000</u> |

The cash funds indicated for 2019/20 will be funded by reviewing current operating and capital accounts with all minor maintenance and capital and items placed on hold until the BBRF outcome is announced. If successful in our bid for BBRF these identified works will not progress due to no longer being required and will result in saving totalling \$150,000.

Please note that an 80% of community and commercial contributions have already been formally confirmed by way of a letter of support.

Strategic Implications:

Complements the Community Strategic Plan with colocation of community infrastructure and renewing future infrastructure requirements.

The Shire is currently commencing a major strategic review of all five Integrated Planning Plans.

Sustainability Implications:

- **Environmental:** There are no other known significant environmental issues for consideration.
- **Economic:** This allows for future community economic and employment opportunities within the community. This is seen as a significant economic benefits for consideration.
- **Social:** The project will provide a vibrant place of belonging with significant social benefits for considerations.

Risk Implications:

| | |
|---|------------|
| Risk | Medium (8) |
| Risk Likelihood (based on history and with existing controls) | Medium (7) |
| Risk Impact / Consequence | Medium (8) |
| Risk Rating (Prior to Treatment or Control) | Medium (9) |
| Principal Risk Theme | Medium (7) |
| Risk Action Plan (Controls or Treatment Proposed) | Medium (7) |

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 8 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute Majority

Moved: Cr Mudie**Seconded: Cr Goldfinch****Res: 110/19****Decision:****That Council endorsed:**

- the concept drawings for the new Ravensthorpe Cultural Precinct and with further key stakeholder engagement in design development.
- that all public comment received be considered when progressing the building concept drawings before the final construction plans and costing are considered by council for endorsement.
- the Chief Executive Officer progressing any required concept drawings, community and stakeholder consultation, supporting documentation and contractor services to develop and submit a Building Better Regions Funding application on the 19 December 2019.
- the Shire President and Chief Executive Officer actively seeking and submitting grant funding applications and develop partnership opportunities for funding contributions for the new Ravensthorpe Cultural Precinct.
- receiving the attachment Statement of Budget Review 9 December 2019 supporting the following funding commitments and request the Chief Executive Officer to undertake a budget review of the 2019/20 accounts before the 18 December 2019 to confirm Councils objective of committing:

| | | |
|---|----------------|------------------|
| <i>Shire of Ravensthorpe Cash Funds</i> | <i>2019/20</i> | <i>\$150,000</i> |
| <i>Shire of Ravensthorpe Building Reserve Funds</i> | <i>2020/21</i> | <i>\$800,000</i> |
| <i>Shire of Ravensthorpe Cash Funds</i> | <i>2020/21</i> | <i>\$150,000</i> |
| <i>Shire of Ravensthorpe Cash Funds</i> | <i>2021/22</i> | <i>\$150,000</i> |

- that the Shire of Ravensthorpe, Community and Commercial Financial Contributions are only required to be honoured if the shire's 2019 Building Better Regions Funding application is successful.
- the new Cultural Building being of Timber construction materials and complementing the existing heritage buildings within the Ravensthorpe town centre.
- the Chief Executive Officer must obtain Council endorsement before commencing construction of the new Ravensthorpe Cultural Precinct or demolition of any Infrastructure within the Precinct.

Carried 7/0**6. CLOSURE OF MEETING – 11.08am**

These minutes were confirmed at the meeting of the _____

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

Date: _____

ATTACHMENT

SHIRE OF RAVENSTHORPE
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

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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 2019

*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 2019 is based on proper accounts and records to present fairly the financial position of the Shire of Ravensthorpe at 30 June 2019 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 *Tenth* day of *December* 2019



Chief Executive Officer

Gavin Pollock

Name of Chief Executive Officer



SHIRE OF RAVENSTHORPE
 STATEMENT OF COMPREHENSIVE INCOME
 BY NATURE OR TYPE
 FOR THE YEAR ENDED 30TH JUNE 2019

| | NOTE | 2019 Actual \$ | 2019 Budget \$ | 2018 Actual \$ |
|---|-------|----------------------|----------------------|----------------------|
| Revenue | | | | |
| Rates | 23(a) | 4,403,563 | 4,284,228 | 4,105,327 |
| Operating grants, subsidies and contributions | 2(a) | 15,473,437 | 11,509,522 | 15,606,969 |
| Fees and charges | 2(a) | 977,098 | 1,145,597 | 1,022,351 |
| Interest earnings | 2(a) | 90,037 | 115,000 | 113,475 |
| Other revenue | 2(a) | 663,179 | 80,000 | 348,430 |
| | | <u>21,607,314</u> | <u>17,134,347</u> | <u>21,196,552</u> |
| Expenses | | | | |
| Employee costs | | (3,592,557) | (3,512,288) | (3,490,342) |
| Materials and contracts | | (15,200,829) | (12,266,388) | (15,015,173) |
| Utility charges | | (209,986) | (285,550) | (160,194) |
| Depreciation on non-current assets | 9(b) | (1,970,793) | (3,302,576) | (2,879,048) |
| Interest expenses | 2(b) | (119,399) | (85,280) | (96,095) |
| Insurance expenses | | (300,119) | (303,732) | (277,276) |
| Other expenditure | | (353,226) | (255,338) | (258,066) |
| | | <u>(21,746,909)</u> | <u>(20,011,152)</u> | <u>(22,176,194)</u> |
| | | (139,595) | (2,876,805) | (979,642) |
| Non-operating grants, subsidies and contributions | 2(a) | 1,293,001 | 2,320,177 | 1,137,032 |
| Profit on asset disposals | 9(a) | 0 | 0 | 38,775 |
| (Loss) on asset disposals | 9(a) | (100,437) | (131,000) | (93,744) |
| | | <u>1,192,564</u> | <u>2,189,177</u> | <u>1,082,063</u> |
| | | <u>1,052,969</u> | <u>(687,628)</u> | <u>102,421</u> |
| Other comprehensive income | | | | |
| <i>Items that will not be reclassified subsequently to profit or loss</i> | | | | |
| Changes in asset revaluation surplus | 10 | 98,008,160 | 0 | 0 |
| | | <u>98,008,160</u> | <u>0</u> | <u>0</u> |
| | | <u>99,061,129</u> | <u>(687,628)</u> | <u>102,421</u> |

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



SHIRE OF RAVENSTHORPE
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2019

| | NOTE | 2019 Actual \$ | 2019 Budget \$ | 2018 Actual \$ |
|--|------|----------------------|----------------------|----------------------|
| Revenue | | | | |
| | 2(a) | | | |
| Governance | | 348 | 3,000 | 3,000 |
| General purpose funding | | 6,349,045 | 5,364,428 | 5,967,470 |
| Law, order, public safety | | 390,797 | 214,170 | 273,528 |
| Health | | 4,483 | 3,000 | 3,486 |
| Education and welfare | | 150,921 | 205,500 | 343,507 |
| Housing | | 19,560 | 24,900 | 12,860 |
| Community amenities | | 580,990 | 699,097 | 496,902 |
| Recreation and culture | | 378,466 | 47,500 | 428,463 |
| Transport | | 13,092,084 | 10,311,752 | 13,323,639 |
| Economic services | | 141,697 | 141,000 | 177,618 |
| Other property and services | | 498,923 | 120,000 | 166,079 |
| | | 21,607,314 | 17,134,347 | 21,196,552 |
| Expenses | | | | |
| | 2(b) | | | |
| Governance | | (646,140) | (641,955) | (512,935) |
| General purpose funding | | (264,282) | (222,492) | (131,251) |
| Law, order, public safety | | (868,992) | (774,051) | (757,054) |
| Health | | (294,154) | (278,922) | (304,427) |
| Education and welfare | | (383,344) | (372,723) | (474,312) |
| Housing | | (207,880) | (239,380) | (158,351) |
| Community amenities | | (1,248,990) | (1,431,629) | (1,123,990) |
| Recreation and culture | | (1,525,015) | (1,786,800) | (1,775,485) |
| Transport | | (14,855,915) | (13,489,854) | (15,853,013) |
| Economic services | | (297,426) | (349,466) | (343,179) |
| Other property and services | | (1,035,372) | (338,600) | (646,101) |
| | | (21,627,510) | (19,925,872) | (22,080,098) |
| Finance Costs | | | | |
| | 2(b) | | | |
| General purpose funding | | (9,113) | 0 | 0 |
| Law, order, public safety | | (7,042) | 0 | 0 |
| Housing | | (15,065) | (18,933) | (20,207) |
| Community amenities | | (33,426) | 0 | (4,706) |
| Recreation and culture | | (11,369) | (13,771) | (14,142) |
| Transport | | (43,384) | (52,576) | (57,040) |
| | | (119,399) | (85,280) | (96,095) |
| | | (139,595) | (2,876,805) | (979,641) |
| Non-operating grants, subsidies and contributions | 2(a) | 1,293,001 | 2,320,177 | 1,137,032 |
| Profit on disposal of assets | 9(a) | 0 | 0 | 38,775 |
| (Loss) on disposal of assets | 9(a) | (100,437) | (131,000) | (93,744) |
| | | 1,192,564 | 2,189,177 | 1,082,063 |
| Net result for the period | | 1,052,969 | (687,628) | 102,422 |
| Other comprehensive income | | | | |
| <i>Items that will not be reclassified subsequently to profit or loss</i> | | | | |
| Changes in asset revaluation surplus | 10 | 98,008,160 | 0 | 0 |
| Share of comprehensive income of associates and joint ventures accounted for using the equity method | | | | |
| Total other comprehensive income for the period | | 98,008,160 | 0 | 0 |
| Total comprehensive income for the period | | 99,061,129 | (687,628) | 102,422 |

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



SHIRE OF RAVENSTHORPE
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2019

| | NOTE | 2019 \$ | 2018 \$ |
|--------------------------------------|-------|--------------------|-------------------|
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 3 | 3,026,048 | 3,530,224 |
| Trade receivables | 5 | 4,348,725 | 4,956,860 |
| Inventories | 6 | 2,704 | 16,247 |
| TOTAL CURRENT ASSETS | | 7,377,477 | 8,503,331 |
| NON-CURRENT ASSETS | | | |
| Trade receivables | 5 | 26,395 | 23,206 |
| Property, plant and equipment | 7 | 34,023,040 | 34,208,663 |
| Infrastructure | 8 | 124,591,608 | 25,172,800 |
| TOTAL NON-CURRENT ASSETS | | 158,641,043 | 59,404,669 |
| TOTAL ASSETS | | 166,018,520 | 67,908,000 |
| CURRENT LIABILITIES | | | |
| Trade and other payables | 11 | 1,891,846 | 2,398,202 |
| Borrowings | 12(a) | 209,799 | 201,680 |
| Employee related provisions | 13 | 396,543 | 528,986 |
| Lease liabilities | 17 | 101,606 | 98,617 |
| TOTAL CURRENT LIABILITIES | | 2,599,794 | 3,227,485 |
| NON-CURRENT LIABILITIES | | | |
| Borrowings | 12(a) | 1,484,569 | 1,694,368 |
| Employee related provisions | 13 | 42,806 | 54,319 |
| Lease liabilities | 17 | 913,641 | 1,015,248 |
| TOTAL NON-CURRENT LIABILITIES | | 2,441,016 | 2,763,935 |
| TOTAL LIABILITIES | | 5,040,810 | 5,991,420 |
| NET ASSETS | | 160,977,710 | 61,916,580 |
| EQUITY | | | |
| Retained surplus | | 39,655,331 | 38,214,104 |
| Reserves - cash backed | 4 | 3,413,771 | 3,802,028 |
| Revaluation surplus | 10 | 117,908,608 | 19,900,448 |
| TOTAL EQUITY | | 160,977,710 | 61,916,580 |

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



SHIRE OF RAVENSTHORPE
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2019

| | NOTE | RETAINED SURPLUS | RESERVES CASH BACKED | REVALUATION SURPLUS | TOTAL EQUITY |
|---|------|---------------------|----------------------------|------------------------|--------------------|
| | | \$ | \$ | \$ | \$ |
| Balance as at 1 July 2017 | | 38,518,108 | 3,395,602 | 19,900,448 | 61,814,158 |
| Comprehensive income | | | | | |
| Net result for the period | | 102,422 | 0 | 0 | 102,422 |
| Total comprehensive income | | 102,422 | 0 | 0 | 102,422 |
| Transfers from/(to) reserves | | (406,426) | 406,426 | 0 | 0 |
| Balance as at 30 June 2018 | | 38,214,104 | 3,802,028 | 19,900,448 | 61,916,580 |
| Restated total equity at the beginning of the financial year | | 38,214,104 | 3,802,028 | 19,900,448 | 61,916,580 |
| Comprehensive income | | | | | |
| Net result for the period | | 1,052,969 | 0 | 0 | 1,052,969 |
| Other comprehensive income | 10 | 0 | 0 | 98,008,160 | 98,008,160 |
| Total comprehensive income | | 1,052,969 | 0 | 98,008,160 | 99,061,129 |
| Transfers from/(to) reserves | | 388,257 | (388,257) | 0 | 0 |
| Balance as at 30 June 2019 | | 39,655,331 | 3,413,771 | 117,908,608 | 160,977,709 |

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



SHIRE OF RAVENSTHORPE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2019

| | NOTE | 2019 Actual \$ | 2019 Budget \$ | 2018 Actual \$ |
|---|------|-------------------------|-------------------------|-------------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | | |
| Receipts | | | | |
| Rates | | 4,379,260 | 4,284,277 | 4,110,506 |
| Operating grants, subsidies and contributions | | 15,956,200 | 15,887,642 | 11,951,464 |
| Fees and charges | | 977,098 | 1,145,597 | 1,022,351 |
| Interest received | | 90,037 | 115,000 | 113,475 |
| Goods and services tax received | | 0 | 298,810 | 73,870 |
| Other revenue | | 663,179 | 80,000 | 348,430 |
| | | <u>22,065,774</u> | <u>21,811,326</u> | <u>17,620,096</u> |
| Payments | | | | |
| Employee costs | | (3,785,307) | (3,606,036) | (3,356,818) |
| Materials and contracts | | (15,743,466) | (14,264,967) | (13,074,423) |
| Utility charges | | (209,986) | (285,550) | (160,194) |
| Interest expenses | | (119,399) | (81,701) | (98,701) |
| Insurance paid | | (300,119) | (303,732) | (277,276) |
| Goods and services tax paid | | 146,486 | 0 | (402,681) |
| Other expenditure | | (353,226) | (255,338) | (258,066) |
| | | <u>(20,365,017)</u> | <u>(18,797,324)</u> | <u>(17,628,159)</u> |
| Net cash provided by (used in) operating activities | 14 | <u>1,700,757</u> | <u>3,014,002</u> | <u>(8,063)</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | | |
| Payments for purchase of property, plant & equipment | | (1,520,492) | (1,542,520) | (1,248,129) |
| Payments for construction of infrastructure | | (1,970,283) | (3,799,155) | (1,436,216) |
| Non-operating grants, subsidies and contributions | | 1,293,001 | 2,320,177 | 1,137,032 |
| Proceeds from sale of property, plant & equipment | | 213,868 | 350,000 | 296,010 |
| Proceeds adjustment on disposal of right of use assets at amortised cost | | (9,595) | 0 | 0 |
| Net cash provided by (used in) investment activities | | <u>(1,993,501)</u> | <u>(2,671,498)</u> | <u>(1,251,303)</u> |
| CASH FLOWS FROM FINANCING ACTIVITIES | | | | |
| Repayment of borrowings | | (201,680) | (201,680) | (193,910) |
| Repayment of lease commitments | | (9,752) | 0 | (13,575) |
| Net cash provided by (used in) financing activities | | <u>(211,432)</u> | <u>(201,680)</u> | <u>(207,485)</u> |
| Net increase (decrease) in cash held | | <u>(504,176)</u> | <u>140,824</u> | <u>(1,466,851)</u> |
| Cash at beginning of year | | 3,530,224 | 3,507,303 | 4,997,075 |
| Cash and cash equivalents at the end of the year | 14 | <u><u>3,026,048</u></u> | <u><u>3,648,127</u></u> | <u><u>3,530,224</u></u> |

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

SHIRE OF RAVENSTHORPE
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2019

| | NOTE | 2019 Actual | 2019 Budget | 2018 Actual |
|---|--------|------------------|----------------|------------------|
| | | \$ | \$ | \$ |
| OPERATING ACTIVITIES | | | | |
| Net current assets at start of financial year - surplus/(deficit) | 24 (b) | 2,303,102 | 2,317,811 | 2,206,970 |
| | | 2,303,102 | 2,317,811 | 2,206,970 |
| Revenue from operating activities (excluding rates) | | | | |
| Governance | | 348 | 3,000 | 3,000 |
| General purpose funding | | 2,064,702 | 1,080,200 | 1,978,160 |
| Law, order, public safety | | 390,797 | 214,170 | 273,528 |
| Health | | 4,483 | 3,000 | 3,486 |
| Education and welfare | | 150,921 | 205,500 | 343,507 |
| Housing | | 19,560 | 24,900 | 12,860 |
| Community amenities | | 580,990 | 699,097 | 496,902 |
| Recreation and culture | | 378,466 | 47,500 | 428,463 |
| Transport | | 13,092,084 | 10,311,752 | 13,362,414 |
| Economic services | | 141,697 | 141,000 | 177,618 |
| Other property and services | | 498,923 | 120,000 | 166,079 |
| | | 17,322,971 | 12,850,119 | 17,246,017 |
| Expenditure from operating activities | | | | |
| Governance | | (646,140) | (641,955) | (512,935) |
| General purpose funding | | (273,395) | (222,492) | (131,251) |
| Law, order, public safety | | (876,034) | (774,051) | (757,054) |
| Health | | (294,154) | (278,922) | (311,402) |
| Education and welfare | | (383,344) | (372,723) | (474,312) |
| Housing | | (222,945) | (258,313) | (178,558) |
| Community amenities | | (1,282,416) | (1,431,629) | (1,128,696) |
| Recreation and culture | | (1,536,384) | (1,800,571) | (1,789,627) |
| Transport | | (14,947,450) | (13,665,430) | (15,921,405) |
| Economic services | | (297,426) | (349,466) | (343,179) |
| Other property and services | | (1,087,658) | (346,600) | (721,518) |
| | | (21,847,346) | (20,142,152) | (22,269,937) |
| Non-cash amounts excluded from operating activities | 24(a) | 1,954,921 | 3,380,272 | 2,995,957 |
| Amount attributable to operating activities | | (266,352) | (1,593,950) | 179,007 |
| INVESTING ACTIVITIES | | | | |
| Non-operating grants, subsidies and contributions | | 1,293,001 | 2,320,177 | 1,137,032 |
| Proceeds from disposal of assets | 9(a) | 213,868 | 350,000 | 296,010 |
| Purchase of property, plant and equipment | 7(a) | (1,530,244) | (1,542,520) | (2,375,569) |
| Purchase and construction of infrastructure | 8(a) | (1,970,283) | (3,799,155) | (1,436,216) |
| Amount attributable to investing activities | | (1,993,658) | (2,671,498) | (2,378,743) |
| FINANCING ACTIVITIES | | | | |
| Repayment of borrowings | 12(b) | (201,680) | (201,680) | (193,910) |
| New lease arrangements | | 9,752 | 0 | 1,127,440 |
| Repayment of long term leases | | (108,369) | 0 | (13,575) |
| Transfers to reserves (restricted assets) | 4 | (4,543,019) | (1,440,000) | (2,356,426) |
| Transfers from reserves (restricted assets) | 4 | 4,931,276 | 1,622,303 | 1,950,000 |
| Amount attributable to financing activities | | 87,960 | (19,377) | 513,529 |
| Surplus/(deficit) before imposition of general rates | | (2,172,050) | (4,284,825) | (1,686,207) |
| Total amount raised from general rates | 23 | 4,284,343 | 4,284,228 | 3,989,310 |
| Surplus/(deficit) after imposition of general rates | 24(b) | 2,112,293 | (597) | 2,303,103 |

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

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 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.

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 26 to these financial statements.

2. REVENUE AND EXPENSES

(a) Revenue

Grant Revenue

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

| | 2019 Actual | 2019 Budget | 2018 Actual |
|--|----------------|----------------|----------------|
| | \$ | \$ | \$ |
| Operating grants, subsidies and contributions | | | |
| Governance | 0 | 3,000 | 3,000 |
| General purpose funding | 1,890,351 | 900,000 | 1,781,165 |
| Law, order, public safety | 343,584 | 194,370 | 246,469 |
| Education and welfare | 70,108 | 50,000 | 54,757 |
| Housing | 1,115 | 24,900 | 0 |
| Community amenities | 0 | 219,000 | 22,655 |
| Recreation and culture | 224,090 | 4,000 | 382,190 |
| Transport | 12,920,647 | 10,104,252 | 13,116,733 |
| Economic services | 20,000 | 0 | 0 |
| Other property and services | 3,542 | 10,000 | 0 |
| | 15,473,437 | 11,509,522 | 15,606,969 |
| Non-operating grants, subsidies and contributions | | | |
| Law, order, public safety | 41,321 | 11,020 | 0 |
| Community amenities | 0 | 0 | 261,510 |
| Recreation and culture | 24,802 | 158,870 | 45,000 |
| Transport | 1,226,878 | 2,150,287 | 830,522 |
| | 1,293,001 | 2,320,177 | 1,137,032 |
| Total grants, subsidies and contributions | 16,766,438 | 13,829,699 | 16,744,001 |

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 22.

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 reporting period.

2. REVENUE AND EXPENSES (Continued)

| (a) Revenue (Continued) | 2019 Actual \$ | 2019 Budget \$ | 2018 Actual \$ |
|-------------------------------|----------------------|----------------------|----------------------|
| Other revenue | | | |
| Reimbursements and recoveries | 530,926 | 0 | 194,920 |
| Other | 132,253 | 0 | 153,510 |
| | 663,179 | 0 | 348,430 |
| Fees and Charges | | | |
| Governance | 20,452 | 70,200 | 22,746 |
| Law, order, public safety | 30,127 | 19,800 | 26,906 |
| Health | 4,483 | 3,000 | 3,486 |
| Education and welfare | 45,007 | 155,500 | 93,857 |
| Housing | 17,480 | 0 | 12,860 |
| Community amenities | 434,209 | 480,097 | 405,120 |
| Recreation and culture | 109,803 | 43,500 | 46,518 |
| Transport | 170,701 | 207,500 | 200,518 |
| Economic services | 121,697 | 141,000 | 177,403 |
| Other property and services | 23,139 | 25,000 | 32,937 |
| | 977,098 | 1,145,597 | 1,022,351 |

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

Interest earnings

| | | | |
|--|--------|---------|---------|
| Reserve accounts interest | 34,046 | 60,000 | 56,620 |
| Rates instalment and penalty interest (refer Note 23(e)) | 47,608 | 40,000 | 42,624 |
| Other interest earnings | 8,383 | 15,000 | 14,231 |
| | 90,037 | 115,000 | 113,475 |

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (Continued)

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes

SHIRE OF RAVENSTHORPE
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 FOR THE YEAR ENDED 30TH JUNE 2019

2. REVENUE AND EXPENSES (Continued)

(b) Expenses

Significant expense

Shire has incurred materials and contracts expenditure to reinstate roads as a result of flood damage. This expenditure is expected to be reimbursed from WANDDRA funds.

