

Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Ravensthorpe will be held on Tuesday 19 November 2019 in the Council Chambers, Hopetoun commencing at 6.00pm.

Schedule

6.00pm Ordinary Council Meeting

Gavin Pollock
Chief Executive Officer

13 November 2019

DISCLAIMER

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

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

AGENDA

**Shire of Ravensthorpe
Ordinary Council Meeting
19 November 2019**

MISSION STATEMENT

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

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

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

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

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

Meeting Procedures:

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

Council Meeting Information:

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Inspection of Unconfirmed Minutes (Regulation 13).

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



Gavin Pollock
Chief Executive Officer



SHIRE OF RAVENSTHORPE - QUESTIONS FROM THE PUBLIC

Name: _____

Residential Address: _____

Phone Number: _____ Meeting Date: _____

Signature: _____

Council Agenda Item Number: _____

*If applicable-see below**

Name of Organisation Representing: _____

If applicable

QUESTION

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

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

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

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



APPLICATION FOR LEAVE OF ABSENCE

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

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

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

Signed: _____ Date: _____



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

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

(2) _____

(3) Agenda item _____

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

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

(5) The nature of my interest is

(6) The extent of my interest is

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

DECLARATION BY:

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

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

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

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

5.60A – Financial Interest

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

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

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

5.60 B – Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.

- (2). In this section, land (“**the proposal land**”) adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.

- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

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

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

5.61 – Indirect financial interest

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

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

11 – Disclosure of interest

- (1). In this regulation –

Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.

- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
 - or
 - (b). at the meeting immediately before the matter is discussed.

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

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

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

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

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



Shire of Ravensthorpe

Notice of Ordinary Council Meetings

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

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

SHIRE OF RAVENSTHORPE

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, 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.

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 of Corporate and Community Services)
Graham Steel (Director Technical Services)
Georgina Cooper (A/Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE: Nil

ABSENT:

MEMBER OF THE PUBLIC:

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER

3.1 COUNCIL AGENDA REPORTS

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

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

7. APPLICATIONS FOR LEAVE OF ABSENCE

8. DISCLOSURES OF INTEREST

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 ORDINARY MEETING – 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.

Voting Requirements:

Simple Majority

Recommendation:

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

Moved: _____ Seconded: _____

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.

Voting Requirements:

Simple Majority

Recommendation:

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

Moved: _____ Seconded: _____

10. REPORTS OF COMMITTEES OF COUNCIL

11. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES

12. REPORTS FROM COUNCILLORS

Cr Keith Dunlop (President)

Nil

Cr Julianne Belli (Deputy President)

Nil

Cr Ian Goldfinch

Nil

Cr Thomas Major

Nil

Cr Mark Mudie

Nil

Cr Ken Norman

Nil

Cr Graham Richardson

Nil

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

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.

Voting Requirements:
Simple Majority

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 _____.

Moved: _____ Seconded: _____

13.2 COUNCIL MEETING DATES 2020

File Reference:

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 2019	No meetings Scheduled		
18 February 2019	Council Meeting	Ravensthorpe Council Chambers	6pm
17 March 2019	Council Meeting	Munglinup Community Centre	6pm
21 April 2019	Council Meeting	Hopetoun Council Chambers	6pm
19 May 2019	Council Meeting	Ravensthorpe Council Chambers	6pm
16 June 2019	Council Meeting	Hopetoun Council Chambers	6pm
21 July 2019	Council Meeting	Ravensthorpe Council Chambers	6pm
18 August 2019	Council Meeting	Hopetoun Council Chambers	6pm
15 September 2019	Council Meeting	Ravensthorpe Council Chambers	6pm
20 October 2019	Council Meeting	Hopetoun Council Chambers	6pm
17 November 2019	Council Meeting	Ravensthorpe Council Chambers	6pm
15 December 2019	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		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

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

Voting Requirements:

Simple Majority

Recommendation:

That Council endorse:

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

DATE		LOCATION	TIME
January 2019	No meetings Scheduled		
18 February 2019	Council Meeting	Ravensthorpe Council Chambers	6pm
17 March 2019	Council Meeting	Munglinup Community Centre	6pm
21 April 2019	Council Meeting	Hopetoun Council Chambers	6pm
19 May 2019	Council Meeting	Ravensthorpe Council Chambers	6pm
16 June 2019	Council Meeting	Hopetoun Council Chambers	6pm
21 July 2019	Council Meeting	Ravensthorpe Council Chambers	6pm
18 August 2019	Council Meeting	Hopetoun Council Chambers	6pm
15 September 2019	Council Meeting	Ravensthorpe Council Chambers	6pm
20 October 2019	Council Meeting	Hopetoun Council Chambers	6pm
17 November 2019	Council Meeting	Ravensthorpe Council Chambers	6pm
15 December 2019	Council Meeting	Hopetoun Council Chambers	6pm

Moved: _____ Seconded: _____

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.

Voting Requirements:

Absolute Majority

Recommendation:

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

Council Delegates appointed to the following council committees:

- **Audit Committee** **Full Council**
- **Bushfire Advisory Committee** **Member – 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

Moved: _____ Seconded: _____

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.

Voting Requirements:

Absolute Majority.

Recommendation:

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.**

Moved: _____ Seconded: _____

- 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.**

Moved: _____ Seconded: _____

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.

Voting Requirements:

Absolute Majority.

Recommendation:

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.

Moved: _____ Seconded: _____

- 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.**

Moved: _____ Seconded: _____

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.

Voting Requirements:

Absolute Majority

Recommendation:

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*.

Moved: _____

Seconded: _____

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.

Voting Requirements:
Simple Majority

Recommendation:

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

Moved: _____ Seconded: _____

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.

Voting Requirements:
Simple Majority

Recommendation:

That Council endorse:

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

Moved: _____ Seconded: _____

15. DIRECTORATE OF TECHNICAL SERVICES

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

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

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

17.1 ELECTED MEMBERS

17.2 OFFICERS

18. MATTERS BEHIND CLOSED DOORS

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: _____ Seconded: _____

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

19. CLOSURE OF MEETING

The Presiding Member to declare the meeting closed.

ATTACHMENT



SHIRE OF RAVENSTHORPE

CODE OF CONDUCT

For

**Councillors & Committee
Members**

2019

1. Introduction

The Code of Conduct provides Councillors and Committee Members in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in:-

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Councillors and Committee Members. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

2. Statutory Environment

The Code of Conduct observes statutory requirements of the *Local Government Act 1995* (S 5.103 – Codes of Conduct) and *Local Government (Administration) Regulations 1996* (Regs 34B and 34C).

3. Rules of Conduct

Councillors acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*.

4. AASB 124 Related Party Disclosures

The scope of AASB 124 Related Party Disclosures was extended in July 2015 by the Australian Accounting Standards Board to include applications by not for profit entities, including local governments.

The operative date for Local Government is 1 July 2016, with the first disclosures made in the Financial Statements for the year ended 30 June 2017.

The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions. The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year the Shire must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

Please contact the Director of Corporate & Community Services for further information.

5. Roles

5.1 Role of Council Member

The primary role of a Councillors is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Councillor's public life.

The Role of Council Members as set out in S 2.10 of the *Local Government Act 1995* follows:

"A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district;*
- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."*

A Councillors is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Councillors activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Councillors and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

5.2 Role of Staff

The role of staff is determined by the functions of the Chief Executive Officer as set out in S 5.41 of the *Local Government Act 1995*:

"The Chief Executive Officer's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the Chief Executive Officer."*

5.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the *Local Government Act 1995*:

“(1) *The council —*

- (a) *directs and controls the local government’s affairs; and*
- (b) *is responsible for the performance of the local government’s functions.*

(2) *without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government’s finances and resources; and*
- (b) *determine the local government’s policies.”*

5.4 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position, Councillors need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

6. Conflict and Disclosure of Interest

6.1 Conflict of Interest

- (a) Councillors and Committee Members will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Councillors and Committee Members will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (c) Councillors and Committee Members who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

6.2 Financial Interest

Councillors and Committee Members will adopt the principles of disclosure of financial interest as contained within the *Local Government Act*.

6.3 Disclosure of Interest

Definition :

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 - “interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) A person who is an elected member and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -
 - (i) in a written notice given to the Chief Executive Officer before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an elected member and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -
 - (i) in a written notice given to the Chief Executive Officer before the meeting; or
 - (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the *Local Government Act 1995*.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -
 - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an elected member makes a disclosure in a written notice given to the Chief Executive Officer before a meeting to comply with requirements of items (a) or (b), then -
 - (i) before the meeting the Chief Executive Officer is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
 - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,the nature of the interest is to be recorded in the minutes of the meeting.

7. Personal Benefit

7.1 Use of Confidential Information

Councillors and Committee Members will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

7.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

7.3 Improper or Undue Influence

Councillors and Committee Members will not take advantage of their position to improperly influence other Councillors or Committee Members in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

7.4 Gifts

Definitions :

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 - "activity involving a local government discretion" means an activity -

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

"gift" has the meaning given to that term in S 5.82(4) except that it does not include -

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

"notifiable gift", in relation to a person who is an employee, means -

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

"prohibited gift", in relation to a person who is an employee, means -

- (a) a gift worth \$300 or more; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (a) A person who is an elected member is to refrain from accepting a prohibited gift from a person who -
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an elected member and who accepts a notifiable gift from a person who -
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the Chief Executive Officer, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include -
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is a notifiable gift under paragraph (b) of the definition of "notifiable gift" (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
 - (1) a description; and
 - (2) the estimated value; and
 - (3) the date of acceptance, of each other gift accepted within the 6 month period.
- (d) The Chief Executive Officer is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the *Local Government Act*) or an electoral gift (to which other disclosure provisions apply).

- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the Chief Executive Officer, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

8. Conduct of Councillors and Committee Members

8.1 Personal Behaviour

- (a) Councillors and Committee Members will:
 - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
 - (iv) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
 - (v) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - (vi) always act in accordance with their obligation of fidelity to the Local Government.
- (b) Councillors will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

8.2 Honesty and Integrity

Council Members and Committee Members will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

8.3 Performance of Duties

- (a) While on duty, elected members will give their whole time and attention to the Local Government's business and ensure that their duties are carried out efficiently, economically and effectively, and that their standards reflect favourably both on them and on the Local Government.
- (b) Councillors and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Councillors and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

8.4 Compliance with Lawful Orders

- (a) Councillors and Committee Members will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up and if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Councillors and Committee Members will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

8.5 Administrative and Management Practices

Councillors and Committee Members will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

8.6 Corporate Obligations

- (a) Standard of Dress - Councillors and Committee Members are expected to comply with neat and responsible dress standards at all times. Accordingly:
 - (i) Councillors and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
 - (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individuals.
- (b) Communication and Public Relations
 - (i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
 - (ii) As a representative of the community, Councillors and Committee Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Councillors and Committee Members should acknowledge that:
 - as a member of the Council or Committee there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council; and
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
 - (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

8.7 Appointments to Committees

As part of their representative role Councillors and Committee Members are often asked to represent the Council on external organisations. It is important that Council and Committee members:

- clearly understand the basis of their appointment; and

- provide regular reports on the activities of the organisation.

9. Dealing with Council Property

9.1 Use of Local Government Resources

Councillors and Committee Members will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Shire staff) for private purposes unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

9.2 Travelling and Sustenance Expenses

Councillors and Committee Members will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the *Local Government Act 1995*.

9.3 Access to Information

- (a) Staff will ensure that Councillors and Committee Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Councillors and Committee Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

10. Code of Conduct

10.1 The Shire of Ravensthorpe Code of Conduct is to be reviewed at least annually by the Chief Executive Officer and prior to the bi-annual Council elections. It is during the review process that Councillors and Committee Members will be advised of any changes or amendments that have been made or are proposed. If any amendments are made a new acknowledgement statement will need to be signed by all Councillors acknowledging the amendments.

I, _____ have read and understood the content of this document as being the Shire of Ravensthorpe Code of Conduct for all Councillors and Committee Members to adhere and promote.

Signed: _____ Date: _____



SHIRE OF RAVENSTHORPE

CODE OF CONDUCT

For

Employees

2019

Last Updated: 14 November 2019

1. Introduction

This document provides employees of the Shire of Ravensthorpe with guidelines for acceptable standards of professional conduct and behaviour. Although this document is comprehensive in nature, it does not cover all levels of acceptable behaviour and the Shire reserves the right to make judgement on areas not covered within the document.

2. Administrative and Management Practices

Staff will ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible management practices.

3. Authorising Correspondence

Officers may sign Council correspondence where the content of the correspondence is consistent with Council Policy, a specific resolution of Council, or their individual delegated authority' or where the correspondence provides technical information or advice pertaining to their individual area of responsibility and in the normal course of their duties.

All other correspondence, including that otherwise purporting to represent Council's position or views on a particular matter, committing Council to a course of action, or dealing with legal agreements or commitments, is to be forwarded to the Chief Executive Officer for review and signature.

4. Christmas / New Year Close of Council Offices

For the usual working days between Christmas and New Year, the minimum service offered to the public between the Christmas and New Year period will consist of essential services and emergency maintenance required as determined by the Director of each area.

During this time other staff normally rostered to work shall be required to use accumulated rostered days off, outstanding public holidays in lieu, other time in lieu, annual leave or leave without pay. In accordance with the Employee Collective Agreement staff must use their accrued annual leave before being eligible to leave without pay.

5. Communication and Public Relations

All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of the Shire. Communications should be accurate, polite and professional at all times.

No employee is to provide public comment regarding an activity of the Shire unless with the express permission of the Chief Executive Officer. Public comment shall include comments to the media, social media, newspaper, television, radio or during a public event.

6. Compliance with Lawful Orders or Directions

Staff shall ensure to comply with any lawful direction given by their Supervisors, however where an employee has any doubts regarding that order, they shall discuss the matter with their direct Supervisor. If the matter can't be resolved through those discussions, then it shall be dealt with in accordance with the Shire's dispute resolution process as outlined in the Employee Collective Agreement.