Auditors remuneration

- Audit of the Annual Financial Report
- Other services

Interest expenses (finance costs)

- Borrowings (refer Note 12(b))
- Other Interest Paid
- Right of Use Lease Notional Interest (refer note 11(c))

| | 2019 Actual \$ | 2019 Budget \$ | 2018 Actual \$ |
|--|----------------------|----------------------|----------------------|
| | 12,451,868 | 10,000,000 | 12,032,029 |
| | 30,000 | 29,000 | 17,860 |
| | 1,060 | 1,000 | 1,520 |
| | 31,060 | 30,000 | 19,380 |
| | 69,819 | 85,280 | 91,389 |
| | 9,112 | 0 | 0 |
| | 40,468 | 0 | 4,706 |
| | 119,399 | 85,280 | 96,095 |

3. CASH AND CASH EQUIVALENTS

| | NOTE | 2019 \$ | 2018 \$ |
|---|------|------------------|------------------|
| Cash at bank and on hand | | 3,026,048 | 3,530,224 |
| | | <u>3,026,048</u> | <u>3,530,224</u> |
| Comprises: | | | |
| - Unrestricted cash and cash equivalents | | (669,114) | (557,419) |
| - Restricted cash and cash equivalents | | <u>3,695,162</u> | <u>4,087,643</u> |
| | | 3,026,048 | 3,530,224 |
| The following restrictions have been imposed by regulations or other externally imposed requirements: | | | |
| Reserve accounts | | | |
| Leave Reserve | 4 | 42,329 | 94,483 |
| Plant & Vehicle Reserve | 4 | 434,818 | 430,959 |
| Emergency Farm Water Reserve | 4 | 26,973 | 26,734 |
| Building Reserve | 4 | 1,532,900 | 1,519,294 |
| Road & Footpath Reserve | 4 | 426,545 | 422,867 |
| Swimming Pool Upgrade Reserve | 4 | 44,534 | 44,030 |
| Airport Reserve | 4 | 388,955 | 751,529 |
| Waste & Sewerage Reserve | 4 | 300,701 | 298,033 |
| State Barrier Fence Reserve | 4 | 216,016 | 214,099 |
| | | <u>3,413,771</u> | <u>3,802,028</u> |
| Other restricted cash and cash equivalents | | | |
| Unspent grants/contributions | 22 | 157,100 | 285,615 |
| Bonds and Deposits held | 26 | 124,291 | 0 |
| Total restricted cash and cash equivalents | | <u>3,695,162</u> | <u>4,087,643</u> |

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 that are readily convertible to known amounts of cash and which are subject to an insignificant risk

Cash and cash equivalents (Continued)

of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

SHIRE OF RAVENSTHORPE
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FOR THE YEAR ENDED 30TH JUNE 2019

4. RESERVES - CASH BACKED

| | 2019 | | | 2019 | | | 2019 | | | 2019 | | | 2018 | | | 2018 | | |
|-----------------------------------|------------------------|--------------------|------------------------|------------------------|------------------------|--------------------|------------------------|------------------------|------------------------|--------------------|------------------------|------------------------|------------------------|--------------------|------------------------|------------------------|--|--|
| | Actual Opening Balance | Actual Transfer to | Actual (from) Transfer | Actual Closing Balance | Budget Opening Balance | Budget Transfer to | Budget (from) Transfer | Budget Closing Balance | Actual Opening Balance | Actual Transfer to | Actual (from) Transfer | Actual Closing Balance | Actual Opening Balance | Actual Transfer to | Actual (from) Transfer | Actual Closing Balance | | |
| (a) Leave Reserve | 94,483 | 846 | (53,000) | 42,329 | 94,483 | 26,491 | (53,000) | 67,974 | 68,248 | 26,235 | 0 | 94,483 | 68,248 | 26,235 | 0 | 94,483 | | |
| (e) Plant & Vehicle Reserve | 430,959 | 3,859 | 0 | 434,818 | 430,959 | 6,801 | 0 | 437,760 | 226,855 | 204,104 | 0 | 430,959 | 226,855 | 204,104 | 0 | 430,959 | | |
| (f) Emergency Farm Water Reserve | 26,734 | 239 | 0 | 26,973 | 26,734 | 422 | 0 | 27,156 | 26,259 | 475 | 0 | 26,734 | 26,259 | 475 | 0 | 26,734 | | |
| (g) Building Reserve | 1,519,294 | 4,522,578 | (4,508,973) | 1,532,899 | 1,519,294 | 1,223,976 | (1,200,000) | 1,543,270 | 1,492,299 | 1,976,995 | (1,950,000) | 1,519,294 | 1,492,299 | 1,976,995 | (1,950,000) | 1,519,294 | | |
| (h) Road & Footpath Reserve | 422,867 | 3,678 | 0 | 426,545 | 422,867 | 6,673 | 0 | 429,540 | 415,353 | 7,514 | 0 | 422,867 | 415,353 | 7,514 | 0 | 422,867 | | |
| (i) Swimming Pool Upgrade Reserve | 44,030 | 503 | 0 | 44,533 | 44,031 | 695 | 0 | 44,726 | 43,249 | 781 | 0 | 44,030 | 43,249 | 781 | 0 | 44,030 | | |
| (k) Airport Reserve | 751,529 | 6,730 | (369,303) | 388,956 | 751,528 | 61,860 | (369,303) | 444,085 | 688,899 | 62,630 | 0 | 751,529 | 688,899 | 62,630 | 0 | 751,529 | | |
| (l) Waste & Sewerage Reserve | 298,033 | 2,669 | 0 | 300,702 | 298,032 | 39,703 | 0 | 337,735 | 292,901 | 5,132 | 0 | 298,033 | 292,901 | 5,132 | 0 | 298,033 | | |
| (m) State Barrier Fence Reserve | 214,099 | 1,917 | 0 | 216,016 | 214,099 | 73,379 | 0 | 287,478 | 141,539 | 72,560 | 0 | 214,099 | 141,539 | 72,560 | 0 | 214,099 | | |
| | 3,802,028 | 4,543,019 | (4,931,276) | 3,413,771 | 3,802,027 | 1,440,000 | (1,622,303) | 3,619,724 | 3,395,602 | 2,356,426 | (1,950,000) | 3,802,028 | 3,395,602 | 2,356,426 | (1,950,000) | 3,802,028 | | |

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 |
|-----------------------------------|-------------------------|--|
| (a) Leave Reserve | Ongoing | To be used to fund long service leave and non-current annual leave requirements |
| (e) Plant & Vehicle Reserve | Ongoing | To be used to assist in the purchasing of major plant and machinery |
| (f) Emergency Farm Water Reserve | Ongoing | To be used for the repair and/or construction of emergency farm water supplies |
| (g) Building Reserve | Ongoing | To be used for the construction, refurbishment, modification or renovation of all shire owned buildings |
| (h) Road & Footpath Reserve | Ongoing | To be used for the construction, rejuvenation, resealing or repair to the road and footpath network |
| (i) Swimming Pool Upgrade Reserve | Ongoing | To be used to assist with the costs of maintenance and repairs to the Ravenshorpe swimming pool |
| (k) Airport Reserve | Ongoing | To be used for the construction, reconstruction, repairs or modifications of facilities including buildings, tarmac, airstrip and associated infrastructure at the Ravenshorpe Airport |
| (l) Waste & Sewerage Reserve | Ongoing | To be used for the repair and/or construction of waste and sewerage facilities infrastructure |
| (m) State Barrier Fence Reserve | Ongoing | To be used for the extension of the State Barrier Fence from Ravenshorpe to Esperance |

1 In 2017 the Shire was subject to a major flooding event that damaged essential road infrastructure. Flood damage restoration 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 \$4,508,973 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 2018/2019 Statutory Budget.

5. TRADE RECEIVABLES

Current

| | |
|---|--|
| Rates receivable | |
| Sundry receivables | |
| GST receivable | |
| Other receivables [WANDDRA] | |
| Other receivables [Right of Use Assets Prepaid] | |

Non-current

| | |
|------------------------------------|--|
| Pensioner's rates and ESL deferred | |
|------------------------------------|--|

| | 2019 | 2018 |
|--|------------------|------------------|
| | \$ | \$ |
| | 210,163 | 189,049 |
| | 246,079 | 58,758 |
| | 182,324 | 328,810 |
| | 3,699,278 | 4,369,362 |
| | 10,881 | 10,881 |
| | <u>4,348,725</u> | <u>4,956,860</u> |
| | 26,395 | 23,206 |
| | <u>26,395</u> | <u>23,206</u> |

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.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 25.

Previous accounting policy: Impairment of trade receivables

In the prior year, the impairment of trade receivables was assessed based on the incurred loss model. Individual receivables which were known to be uncollectible were written off by reducing the carrying amount directly. The other receivables were assessed collectively to determine whether there was objective evidence that an impairment had been incurred but not yet identified. For these receivables the estimated impairment losses were recognised in a separate provision for impairment.

Classification and subsequent measurement

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.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

6. INVENTORIES

Current

Other inventories [Fuel]

| | 2019 | 2018 |
|--|-----------|-----------|
| | \$ | \$ |
| | 2,704 | 16,247 |
| | 2,704 | 16,247 |
| The following movements in inventories occurred during the year: | | |
| Carrying amount at 1 July | 16,247 | 14,700 |
| Inventories expensed during the year | (329,400) | (299,245) |
| Additions to inventory | 315,857 | 300,792 |
| Carrying amount at 30 June | 2,704 | 16,247 |

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.

7. PROPERTY, PLANT AND EQUIPMENT

(a) 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 specialised | 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 2017 | 1,668,500 | 1,668,500 | 2,306,499 | 24,596,365 | 26,902,864 | 28,571,364 | 244,162 | 4,581,232 | 0 | 33,396,758 |
| Additions | 0 | 0 | 30,381 | 88,243 | 118,624 | 118,624 | 44,082 | 1,085,423 | 1,127,440 | 2,375,569 |
| (Disposals) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (275,563) | 0 | (275,563) |
| Depreciation (expense) | 0 | 0 | (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 | 2,303,675 | 24,081,241 | 26,384,916 | 28,053,416 | 263,648 | 4,779,943 | 1,111,656 | 34,208,663 |
| Comprises: | | | | | | | | | | |
| Gross carrying amount at 30 June 2018 | 1,668,500 | 1,668,500 | 2,336,880 | 24,684,608 | 27,021,488 | 28,689,988 | 322,825 | 5,847,588 | 1,127,440 | 35,987,841 |
| Accumulated depreciation at 30 June 2018 | 0 | 0 | (33,205) | (603,367) | (636,572) | (636,572) | (59,177) | (1,067,645) | (15,784) | (1,779,178) |
| Carrying amount at 30 June 2018 | 1,668,500 | 1,668,500 | 2,303,675 | 24,081,241 | 26,384,916 | 28,053,416 | 263,648 | 4,779,943 | 1,111,656 | 34,208,663 |
| Additions | 439,000 | 439,000 | 0 | 10,557 | 10,557 | 449,557 | 82,677 | 988,258 | 9,752 | 1,530,244 |
| (Disposals) | 0 | 0 | 0 | (2,667) | (2,667) | (2,667) | (4,862) | (294,394) | (9,752) | (311,675) |
| Depreciation (expense) | 0 | 0 | (33,203) | (626,171) | (659,374) | (659,374) | (34,602) | (607,067) | (112,744) | (1,413,787) |
| Transfers | 0 | 0 | 0 | 9,595 | 9,595 | 9,595 | 0 | 0 | 0 | 9,595 |
| Carrying amount at 30 June 2019 | 2,107,500 | 2,107,500 | 2,270,472 | 23,472,555 | 25,743,027 | 27,850,527 | 306,861 | 4,866,740 | 998,912 | 34,023,040 |
| Comprises: | | | | | | | | | | |
| Gross carrying amount at 30 June 2019 | 2,107,500 | 2,107,500 | 2,336,880 | 24,691,832 | 27,028,712 | 29,136,212 | 389,807 | 6,433,764 | 1,127,440 | 37,087,223 |
| Accumulated depreciation at 30 June 2019 | 0 | 0 | (66,408) | (1,219,277) | (1,285,685) | (1,285,685) | (82,946) | (1,567,024) | (128,528) | (3,064,183) |
| Carrying amount at 30 June 2019 | 2,107,500 | 2,107,500 | 2,270,472 | 23,472,555 | 25,743,027 | 27,850,527 | 306,861 | 4,866,740 | 998,912 | 34,023,040 |

7. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) 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 | 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.

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8. INFRASTRUCTURE

(a) 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 & Ovals | Infrastructure - Airport | Infrastructure - Other | Total Infrastructure |
|--|---------------------------|-------------------------------|------------------------------|-----------------------------------|-----------------------------|---------------------------|----------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Balance at 1 July 2017 | 15,642,649 | 2,386,331 | 1,101,791 | 2,513,013 | 1,221,480 | 2,537,684 | 25,402,948 |
| Additions | 966,852 | 39,021 | 0 | 72,539 | 96,294 | 261,510 | 1,436,216 |
| (Disposals) | 0 | 0 | 0 | (75,417) | 0 | 0 | (75,417) |
| 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 | 0 |
| Carrying amount at 30 June 2018 | 15,597,761 | 2,340,278 | 106,442 | 2,001,366 | 1,110,535 | 4,016,418 | 25,172,800 |
| Comprises: | | | | | | | |
| Gross carrying amount at 30 June 2018 | 19,111,552 | 2,590,979 | 133,069 | 2,348,176 | 1,729,817 | 4,484,402 | 30,397,995 |
| Accumulated depreciation at 30 June 2018 | (3,513,791) | (250,701) | (26,627) | (346,810) | (619,282) | (467,984) | (5,225,195) |
| Carrying amount at 30 June 2018 | 15,597,761 | 2,340,278 | 106,442 | 2,001,366 | 1,110,535 | 4,016,418 | 25,172,800 |
| Additions | 975,053 | 40,842 | 0 | 396,626 | 547,565 | 10,197 | 1,970,283 |
| (Disposals) | 0 | 0 | 0 | (2,629) | 0 | 0 | (2,629) |
| Revaluation increments / (decrements) transferred to revaluation surplus | | | | | | | |
| Depreciation (expense) | 79,412,209 | (1,173,707) | 17,645,232 | 1,164,180 | 209,281 | 750,965 | 98,008,160 |
| | (164,267) | (19,432) | (2,994) | (110,149) | (59,356) | (200,808) | (557,006) |
| Carrying amount at 30 June 2019 | 95,820,756 | 1,187,981 | 17,748,680 | 3,449,394 | 1,808,025 | 4,576,772 | 124,591,608 |
| Comprises: | | | | | | | |
| Gross carrying amount at 30 June 2019 | 137,177,586 | 2,199,939 | 27,998,485 | 3,607,171 | 1,853,565 | 5,071,858 | 177,908,604 |
| Accumulated depreciation at 30 June 2019 | (41,356,830) | (1,011,958) | (10,249,805) | (157,777) | (45,540) | (495,086) | (53,316,996) |
| Carrying amount at 30 June 2019 | 95,820,756 | 1,187,981 | 17,748,680 | 3,449,394 | 1,808,025 | 4,576,772 | 124,591,608 |

SHIRE OF RAVENSTHORPE
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8. INFRASTRUCTURE (Continued)

(b) 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 | Independent valuer | June 2019 | 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 | Independent valuer | June 2019 | 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 | Independent valuer | June 2019 | Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs. |
| Infrastructure - Parks & Ovals | 3 | Cost approach using depreciated replacement cost | Management Valuation - Based on independent valuer input 2018 | June 2019 | Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs. |
| Infrastructure - Airport | 3 | Cost approach using depreciated replacement cost | Management Valuation - Based on independent valuer input 2018 | June 2019 | 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 | Management Valuation - Based on independent valuer input 2018 | June 2019 | 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.

8. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either 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 where the fair value of the asset at date of acquisition is equal to or above \$5,000. All assets are 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 and no more than five 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.

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.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

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.

Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the fact *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, *Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

SHIRE OF RAVENSTHORPE
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9. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(a) Disposals of Assets

| | 2019 Actual Net Book Value | 2019 Actual Sale Proceeds | 2019 Actual Profit | 2019 Actual Loss | 2019 Budget Net Book Value | 2019 Budget Sale Proceeds | 2019 Budget Profit | 2019 Budget Loss | 2018 Actual Net Book Value | 2018 Actual Sale Proceeds | 2018 Actual Profit | 2018 Actual Loss |
|--------------------------------|-------------------------------------|------------------------------------|--------------------------|------------------------|-------------------------------------|------------------------------------|--------------------------|------------------------|-------------------------------------|------------------------------------|--------------------------|------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Buildings - specialised | 2,667 | 0 | 0 | (2,667) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Furniture and equipment | 639 | 0 | 0 | (639) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Plant and equipment | 298,618 | 204,273 | 0 | (94,345) | 481,000 | 350,000 | 0 | (131,000) | 275,563 | 296,010 | 38,774 | (18,327) |
| Right of Use Assets | 9,752 | 9,595 | 0 | (157) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Infrastructure - Parks & Ovals | 2,629 | 0 | 0 | (2,629) | 0 | 0 | 0 | 0 | 75,417 | 0 | 0 | (75,417) |
| | 314,305 | 213,868 | 0 | (100,437) | 481,000 | 350,000 | 0 | (131,000) | 350,980 | 296,010 | 38,774 | (93,744) |

SIGNIFICANT ACCOUNTING POLICIES

Change in Accounting Policy - Disposal Loss

The disposal loss from assets included \$24,975 relating to a change in accounting policy in accordance with regulation 17(A) of the Local Government Financial Regulations 1996. assets with a value of less than \$5,000 are to be excluded from the assets included in the financial report.

This amendment to asset values has been treated as a change to accounting policy in accordance with AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors.

The amendment has been made in the current year as it is not considered material.

9. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

| (b) Depreciation | 2019 | 2019 | 2018 |
|--------------------------------|-----------|-----------|-----------|
| | Actual | Budget | Actual |
| | \$ | \$ | \$ |
| Buildings - non-specialised | 33,203 | 0 | 33,205 |
| Buildings - specialised | 626,171 | 707,739 | 603,367 |
| Furniture and equipment | 34,602 | 36,195 | 24,596 |
| Plant and equipment | 607,067 | 673,233 | 611,149 |
| Right of Use Assets | 112,744 | 0 | 15,784 |
| Infrastructure - Roads | 164,267 | 1,195,579 | 954,950 |
| Infrastructure - Footpaths | 19,432 | 92,808 | 85,074 |
| Infrastructure - Drainage | 2,994 | 114,373 | 8,876 |
| Infrastructure - Parks & Ovals | 110,149 | 138,332 | 126,960 |
| Infrastructure - Airport | 59,356 | 226,079 | 207,239 |
| Infrastructure - Other | 200,808 | 118,238 | 207,848 |
| | 1,970,793 | 3,302,576 | 2,879,048 |

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.

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.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

| Asset Class | Useful life |
|--|-----------------|
| Buildings - All | 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 | 20 to 50 years |
| seal | |
| - bituminous seals | 20 years |
| - asphalt surfaces | 25 years |
| Gravel roads formation | not depreciated |
| pavement | 50 years |
| Footpaths - slab | 20 years |
| Sewerage piping | 100 years |
| Water supply piping and drainage systems | 75 years |
| Infrastructure - Parks & Ovals | 20 to 50 years |
| Infrastructure - Airports | 20 to 50 years |
| Infrastructure - Other | 20 to 50 years |

Depreciation (Continued)

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.

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10. REVALUATION SURPLUS

| | 2019 | | 2019 | | 2019 | | 2018 | | 2018 | | 2018 | |
|--|-----------------|-----------------------|-------------------------|-------------------------------|-----------------|-----------------|-----------------------|-------------------------|-------------------------------|-----------------|------|--|
| | 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 - freehold land | 14,350,694 | 0 | 0 | 0 | 14,350,694 | 14,350,694 | 0 | 0 | 0 | 14,350,694 | | |
| Revaluation surplus - Plant and equipment | 377,471 | 0 | 0 | 0 | 377,471 | 377,471 | 0 | 0 | 0 | 377,471 | | |
| Revaluation surplus - Infrastructure - Roads | 367,180 | 79,412,209 | 0 | 79,412,209 | 79,779,389 | 367,180 | 0 | 0 | 0 | 367,180 | | |
| Revaluation surplus - Infrastructure - Footpaths | 2,075,009 | 0 | (1,173,707) | (1,173,707) | 901,302 | 2,075,009 | 0 | 0 | 0 | 2,075,009 | | |
| Revaluation surplus - Infrastructure - Drainage | 1,083,905 | 17,645,232 | 0 | 17,645,232 | 18,729,137 | 1,083,905 | 0 | 0 | 0 | 1,083,905 | | |
| Revaluation surplus - Infrastructure - Parks & Ovals | 1,305,977 | 1,164,180 | 0 | 1,164,180 | 2,470,157 | 1,305,977 | 0 | 0 | 0 | 1,305,977 | | |
| Revaluation surplus - Infrastructure - Airport | 0 | 209,281 | 0 | 209,281 | 209,281 | 0 | 0 | 0 | 0 | 0 | | |
| Revaluation surplus - Infrastructure - Other | 340,212 | 750,965 | 0 | 750,965 | 1,091,177 | 340,212 | 0 | 0 | 0 | 340,212 | | |
| | 19,900,448 | 99,181,867 | (1,173,707) | 98,008,160 | 117,908,608 | 19,900,448 | 0 | 0 | 0 | 19,900,448 | | |

Movements on revaluation of property, plant and equipment (including infrastructure) 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.

11. TRADE AND OTHER PAYABLES

Current

| | |
|--|--|
| Sundry creditors | |
| Accrued salaries and wages | |
| ATO liabilities | |
| Accrued Expenses | |
| Bonds and Deposits held | |
| Accrued Interest on Long Term Borrowings | |

| | 2019 | 2018 |
|--|------------------|------------------|
| | \$ | \$ |
| | 701,563 | 1,897,232 |
| | 113,653 | 82,677 |
| | 31,616 | 12,767 |
| | 897,022 | 379,105 |
| | 124,291 | 0 |
| | 23,701 | 26,421 |
| | 1,891,846 | 2,398,202 |

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.

SHIRE OF RAVENSTHORPE
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12. INFORMATION ON BORROWINGS

| | 2019 | 2018 |
|-------------|-----------|-----------|
| | \$ | \$ |
| Current | 209,799 | 201,680 |
| Non-current | 1,484,569 | 1,694,368 |
| | 1,694,368 | 1,896,048 |

(a) Borrowings

| Particulars | Loan Number | Institution | Interest Rate | 30 June 2019 | | 30 June 2019 | | 30 June 2019 | | 30 June 2019 | | 30 June 2019 | | 30 June 2019 | | 30 June 2019 | | 30 June 2019 | | 30 June 2019 | | 30 June 2019 | | |
|-----------------------------|-------------|-------------|---------------|------------------|------------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|------------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|
| | | | | Actual Principal | Actual New Loans | Actual Principal | Actual Interest | Budget Principal | Budget Interest | Budget Principal | Budget Interest | Actual Principal | Actual New Loans | Actual Principal | Actual Interest | Budget Principal | Budget Interest | Budget Principal | Budget Interest | Actual Principal | Actual Interest | Actual Principal | Actual Interest | Actual Principal |
| Housing | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan 145 Staff Housing | 145 | WATC | | 258,870 | 0 | 33,907 | 6,775 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 |
| Loan 147 Other Housing | 147 | WATC | | 254,711 | 0 | 15,919 | 8,290 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 |
| Recreation and culture | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan 146 Hopetoun Community | 146 | WATC | 3.59% | 325,114 | 0 | 13,123 | 11,369 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 |
| Transport | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan 138D Town Street | 138D | WATC | 6.67% | 318,111 | 0 | 26,800 | 19,805 | 291,311 | 22,889 | 291,312 | 22,889 | 291,312 | 22,889 | 291,312 | 22,889 | 291,312 | 22,889 | 291,312 | 22,889 | 291,312 | 22,889 | 291,312 | 22,889 | 291,312 |
| Loan 144 Town Street | 144 | WATC | 4.98% | 205,644 | 0 | 47,682 | 9,058 | 157,962 | 11,005 | 157,963 | 11,005 | 157,963 | 11,005 | 157,963 | 11,005 | 157,963 | 11,005 | 157,963 | 11,005 | 157,963 | 11,005 | 157,963 | 11,005 | 157,963 |
| Loan 143B Refinance | 143B | WATC | 2.86% | 231,832 | 0 | 30,365 | 6,067 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 |
| Loan 138E Refinance | 138E | WATC | 3.02% | 301,766 | 0 | 33,884 | 8,455 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 |
| | | | | 1,896,048 | 0 | 201,680 | 69,819 | 1,694,368 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 |
| | | | | 1,896,048 | 0 | 201,680 | 69,819 | 1,694,368 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 |

| Particulars | Loan Number | Institution | Interest Rate | 30 June 2018 | | 30 June 2018 | | 30 June 2018 | | 30 June 2018 | | 30 June 2018 | | 30 June 2018 | | 30 June 2018 | | 30 June 2018 | | 30 June 2018 | | 30 June 2018 | | 30 June 2018 | |
|-----------------------------|-------------|-------------|---------------|------------------|------------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|------------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| | | | | Actual Principal | Actual New Loans | Actual Principal | Actual Interest | Budget Principal | Budget Interest | Budget Principal | Budget Interest | Actual Principal | Actual New Loans | Actual Principal | Actual Interest | Budget Principal | Budget Interest | Budget Principal | Budget Interest | Actual Principal | Actual Interest | Actual Principal | Actual Interest | Actual Principal | Actual Interest |
| Housing | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan 145 Staff Housing | 145 | WATC | | 258,870 | 0 | 33,907 | 6,775 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | 8,779 | 224,963 | |
| Loan 147 Other Housing | 147 | WATC | | 254,711 | 0 | 15,919 | 8,290 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | 10,153 | 238,792 | |
| Recreation and culture | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan 146 Hopetoun Community | 146 | WATC | 3.59% | 325,114 | 0 | 13,123 | 11,369 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | 13,772 | 311,991 | |
| Transport | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan 138D Town Street | 138D | WATC | 6.67% | 318,111 | 0 | 26,800 | 19,805 | 291,311 | 22,889 | 291,312 | 22,889 | 291,312 | 22,889 | 291,312 | 22,889 | 291,312 | 22,889 | 291,312 | 22,889 | 291,312 | 22,889 | 291,312 | 22,889 | 291,312 | |
| Loan 144 Town Street | 144 | WATC | 4.98% | 205,644 | 0 | 47,682 | 9,058 | 157,962 | 11,005 | 157,963 | 11,005 | 157,963 | 11,005 | 157,963 | 11,005 | 157,963 | 11,005 | 157,963 | 11,005 | 157,963 | 11,005 | 157,963 | 11,005 | 157,963 | |
| Loan 143B Refinance | 143B | WATC | 2.86% | 231,832 | 0 | 30,365 | 6,067 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | 7,862 | 201,467 | |
| Loan 138E Refinance | 138E | WATC | 3.02% | 301,766 | 0 | 33,884 | 8,455 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | 10,820 | 267,882 | |
| | | | | 1,896,048 | 0 | 201,680 | 69,819 | 1,694,368 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | |
| | | | | 1,896,048 | 0 | 201,680 | 69,819 | 1,694,368 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | 85,280 | 1,694,370 | |

SHIRE OF RAVENSTHORPE
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12. INFORMATION ON BORROWINGS (Continued)

| | 2019 | 2018 |
|--|------------------|------------------|
| | \$ | \$ |
| (c) Undrawn Borrowing Facilities | | |
| Credit Standby Arrangements | | |
| Bank overdraft limit | 250,000 | 250,000 |
| Credit card limit | 22,000 | 22,000 |
| Credit card balance at balance date | (3,728) | (12,115) |
| Total amount of credit unused | 268,272 | 259,885 |
| Loan facilities | | |
| Loan facilities - current | 209,799 | 201,680 |
| Loan facilities - non-current | 1,484,569 | 1,694,368 |
| Total facilities in use at balance date | 1,694,368 | 1,896,048 |

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.

Risk

Information regarding exposure to risk can be found at Note 25.

13. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

| | Provision for Annual Leave \$ | Provision for Long Service Leave \$ | Total \$ |
|---|--|--|----------------|
| Opening balance at 1 July 2018 | | | |
| Current provisions | 306,568 | 222,418 | 528,986 |
| Non-current provisions | 0 | 54,319 | 54,319 |
| | 306,568 | 276,737 | 583,305 |
| Additional provision | 187,215 | 52,110 | 239,325 |
| Amounts used | (304,998) | (78,283) | (383,281) |
| Balance at 30 June 2019 | 188,785 | 250,564 | 439,349 |
| Comprises | | | |
| Current | 188,785 | 207,758 | 396,543 |
| Non-current | 0 | 42,806 | 42,806 |
| | 188,785 | 250,564 | 439,349 |
| | 2019 | 2018 | |
| Amounts are expected to be settled on the following basis: | \$ | \$ | |
| Less than 12 months after the reporting date | 200,024 | 383,281 | |
| More than 12 months from reporting date | 239,325 | 200,024 | |
| | 439,349 | 583,305 | |

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

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.

14. 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:

| | 2019 Actual | 2019 Budget | 2018 Actual |
|---------------------------|----------------|----------------|----------------|
| | \$ | \$ | \$ |
| Cash and cash equivalents | 3,026,048 | 3,648,127 | 3,530,224 |

Reconciliation of Net Cash Provided By Operating Activities to Net Result

| | | | |
|---|-------------|-------------|-------------|
| Net result | 1,052,969 | (687,628) | 102,421 |
| Non-cash flows in Net result: | | | |
| Depreciation | 1,970,793 | 3,302,576 | 2,879,048 |
| (Profit)/loss on sale of asset | 100,437 | 131,000 | 54,970 |
| Changes in assets and liabilities: | | | |
| (Increase)/decrease in receivables | 604,946 | 4,676,979 | (3,990,018) |
| (Increase)/decrease in inventories | 13,543 | (753) | (1,547) |
| Increase/(decrease) in payables | (506,356) | (2,034,691) | 2,022,155 |
| Increase/(decrease) in provisions | (242,574) | (53,304) | 61,941 |
| Grants contributions for the development of assets | (1,293,001) | (2,320,177) | (1,137,033) |
| Net cash from operating activities | 1,700,757 | 3,014,002 | (8,063) |

15. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

| | 2019 | 2018 |
|-----------------------------|-------------|------------|
| | \$ | \$ |
| Governance | | |
| General purpose funding | | |
| Law, order, public safety | 1,757,894 | 2,590,311 |
| Health | 459,949 | 414,963 |
| Education and welfare | 2,845,348 | 2,654,995 |
| Housing | 1,790,538 | 2,331,676 |
| Community amenities | 6,234,776 | 5,564,075 |
| Recreation and culture | 20,234,871 | 19,462,583 |
| Transport | 128,394,456 | 26,418,303 |
| Economic services | 594,403 | 1,362,021 |
| Other property and services | 3,686,050 | 6,929,834 |
| Unallocated | 20,235 | 179,239 |
| | 166,018,520 | 67,908,000 |

16. CONTINGENT LIABILITIES

The Shire has received a preliminary claim in relation to a former contractual relationship. This claim may result in a possible obligation for which an estimate of the amount cannot currently be made.

Contaminated Sites

In compliance with the Contaminated Sites Act 2013 Section 11, the Shire has a listed site which is, or could be, a possible source of contamination. Details of that site are:

- Ravensthorpe Regional Waste Facility - Moir Road, Ravensthorpe
- Site Operations commenced in 2017
- Life expectancy 20 years (2037)
- Prescribed premises for Category 64 Class II putrescible landfill and Category 62 Solid waste depot.
- Remediation has not been costed

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk, and agree with the Department of Water and Environmental Regulation on the need and criteria for remediation of a risk based approach, the Shire is unable to estimate the potential costs associated with remediation of these sites. This approach is consistent with the Department of Water and Environmental Regulation Guidelines.

17. CAPITAL AND LEASING COMMITMENTS

(a) Capital Expenditure Commitments

Contracted for:

- capital expenditure projects

Payable:

- not later than one year

| | 2019 | 2018 |
|--|------|---------|
| | \$ | \$ |
| | 0 | 418,252 |
| | 0 | 418,252 |
| | 0 | 418,252 |

(b) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts.

Payable:

- not later than one year

| | 2019 | 2018 |
|--|------|--------|
| | \$ | \$ |
| | 0 | 12,315 |
| | 0 | 12,315 |

(c) Finance Lease Commitments

Finance leases contracted for and capitalised in the accounts.

Payable:

- not later than one year

- later than one year but not later than five years

- later than five years

| | 2019 | 2018 |
|--|-----------|-----------|
| | \$ | \$ |
| | 101,606 | 98,617 |
| | 438,173 | 425,282 |
| | 475,468 | 589,966 |
| | 1,015,247 | 1,113,865 |

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.

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.

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17 INFORMATION ON LEASE COMMITMENTS (Continued)

(d) Repayments - Right of Use Assets

| Particulars | Principal 1 July 2018 | New Leases | Principal Repayments | | Principal 30-Jun-19 | | Interest Repayments | |
|----------------------|-----------------------------|---------------|-------------------------|--------|------------------------|-----------|------------------------|--------|
| | | | Actual | Budget | Actual | Budget | Actual | Budget |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Law & Order | - | 9,752 | 9,752 | - | - | - | 7,042 | - |
| Community Amenities | 755,706 | - | 67,116 | - | 688,590 | 688,590 | 21,681 | 21,681 |
| Bomag Compactor | 358,158 | - | 31,501 | - | 326,657 | 326,657 | 10,280 | 10,280 |
| Komatsu Wheel Loader | 1,113,864 | 9,752 | 108,369 | - | 1,015,247 | 1,015,247 | 39,003 | 31,961 |

All lease repayments were financed by general purpose revenue.

Lease Commitments

| | 2019 | 2018 |
|-------------|------------------|------------------|
| Current | 101,606 | 98,617 |
| Non-current | 913,641 | 1,015,248 |
| | <u>1,015,247</u> | <u>1,113,865</u> |

18. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the President.

| | 2019 Actual | 2019 Budget | 2018 Actual |
|------------------------------|----------------|----------------|----------------|
| | \$ | \$ | \$ |
| Meeting Fees | 97,500 | 97,500 | 97,500 |
| President's allowance | 13,000 | 13,000 | 13,000 |
| Deputy President's allowance | 3,250 | 3,250 | 3,250 |
| Travelling expenses | 14,712 | 15,000 | 10,306 |
| Telecommunications allowance | 7,588 | 7,588 | 7,588 |
| | 136,050 | 136,338 | 131,644 |

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:

| | 2019 Actual | 2018 Actual |
|------------------------------|----------------|----------------|
| | \$ | \$ |
| Short-term employee benefits | 635,778 | 508,732 |
| Post-employment benefits | 64,794 | 57,432 |
| Other long-term benefits | (125,428) | 34,218 |
| Termination benefits | 194,445 | 0 |
| | 769,589 | 600,382 |

Short-term employee benefits

These amounts include all salary, 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 long service benefits accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

18. 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: | 2019 Actual \$ | 2018 Actual \$ |
|---|----------------------|----------------------|
| Sale of goods and services | 553 | 146 |
| Purchase of goods and services | 106,011 | 53,568 |
| Short term employee benefits -other related parties | 31,482 | 0 |
| Amounts payable to related parties: | | |
| Trade and other payables | 23,989 | 0 |

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.

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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19. JOINT ARRANGEMENTS

| | 2019 | 2018 |
|-------------------------------------|------|------|
| | \$ | \$ |
| (a) Regional Records Service | | |
| Share of joint operations | | |

The Shire of Ravensthorpe together with the City of Kalgoorlie-Boulder and with the Shires of Coolgardie, Dundas, Esperance, Laverton, Leonara, Menzies, Ngaanyatjaraku 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:

| Non-current assets | | |
|--------------------------------|---------------|---------------|
| Land and buildings | 72,500 | 72,500 |
| Less: accumulated depreciation | (5,800) | (2,900) |
| Total assets | 66,700 | 69,600 |

(b) **Ravensthorpe Regional Landfill**
Share of joint operations

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:

| Non-current assets | | |
|--------------------------------|------------------|------------------|
| Infrastructure - Other | 2,181,488 | 2,181,488 |
| Add: Additions | 10,197 | 0 |
| Less: accumulated depreciation | (171,417) | (84,158) |
| Total assets | 2,020,268 | 2,097,330 |

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 69.9% of the facilities total waste tonnage and the Shire of Jerramungup the remaining 30.1%. Based on these percentages, the allocation of income and contribution to operating costs by each Shire is outlined below:

| | | |
|-----------------------|-----------|----------|
| Ravensthorpe | | |
| Income | 75,925 | 284,165 |
| Expenditure | (202,296) | (28,577) |
| | (126,371) | 255,588 |
| Jerramungup | | |
| Expenditure | (87,112) | (9,526) |
| | (87,112) | (9,526) |
| Facility Total | | |
| Income | 75,925 | 284,165 |
| Expenditure | (289,407) | (38,103) |
| | (213,482) | 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.

20. MAJOR LAND TRANSACTIONS

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

21. 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.

22. CONDITIONS OVER GRANTS/CONTRIBUTIONS

| Grant/Contribution | Opening | Received ⁽²⁾ | Expended ⁽³⁾ | Closing | Received ⁽²⁾ | Expended ⁽³⁾ | Closing |
|--|-----------------------------------|-------------------------|-------------------------|------------------------------------|-------------------------|-------------------------|------------------------------------|
| | Balance ⁽¹⁾ 1/07/17 | 2017/18 | 2017/18 | Balance ⁽¹⁾ 30/06/18 | 2018/19 | 2018/19 | Balance ⁽¹⁾ 30/06/19 |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| General purpose funding | | | | | | | |
| FAG - Bridges - Springdale | 100,000 | 0 | 0 | 100,000 | 0 | 0 | 100,000 |
| Education and welfare | | | | | | | |
| Child Care - Galaxy Grant for Cubhouse | 0 | 0 | 0 | 0 | 6,100 | 0 | 6,100 |
| Recreation and culture | | | | | | | |
| Department of Sport & Recreation | 11,113 | 0 | (3,200) | 7,913 | 0 | (7,913) | 0 |
| Galaxy - Pich Your Project - Gym Equip | 0 | 0 | 0 | 0 | 15,000 | 0 | 15,000 |
| Transport | | | | | | | |
| Roads to Recovery | 57,191 | 682,516 | (628,139) | 111,568 | 338,677 | (450,245) | 0 |
| Main Roads - Streetscape Project | 32,545 | 0 | 0 | 32,545 | 0 | (32,545) | 0 |
| Airport Runway Reseal - RAUP | 0 | 54,883 | (21,294) | 33,589 | 136,392 | (169,981) | 0 |
| MIRWA Specific RRG - Hammersley Dve | 0 | 0 | 0 | 0 | 36,000 | 0 | 36,000 |
| Total | 200,849 | 737,399 | (652,633) | 285,615 | 532,169 | (660,684) | 157,100 |

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.

SHIRE OF RAVENSTHORPE
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23. RATING INFORMATION

(a) Rates

| RATE TYPE | Differential general rate / general rate | 2018/19 | | 2018/19 | | 2018/19 | | 2018/19 | | 2018/19 | | 2017/18 | |
|--|--|------------|----------------------|--------------------------|------------------------|-------------------------|----------------------|-------------------------|------------------------|------------------------|---------------------|-------------------------|-------------------------|
| | | Rate in \$ | Number of Properties | Actual Rateable Value \$ | Actual Rate Revenue \$ | Actual Interim Rates \$ | Actual Back Rates \$ | Actual Total Revenue \$ | Budget Rate Revenue \$ | Budget Interim Rate \$ | Budget Back Rate \$ | Budget Total Revenue \$ | Actual Total Revenue \$ |
| Gross rental valuations | | | | | | | | | | | | | |
| Residential | 0.112985 | 778 | 10,931,962 | 1,232,834 | 562 | 1,233,396 | 1,231,814 | 3,000 | 1,000 | 1,235,814 | 1,135,500 | | |
| Commercial | 0.126873 | 34 | 1,404,972 | 178,253 | | 178,253 | 178,253 | | | 178,253 | 170,984 | | |
| Industrial | 0.148920 | 35 | 512,772 | 76,362 | | 76,362 | 76,362 | | | 76,362 | 71,166 | | |
| Transient Workforce & Short Stay Accommodation | 0.301308 | 2 | 852,800 | 256,955 | | 256,955 | 256,955 | | | 256,955 | 256,955 | | |
| Unimproved valuations | | | | | | | | | | | | | |
| Mining | 0.080000 | 62 | 2,384,768 | 175,136 | | 175,136 | 173,137 | | | 173,137 | (1,867) | | |
| Other | 0.009428 | 338 | 204,805,675 | 1,931,014 | 562 | 1,931,014 | 1,929,007 | 3,000 | 1,000 | 1,929,007 | 1,723,111 | | |
| Sub-Total | | 1,249 | 220,892,949 | 3,850,554 | 562 | 3,851,116 | 3,845,528 | 3,000 | 1,000 | 3,849,528 | 3,355,849 | | |
| Minimum payment | | | | | | | | | | | | | |
| Minimum | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Gross rental valuations | | | | | | | | | | | | | |
| Residential | 850 | 377 | 1,107,564 | 322,150 | | 322,150 | 323,850 | | | 323,850 | 411,958 | | |
| Commercial | 850 | 9 | 44,740 | 7,650 | | 7,650 | 7,650 | | | 7,650 | 9,384 | | |
| Industrial | 850 | 12 | 45,268 | 10,200 | | 10,200 | 10,200 | | | 10,200 | 14,076 | | |
| Transient Workforce & Short Stay Accommodation | 850 | 0 | 0 | 0 | | 0 | 0 | | | 0 | 0 | | |
| Unimproved valuations | | | | | | | | | | | | | |
| Mining | 300 | 55 | 73,322 | 16,200 | | 16,200 | 16,500 | | | 16,500 | 115,423 | | |
| Other | 850 | 91 | 4,701,140 | 77,350 | | 77,350 | 76,500 | | | 76,500 | 90,086 | | |
| Sub-Total | | 544 | 5,972,034 | 433,550 | 0 | 433,550 | 434,700 | 0 | 0 | 434,700 | 640,927 | | |
| Discounts/concessions (refer Note 23(d)) | | | | | | | | | | | | | |
| Total amount raised from general rate | | 1,793 | 226,864,983 | 4,284,104 | 562 | 4,284,666 | 4,280,228 | 3,000 | 1,000 | 4,284,228 | 3,996,776 | | |
| Specified Area Rate (refer Note 23(b)) | | | | | | (323) | | | | | (7,466) | | |
| Ex-gratia rates | | | | | | 4,284,343 | | | | 4,284,228 | 3,989,310 | | |
| Totals | | | | | | 70,188 | | | | 0 | 69,127 | | |
| | | | | | | 49,032 | | | | 0 | 46,890 | | |
| | | | | | | 4,403,563 | | | | 4,284,228 | 4,105,327 | | |

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.

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23. RATING INFORMATION (Continued)

| Specified Area Rate | Basis of Valuation | Rate in \$ | 2018/19 Rateable Value | 2018/19 Rate | | 2018/19 Interim Rate | | 2018/19 Back Rate | | 2018/19 Budget Rate | | 2018/19 Budget Rate | | 2017/18 Total Actual Revenue | |
|----------------------------|--------------------|------------|------------------------|--------------|---------|----------------------|---------|-------------------|---------|---------------------|---------|---------------------|---------|------------------------------|---------|
| | | | | Revenue | Revenue | Revenue | Revenue | Revenue | Revenue | Revenue | Revenue | Revenue | Revenue | Revenue | Revenue |
| Ravensthorpe | GRV | 0.0225 | 2,132,312 | 47,905 | 47,905 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 47,488 | |
| Ravensthorpe | Minimum | 190.00 | 362,497 | 14,060 | 14,060 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13,536 | |
| Munglinup | GRV | 0.0257 | 58,968 | 1,513 | 1,513 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,491 | |
| Munglinup | Minimum | 190.00 | 27,872 | 760 | 760 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 752 | |
| Sewerage - 1st Fixture | Minimum | 190.00 | 950 | 950 | 950 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 940 | |
| Sewerage - Additional Fixt | Minimum | 125.00 | 5,000 | 5,000 | 5,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,920 | |
| | | | 2,581,649 | 70,188 | 70,188 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 69,127 | |

| Specified Area Rate | Area/properties | Purpose of the rate | Rate Imposed | 2018/19 Actual Rate | | 2018/19 Applied to Reserve | | 2018/19 Budget Rate | | 2018/19 Budget Rate | | 2018/19 Budget Rate | |
|---------------------|----------------------------|---|--------------|---------------------|--------------------|----------------------------|--------------------|---------------------|--------------------|---------------------|--------------------|---------------------|--------|
| | | | | Applied to Reserve | Applied to Reserve | Applied to Reserve | Applied to Reserve | Applied to Reserve | Applied to Reserve | Applied to Reserve | Applied to Reserve | | |
| Effluent Rate | Ravensthorpe and Munglinup | The effluent rate income services the maintenance and upgrade of the Ravensthorpe and Munglinup sewerage systems. | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 |
| | | | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 | 70,188 |

(c) Service Charges

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

23. RATING INFORMATION (Continued)

(d) Discounts, Incentives, Concessions, & Write-offs

No discounts were provided by the Shire during the year ended 30 June 2018.
 Waivers or Concessions

| Rate or Fee and Charge to which the Waiver or Concession is Granted | Type | Discount % | 2019 Actual | 2019 Budget | 2018 Actual |
|---|-----------|------------|-------------|-------------|-------------|
| Rate Assessments | Write Off | 0.00% | \$ 323 | \$ 0 | \$ 7,466 |
| | | | 323 | 0 | 7,466 |

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| Rate or Fee and Charge to which the Waiver or Concession is Granted | Circumstances in which the Waiver or Concession is Granted and to whom it was available | Objects of the Waiver or Concession | Reasons for the Waiver or Concession |
|---|---|--|--|
| Rate Assessments | The Shire allows for a number of minor write-offs throughout the year. | To clear debts that are not recoverable. | Actual write-offs related to minor outstanding balances and non-recoverable debts. |

23. RATING INFORMATION (Continued)

(e) Interest Charges & Instalments

| Instalment Options | Date Due | Instalment Plan Admin Charge \$ | Instalment Plan Interest Rate % | Unpaid Rates Interest Rate % |
|---------------------|-------------|------------------------------------|------------------------------------|---------------------------------|
| Option One | | | | |
| Single full payment | 02 Oct 2018 | | | 11.00% |
| Option Two | | | | |
| First instalment | 02 Oct 2018 | 10.00 | 5.50% | 11.00% |
| Second instalment | 04 Dec 2018 | 10.00 | 5.50% | 11.00% |
| Third instalment | 05 Feb 2019 | 10.00 | 5.50% | 11.00% |
| Fourth instalment | 09 Apr 2019 | 10.00 | 5.50% | 11.00% |

| | 2019 Actual \$ | 2019 Budget \$ | 2018 Actual \$ |
|-----------------------------|-------------------|-------------------|-------------------|
| Interest on unpaid rates | 34,823 | 25,000 | 27,462 |
| Interest on instalment plan | 12,785 | 15,000 | 15,162 |
| Charges on instalment plan | 10,150 | 13,000 | 13,990 |
| | <u>57,758</u> | <u>53,000</u> | <u>56,614</u> |

24. RATE SETTING STATEMENT INFORMATION

| Note | 2018/19 | 2018/19 | 2018/19 |
|------|--------------------------------------|--|-------------------------------------|
| | (30 June 2019 Carried Forward) | Budget (30 June 2019 Carried Forward) | (1 July 2018 Brought Forward) |
| | \$ | \$ | \$ |

(a) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with *Financial Management Regulation 32*.

Adjustments to operating activities

| | | | | |
|--|------|------------------|------------------|------------------|
| Less: Profit on asset disposals | 9(a) | 0 | 0 | (38,775) |
| Movement in pensioner deferred rates (non-current) | | (3,189) | 0 | 0 |
| Movement in employee benefit provisions (non-current) | | (11,513) | (53,304) | 61,940 |
| Movement in other provisions (non-current) | | (101,607) | 0 | 0 |
| Add: Loss on disposal of assets | 9(a) | 100,437 | 131,000 | 93,744 |
| Add: Depreciation on assets | 9(b) | 1,970,793 | 3,302,576 | 2,879,048 |
| Non cash amounts excluded from operating activities | | 1,954,921 | 3,380,272 | 2,995,957 |

(b) Surplus/(deficit) after imposition of general rates

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets

| | | | | |
|--|-------|--------------------|--------------------|--------------------|
| Less: Reserves - restricted cash | 3 | (3,413,771) | (3,619,724) | (3,802,028) |
| Add: Other Provisions | | 40,433 | 0 | 0 |
| Add: Borrowings | 12(a) | 209,799 | 209,799 | 201,680 |
| Add: Leave Provision | | 396,543 | 390,000 | 528,987 |
| Add: Current Portion of Lease Liability | | 101,606 | 0 | 98,617 |
| Total adjustments to net current assets | | (2,665,390) | (3,019,925) | (2,972,744) |

Net current assets used in the Rate Setting Statement

| | | | | |
|--|--|------------------|--------------|------------------|
| Total current assets | | 7,377,477 | 3,934,127 | 8,503,331 |
| Less: Total current liabilities | | (2,599,794) | (914,799) | (3,227,485) |
| Less: Total adjustments to net current assets | | (2,665,390) | (3,019,925) | (2,972,744) |
| Net current assets used in the Rate Setting Statement | | 2,112,293 | (597) | 2,303,102 |

25. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

| Risk | Exposure arising from | Measurement | Management |
|-----------------------------|--|-----------------------------------|--|
| Market risk - interest rate | Long term borrowings at variable rates | Sensitivity analysis | Utilise fixed interest rate borrowings |
| Credit risk | Cash and cash equivalents, trade receivables, financial assets and | Aging analysis Credit analysis | Diversification of bank deposits, credit limits. Investment policy |
| Liquidity risk | Borrowings and other liabilities | Rolling cash flow forecasts | Availability of committed credit lines and borrowing facilities |

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 finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

| | Weighted Average Interest Rate | Carrying Amounts | Fixed Interest Rate | Variable Interest Rate | Non Interest Bearing |
|---------------------------|--------------------------------------|---------------------|------------------------|---------------------------|-------------------------|
| | % | \$ | \$ | \$ | \$ |
| 2019 | | | | | |
| Cash and cash equivalents | 0.74% | 3,026,048 | | 2,803,659 | 222,389 |
| 2018 | | | | | |
| Cash and cash equivalents | 0.76% | 3,530,224 | | 2,508,614 | 1,021,610 |

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

| | 2019 | 2018 |
|--|--------|--------|
| | \$ | \$ |
| Impact of a 1% movement in interest rates on profit and loss and equity* | 30,260 | 35,302 |

* Holding all other variables constant

Borrowings

Borrowings are 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. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 12(b).

25. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. 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 to avoid disincentives.

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 applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

0

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2018 or 1 July 2019 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors. There are no material receivables that have been subject to a re-negotiation of repayment terms.

The loss allowance as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows for rates receivable. No expected credit loss was forecast on 1 July 2018 or 30 June 2019 for rates receivable as penalty interest applies to unpaid rates and properties associated with unpaid rates may be disposed of to recover unpaid rates.

| | Current | More than 1 year past due | More than 2 years past due | More than 3 years past due | Total |
|-----------------------|---------|------------------------------|-------------------------------|-------------------------------|---------|
| 30 June 2019 | | | | | |
| Rates receivable | | | | | |
| Expected credit loss | 0.00% | 0.00% | 0.00% | 0.00% | |
| Gross carrying amount | 95,745 | 60,705 | 37,300 | 16,413 | 210,163 |
| Loss allowance | 0 | 0 | 0 | 0 | 0 |

01 July 2018

| | | | | | |
|-----------------------|-------|--------|--------|--------|---------|
| Rates receivable | | | | | |
| Expected credit loss | 0.00% | 0.00% | 0.00% | 0.00% | |
| Gross carrying amount | 5,997 | 89,635 | 55,353 | 38,064 | 189,049 |
| Loss allowance | 0 | 0 | 0 | 0 | 0 |

The loss allowance as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows for sundry receivables.

| | Current | More than 30 days past due | More than 60 days past due | More than 90 days past due | Total |
|-----------------------|-----------|-------------------------------|-------------------------------|-------------------------------|-----------|
| 30 June 2019 | | | | | |
| Sundry Receivables | | | | | |
| Expected credit loss | 0.00% | 0.00% | 0.00% | 0.00% | |
| Gross carrying amount | 3,906,863 | 29,235 | 2,444 | 8,280 | 3,946,822 |
| Loss allowance | 0 | 0 | 0 | 0 | 0 |

01 July 2018

| | | | | | |
|-----------------------|-----------|--------|-------|-------|-----------|
| Sundry Receivables | | | | | |
| Expected credit loss | 0.00% | 0.00% | 0.00% | 0.00% | |
| Gross carrying amount | 4,416,236 | 11,070 | 0 | 814 | 4,428,120 |
| Loss allowance | 0 | 0 | 0 | 0 | 0 |

25. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

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 and disclosed in Note 12(c).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

| | Due within 1 year | Due between 1 & 5 years | Due after 5 years | Total contractual cash flows | Carrying values |
|---------------------|-------------------------|-------------------------------|-------------------------|------------------------------------|--------------------|
| | \$ | \$ | \$ | \$ | \$ |
| 2019 | | | | | |
| Payables | 1,891,846 | 0 | 0 | 1,891,846 | 1,891,846 |
| Borrowings | 274,247 | 1,087,319 | 629,883 | 1,991,449 | 1,991,449 |
| Right of Use Leases | 101,606 | 438,173 | 475,468 | 1,015,247 | 1,015,247 |
| | 2,267,699 | 1,525,492 | 1,105,351 | 4,898,542 | 4,898,542 |
| 2018 | | | | | |
| Payables | 2,398,202 | 0 | 0 | 2,398,202 | 2,398,202 |
| Borrowings | 274,220 | 1,191,950 | 799,100 | 2,265,270 | 2,265,270 |
| Right of Use Leases | 98,617 | 425,282 | 589,966 | 1,113,865 | 1,113,865 |
| | 2,771,039 | 1,617,232 | 1,389,066 | 5,777,337 | 5,777,337 |

26. TRUST FUNDS

In previous years, bonds and deposits were held as trust monies.

They are now included in Restricted Cash at Note 3 and recorded as a current liability at Note 11.

| | 1 July 2018 | Amounts Received | Amounts Paid | Transfer to Restricted Cash | 30 June 2019 |
|--------------------------------|-------------|------------------|--------------|-----------------------------|--------------|
| | \$ | \$ | \$ | | \$ |
| Bitumen Tender Document Bond | 487 | - | - | (487) | 0 |
| Hopetoun Tennis Club | 9,072 | - | - | (9,072) | 0 |
| Standpipe Swipecard Bond | 2,800 | 450 | (150) | (3,100) | 0 |
| BCITF | (25) | 5,817 | (2,243) | (3,549) | 0 |
| Pavillion Hire Bonds | 1,233 | - | - | (1,233) | 0 |
| Gym Card Bonds | 10,062 | 2,600 | (920) | (11,742) | 0 |
| Hall hire & key bonds | 5,393 | 6,420 | (5,650) | (6,163) | 0 |
| Sundry Overpayments | 5,393 | 1,108 | (1,108) | (5,393) | 0 |
| Swimming Key Bonds | 3,740 | 930 | (420) | (4,250) | 0 |
| Rural Subdivision Shed Bonds | 33,494 | 20,000 | - | (53,494) | 0 |
| Licensing | 2,716 | 450 | (2,690) | (476) | 0 |
| Unknown Rates | 1,720 | 460 | - | (2,180) | 0 |
| Ravensthorpe Cemetery Group | 76 | - | - | (76) | 0 |
| Rehabilitation Bond - Barmingo | 6,866 | - | - | (6,866) | 0 |
| Subdivision Maintenance Bonds | 14,375 | - | - | (14,375) | 0 |
| Flood Damage Donations | 400 | - | - | (400) | 0 |
| Builders Registration Board | - | 4,535 | (3,100) | (1,435) | 0 |
| | 97,802 | 42,770 | (16,281) | (124,291) | 0 |

27. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There were no events that occurred after the end of the reporting period that would have a material effect on the financial statements.

28. INITIAL APPLICATION OF AUSTRALIAN 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 associated with the amendment of existing standards, the only new standard with material application is AASB 9 *Financial Instruments*.

AASB 9 Financial instruments

AASB 9 *Financial Instruments* replaces AASB 139 *Financial Instruments: Recognition and Measurement* for annual reporting periods beginning on or after 1 January 2018, bringing together all three aspects of the accounting for financial instruments: classification and measurement; impairment; and hedge accounting.

The Shire applied AASB 9 prospectively, with an initial application date of 1 July 2018. The adoption of AASB 9 has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements. In accordance with AASB 9.7.2.15, the Shire has not restated the comparative information which continues to be reported under AASB 139. Differences arising from adoption have been recognised directly in accumulated surplus/(deficit).

(a) Classification and measurement

Under AASB 9, financial assets are subsequently measured at amortised cost, fair value through other comprehensive income (fair value through OCI) or fair value through profit or loss (fair value through P/L). The classification is based on two criteria: the Shire's business model for managing the assets; and whether the assets' contractual cash flows represent 'solely payments of principal and interest' on the principal amount outstanding.

The assessment of the Shire's business model was made as of the date of initial application, 1 July 2018. The assessment of whether contractual cash flows on financial assets are solely comprised of principal and interest was made based on the facts and circumstances as at the initial recognition of the assets.

The classification and measurement requirements of AASB 9 did not have a significant impact on the Shire. There were no changes in the classification of Shire financial assets.

(b) Impairment

The adoption of AASB 9 has fundamentally changed the Shire's accounting for impairment losses for financial assets by replacing AASB 139's incurred loss approach with a forward-looking expected credit loss (ECL) approach. AASB 9 requires the Shire to recognise an allowance for ECLs for all financial assets not held at fair value through P/L. Upon adoption of AASB 9, the Shire did not recognise any additional impairment.

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

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.

This note explains management's assessment of the new and amended pronouncements that are relevant to the Shire, the impact of the adoption of AASB 15 *Revenue from Contracts with Customers*, AASB 16 *Leases* and AASB 1058 *Income for Not-for-Profit Entities*. These standards are applicable to future reporting periods and have not yet been adopted.

(a) Revenue from Contracts with Customers

The Shire will adopt AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire will adopt the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. The impact is not expected to be significant.

(b) Leases

The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB 16 recognised on 1 July 2019. In applying the AASB 16 under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods.

On adoption of AASB 16, the Shire will recognise lease liabilities in relation to leases which had previously been classified as an 'operating lease' applying AASB 117. These lease liabilities will be measured at the present value of the remaining lease payments, discounted using the lessee's incremental borrowing rate on 1 July 2019.

On adoption of AASB 16, the Shire will recognise a right-of-use asset in relation to a lease which had previously been classified as an 'operating lease' applying AASB 117. This right-of-use asset is to be measured as if AASB 16 had been applied since its commencement date by the carrying amount but discounted using the lessee's incremental borrowing rate as on 1 July 2019.

On adoption of AASB 16 Leases (issued February 2016), for leases which had previously been classified as an 'operating lease' when applying AASB 117, the Shire is not required to make any adjustments on transition for leases for which the underlying asset is of low value. Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5).

In applying AASB 16 for the first time, the Shire will use the following practical expedient permitted by the standard.
- The exclusion of initial direct costs from the measurement of the right-of-use asset at the date of initial application.

29. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE YEARS (Continued)

(c) Income For Not-For-Profit Entities

The City will adopt AASB 1058 *Income for Not-for-Profit Entities* (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Shire will adopt the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods shall not be restated in accordance with AASB 1058 transition requirements.

In applying AASB 1058 retrospectively with the cumulative effect of initially applying the Standard on 1 July 2019 changes will occur. These changes are not expected to have a significant effect.

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance give rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates will be recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the Shire. When the taxable event occurs the financial liability will be extinguished and the Shire will recognise income for the prepaid rates that have not been refunded.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the Shire to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

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 ordinary (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.

31. ACTIVITIES/PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

ACTIVITIES

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/Ratio 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.

32. FINANCIAL RATIOS

| | 2019 Actual | 2018 Actual | 2017 Actual |
|-----------------------------------|----------------|----------------|----------------|
| Current ratio | 1.51 | 1.41 | 2.54 |
| Asset consumption ratio | 0.74 | 0.89 | 0.93 |
| Asset renewal funding ratio | 0.69 | 0.56 | 0.69 |
| Asset sustainability ratio | 1.33 | 0.57 | 2.06 |
| Debt service cover ratio | 6.82 | 6.80 | 10.48 |
| Operating surplus ratio | (0.04) | (0.19) | (0.03) |
| Own source revenue coverage ratio | 0.27 | 0.24 | 0.56 |

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 | $\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$ |
| 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 | $\frac{\text{own source operating revenue}}{\text{operating expense}}$ |

ATTACHMENT



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Ravensthorpe

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the Shire of Ravensthorpe which comprises the Statement of Financial Position as at 30 June 2019, 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 2019 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

Comparative information for infrastructure assets totalling \$25,172,800 had not been revalued since 30 June 2015. In addition, there were 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 the 30 June 2018 comparative information for infrastructure assets represents fair value in accordance with Regulation 17A of the Local Government (Financial Management) Regulations 1996, or whether any adjustment to the value was necessary.

Consequently, the balances at 30 June 2019 may not be comparable to the balances at 30 June 2018.

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 annual 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 annual financial report, which describes the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's annual financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996, 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 an annual financial report that is free from material misstatement, whether due to fraud or error.

In preparing the annual 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 annual 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 annual 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 annual 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 annual 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 annual financial report, including the disclosures, and whether the annual 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 matter indicates a significant adverse trend 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 three years.
- (ii) The following material matters indicates 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 was identified during the course of my audit:
 - a. During the financial period moneys were transferred from the building reserve via a transfer from cash backed reserves to unrestricted cash in excess of the amount approved within the Shire's annual budget.
 - b. There was no evidence of independent review and authorisation of changes made to the creditor and payroll masterfile. This increased the risk of unauthorised changes to key information, although our audit sampling did not identify any.
- (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 ratios for 2017 in Note 30 of the annual financial report were audited by another auditor when performing their audit of the Shire for the year ending 30 June 2017. The auditor expressed an unmodified opinion on the annual financial report for that year.

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 2019 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 annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual 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 annual financial report to confirm the information contained in this website version of the annual financial report.



CAROLINE SPENCER
AUDITOR GENERAL
FOR WESTERN AUSTRALIA
Perth, Western Australia
// December 2019

ATTACHMENT

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: 1 JULY TO 30 JUNE 2019

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

| INDEX OF FINDINGS | RATING | | |
|---------------------------------------|-------------|----------|-------|
| | Significant | Moderate | Minor |
| Prior Year Finding | | | |
| 1. Management of Unrestricted Funds | | ✓ | |
| Current Year Findings | | | |
| 2. Change of Purpose of Reserve Funds | ✓ | | |
| 3. Trust Ledger Reconciliation | | | ✓ |

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF RAVENSTHORPE
PERIOD OF AUDIT: 1 JULY TO 30 JUNE 2019
FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. Management of Unrestricted Funds

Finding 2019

It was noted that the Shire has a negative unrestricted cash balance as at year end of \$669,114. This has resulted due to the transfer of funds on the 30 June 2019 from unrestricted cash to the building reserve. This transfer occurred to make approved payments from the building reserve. It is acknowledged that expected funds were received subsequent to year end rectifying the Shire's negative unrestricted cash position.

The temporary negative unrestricted cash position does not represent good management of cash resources. The management of cash resources is a key control and forms part of the CEO's responsibility in ensuring that the resources of the local government are effectively and efficiently managed.

Finding 2018

It was noted that the Shire has a negative unrestricted cash balance as at year end of \$557,419. This has resulted due to the transfer of funds on the 30 June 2018 from unrestricted cash to the building reserve of \$695,000. This transfer occurred to make approved payments from the building reserve. It is acknowledged that expected funds were received subsequent to year end rectifying the Shire's negative unrestricted cash position.

The temporary negative unrestricted cash position does not represent good management of cash resources. The management of cash resources is a key control and forms part of the CEO's responsibility in ensuring that the resources of the local government are effectively and efficiently managed.

Rating: Moderate

Implication

Without adequate controls in the management of cash resources there is an increased risk of incurring expenditure that the local government may not be able to fund.

Recommendation

Management should implement procedures to ensure there is the appropriate management of cash resources.

Management Comment 2019

We have noted the advice and comment that the issues were still very similar to 2018 which were raised during audit finalisation in June 2019, except that grant turnarounds from Main Roads have extended from more than 30 days to greater than 90 days which has continued to severely impact cash flows to an even greater extent.

Responsible Person: Director of Corporate and Community Services
Completion Date: 30 June 2020

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: 1 JULY TO 30 JUNE 2019

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Management Comment 2018

The \$4M in outstanding debts owed by Main Roads for flood reinstatement works has caused the negative unrestricted cash position of -\$557k.

From our perspective, because of the abnormal spend on flood reinstatement works, the fact that grants are only reimbursed in arrears, and in some instances we have experienced more than 30 day turnarounds for grant claims from Main Roads, this has had a more than significant draw upon our short term cash. As the finances show, but for the \$4M outstanding flood reinstatement claims which is abnormal business, our unrestricted cash position would be positive \$3.5M.

Notwithstanding this, we will discuss the most appropriate accounting treatment for this type of situation going forward with our auditors.

Responsible Person: Director of Corporate and Community Services

SHIRE OF RAVENSTHORPE**PERIOD OF AUDIT: 1 JULY TO 30 JUNE 2019****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****2. Change of Purpose of Reserve Funds****Finding**

It was noted that during the year the Shire approved the use of \$1,200,000 from the Shire's building reserve. This was done via a transfer from cash backed reserves to unrestricted cash, to provide working capital whilst undertaking Western Australia Natural Disaster Relief and Recovery (WANDRRA) projects. The change of purpose of building reserve funds was adequately disclosed in the Shire's annual budget. However during the year it was noted funds in excess of \$1,200,000 were transferred from the building reserve without the necessary approvals and disclosures in accordance with section 6.11 of the *Local Government Act 1995*.

It is acknowledged that all funds have been transferred back to the Building Reserve as at 30 June 2019.

**Rating: Significant
Implication**

Where there is a change of purpose or of proposed use of reserve funds the Shire is required to give one month's public notice of the proposed change of purpose or proposed use or disclose this intention within the Shire's annual budget. Without the appropriate approvals and disclosure the Shire is not complying with section 6.11 of the *Local Government Act 1995*.

Recommendation

The Shire ensure compliance with section 6.11 of the Local Government Act where there is a change of purpose or of proposed use of reserve funds.

Management Comment

The purpose of the use of building reserve funds was for the size and scale of cash flow to cover the timing differences experienced in reciprocating grant recovery payments from Main Roads for WANDRRA activities. The budget contained an estimate of the cash flow requirement, however this estimate was exceeded during the course of the financial year. Management recognises that this has been an abnormal set of circumstances and has only been undertaken in the interests of saving overdraft costs to the community during the flood restoration process.

Responsible Person: Director of Corporate and Community Services
Completion Date: 31 March 2020

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: 1 JULY TO 30 JUNE 2019

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

3. Trust Ledger Reconciliation

Finding

It was noted that the monthly reconciliation of the trust ledger contained numerous minor reconciling items. Some of these outstanding receipts or payments dated back to 2012. It is acknowledged that all trust funds are now included as municipal funds. This does not impact on the recommendation below.

Rating: Minor

Implication

These transactions will remain as part of the reconciliation until they are cleared. It is unlikely this will happen without the Shire initiating review and resolving each matter. Whilst minor, they do add to the time and complexity in undertaking the monthly reconciliation.

Recommendation

The Shire undertake a full investigation of all matters and implement actions to resolve or correct as required.

Management Comment

All trust items, now recorded as payables in the municipal fund, will be investigated to determine whether they can be refunded or remain unclaimed.

Responsible Person: Director of Corporate and Community Services

Completion Date: 30 June 2020

ATTACHMENT

13. OFFICE OF THE CHIEF EXECUTIVE OFFICER

13.1 2018/2019 ANNUAL FINANCIAL REPORT AND GENERAL MEETING OF ELECTORS

File Reference: FM AU.1
Location: Nil
Applicant: Nil
Author: Director of Corporate and Community
Authorising Officer: Chief Executive Officer
Date: 16 December 2019
Disclosure of Interest: Nil
Attachments: 10.1.1 Annual Financial Statements 30 June 2019
10.1.2 OAG Audit Opinion 30 June 2019
10.1.3 Final Management Letter 30 June 2019
Previous Reference: Nil

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 2019 is presented for adoption.

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

Background:

This was the second year where the audit process involved the Office of the Auditor General (OAG), in conjunction with Lincolns, and given that the previous audit sign off was 28 June 2019, in many ways it demonstrated the intent of all parties to achieve a more timely audit finalisation compared to our experience the previous year.

Whilst many of the issues of the previous year have subsided, such as the conceptual issues around the change in fair valuation of assets following flood degradation and recognition of the joint venture regional waste facility assets under shared management order over land, there has still remained contention in the manner in which Reserve funds have been used for cash flow purposes given the extended lag time experienced with WANDRRA funded repatriation works after the major flood event of 2017.

Comment:

The OAG, in conjunction with contracted auditors, Lincolns, have completed the annual audit for the year ending 30 June 2019.

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 54) 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:

| Ratio | Description | Result | Prescribed Standard |
|--|--|---------------|---|
| <i>Current Ratio</i> | <i>Indicates the Shire's ability to meet short term debt obligations.</i> | 1.51 | <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> | 1.33 | <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> | 6.82 | <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> | (0.04) | <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> | 0.27 | <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> | 0.74 | <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> | 0.69 | <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 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 Financial Report, therefore Council is required to hold the annual meeting of electors no later than Wednesday 12 February 2020.

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 10 December 2019 via teleconference to discuss the 2018/19 audit findings.

The Audit Committee recommend to Council that;

- (1) The 2018/2019 Annual Financial Statements and auditors report for the year ended 30 June 2019 be accepted.*
- (2) The annual report be provided to the Community, 2 weeks' prior to the Annual General Meeting of Electors.*
- (3) Council set the 2018/2019 Annual General Meeting of Electors within 56 days of the acceptance of the 2018/19 annual financial statements, in February 2020*

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.

Moved: Cr Belli

Seconded: Cr Richardson

Res:141 /19

Decision: That Council

1. Endorse the 2018/2019 Annual Financial Report for the year ended 30 June 2019, including the auditor's report be accepted.
2. Endorse the annual report be provided to the Community, 2 weeks' prior to the Annual General Meeting of Electors.
3. Endorse setting the 2018/2019 Annual General Meeting of Electors be held on Friday 31 January 2020 in the Hopetoun Community Centre at 7:00 pm.

Voting Requirements: Absolute Majority

Carried:7/0

Note: Recommendation was changed from Tuesday 4 February 2020 to Friday 31 January 2020, to allow all councillors to attend.

ATTACHMENT



"Growing our Community"



Shire of Ravensthorpe Disability Access and Inclusion Plan 2019-2024

This plan is available in alternative formats such as large print, electronic format (disk or emailed), or personal communication upon request.

Shire of Ravensthorpe
Disability Access and Inclusion Plan 2019 - 2024

Plan Contact Details

The primary contact person for questions or feedback on the Shire of Ravensthorpe's Disability Access and Inclusion Plan 2019 – 2024 is Les Mainwaring, Director of Corporate and Community Services.

Telephone: (08) 9839 0000
Hearing or Speech Impaired: 13 36 77 National Relay Service
Fax: (08) 9838 1282
Postal Address: PO Box 43, Ravensthorpe WA 6436
In Person: By Appointment only at the Shire Office, 65 Morgans Street, Ravensthorpe, WA
Email: dccs@ravensthorpe.wa.gov.au
Web: www.ravensthorpe.wa.gov.au

Shire of Ravensthorpe

Disability Access and Inclusion Plan 2019 - 2024

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EXECUTIVE ADDRESS

Currently it is estimated that over 400,000 Western Australians have a disability and these people face many challenges in accessing services, facilities and information as well as meaningful participation in community life.

It is a requirement of the Disability Services Act 1993 (amended 2004) that the Shire of Ravensthorpe reviews and implements a Disability Access and Inclusion Plan (DAIP) which outlines the ways in which the Shire will continue to ensure that people with disabilities have equal access to its facilities, information and services. The Shire will endeavour to achieve this in a number of practical and diverse ways.

The Shire's interpretation of being an accessible and inclusive community is ensuring that all Council venues, facilities and services, both in-house and contracted, are openly accessible to people with disabilities. It is important that the Shire recognises that people with disabilities have the opportunity to make their own contribution that has an impact upon the social, economic and cultural life in the Shire. This means that our principal goal of growing our community does not have any constraints for people who have a disability.

It is important that the 2019 - 2024 DAIP is in place to ensure barriers to access and inclusion are addressed and facilities and services are well planned for. People with disabilities who reside in regional areas have a right, as far as is reasonable, to expect to have access to similar services provided to people with disabilities who reside in metropolitan areas. As we move into the future the Shire is committed to meeting the objectives outlined in the DAIP and this reviewed and updated Plan will provide the basis on which to build and enhance the way of life for individuals with disabilities and provide the same opportunities, rights and responsibilities enjoyed by other people in the Shire.

Consultation is essential in any vibrant community and no barriers should exist to prevent the consultative process being available to those involved with the disability community. As a Shire we are committed towards ensuring that all changes of contractors and partnerships with local community groups and businesses facilitate inclusion of people with disabilities - particularly when making decisions that impact community access.

ACKNOWLEDGEMENTS

The Shire of Ravensthorpe acknowledges the input received from individuals and groups within the community, which has been of assistance in the preparation of this Disability Access Inclusion Plan for 2019 - 2024. Further thanks to the Access and Inclusion Officers at the Disability Services Commission for reference material, advice and direction, and completing this review.

DEFINITIONS

Access: refers to the physical ability to get to, into, and around facilities. This access is created by removing structural barriers and including mechanisms to enable structural access.

Facilities: any infrastructure that is owned or managed by the Shire of Ravensthorpe, such as halls, public toilets, accessible parking, footpaths, recreation spaces and service outlets.

Council / Shire: Shire of Ravensthorpe.

DAIP: Disability Access and Inclusion Plan 2019 - 2024.

Inclusion: refers to the ability to participate as fully as possible in programs and services provided by organisations in an integrated and holistic manner that does not ostracise, embarrass or humiliate.

Information: any information provided by the Shire, regardless of format, such as written (print, electronic) and verbal (face-to face, telephone).

Services: any services provided by the Shire, such as administrative, essential living community development, recreation.

LEGISLATION

The Australian Commonwealth, State and Territory governments have developed the National Disability Strategy in partnership under the auspices of the Council of Australian Governments. The Australian Local Government Association has also assisted in the development of the Strategy and there is a strong role for local governments in its implementation. The shared vision is for an inclusive Australian society that enables people with disability to fulfil their potential as equal citizens. The relevant roles and responsibilities on disability access and inclusion are governed by several statutes.

These include:

- Commonwealth Disability Discrimination Act 1993;
- Disability Services Act 1993 (amended 2004);
- Western Australian Equal Opportunity Act 1984; and
- United Nations Convention on the Rights of Persons with Disabilities.

It is a requirement of the Disability Services Act 1993 that all local governments, develop and implement a DAIP to improve access and inclusion across seven outcome areas, in regards to services and events, buildings and facilities, information, quality of service, complaints, consultation processes and employment. These plans benefit people with disability, the elderly, young parents and people from culturally and linguistically diverse backgrounds.

Shire of Ravensthorpe

Disability Access and Inclusion Plan 2019 - 2024

1.0 ABOUT THE SHIRE OF RAVENSTHORPE

The Shire of Ravensthorpe covers an area of some 12,872 square kilometres in the south of Western Australia. It encompasses several national parks, including the Frank Hann National Park in the north and the world biosphere, Fitzgerald River National Park on the south coast. The Shire has a population base of approximately 1,733 persons (ABS 2016 data), of which 54% are male and 46% are female, with 1.7% identifying as indigenous Australians. The median age of people within the Shire was 45 years with children aged under 14 years made up almost 18% and people aged over 60 years almost 27% of the population, higher than state and national levels.

The Shire has a business centre and main town of Ravensthorpe, with four surrounding settlements of Fitzgerald, Hopetoun, Jerdacuttup and Munglinup. The main industries include mining of gold, nickel, graphite and lithium; pastoral activities of grain, lupins, canola, sheep, cattle and general farming; and tourism of the various attractions such as the Fitzgerald biosphere, Fitzgerald National Park and the south coast.

The Shire is blessed with an abundance of recreational facilities which would serve a growing community extremely well. The indigenous inhabitants were the Wudjari Aborigines, the first white pastoralists bringing sheep to Cocanarup in 1868. Gold was discovered in the area in 1898 and soon the rush began as hopeful prospectors made their way to the Phillips River Goldfield. The town was gazetted in 1900 but there were no roads and access was difficult. The port of Mary Ann Haven, later called Hopetoun, was soon built to facilitate shipping access and a railway followed in 1909

1.1 Vision Statement

Ravensthorpe Shire's vision and mission statements have recently been revised to be more reflective of community sentiments following the strategic community plan consultation. Supporting the Shire's envisaged strategic direction:

Our Vision:

"Growing our Community."

Our Mission:

"To enhance sustainability, growth and diversity."

Our 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.

1.2 Functions, Facilities and Services

Local government in Western Australia is empowered through the Local Government Act 1995. The primary role of local government is to provide good governance to constituents within its municipality. This broadness gives Councils the scope to perform a number of functions and to respond to local issues. The Shire of Ravensthorpe is responsible for a range of facilities and services in the district, including but not limited to:

Services to property: construction and maintenance of Shire owned buildings and roads, footpaths and cycle facilities; land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of buildings and lots; street lighting; emergency management; and bush fire control.

Services to the community: provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of recreation centre and pool; environmental health services; information services; seniors support service; youth services and community events.

Regulatory services: planning of road systems, sub-divisions and town planning schemes; building approvals for construction, additions or alterations to buildings; environmental health services and ranger services, including pet/animal control and the development, maintenance and control of parking.

General administration: the provision of general information to the public and the lodging of complaints and payment of fees including rates and licences.

Processes of government: ordinary and special Council and committee meetings; electors' meetings and election of Council Members; meetings and community consultations.

1.3 Profile of Disability

The Australian Bureau of Statistics 'Survey of Disability, Ageing and Carers Australia 2018'(SDAC 2018) estimated there were 411,500 people who identify as having some form of disability (16.4% of the total Western Australian population). In a broader context around one in nine (10.8%) of Australians provided unpaid care to people with disability and older Australians.

The Shire will continue to strive towards improving access and inclusion for people with disability, their families and carers.

The Disability Services Act 1993 outlines six (6) desired outcome areas to be considered and addressed by the Shire including:

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

2. People with disabilities have the same opportunities as other people to access the buildings and other facilities of the relevant public authority;
3. People with disabilities 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;
4. People with disabilities receive the same level and quality of service from the staff of the relevant public authority;
5. People with disabilities have the same opportunities as other people to make complaints to the relevant public authority; and
6. People with disabilities have the same opportunities as other people to participate in any public consultation by the relevant public authority.

2.0 PROGRESS SINCE 1995

The Shire of Ravensthorpe is committed to facilitating the inclusion of people with disabilities through the improvement of access to its facilities and services. Towards this goal the Shire adopted its first Disability Service Plan in 1995 to address the barriers within the community for people with disabilities. The Disability Services Plan addressed both its statutory requirements under the WA Disability Services Act (1993) and its obligations under the Commonwealth Disability Discrimination Act (1993).

Since the adoption of the initial Disability Services Plan, the Shire has implemented many initiatives and made significant progress towards better access.

In 2019 the Shire of Ravensthorpe undertook to review its Disability Services Plan, consult with key stakeholders and draft a new Disability Access and Inclusion Plan to guide further improvements to access and inclusion.

The process included:

1. Examination of the existing Disability Services Plan and review to see what has been achieved and what still needs to be progressed;
2. Examination of other council documents and strategies;
3. Investigation of current practice in access and inclusion;
4. Consultation with key staff; and
5. Consultation with the community

The community was engaged through advertising in the local newspapers that they could provide input into the development of the plan. They were invited to contact Council officers in February/March 2019 to discuss some of the difficulties they were experiencing in accessing Council services/facilities or in just getting around the community.

Since the adoption of the initial DSP, the Shire has implemented many initiatives and made significant progress towards better access. Some of these are highlighted below:

- Comprehensive Shire facilities audit undertaken;

- Renovation of several public toilet facilities to meet access standards across the Shire;
- Installation of electronic swipe access doors at recreational facilities;
- Audit and improvement of ACROD parking bays in the Entertainment Centre;
- Ramp access installed at the Shire Building, town hall and other community facilities in the district;
- Accessible footpath installed between the town centre and recreational complex in Ravensthorpe;
- Shire forms, applications, documents and lodging of complaints available in electronic format;
- Provision of Unisex Disabled toilets at Club facilities around Shire;
- Adoption and Implementation of DAIP 2013 – 2018;
- Staff training has been encouraged and budgeted, for effective development of inclusive skill sets;
- An Access Policy was developed and endorsed by Council;
- Information was made available in alternative formats on request; and
- Web site redesign to ensure ease of access to information in a user friendly manner.

3.0 ACCESS POLICY STATEMENT FOR PEOPLE WITH DISABILITIES, THEIR FAMILIES AND CARERS

The Shire of Ravensthorpe is committed to ensuring that the community is accessible for people with disabilities, their families and carers. The Shire believes that people with disabilities, their families and carers who live in country areas should be supported to remain in the community of their choice.

The Shire of Ravensthorpe is committed to consulting with people with disabilities, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately. The Shire is further committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan 2013 - 2018.

The Shire of Ravensthorpe is committed to achieving the following outcomes:

Outcome 1 - Existing functions, facilities and services are adapted to meet the needs of people with disabilities.

Council will endeavour to be adaptable in responding to the barriers experienced by people with various disabilities, including people with physical, sensory, cognitive and psychiatric disabilities.

Council will ensure that all policies and practices that govern the operation of Council facilities, functions and services are consistent with Councils Policy on access and inclusion.

Outcome 2 - Access to buildings and facilities is improved.

Council will undertake to incorporate the needs and priorities regarding access for people with disabilities, identified during consultations, into its submission for its capital works improvement program. Modifications will commence as funds are made available.

Council will undertake to liaise with developers to increase their awareness of the access requirements of people with disabilities.

Outcome 3 - Information about functions, facilities and services is provided in formats which meet the communication requirements of people with disabilities.

Council will produce all of its information on Council facilities, functions and services using clear and concise language.

Council will advise the community that, upon request, information about Council functions, facilities and services can be made available in alternative formats, such as large print.

Outcome 4 - Staff awareness of the needs of people with disabilities and skills in delivering advice and services are improved.

Council will undertake to ensure that staff are aware of the key access needs of residents with disabilities and people with disabilities who visit the local government area in relation to the provision of services.

Where required, Council will seek expert advice from the disability field on how to meet the access needs of people with disabilities.

Outcome 5 - Opportunities for people with disabilities to participate in public consultations, grievance mechanisms and decision making processes are provided.

Council will ensure that information is available in clear and concise language on how residents can participate in decision making processes, public consultations and grievance mechanisms.

Council will advise the community that this information can be made available in alternative formats upon request.

Council will also undertake to support people with disabilities to attend meetings of Council.

4.0 SHIRE OF RAVENSTHORPE ACCESS POLICY

People with Disabilities – Access

Policy Objective: To provide guidelines to improve access to public domain buildings for all individuals.

Policy

Philosophy

Council recognises that access is the key to independence and will actively plan for and promote the provision of reasonable access to public domain buildings. In addition to people in wheelchairs, people with disabilities may also be described as the vision or hearing impaired, the elderly with movement, balance or strength limitations, people with cerebral palsy, those injured in motor vehicle or other accidents, and those suffering temporary or permanent impairment from other causes including mental health.

Objectives

To provide physical access:

1. To assure that access will be a major design consideration for public facilities provided by the Shire.
2. To investigate and refit existing Council buildings and facilities where such expenditure is considered warranted.
3. To encourage such design considerations for private buildings and facilities that will require public access.

Strategies

1. To precipitate appropriate discussions between Council employees, property developers, architects, designers, builders, building owners and business proprietors.
2. To give due consideration to the Building Code of Australia and impose the requirements of Australian Standards in the design of all buildings and facilities, parking, kerbs, paths, ramps, steps, entrances, landings and utilities, provided additional expenses do not affect the overall viability of a particular building or facility.
3. To establish, where warranted, directional information for Council facilities providing public access.
4. To apply the Building Code of Australia and Australian Standards and, where warranted, impose conditions of development approval for buildings and facilities that, in the opinion of the Shire, will require general public usage.

5. To encourage project design and completion to take into consideration adjoining and other local land uses, topographical features or other possible detrimental effects.
6. To ensure community input is obtained in appropriate matters.

5.0 DAIP REVIEW 2013 – 2018

As per the Shire’s DAIP 2013-2018, the Shire has submitted a Progress Report on the Implementation Plan to the Disability Services Commission each year since its inception. This report is also prepared each year for endorsement by Council. Both the Implementation Plan 2013-2018 and respective Progress Reports are kept for reference within the Shire and are available for review upon request.

From section 2.0 ‘Progress From 1995’ above, a number of initiatives have been implemented as a direct result of the planning and development of the DAIP 2013 – 2018. However, the Shire has undergone major key staff changes over the last three years with some of the outcomes and strategies for the 2013 – 2018 Plan not being fully progressed. It has therefore been determined that a further audit is not required for the development of the 2019 - 2024 DIAP, however, these outcomes and strategies for continued improvement remain in place as priority, for the 2019 - 2024 Plan.

In early 2019, the Shire undertook to review its DAIP 2013-2018 and draft a new five year DAIP to guide further improvements to access and inclusion. The review process included the following:

- Examination and analysis of the 2013-2018 DAIP and DAIP Implementation Plan by Shire staff;
- Internal assessment of the existing DAIP
- Direct consultation from suitably informed local service providers and community members for input on the outcomes of the 2019 - 2024 Plan;
- Analysis of the findings and recommendations from the wider community consultation undertaken as part of the 2013 – 2018 Plan review; and
- Consideration of best practice in other local governments and the Disability Services Commission.

The Shire of Ravensthorpe’s inaugural Disability Service Plan (DSP) was developed in 1995. The primary purpose of the plan was to ensure that the Shire provided an accessible community to people with disabilities, their families and carers. The Disability Service Plan was designed to ensure that people with disabilities have the opportunity to access and use services, facilities and functions within the Shire. The DSP was reviewed and amendments made in 2006, resulting in 2 subsequent DAIP’s 2007–2011 and 2013-2018. This, the 2019 review, will produce the DAIP and Implementation Plan for 2019 – 2024 guiding the Shire to improved access and inclusion.

6.0 DEVELOPMENT OF THE DAIP 2019 – 2024

6.1 Responsibility for the planning process

The Chief Executive Officer has ultimate responsibility to oversee the development, implementation, review and evaluation of the DAIP. The executive group directly progress the Plan and the Council endorse the final DAIP and it is the responsibility of the executive group for implementation.

6.2 Consultation process and report

The Disability Services Act Regulations set out the minimum consultation requirements for public authorities in relation to Disability Access and Inclusion Plans. Local Governments must call for submissions (either general or specific) by notice in a newspaper circulating in the Local Government area or on any website maintained by or on behalf of the Local Government. Other communication mechanisms may also be used.

To ensure individuality of the DAIP outcomes for the Shire, consultation with community members, Shire staff and other stakeholders was an integral element of the review and development of the DAIP 2019 - 2024. The consultation aspect of the DAIP review included the seeking of feedback and suggestions on areas where the Shire could improve access and inclusion around the Shire and specific to both the 2007 and 2013 DAIPs.

In January / February 2019 the following consultation methods were implemented:

- The community was invited to contact Council Members and Shire Officers from February to May 2019 to discuss some of the difficulties they were experiencing in accessing Council services/facilities or in just getting around the community;
- A notice regarding the review and link to the existing DAIP 2013 - 2018 on the Shire of Ravensthorpe website;
- A notice regarding the review and advice on obtaining a copy was placed in the local commercial newspaper (Community Spirit);
- Notices placed on various community noticeboards in the Shire;
- Investigation and liaison with peer LGAs;
- Direct communication with local community groups and organisations; and
- Email / memo to employees of the Shire.

Council has advised, through the local newspaper, direct community contacts, and the Shire Web site that copies of the finalised plan will be available to the community upon request and in alternative formats if required, by hard copy in standard and large print, electronic format, personal communications, by email and on the Council website.

6.3 Findings of the consultation

The community consultation as part of the DAIP review raised issues that were identified as similar to issues that are experienced by other local governments. As noted in section 5.0, the review and consultation found that some of the initial objectives in the previous Plans had not been fully progressed and that a new plan was required to ensure currency and relevance. The review/consultation also identified a variety of new barriers to access inclusion, to be addressed in the Disability Access and Inclusion Plan 2019 - 2024. One remaining barrier was the quality of pathway network provision linking key facilities within the Shire that had not been adequately addressed by the streetscape initiative. Also better signage to public amenities, dumpage points and improved upper floor access to the Entertainment Centre.

Based on the findings of the review and consultation, new strategies within the DAIP have been identified where there is potential for the Shire to improve access and inclusion. It was also recommended that there needs to be a greater focus on collaborative community development initiatives in the DAIP, as the community appears keen to develop effective working relationships with the Shire to make the most of social capital opportunities on limited funds.

6.4 Access Barriers

While the review and consultation noted a level of achievement in improving access it also identified a range of barriers that can be improved. These include:

- Footpath linkages between the Town Hall through the laneway to the Red Room in the Community Centre need improvement;
- Toilets at Jubilee Park. Suggested finger post sign visibility improvement and improved access from the street to the toilets.
- Toilets in Rangeview Park. Suggested finger post sign visibility improvement and improved visibility of the toilets themselves at the back of the park.
- Ravensthorpe Entertainment Centre. Review stair design due to steep access and review lift operation.
- Dump Point Sign. Improve visibility at Dunn Street.
- Seat at the front of the Senior Citizens building. Suggest that the existing footpath continues to seat.
- Ravensthorpe Shire Office to provide improvements with Customer Service desk regarding access and engagement.

The identification of these barriers have informed the development of strategies in the DAIP 2019 - 2024. All of the barriers raised through consultation have been reviewed by operations staff and have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome these access barriers.

6.5 Responsibility for implementing the DAIP

It is a requirement of the Disability Services Act that the public authorities take all practical measures to ensure the DAIP is implemented by its officers, employees, agents and contractors. Implementation of the plan is the responsibility of all areas of the Council. Some tasks in the implementation plan will apply to all areas of Council while others will apply to a specific area. The implementation plan sets out who is responsible for each action. The Shire's Executive will guide the overall implementation of the Plan such as that of the DAIP planning and review.

6.6 Communicating the DAIP to the community and people with disabilities

Once the DAIP has been formally endorsed by Council an advertisement will be placed through the local newspaper, notice boards, internet and direct communications, advising the community that copies of the finalised plan is available on the Shire's website and in alternative formats upon request.

6.7 Review and evaluation mechanisms

The Disability Services Act 1993 sets out the minimum review requirements for public authorities in relation to Disability Access and Inclusion Plans. The Shire's DAIP will be reviewed at least every 5 years, in accordance with the Act. The DAIP Implementation Plan may be amended on a more regular basis to reflect progress in any access and inclusion issues which may arise. Whenever the DAIP is amended, consultation processes will be followed and a copy of the amended plan will be lodged with the Disability Services Commission.

Ongoing review and monitoring:

- The Executive Team will meet regularly thereafter to review progress on the implementation of the strategies identified in the Disability Access and Inclusion Plan 'Implementation Plan 2019 – 2024'
- Through the Shire's record system, all community complaints and matters that relate to DAIP will be forwarded to the Executive Team for reviewing.
- The Executive Team will analyse progress in implementing the DAIP and provide a report on progress and recommended changes to the implementation plan annually;
- The review of the Shires DAIP will be submitted to the Disability Services Commission annually and the report will outline what has been achieved under the Shires Disability Access and Inclusion Plan 2019 – 2024.

Evaluation:

- An evaluation will occur as part of the five-yearly review of the DAIP;

- The community, staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation;
- Information on outcomes of the DAIP will be incorporated into the Shire’s Annual Report; and
- Amendments to the DAIP will be promoted using accepted consultation processes.

6.8 Reporting on the DAIP

The Disability Services Act sets out the minimum reporting requirements for public authorities in relation to Disability Access and Inclusion Plans. Council will report on the implementation of its Disability Access and Inclusion Plan through its annual report and on the prescribed format to the Disability Services Commission by the 31st of July each year, outlining:

- Progress towards the desired outcomes of the DAIP 2019 – 2024;
- Progress of agents and contractors towards meeting the desired outcomes and strategies: and
- The strategies used to inform agents and contractors of the DAIP.

7.0 STRATEGIES TO IMPROVE ACCESS AND INCLUSION

The Disability Services Commission of Western Australia has identified six key access and inclusion outcome areas that provide a framework for DAIPs. The Shire structured its previous DAIP around these outcomes. The 2019-2024 DAIP also encompasses these outcome areas; however the Shire has added two voluntary new outcome areas which have been identified to meet local needs. The overarching strategies tabled below have been developed to address each of these outcomes, from feedback and analysis gained in the consultation and review process.

It is acknowledged that they are subject to being incorporated in the Councils financial year budgets; however the DAIP is intended to provide a responsive and coordinated approach to planning, funding and implementing strategies. It also aims to proactively communicate what the Shire is accomplishing and what it intends to accomplish in the future. It is important to note that the DAIP provides broad outcome areas and strategies. Specific tasks to achieve these strategies, along with timelines so that they are measurable are detailed in the accompanying DAIP Implementation Plan 2019 - 2024.

STRATEGIES TO IMPROVE ACCESS AND INCLUSION

| Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and any events organised by, the Shire of Ravensthorpe. | |
|---|----------------|
| Strategy | Priority Order |
| Ensure that people with disabilities are consulted on their needs for services and the accessibility of current services. | 1 |
| Monitor the Shires Access policy and service provision to ensure equitable access to services by people with disabilities throughout the various functions of Council. | 2 |
| Endeavour to ensure that events, whether organised or funded, are accessible to people with disabilities. | 3 |
| Ensure that staff, agents and contractors are aware of the relevant requirements of the Disability Services Act | 4 |
| Develop the links between the DAIP and other Shire plans and strategies. | 5 |
| Continue to improve the accessibility of sport and leisure services and programs within the Shire. | 6 |

| Outcome 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Shire of Ravensthorpe. | |
|---|----------------|
| Strategy | Priority Order |
| Ensure that all Shire buildings and facilities are accessible to people with disabilities. | 1 |
| Work to improve signage and circulation throughout buildings, facilities and outdoor environments. | 2 |
| Ensure that all new or redevelopment works provide access to people with disabilities, where practicable. | 3 |
| Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location. | 4 |

| | |
|--|---|
| Ensure that recreation areas and public toilets meet the associated accessibility standards, where feasible. | 5 |
| Ensure the Council staff, agents and contractors are aware of relevant statutory requirements. | 6 |
| Improve access to beaches and the sea for people with disabilities and people using wheelchairs. | 7 |
| Increase the number of accessible playgrounds. | 8 |

| Outcome 3: People with disabilities receive information from the Shire of Ravensthorpe in a format that will enable them to access the information as readily as other people are able to. | |
|---|-----------------------|
| Strategy | Priority Order |
| Improve staff awareness of accessible information needs and how to obtain information in other formats. | 1 |
| Improve community awareness that Council information can be made available in alternative formats, upon request. | 2 |
| Improve links and communication networks with relevant service providers to improve information and access to individuals with disabilities, their carers, and families and the wider community. | 3 |
| Ensure that the Shires website meets contemporary good practice. | 4 |
| Continue to provide information and documentation regarding services, facilities and customer feedback in an appropriate format using clear and concise language. | 5 |

| Outcome 4: People with disabilities receive the same level and quality of service from the staff of the Shire of Ravensthorpe, as other people receive from the staff of the Shire. | |
|--|-----------------------|
| Strategy | Priority Order |
| Improve staff awareness of disability and access issues and improve skills to provide good service to people with disabilities | 1 |
| Identify and utilise existing staff skills and competencies to enhance customer services to people with disabilities. | 2 |
| Ensure that all employees, existing and new, and Elected Members are aware of disability and access issues and have the skills to provide appropriate services. | 3 |
| Improve community awareness about disability and access issues | 4 |

| Outcome 5: People with disabilities have the same opportunities as other people to make complaints to the Shire of Ravensthorpe. | |
|---|-----------------------|
| Strategy | Priority Order |
| Ensure that grievance mechanisms are accessible for people with disabilities and are acted upon. | 1 |
| Improve staff knowledge so they can facilitate receipt of complaints from people with a disability | 2 |
| Ensure that staff are aware of reporting requirements to Executive for review and evaluation against the DAIP | 3 |

| Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Ravensthorpe. | |
|--|-----------------------|
| Strategy | Priority Order |
| Ensure that people with disabilities are actively consulted about the DAIP and any other significant planning processes. | 1 |
| Ensure that people with disabilities are aware of and can access the established consultative process of Council. | 2 |
| Improve community awareness about the consultation process in place. | 3 |
| Continue to seek a broad range of views on disability and access issues from the local community. | 4 |

| Outcome 7: People with disabilities have the same opportunities as other people to access employment with the Shire of Ravensthorpe. | |
|---|-----------------------|
| Strategy | Priority Order |
| Improve public awareness on the Shire's Equal Employment Opportunity Policy. | 1 |
| The Shire's Volunteer Policy to include a 'reasonable adjustment' component to accommodate the needs of people with disability. | 2 |
| Ensure recruitment practises are accessible | 3 |

| Outcome 8: The Shire of Ravensthorpe will encourage community engagement practices and effective advocacy by creating partnerships with relevant external stakeholders and service providers. | |
|--|-----------------------|
| Strategy | Priority Order |

| | |
|--|---|
| Continue to investigate ways of encouraging and supporting access and inclusion in the community. | 1 |
| Promote and acknowledge examples of good practise in access in the community. | 2 |
| Improve community awareness on the Shire’s Disability Access and Inclusion Plan and its achievements | 3 |

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"Growing our Community"

A horizontal collage of four images: a yellow tractor in a field, a modern building with a white roof, two yellow flowers, and a wooden pier extending into a body of water under a bright sky.

Shire of Ravensthorpe
**Disability Access and Inclusion
Implementation Plan**
2019 - 2024

Introduction

The Shire of Ravensthorpe's Disability Access and Inclusion *Implementation Plan 2019 – 2024*, itemises what the Shire will do to improve access to its services, information and facilities for people with disabilities.

The Implementation Plan overleaf is presented using a table to outline:

- Individual tasks being undertaken;
- A priority order (timeline) for completion of the individual tasks; and
- Officer or Department of the Shire with responsibility for completing the individual tasks; and the broad strategy that the individual tasks are supporting.

As outlined in the Shire's DAIP and noted in appendix B from 2013 - 2018, many of the broad strategies may not be completed; however individual tasks to support the achievement of those strategies may well be undertaken in part or whole through the Implementation Plan. Strategies and tasks not achieved will be supported by tasks outlined in annually reviewed Implementation Plans.

| Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and any events organised by, the Shire of Ravensthorpe. | | | |
|---|---|-------------------------------|------------------------------|
| Strategy | Task | Priority (Est. Period) | Responsibility |
| Monitor the Shires Access policy and service provision to ensure equitable access to services by people with disabilities throughout the various functions of Council. | <ul style="list-style-type: none"> - Conduct systematic reviews of the accessibility of services. - Rectify identified barriers and provide feedback to consumers. | Ongoing | DTS Shire Administration |
| Endeavour to ensure that events, whether organised or funded, are accessible to people with disabilities. | <ul style="list-style-type: none"> - Ensure Shire events are planned using the Accessible Events and Risk Management Checklist available from the Disability Service Commission Website. | Ongoing | Shire Administration DCCS |
| Develop the links between the DAIP and other Shire plans and strategies. | <ul style="list-style-type: none"> - Incorporate the objectives and strategies of the DAIP into the Shire’s strategic planning processes (currently under review). | 2019/20 | CEO |
| | | | |

| Outcome 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Shire of Ravensthorpe. | | | |
|---|--|-------------------------------|-----------------------------|
| Strategy | Task | Priority (Est. Period) | Responsibility |
| Ensure that all Shire buildings and facilities are accessible to people with disabilities. | <ul style="list-style-type: none"> - Identify access barriers to buildings and facilities. - Prioritise and make a budget submissions where practical to Council to rectifying identified barriers. E.g. free from obstruction and suitable pathway networks throughout Shire. | Ongoing | DTS |
| Work to improve signage and circulation throughout buildings, facilities and outdoor environments. | <ul style="list-style-type: none"> - Consider individual facility needs on a case basis and develop an operational improvement plan including braille, signage location and print. | Ongoing | DTS |
| Ensure that all new or redevelopment works provide access to people with disabilities, where practicable. | <ul style="list-style-type: none"> - Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities. - All facilities to allow for visually impaired access – line markings, braille and raised footholds. - Ensure that no development application is signed off without a declaration that it meets the legal requirements. | Ongoing | CDS |
| Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location. | <ul style="list-style-type: none"> - Consider the need for additional bays at some locations. | Ongoing | Shire Administration DTS |
| Endeavour to ensure that recreation areas and public toilets meet the associated accessibility standards, where feasible. | <ul style="list-style-type: none"> - Continue progressive upgrade, where feasible, for provision of accessible Unisex Disabled toilets at all sites up to a reasonable level. - Focus on public pool, civic buildings, community halls, playgrounds and toilets. | Ongoing | DTS CDS |

| Outcome 3: People with disabilities receive information from the Shire of Ravensthorpe in a format that will enable them to access the information as readily as other people are able to. | | | |
|---|--|-------------------------------|------------------------------|
| Strategy | Task | Priority (Est. Period) | Responsibility |
| Improve community awareness that Council information can be made available in alternative formats, upon request. | <ul style="list-style-type: none"> - Ensure that all suitable documents carry a notation that it is available in alternative formats. - Publicise the availability of other formats in the local newspaper, notice boards and on the Shire’s website | Ongoing | Shire Administration CEO |
| Ensure that the Shire’s website meets contemporary good practice. | <ul style="list-style-type: none"> - Maintain website to ensure it complies with the W3C web content guidelines. | Ongoing | Shire Administration DCCS |
| Continue to provide information and documentation regarding services, facilities and customer feedback in an appropriate format using clear and concise language. | <ul style="list-style-type: none"> - Provision of information and documentation regarding services, facilities and customer feedback in clear and concise language. | Ongoing | Shire Administration CEO |

| Outcome 4: People with disabilities receive the same level and quality of service from the staff of the Shire of Ravensthorpe, as other people receive from the staff of the Shire. | | | |
|--|---|-------------------------------|------------------------------|
| Strategy | Task | Priority (Est. Period) | Responsibility |
| Identify and utilise existing staff skills and competencies to enhance customer services to people with disabilities. | <ul style="list-style-type: none"> - Identify and utilise existing staff skills and competencies to enhance customer services to people with disabilities. | Ongoing | Shire Administration DCCS |
| Ensure that all employees, existing and new, and Elected Members are aware of disability and access issues and have the skills to provide appropriate services. | <ul style="list-style-type: none"> - Determine training needs of employees and conduct training as required. | Ongoing | DCCS |

| Outcome 5: People with disabilities have the same opportunities as other people to make complaints to the Shire of Ravensthorpe. | | | |
|---|---|-------------------------------|------------------------------|
| Strategy | Task | Priority (Est. Period) | Responsibility |
| Ensure that grievance mechanisms are accessible for people with disabilities and are acted upon. | <ul style="list-style-type: none"> - Review methods of making complaints, such as web-based forms. - Promote accessible complaints mechanisms to the community. | Ongoing | Shire Administration DCCS |

| Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Ravensthorpe. | | | |
|--|--|-------------------------------|-----------------------------|
| Strategy | Task | Priority (Est. Period) | Responsibility |
| Ensure that people with disabilities are actively consulted about the DAIP and any other significant planning processes. | <ul style="list-style-type: none"> - Consult people with disabilities in a range of different consultation mediums, e.g. direct contact, interviews, teleconference. | Ongoing | CEO CDS DCCS |
| Ensure that people with disabilities are aware of and can access the established consultative process of Council. | <ul style="list-style-type: none"> - Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire’s website. - Consider installation of improved audio technology in Council Chambers in next refurbishment. | Ongoing | CEO Shire Administration |
| Continue to seek a broad range of views on disability and access issues from the local community. | <ul style="list-style-type: none"> - Consult people with disabilities in a range of different consultation mediums, e.g. direct contact, interviews, teleconference. | Ongoing | CEO DCCS |

| Outcome 7: People with disabilities have the same opportunities as other people to access employment with the Shire of Ravensthorpe. | | | |
|---|--|-------------------------------|-----------------------------|
| Strategy | Task | Priority (Est. Period) | Responsibility |
| Improve public awareness on the Shire's Equal Employment Opportunity Policy. | - Publicise the availability of relevant Policies (in other formats) in the local newspaper, notice boards and on the Shire's website. | Ongoing | CEO Shire Administration |
| Ensure recruitment practises are accessible | - Develop innovative strategies to improve where suitable, the attraction, recruitment and retention of employees with a disability. | Ongoing | CEO |

| Outcome 8: The Shire of Ravensthorpe will encourage community engagement practices and effective advocacy by creating partnerships with relevant external stakeholders and service providers. | | | |
|--|--|-------------------------------|-----------------------------|
| Strategy | Task | Priority (Est. Period) | Responsibility |
| Promote and acknowledge examples of good practise of access in the community. | - Use of Shire Web site and enhanced communication with local newspaper and social media applications to promote activity. | Ongoing | Shire Administration CEO |
| Improve community awareness on the Shire's Disability Access and Inclusion Plan and its achievements | - Publicise the annual report | Ongoing | Shire Administration CEO |

ATTACHMENT

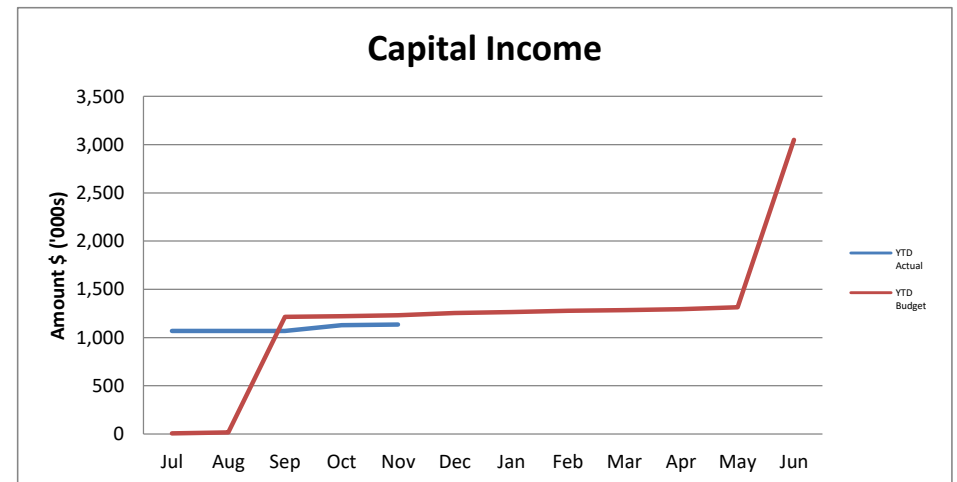
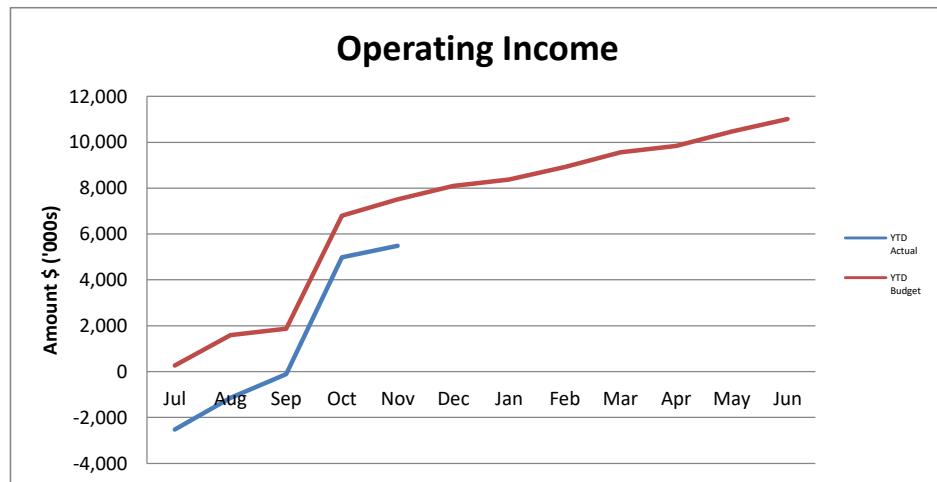
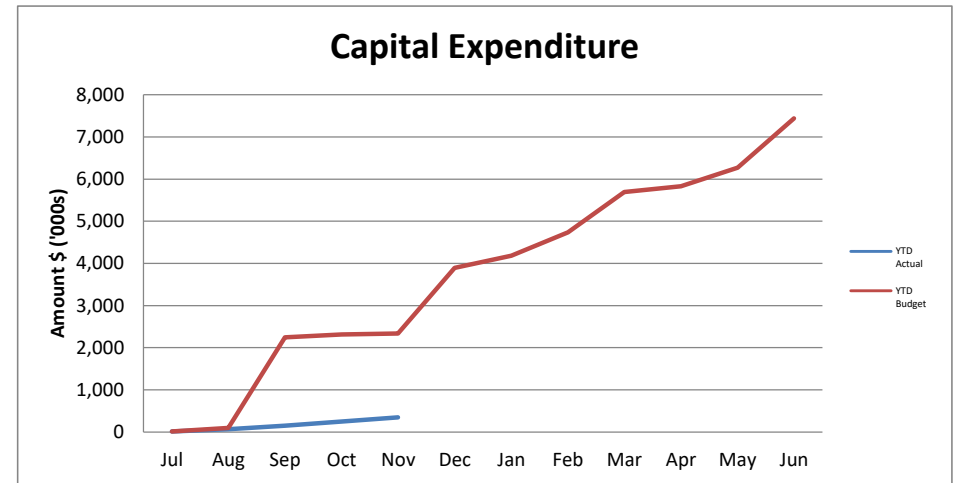
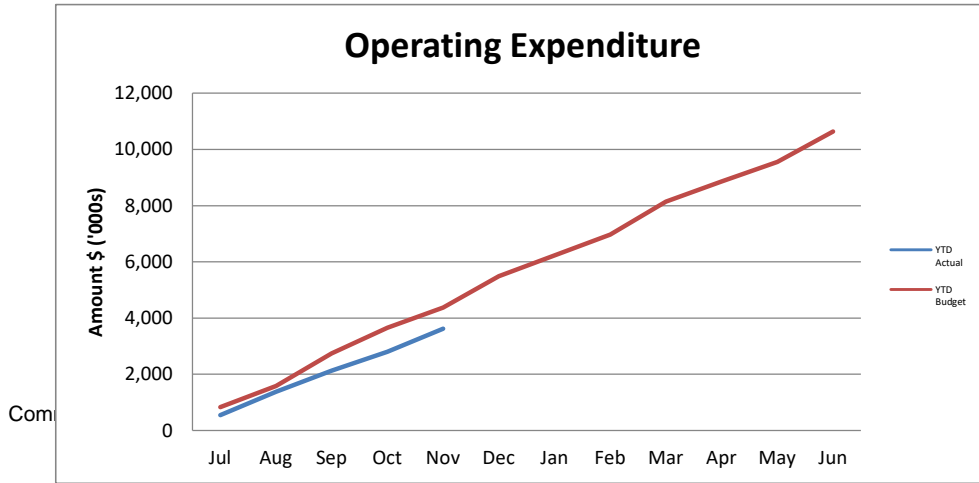


SHIRE OF RAVENSTHORPE
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2019

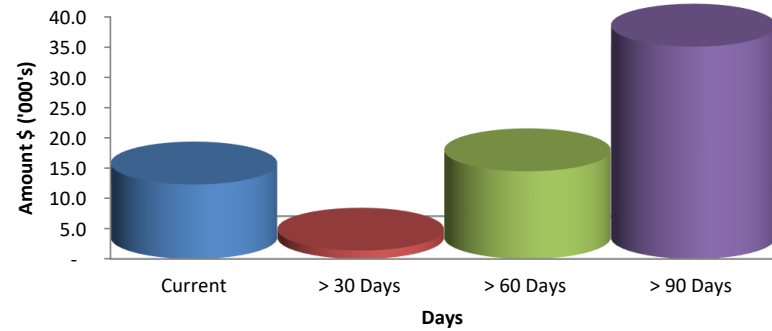
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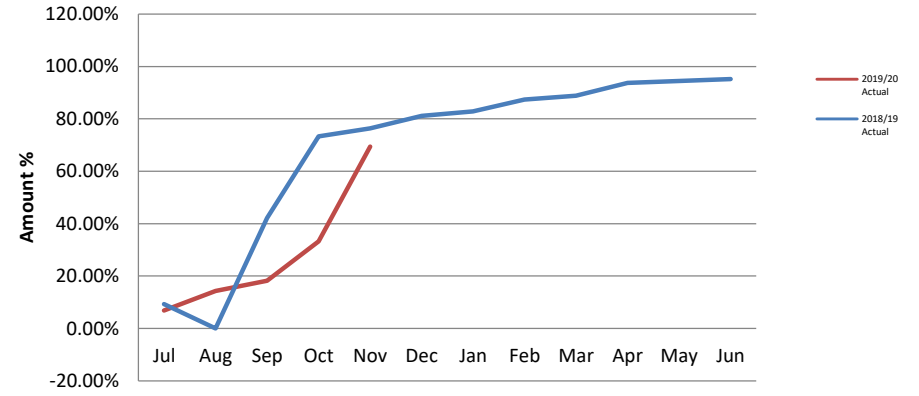
Income and Expenditure Graphs to 30 November 2019



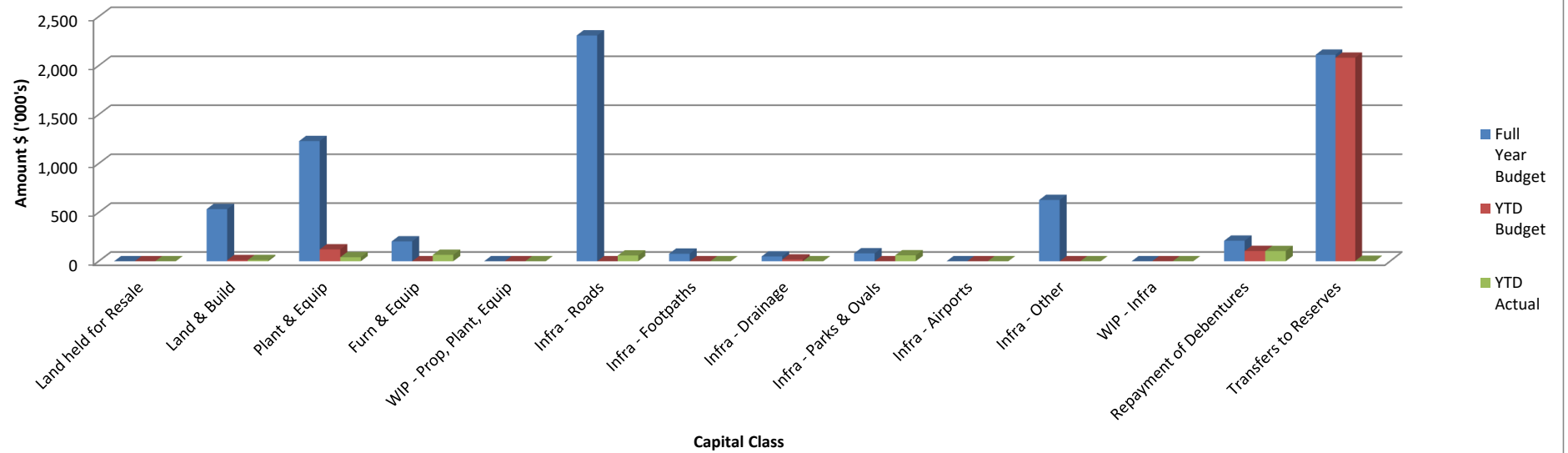
Sundry Debtors Amount O/S



Rates % Collected



Capital Expenditure



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

04 - Governance

Unbudgeted Income Received for Commercial Recoup of employee expenditure

05 - Law, Order and Public Safety

Bushfire Mitigation Grant Funding not yet received

Other Fire Prevention Grant funding not yet received as YTD Budget

07 - Health

Number of Health related Registrations/Licenses exceeding projections

Full YTD Revenue received however budget is spread across Financial Year

08 - Education and Welfare

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

10 - Community Amenities

Income from Shire of Jerramungup for Regional Landfill not yet Invoiced as Capital works not yet completed for Grant Recoup

11 - Recreation and Culture

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

12 - Transport

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

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

14 - Other Property and Services

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

REPORTABLE OPERATING EXPENSE VARIATIONS

05 - Law, Order and Public Safety

Asset Depreciation not yet run, waiting on 2018/19 audit completion

07 - Health

Asset Depreciation not yet run, waiting on 2018/19 audit completion

08 - Education and Welfare

Asset Depreciation not yet run, waiting on 2018/19 audit completion

Employee Costs for Hopetoun currently lower than expected due to staff turnover although projected to increase as usage increases

10 - Community Amenities

Asset Depreciation not yet run, waiting on 2018/19 audit completion

11 - Recreation and Culture

Asset Depreciation not yet run, waiting on 2018/19 audit completion

12 - Transport

Timing Issue - WANDRRA Flood Damage Expenditure exceeds YTD Budget, however not Overall Budget figure. All to be recouped from WANDRRA

13 - Economic Services

YTD budget is spread across the year, however the Tourism Officer has only just commenced

Asset Depreciation not yet run, waiting on 2018/19 audit completion

Asset Depreciation not yet run, waiting on 2018/19 audit completion

REPORTABLE NON-CASH VARIATIONS

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

REPORTABLE CAPITAL EXPENSE VARIATIONS

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

REPORTABLE CAPITAL INCOME VARIATIONS

Timing Issue as Most Asset Purchases had been on hold until Budget Adoption and as a consequence income from asset disposal plant change overs has delayed

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

| | 2019/20 Adopted Budget \$ | 2019/20 Revised Budget \$ | 2019/20 YTD Budget \$ | NOVEMBER 2019 Actual \$ |
|---|------------------------------------|------------------------------------|--------------------------------|----------------------------------|
| 1. ACQUISITION OF ASSETS | | | | |
| The following assets have been acquired during the period under review: | | | | |
| <u>By Program</u> | | | | |
| Law, Order & Public Safety | | | | |
| <i><u>Fire Prevention & Control</u></i> | | | | |
| Water Bomber Tank Upgrade | 24,000 | 24,000 | 0 | 0 |
| Land Sub-Division Hopetoun | 41,500 | 41,500 | 0 | 0 |
| <i><u>Law & Order</u></i> | | | | |
| 2019/20 4X4 Utility - Ranger | 50,000 | 50,000 | 0 | 0 |
| Health | | | | |
| <i><u>Doctors & Other Health</u></i> | | | | |
| Surgery Upgrade Ravensthorpe | 5,500 | 5,500 | 5,500 | 0 |
| Surgery Upgrade - Hopetoun | 5,500 | 5,500 | 5,500 | 0 |
| Education & Welfare | | | | |
| <i><u>Senior Citizens</u></i> | | | | |
| Automatic Sliding Door | 8,742 | 8,742 | 0 | 0 |
| Housing | | | | |
| <i><u>Staff Housing</u></i> | | | | |
| 30 Kingsmill Street, Ravensthorpe | 87,000 | 87,000 | 0 | 2,910 |
| 18 Carlisle St Housing Upgrade | 22,600 | 22,600 | 0 | 0 |
| 93 Spence St Housing Upgrade | 18,000 | 18,000 | 0 | 0 |
| Lot 79 Esplanade Hopetoun Housing Upgrade | 17,620 | 17,620 | 0 | 4,412 |
| <i><u>Other Housing</u></i> | | | | |
| Community Amenities | | | | |
| <i><u>Sanitation - Household Refuse</u></i> | | | | |
| Hopetoun Transfer Station | 12,000 | 12,000 | 0 | 0 |
| Ravensthorpe Regional Landfill | 250,000 | 250,000 | 0 | 0 |
| 2019/20 Purchase Plant - Sewerage | 29,000 | 29,000 | 0 | 0 |
| Recreation and Culture | | | | |
| <i><u>Other Recreation & Sport</u></i> | | | | |
| Ravensthorpe Hand Gun Club - Range | 20,000 | 20,000 | 0 | 0 |
| Hopetoun Rec Centre - Timber Sealing And | 18,400 | 18,400 | 0 | 0 |
| Ravensthorpe Rec Centre - Design | 5,000 | 5,000 | 0 | 0 |
| Ravensthorpe Rec Centre - It Upgrade For Tv, | 10,000 | 10,000 | 0 | 0 |
| 2018/2019 Park Benches | 5,400 | 5,400 | 0 | 0 |
| New Gym Equipment | 67,000 | 67,000 | 0 | 0 |
| Playground Renewal - Ravensthorpe Rec | 0 | 0 | 0 | 301 |
| Ravensthorpe Cricket Pitch | 9,000 | 9,000 | 0 | 0 |
| Hopetoun Upgrade Of Oval Lighting | 66,440 | 66,440 | 0 | 60,400 |
| 2019/20 Light Truck (Parks & Gardens) | 120,000 | 120,000 | 0 | 0 |
| 2019/20 Utility Spray Vehicle (Parks & | 55,000 | 55,000 | 0 | 0 |
| <i><u>Other Culture</u></i> | | | | |
| Ravensthorpe Museum | 6,300 | 6,300 | 0 | 0 |

TransportConstruction - Roads, Bridges, Depots**Roads Construction Council**

| | | | | |
|---|---------|---------|---|--------|
| Four Mile Carpark - Construct New Parking | 42,000 | 42,000 | 0 | 3,793 |
| Mills Road Construction | 52,000 | 52,000 | 0 | 0 |
| Mallee Road Construction | 240,000 | 240,000 | 0 | 45,439 |
| Streetscape Morgan Street Stage 3 | 40,000 | 40,000 | 0 | 9,425 |
| Gravel Pit Reinstatement | 50,000 | 50,000 | 0 | 0 |
| Gravel Pit Development | 30,000 | 30,000 | 0 | 0 |

Roads Mrwa V Of G Constr

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

Mrwa Project Construction

| | | | | |
|----------------------------------|---------|---------|---|---|
| Southern Ocean Road Flood Damage | 900,000 | 900,000 | 0 | 0 |
|----------------------------------|---------|---------|---|---|

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

| 1. ACQUISITION OF ASSETS (Continued) | 2019/20 Adopted Budget \$ | 2019/20 Revised Budget \$ | 2019/20 YTD Budget \$ | NOVEMBER 2019 Actual \$ |
|---|------------------------------------|------------------------------------|--------------------------------|----------------------------------|
| The following assets have been acquired during the period under review: | | | | |
| By Program (Continued) | | | | |
| Transport (Continued) | | | | |
| Roads To Recovery Construction | | | | |
| 2019/20 Melaleuca Road Construction | 330,000 | 330,000 | 0 | 0 |
| Drainage Construction | | | | |
| 2019/20 Canning Blvd, Drainage Sump Lid | 5,500 | 5,500 | 0 | 0 |
| 2019/20 Coxall Road Culvert Replace | 30,000 | 30,000 | 3,936 | 0 |
| 2019/20 Spence St Verge Level Drainage | 13,500 | 13,500 | 13,500 | 0 |
| Footpath Construction | | | | |
| Hosking Street - Concrete Footpath | 32,000 | 32,000 | 0 | 0 |
| Esplanade Pathway Construction | 45,000 | 45,000 | 0 | 0 |
| Purchase Land - Roadworks And Depots | | | | |
| Purchase Depot Block - 1 Moir Road | 205,000 | 205,000 | 0 | 4,237 |
| Purchase Furniture & Equipment - Roads And Depots | | | | |
| Depot Office And Workshop Improvements | 83,000 | 83,000 | 0 | 0 |
| Road Plant Purchases | | | | |
| 2019/20 Tri Axle Float | 160,000 | 160,000 | 0 | 0 |
| 2019/20 Prime Mover | 300,000 | 300,000 | 0 | 0 |
| 2019/20 Multi Tyre Roler | 200,000 | 200,000 | 0 | 0 |
| Aerodromes | | | | |
| Runway Reseal | 12,244 | 12,244 | 0 | 3,558 |
| Economic Services | | | | |
| Rural Services | | | | |
| State Barrier Fence | 275,000 | 275,000 | 0 | 0 |
| Water Deficiency Program - Dept Of Water | 90,000 | 90,000 | 0 | 0 |
| Tourism | | | | |
| 2019/20 4X4 Suv (Fcta) | 50,000 | 50,000 | 50,000 | 40,921 |
| Other Property & Services | | | | |
| Works | | | | |
| 2019/20 4X4 Suv (Dts) | 55,000 | 55,000 | 22,915 | 0 |
| 2019/20 Single Cab - Cleaners | 65,000 | 65,000 | 27,080 | 0 |
| 2019/20 Duel Cab - Works Supervisor | 50,000 | 50,000 | 20,830 | 52,113 |
| Administration | | | | |
| 2019/20 4X4 Executive Wagon (Ceo) | 95,000 | 95,000 | 0 | 0 |
| Computer Upgrades | 29,000 | 29,000 | 0 | 35,548 |
| Computer Upgrades | 0 | 0 | 0 | 12,800 |
| Computer Upgrades | 0 | 0 | 0 | 12,500 |
| Office Furniture And Painting | 24,000 | 24,000 | 0 | 4,110 |
| Records Sea Container | 20,000 | 20,000 | 0 | 0 |
| Admin Kitchen Upgrade - Ravensthorpe | 7,900 | 7,900 | 0 | 0 |
| Admin Toilet Upgrade - Ravensthorpe | 10,000 | 10,000 | 0 | 0 |
| | <u>5,118,246</u> | <u>5,118,246</u> | <u>149,261</u> | <u>292,467</u> |
| By Class | | | | |
| Land | 205,000 | 205,000 | 0 | 4,237 |
| Buildings | 328,062 | 328,062 | 11,000 | 7,322 |
| Furniture & Equipment | 203,000 | 203,000 | 0 | 64,958 |
| Plant & Equipment | 1,229,000 | 1,229,000 | 120,825 | 93,033 |
| Infrastructure - Roads | 2,307,100 | 2,307,100 | 0 | 58,658 |
| Infrastructure - Footpaths | 77,000 | 77,000 | 0 | 0 |
| Infrastructure - Drainage | 49,000 | 49,000 | 17,436 | 0 |
| Infrastructure - Parks & Ovals | 80,840 | 80,840 | 0 | 60,701 |
| Infrastructure - Airports | 12,244 | 12,244 | 0 | 3,558 |
| Infrastructure - Other | 627,000 | 627,000 | 0 | 0 |
| | <u>5,118,246</u> | <u>5,118,246</u> | <u>149,261</u> | <u>292,467</u> |

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

2. DISPOSALS OF ASSETS

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

| By Program | Asset # | Plant # | Written Down Value | | Sale Proceeds | | Profit(Loss) | |
|---------------------------------------|---------|---------|---------------------------|-----------------------|---------------------------|-----------------------|---------------------------|-----------------------|
| | | | 2019/20 Adopted Budget \$ | 2019/20 YTD Actual \$ | 2019/20 Adopted Budget \$ | 2019/20 YTD Actual \$ | 2019/20 Adopted Budget \$ | 2019/20 YTD Actual \$ |
| Law, Order & Public Safety | | | | | | | | |
| Toyota Hilux Ranger | AP717 | P697 | 32,480.00 | 0.00 | 17,000.00 | 0.00 | (15,480.00) | 0.00 |
| Tourism | | | | | | | | |
| Holden Captiva (FCTA) | P665 | P665 | 12,825.00 | | 5,000.00 | 6,818.18 | (7,825.00) | 0.00 |
| Transport | | | | | | | | |
| John Deere Loader | P657 | P586 | | | | 58,636.36 | | 0.00 |
| 14.6m Tri Axle Lpw Loader S/T | P556 | P556 | 0.00 | | 30,000.00 | | 30,000.00 | 0.00 |
| Cat Prime Mover | P703 | P703 | 106,725.00 | | 50,000.00 | | (56,725.00) | 0.00 |
| Ammann Multi Tyre Roller | P609 | P570 | 0.00 | | 15,000.00 | | 15,000.00 | 0.00 |
| Administration | | | | | | | 0.00 | 0 |
| Toyota Prado (CEO) | P710B | P710B | 68,700.00 | | 75,000.00 | | 6,300.00 | 0.00 |
| Public Works Overheads | | | | | | | | |
| Toyota Kluger GXL (DTS) | P683A | P683A | 14,800.00 | | 20,000.00 | | 5,200.00 | 0.00 |
| Toyota Hilux (Works Supervisor) | AP716 | P698 | 34,165.00 | | 17,000.00 | | (17,165.00) | 0.00 |
| Mitsubishi Triton (Cleaner) | P705 | P704 | 0.00 | | 10,000.00 | | 10,000.00 | 0.00 |
| | | | 269,695.00 | 0.00 | 239,000.00 | 65,454.54 | (30,695.00) | 0.00 |

| By Class of Asset | Asset # | Plant # | Written Down Value | | Sale Proceeds | | Profit(Loss) | |
|---------------------------------|---------|---------|---------------------------|-----------------------|---------------------------|-----------------------|---------------------------|-----------------------|
| | | | 2019/20 Adopted Budget \$ | 2019/20 YTD Actual \$ | 2019/20 Adopted Budget \$ | 2019/20 YTD Actual \$ | 2019/20 Adopted Budget \$ | 2019/20 YTD Actual \$ |
| Plant & Equipment | | | | | | | | |
| Toyota Hilux Ranger | AP717 | P697 | 32,480.00 | 0.00 | 17,000.00 | 0.00 | (15,480.00) | 0.00 |
| Holden Captiva (FCTA) | P665 | P665 | 12,825.00 | 0.00 | 5,000.00 | 6,818.18 | (7,825.00) | 0.00 |
| 14.6m Tri Axle Lpw Loader S/T | P556 | P556 | 0.00 | 0.00 | 30,000.00 | 0.00 | 30,000.00 | 0.00 |
| Cat Prime Mover | P703 | P703 | 106,725.00 | 0.00 | 50,000.00 | 0.00 | (56,725.00) | 0.00 |
| Ammann Multi Tyre Roller | P609 | P570 | 0.00 | 0.00 | 15,000.00 | 0.00 | 15,000.00 | 0.00 |
| Toyota Prado (CEO) | P710B | P710B | 68,700.00 | 0.00 | 75,000.00 | 0.00 | 6,300.00 | 0.00 |
| Toyota Hilux (Works Supervisor) | AP716 | P698 | 34,165.00 | 0.00 | 17,000.00 | 0.00 | (17,165.00) | 0.00 |
| Mitsubishi Triton (Cleaner) | P705 | P704 | 0.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| John Deere Loader | 0 P657 | P586 | 0.00 | 0.00 | 0.00 | 58,636.36 | 0.00 | 0.00 |
| | | | 269,695.00 | 0.00 | 239,000.00 | 65,454.54 | (30,695) | 0.00 |

Summary

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

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars | Principal 1-Jul-19 | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|------------------------------------|-----------------------|------------------------------------|--------------------------------|------------------------------------|--------------------------------|------------------------------------|--------------------------------|
| | | 2019/20 Adopted Budget \$ | 2019/20 YTD Actual \$ | 2019/20 Adopted Budget \$ | 2019/20 YTD Actual \$ | 2019/20 Adopted Budget \$ | 2019/20 YTD Actual \$ |
| Housing | | | | | | | |
| Loan 145 Staff Housing | 224,963 | 34,883 | 17,318 | 190,080 | 207,645 | 7,599 | 1,416 |
| Loan 147 Other Housing | 238,792 | 16,458 | 8,160 | 222,334 | 230,632 | 9,505 | 2,827 |
| Recreation and Culture | | | | | | | |
| Loan 146 Hopetoun Community Centre | 311,991 | 13,599 | 6,739 | 298,392 | 305,252 | 13,208 | 2,264 |
| Transport | | | | | | | |
| Loan 138D Town Street | 291,312 | 28,614 | 14,074 | 262,698 | 277,238 | 20,881 | 3,402 |
| Loan 144 Town Street | 157,963 | 50,086 | 24,735 | 107,877 | 133,228 | 8,310 | 2,590 |
| Loan 143B Refinance | 201,467 | 31,240 | 15,509 | 170,227 | 185,958 | 6,805 | 1,268 |
| Loan 138E Refinance | 267,881 | 34,915 | 17,327 | 232,966 | 250,554 | 9,552 | 1,792 |
| | 1,694,368 | 209,795 | 103,862 | 1,484,573 | 1,590,506 | 75,860 | 15,559 |

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

| | 2019/20 Adopted Budget \$ | 2019/20 YTD Actual \$ |
|--|------------------------------------|--------------------------------|
| 4. RESERVES | | |
| Cash Backed Reserves | | |
| (a) Plant Reserve | | |
| Opening Balance | 434,818 | 434,818 |
| Amount Set Aside / Transfer to Reserve | 1,005,095 | 509 |
| Amount Used / Transfer from Reserve | <u>(873,000)</u> | <u>0</u> |
| | <u>566,913</u> | <u>435,327</u> |
| (b) Emergency Farm Water Reserve | | |
| Opening Balance | 26,973 | 26,973 |
| Amount Set Aside / Transfer to Reserve | 316 | 32 |
| Amount Used / Transfer from Reserve | <u>(15,000)</u> | <u>0</u> |
| | <u>12,289</u> | <u>27,005</u> |
| (c) Building Reserve | | |
| Opening Balance | 1,532,899 | 1,532,899 |
| Amount Set Aside / Transfer to Reserve | 1,087,962 | 1,796 |
| Amount Used / Transfer from Reserve | <u>(1,574,640)</u> | <u>(1,070,000)</u> |
| | <u>1,046,221</u> | <u>464,695</u> |
| (d) Road & Footpath Reserve | | |
| Opening Balance | 426,545 | 426,545 |
| Amount Set Aside / Transfer to Reserve | 4,998 | 500 |
| Amount Used / Transfer from Reserve | <u>(77,000)</u> | <u>0</u> |
| | <u>354,543</u> | <u>427,045</u> |
| (e) Swimming Pool Upgrade Reserve | | |
| Opening Balance | 44,534 | 44,534 |
| Amount Set Aside / Transfer to Reserve | 522 | 52 |
| Amount Used / Transfer from Reserve | <u>0</u> | <u>0</u> |
| | <u>45,056</u> | <u>44,586</u> |
| (f) UHF Repeater Reserve | | |
| 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> |
| (g) Airport Reserve | | |
| Opening Balance | 388,955 | 388,955 |
| Amount Set Aside / Transfer to Reserve | 4,557 | 456 |
| Amount Used / Transfer from Reserve | <u>(12,244)</u> | <u>0</u> |
| | <u>381,268</u> | <u>389,411</u> |
| (h) Waste & Sewerage Reserve | | |
| Opening Balance | 300,701 | 300,701 |
| Amount Set Aside / Transfer to Reserve | 3,523 | 352 |
| Amount Used / Transfer from Reserve | <u>(41,000)</u> | <u>0</u> |
| | <u>263,224</u> | <u>301,053</u> |

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

| | 2019/20 Adopted Budget \$ | 2019/20 YTD Actual \$ |
|---|------------------------------------|--------------------------------|
| 4. RESERVES (Continued) | | |
| Cash Backed Reserves (Continued) | | |
| (i) State Barrier Fence Reserve | | |
| Opening Balance | 216,016 | 216,016 |
| Amount Set Aside / Transfer to Reserve | 2,531 | 253 |
| Amount Used / Transfer from Reserve | (218,547) | 0 |
| | <u>0</u> | <u>216,269</u> |
| (j) Leave Reserve | | |
| Opening Balance | 42,329 | 42,329 |
| Amount Set Aside / Transfer to Reserve | 496 | 50 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>42,825</u> | <u>42,379</u> |
| Total Cash Backed Reserves | <u>2,712,339</u> | <u>2,347,770</u> |

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

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

| | | |
|-------------------------------|-------------------------|---------------------|
| Plant Reserve | 1,005,095 | 509 |
| Emergency Farm Water Reserve | 316 | 32 |
| Building Reserve | 1,087,962 | 1,796 |
| Road & Footpath Reserve | 4,998 | 500 |
| Swimming Pool Upgrade Reserve | 522 | 52 |
| UHF Repeater Reserve | 0 | 0 |
| Airport Reserve | 4,557 | 456 |
| Waste & Sewerage Reserve | 3,523 | 352 |
| State Barrier Fence Reserve | 2,531 | 253 |
| Leave Reserve | 496 | 50 |
| | <u>2,110,000</u> | <u>4,000</u> |

Transfers from Reserves

| | | |
|--|---------------------------|---------------------------|
| Plant Reserve | (873,000) | 0 |
| Emergency Farm Water Reserve | (15,000) | 0 |
| Building Reserve | (1,574,640) | (1,070,000) |
| Road & Footpath Reserve | (77,000) | 0 |
| Swimming Pool Upgrade Reserve | 0 | 0 |
| UHF Repeater Reserve | 0 | 0 |
| Airport Reserve | (12,244) | 0 |
| Waste & Sewerage Reserve | (41,000) | 0 |
| State Barrier Fence Reserve | (218,547) | 0 |
| Leave Reserve | 0 | 0 |
| | <u>(2,811,431)</u> | <u>(1,070,000)</u> |
| Total Transfer to/(from) Reserves | <u>(701,431)</u> | <u>(1,066,000)</u> |

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

4. RESERVES (Continued)

Cash Backed Reserves (Continued)

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

Plant Reserve

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

Emergency Farm Water Reserve

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

Building Reserve

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

Road and Footpath Reserve

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

Swimming Pool Upgrade Reserve

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

UHF Repeater Reserve

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

Airport Reserve

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

Waste and Sewerage Reserve

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

State Barrier Fence Reserve

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

Leave Reserve

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

| | 2018/19 B/Fwd Per 2019/20 Budget \$ | 2018/19 B/Fwd Per Financial Report \$ | NOVEMBER 2019 Actual \$ |
|--|--|--|--|
| 5. NET CURRENT ASSETS | | | |
| Composition of Estimated Net Current Asset Position | | | |
| CURRENT ASSETS | | | |
| Cash - Unrestricted | (588,322) | (464,823) | 2,991,086 |
| Cash - Restricted Unspent Grants | 77,100 | 77,100 | 77,100 |
| Cash - Restricted Unspent Loans | 0 | 0 | 0 |
| Cash - Restricted Reserves | 3,413,771 | 3,413,771 | 2,347,770 |
| Receivables (Budget Purposes Only) | 0 | 0 | 0 |
| Rates Outstanding | 210,163 | 210,163 | 1,555,587 |
| Sundry Debtors | 246,994 | 246,079 | 142,616 |
| Provision for Doubtful Debts | 0 | 0 | 0 |
| Gst Receivable | 182,324 | 182,324 | 65,482 |
| Accrued Income/Payments In Advance | 3,711,625 | 3,710,159 | 9,416 |
| Payments in Advance | 0 | 0 | 0 |
| Inventories | 2,704 | 2,704 | 96,977 |
| | <u>7,256,359</u> | <u>7,377,477</u> | <u>7,286,034</u> |
| LESS: CURRENT LIABILITIES | | | |
| Sundry Creditors | (701,563) | (701,563) | (110,897) |
| Accrued Interest On Loans | (23,701) | (23,701) | 0 |
| Accrued Salaries & Wages | (54,808) | (54,808) | 0 |
| Income In Advance | 0 | 0 | 0 |
| Gst Payable | (31,316) | (31,616) | (13,980) |
| Payroll Creditors | (59,697) | (58,845) | (63,900) |
| Accrued Expenses | (872,533) | (872,533) | 0 |
| PAYG Liability | 0 | 0 | 0 |
| Right of Use Assets - Current | (98,617) | (101,606) | (101,606) |
| Other Payables | (24,489) | (14,489) | (17,220) |
| Current Employee Benefits Provision | (377,707) | (396,543) | (396,543) |
| Current Loan Liability | 0 | (209,799) | (105,937) |
| | <u>(2,244,431)</u> | <u>(2,465,503)</u> | <u>(810,083)</u> |
| NET CURRENT ASSET POSITION | 5,011,928 | 4,911,974 | 6,475,951 |
| Less: Cash - Reserves - Restricted | (3,413,771) | (3,413,771) | (2,347,770) |
| Less: Cash - Unspent Grants - Restricted | 0 | 0 | |
| Less: Movements Associated with Change in Accounting Standards | (77,100) | | |
| Add Back : Component of Leave Liability not Required to be Funded | 377,707 | 396,543 | 396,543 |
| Add Back : Current Loan Liability | 0 | 209,799 | 105,937 |
| ADD: Current Portion of Lease Liability | 98,617 | 101,606 | 101,606 |
| Adjustment for Trust Transactions Within Muni | 60 | (134,291) | (136,308) |
| ESTIMATED SURPLUS/(DEFICIENCY) C/FWD | <u>1,997,441</u> | <u>2,071,860</u> | <u>4,595,959</u> |

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

6. RATING INFORMATION

| RATE TYPE | Rate in \$ | Number of Properties | Rateable Value \$ | 2019/20 Rate Revenue \$ | 2019/20 Interim Rates \$ | 2019/20 Back Rates \$ | 2019/20 Total Revenue \$ | 2019/20 Budget \$ | |
|------------------------------------|-------------------|--------------------------|-------------------|-------------------------|--------------------------|-----------------------|--------------------------|-------------------|--------|
| General Rate | | | | | | | | | |
| GRV Residential | 0.117165 | 781 | 10,959,708 | 1,284,094 | | | 1,284,094 | 1,285,394 | |
| GRV Commercial | 0.131567 | 33 | 1,382,612 | 181,906 | | | 181,906 | 184,848 | |
| GRV industrial | 0.154430 | 35 | 512,772 | 79,187 | | | 79,187 | 79,187 | |
| GRV - Transient & Short Stay Accom | 0.314867 | 2 | 852,800 | 268,519 | | | 268,519 | 268,519 | |
| UV - Mining | 0.083600 | 62 | 2,381,526 | 199,096 | | | 199,096 | 202,796 | |
| UV - Other | 0.008567 | 332 | 232,219,000 | 1,989,420 | | 4,433 | 1,993,853 | 1,988,420 | |
| Non-Rateable | | | | | | (5,052) | (5,052) | | |
| Sub-Totals | | 1,245 | 248,308,418 | 4,002,222 | 0 | (619) | 4,001,603 | 4,009,164 | |
| Minimum Rates | Minimum \$ | | | | | | | | |
| GRV Residential | 870.00 | 374 | 1,079,818 | 325,380 | | 0 | 325,380 | 325,380 | |
| GRV Commercial | 870.00 | 9 | 44,740 | 7,830 | | 0 | 7,830 | 7,830 | |
| GRV Industrial | 870.00 | 12 | 45,268 | 10,440 | | 0 | 10,440 | 10,440 | |
| GRV - Transient & Short Stay Accom | 850.00 | 0 | 0 | 0 | | | 0 | 0 | |
| UV - Mining | 320.00 | 55 | 76,564 | 17,600 | | 0 | 17,600 | 17,600 | |
| UV - Other | 850.00 | 97 | 5,257,135 | 82,450 | | 0 | 82,450 | 82,450 | |
| Sub-Totals | | 547 | 6,503,525 | 443,700 | 0 | 0 | 443,700 | 443,700 | |
| Total Rates | | | | 4,445,922 | | | 4,445,303 | 4,452,864 | |
| Ex Gratia Rates | | check after rates raised | | | | | | 49,234 | 49,234 |
| Rates Written Off | | | | | | | | | |
| Total Rates | | | | | | | 4,494,537 | 4,502,098 | |

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

The general rates detailed above for the 2018/19 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

7. TRUST FUNDS

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

8. OPERATING STATEMENT BY PROGRAM

| | NOVEMBER 2019 Actual \$ | 2019/20 Adopted Budget \$ | 2018/19 Actual \$ |
|---|----------------------------------|------------------------------------|-------------------------|
| OPERATING REVENUES | | | |
| Governance | 1,350 | 4,500 | 348 |
| General Purpose Funding | 5,008,048 | 5,566,306 | 6,349,368 |
| Law, Order, Public Safety | 97,830 | 411,700 | 432,118 |
| Health | 16,607 | 14,000 | 4,483 |
| Education and Welfare | 194,403 | 569,150 | 150,921 |
| Housing | 2,200 | 5,200 | 19,560 |
| Community Amenities | 487,371 | 864,800 | 580,990 |
| Recreation and Culture | (86,020) | 165,300 | 403,268 |
| Transport | (364,716) | 2,703,659 | 14,318,963 |
| Economic Services | 83,248 | 256,500 | 141,697 |
| Other Property and Services | 40,084 | 453,500 | 498,922 |
| TOTAL OPERATING REVENUE | 5,480,405 | 11,014,615 | 22,900,638 |
| OPERATING EXPENSES | | | |
| Governance | (296,178) | (795,891) | (646,140) |
| General Purpose Funding | (107,980) | (256,753) | (273,718) |
| Law, Order, Public Safety | (288,851) | (915,429) | (876,034) |
| Health | (128,924) | (366,844) | (294,153) |
| Education and Welfare | (300,695) | (1,013,701) | (383,344) |
| Housing | (124,749) | (283,393) | (222,945) |
| Community Amenities | (501,235) | (1,654,272) | (1,282,416) |
| Recreation & Culture | (397,157) | (1,760,575) | (1,536,384) |
| Transport | (1,061,737) | (2,412,274) | (14,947,452) |
| Economic Services | (158,484) | (501,327) | (297,426) |
| Other Property and Services | (259,989) | (672,946) | (1,087,658) |
| TOTAL OPERATING EXPENSE | (3,625,979) | (10,633,405) | (21,847,670) |
| CHANGE IN NET ASSETS RESULTING FROM OPERATIONS | <u>1,854,426</u> | <u>381,210</u> | <u>1,052,968</u> |

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2019

8. OPERATING STATEMENT BY NATURE & TYPE

| | NOVEMBER | 2019/20 | |
|--|-------------------------|-----------------------|-------------------------|
| | 2019 | Adopted | 2018/19 |
| | Actual | Budget | Actual |
| | \$ | \$ | \$ |
| OPERATING REVENUES | | | |
| Rates | 4,494,537 | 4,502,098 | 4,333,698 |
| Operating Grants, Subsidies and Contributions | (49,097) | 1,719,017 | 15,473,635 |
| Non-Operating Grants, Subsidies and Contributions | 144,923 | 2,295,500 | 1,293,000 |
| Fees and Charges | 686,268 | 1,532,700 | 1,047,286 |
| Service Charges | 0 | 0 | 0 |
| Interest Earnings | 32,936 | 97,000 | 90,036 |
| Profit on Asset Disposals | 0 | 66,500 | 0 |
| Proceeds on Disposal of Assets | 65,455 | 239,000 | 204,273 |
| Realisation on Disposal of Assets | 0 | (239,000) | (204,273) |
| Other Revenue | 105,384 | 801,800 | 662,982 |
| TOTAL OPERATING REVENUE | 5,480,406 | 11,014,615 | 22,900,637 |
| OPERATING EXPENSES | | | |
| Employee Costs | (1,565,625) | (4,405,429) | (3,603,540) |
| Materials and Contracts | (1,520,024) | (3,316,348) | (15,183,417) |
| Utility Charges | (83,830) | (220,270) | (209,986) |
| Depreciation on Non-Current Assets | 0 | (1,884,896) | (1,970,794) |
| Interest Expenses | (15,557) | (75,860) | (125,828) |
| Insurance Expenses | (214,828) | (217,762) | (300,119) |
| Loss on Asset Disposals | 0 | (97,195) | (100,438) |
| FV Adjustment of Non-Current assets | 0 | 0 | 0 |
| Other Expenditure | (129,213) | (224,800) | (353,549) |
| TOTAL OPERATING EXPENSE | (3,529,077) | (10,442,560) | (21,847,671) |
| CHANGE IN NET ASSETS | | | |
| RESULTING FROM OPERATIONS | <u>1,951,329</u> | <u>572,055</u> | <u>1,052,966</u> |

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

9. STATEMENT OF FINANCIAL POSITION

| | NOVEMBER 2019 Actual \$ | 2018/19 Actual \$ |
|--------------------------------------|--|----------------------------------|
| CURRENT ASSETS | | |
| Cash and Cash Equivalents | 5,415,956 | 3,026,048 |
| Trade and Other Receivables | 1,773,101 | 4,348,726 |
| Inventories | 96,977 | 2,704 |
| TOTAL CURRENT ASSETS | 7,286,034 | 7,377,478 |
| NON-CURRENT ASSETS | | |
| Other Receivables | 26,395 | 26,395 |
| Inventories | 0 | 0 |
| Property, Plant and Equipment | 34,192,589 | 34,023,038 |
| Infrastructure | 124,714,526 | 124,591,608 |
| TOTAL NON-CURRENT ASSETS | 158,933,510 | 158,641,041 |
| TOTAL ASSETS | 166,219,544 | 166,018,519 |
| CURRENT LIABILITIES | | |
| Trade and Other Payables | 205,998 | 1,757,555 |
| Right of Use Asset | 101,606 | 101,606 |
| Long Term Borrowings | 105,937 | 209,799 |
| Provisions | 396,543 | 396,543 |
| TOTAL CURRENT LIABILITIES | 810,084 | 2,465,503 |
| NON-CURRENT LIABILITIES | | |
| Trade and Other Payables | 0 | 0 |
| Long Term Borrowings | 1,484,569 | 1,484,569 |
| Right of Use Assets | 913,641 | 913,641 |
| Provisions | 42,806 | 42,806 |
| TOTAL NON-CURRENT LIABILITIES | 2,441,016 | 2,441,016 |
| TOTAL LIABILITIES | 3,251,100 | 4,906,519 |
| NET ASSETS | 162,968,444 | 161,112,000 |
| Retained Surplus | 42,575,756 | 39,655,329 |
| Reserves - Cash Backed | 2,347,770 | 3,413,771 |
| Revaluation Surplus | 117,908,609 | 117,908,609 |
| TOTAL EQUITY | 162,968,444 | 161,112,000 |

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2019

10. FINANCIAL RATIOS

| | 2019 YTD | 2018 | 2017 | 2016 |
|-------------------------|---------------------|-------------|-------------|-------------|
| Current Ratio | 11.76 | 1.88 | 3.01 | 1.64 |
| Operating Surplus Ratio | 1.71 | 7.20 | 3.29 | (0.24) |

The above ratios are calculated as follows:

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

ATTACHMENT

14.3 BUDGET REVIEW 2019/2020 AS AT 9 DECEMBER 2019

File Reference: GR.RE.2
Location: Shire of Ravensthorpe
Applicant: N/A
Author: Director Corporate and Communities
Authorising Officer: Chief Executive Officer
Date: 11 December 2019
Disclosure of Interest: Nil
Attachments: Statement of Budget Review
Previous References: Nil

Summary:

This item is a preliminary budget review and gives an indication and projection of the end of year financial position as at the review date. Based on current revenue and expenditure analysis and review of capital projects Council is projected to forecast a budgeted carry forward of a small surplus of \$150,435 as at 30 June 2020

Background:

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

For this reason the current review is a preliminary budget review and a further statutory budget review will be conducted between 31 December 2019 and 31 March 2020.

This preliminary budget review was undertaken by the Director of Corporate and Communities using figures to 9 December 2019. The attached Budget Review Summary details the review undertaken and the results are hereby reviewed and submitted to be received by Council.

Comment:

The projections contained within the reports are estimates done to the best of the abilities of the staff involved consulting with current accounts, forecasted expenditures and current budgets. These estimates do not guarantee that the 2019/2020 projected results will match the end of year result as there are many external influences that can have a bearing on Council's capacity or expenditure timing.

The budget review has been conducted on a nature and type basis and summary of findings are as follows:

Opening Surplus – Favourable \$114,849

Favourable: The audited annual financial statements indicates a carried forward surplus of \$2,112,293 which is \$114,849 more than had been estimated in the 2019/2020 budget.

Operating grants, subsidies and contributions – Favourable \$15,000

Favourable: There is an additional \$25,000 coming from the GVROC records project distribution, plus a \$9,000 solar power credit converted to cash from the Hopetoun Community Centre and \$5,000 in Workcare recoveries that is not anticipated in the budget.

Unfavourable: We've had a grant reduction of \$24,000 from the Department of Biosecurity, Conservation and Attractions (DBCA) which was to be used in construction of the Water Bomber Tank at the aerodrome. Instead the DBCA will install a bore for permanent water supply to the tank, which will save on future operating costs of water cartage.

Fees and Charges – Unfavourable \$50,000

Favourable: An increase in rubbish collection fees from rates of \$5,000 given an increase in services charged.

Unfavourable: Hopetoun Gym income is forecast to be down \$5,000 based on current usage and aerodrome fees are down \$50,000 given later than expected volume increases through mining activity.

Non-Operating Grants, Subsidies and Contributions – Favourable \$82,000

Favourable: An increased amount will be recoverable from WANDDRA for the increased costs of the project engineer.

Employee Costs – Favourable \$358,000

Favourable: There have been savings across a number of work programs due to staff vacancies in the early part of the year or the timing of new positions being appointed, specifically Rangers \$15,000, Little Barrens \$70,000, Road Maintenance \$116,000, Tourism \$25,000, Depot Mechanic \$65,000, Administration \$40,000, Little Barrens super \$10,000, Works super \$20,000.

Unfavourable: Staff resources have been allocated to Hopetoun Townsite Firebreaks \$2,000 and Munglinup Townsite Firebreaks \$1,000.

Materials and Contracts – Unfavourable \$326,000

Favourable: Works Depot materials \$10,000 due to efficiencies in operations, \$3,000 from Ravensthorpe Townsite Firebreaks transferred to Hopetoun and Munglinup; Works Depot service contracts \$10,000 due to efficiencies in operations; \$6,000 lower IT support costs than expected.

Unfavourable: \$2,000 to cover a greater turnout to the Xmas party than expected; \$26,000 additional audit fees because of the audit completion timing landing two fees in the one year; \$30,000 additional refuse collection costs as a result of contract changes; \$182,000 back charge costs of WANDDRA project engineer for 17/18 and 18/19; \$60,000 of higher than expected staff recruitment costs such as agency fees and relocations; \$15,000 consultant services engaged for staff vacancies, and \$40,000 of specialist services for Cultural Precinct project.

Purchase property, plant and equipment – Unfavourable \$44,000

Unfavourable: \$7,000 materials and \$6,000 contract services to reinstate the 18/19 budget for kitchen floor removal and sewer works at 18 Carlisle Street; \$6,000 additional requirement for Server upgrade; and carryover IT equipment that was ordered in 18/19 but did not arrive until the current year \$13,000 laptops and Desktops and a \$12,000 multifunction printer.

Consultation:

Internal

Statutory Environment:

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

(1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications:

Nil

Financial Implications:

The proposed budget revisions identify an end of year forecast surplus of \$150,435.

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 (4) |
| 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 interim budget review, as presented, for the period ended 9 December 2019 and amends the budget and line items according to the review schedule.**
- 2. request the Chief Executive Officer to conduct a further statutory budget review between 1 January and 31 March 2019.**

Moved: _____ Seconded: _____

ATTACHMENT

SHIRE OF RAVENSTHORPE
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 9TH DECEMBER 2019

| | Budget v Actual | | Predicted | | |
|--|----------------------|----------------------|------------------------------|-------------------------|---|
| | Annual Budget (a) | YTD Actual (b) | Variance Permanent (c) | Year End (a)+(c)+(d) | |
| | \$ | \$ | \$ | \$ | |
| OPERATING ACTIVITIES | | | | | |
| Net current assets at start of financial year surplus/(deficit) | 1,997,444 | 1,997,444 | 114,849 | 2,112,293 | ▲ |
| Revenue from operating activities (excluding rates) | | | | | |
| Rate Revenue other than revenue raised from General Rates | 49,234 | (49,234) | 0 | 49,234 | |
| Operating grants, subsidies and contributions | 1,718,517 | (50,211) | 15,000 | 1,733,517 | ▲ |
| Profit on asset disposals | 66,500 | 0 | 0 | 66,500 | |
| Fees and charges | 1,532,700 | 692,115 | (50,000) | 1,482,700 | ▼ |
| Interest earnings | 97,000 | 33,594 | 0 | 97,000 | |
| Other revenue | 802,300 | 103,989 | 0 | 802,300 | |
| | <u>4,266,251</u> | <u>730,253</u> | <u>(35,000)</u> | <u>4,231,251</u> | |
| Expenditure from operating activities | | | | | |
| Employee costs | (4,502,324) | (1,773,209) | 358,000 | (4,144,324) | ▼ |
| Materials and contracts | (3,316,347) | (1,540,664) | (326,000) | (3,642,347) | ▲ |
| Utility charges | (220,270) | (83,830) | 0 | (220,270) | |
| Depreciation on non-current assets | (1,978,847) | 0 | 0 | (1,978,847) | |
| Interest expenses | (75,860) | (9,557) | 0 | (75,860) | |
| Insurance expenses | (217,762) | (218,221) | 0 | (217,762) | |
| Loss on asset disposals | (97,195) | 0 | 0 | (97,195) | |
| Other expenditure | (224,800) | (129,213) | 0 | (224,800) | |
| | <u>(10,633,405)</u> | <u>(3,754,695)</u> | <u>32,000</u> | <u>(10,601,405)</u> | |
| Non-cash amounts excluded from operating activities | 2,009,542 | 0 | 0 | 2,009,542 | |
| Amount attributable to operating activities | <u>(2,360,168)</u> | <u>(1,026,999)</u> | <u>111,849</u> | <u>(2,248,319)</u> | |
| INVESTING ACTIVITIES | | | | | |
| Non-operating grants, subsidies and contributions | 2,295,500 | 144,923 | 82,000 | 2,377,500 | ▲ |
| Purchase property, plant and equipment | (1,965,062) | (176,672) | (44,000) | (2,009,062) | ▲ |
| Purchase and construction of infrastructure-roads | (3,153,184) | (179,004) | 0 | (3,153,184) | |
| Proceeds from disposal of assets | 239,000 | 65,455 | 0 | 239,000 | |
| Amount attributable to investing activities | <u>(2,583,746)</u> | <u>(145,299)</u> | <u>38,000</u> | <u>(2,545,746)</u> | |
| FINANCING ACTIVITIES | | | | | |
| Transfers from cash backed reserves (restricted assets) | 2,811,431 | 1,070,000 | 0 | 2,811,431 | |
| Repayment of debentures | (209,795) | (103,862) | 0 | (209,795) | |
| Transfers to cash backed reserves (restricted assets) | (2,110,000) | (3,999) | 0 | (2,110,000) | |
| Amount attributable to financing activities | <u>491,636</u> | <u>962,139</u> | <u>0</u> | <u>491,636</u> | |
| Budget deficiency before general rates | <u>(4,452,278)</u> | <u>(210,159)</u> | <u>149,849</u> | <u>(4,302,429)</u> | |
| Estimated amount to be raised from general rates | <u>4,452,864</u> | <u>4,445,303</u> | <u>0</u> | <u>4,452,864</u> | |
| Closing funding surplus/(deficit) | 586 | 4,235,144 | 149,849 | 150,435 | ▲ |

**SHIRE OF RAVENSTHORPE
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 9TH DECEMBER 2019**

5. BUDGET AMENDMENTS

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

| GL Account Code | Description | Classification | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance | Comments |
|---|--|--|----------------------------|----------------------------|--------------------------------|---|
| | | | \$ | \$ | \$ | |
| Budget Adoption | | | | | 586 | |
| | Draft revised carried forward 30 June 2019 | Opening Surplus(Deficit) | 114,849 | | 115,435 | Subject to Audit sign off c/f \$2,112,293 |
| | | | | | 115,435 | |
| | | | | | 115,435 | |
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| | | | | | 115,435 | |
| | | | | | 115,435 | |
| Proposed Operating Budget Amendments | | | | | | |
| 4220.113 | GOV - Income Relating to Governance | Operating Grants, Subsidies And Contributions | 25,000 | | 140,435 | GVROC Records Project distribution |
| 5116.113 | Grant/Contribution to Water Bomber Tank Upgrade | Operating Grants, Subsidies And Contributions | | (24,000) | 116,435 | DBCA funding bore water supply, not tank |
| 11101.113 | Income Relating to Public Halls & Civic Centres | Operating Grants, Subsidies And Contributions | 9,000 | | 125,435 | Solar Power credit |
| 14210.113 | Workcare Reimbursements | Operating Grants, Subsidies And Contributions | 5,000 | | 130,435 | Workcare recovery not anticipated |
| 10101.156 | Rubbish and Recycling Charges (via rates) | Fees & Charges | 5,000 | | 135,435 | Additional services charged |
| 11308.156 | Income Relating to Other Recreation & Sport - Recreation | Fees & Charges | | (5,000) | 130,435 | Gym usage down on LY |
| 12601.156 | Income Relating to Aerodromes | Fees & Charges | | (50,000) | 80,435 | Airport revenue downgrade |
| 12214.181 | Grant - Flood Damage Claims (GST Free) | Non-Operating Grants, Subsidies And Contribution | 82,000 | | 162,435 | D. Burkett WANDDRA Assistance above \$100K estimate |
| R521.500 | Hopetoun Townsite Firebreaks | Employee Costs | | (2,000) | 160,435 | Hopetoun Townsite Firebreaks |
| R522.500 | Munglinup Townsite Firebreaks | Employee Costs | | (1,000) | 159,435 | Munglinup Townsite Firebreaks |
| 5300.500 | Expenses Relating to Ranger Services | Employee Costs | 15,000 | | 174,435 | Permanent saving from Snr Ranger vacancy |
| 8100.500 | Little Barrens Expenses | Employee Costs | 70,000 | | 244,435 | Permanent saving from staff vacancies |
| 12200.500 | Road Maintenance | Employee Costs | 116,000 | | 360,435 | General savings in maintenance wages |
| 13203.500 | Tourism - Salaries, Wages & Other Employee Costs | Employee Costs | 25,000 | | 385,435 | Permanent saving from staff vacancy |
| 14203.500 | Depot Indirect Wages | Employee Costs | 65,000 | | 450,435 | Permanent saving from Mechanic vacancy |
| 14529.500 | ADM - Salaries, Wages & Other Employee Costs | Employee Costs | 40,000 | | 490,435 | Permanent saving from staff vacancy |
| 8100.501 | Little Barrens Expenses - superannuation | Employee Costs | 10,000 | | 500,435 | Permanent saving from staff vacancies |
| 14200.501 | Works Administration And Support | Employee Costs | 20,000 | | 520,435 | Vacant Mech \$9K & low contrib |
| BM201.520 | Ravensthorpe Works Depot - materials | Materials & Contracts | 10,000 | | 530,435 | Efficiencies due to revised operations |
| O143.521 | Council Xmas Party | Materials & Contracts | | (2,000) | 528,435 | Greater numbers for Xmas party |
| 4209.521 | GOV - Audit Fees | Materials & Contracts | | (26,000) | 502,435 | Two audit fees in one year |
| R520.521 | Ravensthorpe Townsite Firebreaks | Materials & Contracts | 3,000 | | 505,435 | Allocated to Hopetoun & Munglinup Town Firebreaks |
| 10100.521 | Operating Costs - Household Refuse | Materials & Contracts | | (30,000) | 475,435 | Early trend based on 4 mths |
| 12218.521 | Flood Damage | Materials & Contracts | | (182,000) | 293,435 | D. Burkett WANDDRA Assistance |
| BM201.521 | Ravensthorpe Works Depot - Service contracts | Materials & Contracts | 10,000 | | 303,435 | Efficiencies due to revised operations |
| O132.521 | Staff Recruitment | Materials & Contracts | | (60,000) | 243,435 | Higher staff recruitment activity |
| O144.521 | IT Support Costs | Materials & Contracts | 6,000 | | 249,435 | Lower IT support costs |
| O158.521 | Consultant Specialist Services | Materials & Contracts | | (15,000) | 234,435 | Engaged for staff vacancies |
| O159.521 | Temporary Contract Staff | Materials & Contracts | | (40,000) | 194,435 | Engaged specialist services Cultural Precinct |
| | | | | | 194,435 | |
| Proposed CapEx Budget Amendments | | | | | | |
| AB583.520 | Building - 18 Carlisle St Housing Upgrade - materials | Capital Expenses | | (7,000) | 187,435 | Reinstating 18/19 budget due to sewer works |
| AB583.521 | Building - 18 Carlisle St Housing Upgrade - services | Capital Expenses | | (6,000) | 181,435 | and kitchen floor removal |
| AF481.521 | F&E - IT Server Upgrade | Capital Expenses | | (6,000) | 175,435 | Greater than budget estimate |
| AF481A.520 | F&E - Computer upgrades | Capital Expenses | | (13,000) | 162,435 | Laptops & Desktops carried over from June 2019 order |
| AF637.520 | F&E - Printers | Capital Expenses | | (12,000) | 150,435 | Multifunction Printer carried over from June 2019 order |
| | | | | | 150,435 | |
| Amended Budget Cash Position as per Council Resolution | | | 630,849 | (481,000) | 150,435 | |