7. Computer and Internet Usage

The privilege of using Council supplied computing facilities is accompanied by the responsibility of exercising high standards of honesty and considerate behaviour. In particular, employees are expected to use the computing facilities primarily for Shire business purposes and only very incidentally for personal purposes if required. Employees are also expected to show consideration to others, to refrain from providing access to unauthorised users, to maintain the confidentiality of their password, to respect the privacy of all other users and to adhere to all related policies and procedures.

Computers are Shire assets and must be kept both software legal and virus free. Employees are not permitted to bring software from home and load it onto Shire of Ravensthorpe computers. All employees are required to gain the approval of their Director prior to removing any computer hardware for the workplace.

Each employee has an individual password to access the system, however all information accessed by passwords is the physical and intellectual property of Shire of Ravensthorpe. The contents of email communications are to be accessible at all times by Shire of Ravensthorpe Director for any business purpose.

All electronic systems, including email and voice messages, may be subject to periodic unannounced inspections and will be treated like other shared filing systems. All system passwords (including screensaver passwords) are to be available to your Director on request. The use of passwords on documents without the knowledge of the employee's supervisor or the installation of encryption programs without gaining authorisation is strictly prohibited.

Employees are not permitted to share passwords, access a file, or retrieve any stored communication unless authorised to do so, or unless they have received prior clearance from an authorised Shire of Ravensthorpe representative. All passwords remain the property of the Shire of Ravensthorpe.

All electronic records produced or received by an officer in the course of public duties are deemed to be public records and therefore must be captured in the Records Management System. Your records must be saved directly into the Records Management System or either printed as hard copy and forwarded or emailed directly to the Records Officers.

8. Confidentiality

In the course of your employment you are likely to have access to or become acquainted with confidential information in various forms. It is a condition of your employment that you undertake not to use any of this confidential information for any purpose other than for the benefit of the Shire either during or after your employment with the Council. You may not take confidential information from the office or site without the consent of your Director.

9. Conflict of Interest

Employees must ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

Staff will not engage in second employment or private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to and seeking the approval of the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

Employees who exercise recruitment or other discretionary functions will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

Staff will refrain from partisan political activities that could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti discriminatory legislation.

10. Customer Service

Every staff member at all times shall endeavour to treat every member of the public and customers with respect, courtesy and with the highest regard while delivering quality customer service. Any disagreement or argument with a member of the public shall be reported to your Director at the earliest convenience.

11. Disclosure of Interest

Employees must disclose, in a written return or at the relevant meeting, the interests that might be in conflict with their public or professional duties. Whenever disclosure is required, recommended in this document, or otherwise seemingly appropriate, it will be made promptly, fully, and in writing within the register provided.

12. Displaying of Offensive Material

All employees must ensure that they do not display or distribute any material that may cause offence to any other staff member including jokes that may offend a particular group, material containing nudity, sex or crude acts, logos representing an offensive meaning or gesture, tattoos that may be offensive and material that stereotypes others.

13. Drugs and Alcohol

No employee is permitted to consume drugs or alcohol whilst at work. Employees are also not permitted to present for work in an intoxicated state from drugs or alcohol.

The Shire of Ravensthorpe reserves the right to test for drugs or alcohol if in the opinion of the Shire there is a reasonable suspicion that an employee is under the influence of drugs or alcohol. Reasonable suspicion can be warranted when an employee is:

- Found to be in possession of or taking drugs or alcohol during work hours or during a work break; or
- Not performing their duties in a usual and/or safe manner and being noticeably unfit for work duties; or
- Smelling of alcohol or any other illegal substance; and
- Involved in a major accident at work.

The Shire of Ravensthorpe reserves the right to remove the employee from work, require them to submit an analysis test for the presence of drugs and/or alcohol. The Shire of Ravensthorpe will nominate the time, place and medical practitioner to conduct the tests.

The appropriate course of action shall be at the discretion of the Chief Executive Officer for an employee who confesses to being under the influence of drugs or alcohol, or is found to be under the influence of drugs or alcohol once a test has been conducted, and may include compulsory counselling, disciplinary action including dismissal, random or compulsory future tests or any other course of action deemed appropriate.

Any employee found to be in the possession of drugs at work or providing drugs to other people may be dismissed immediately without notice.

14. Enterprise Agreement and Awards

Please refer to the Shire of Ravensthorpe Enterprise Agreement for details on the following issues, as they are not addressed within this Code of Conduct but apply to employee conditions:

- Allowances
- Consultative Committee
- Cultural Leave
- Dispute Resolution Procedures
- Employee Leave
- Hours of Employment
- Housing Subsidies
- Leave Without Pay
- Paid Leave for English Language Training
- Performance Appraisal and Development
- Probationary Employment
- Recognition of Cultural Diversity
- Redundancy
- Rostered Days Off
- Salaries and Wages
- Salary Sacrifice
- Termination of Employment
- Time in Lieu of Overtime
- Uniform

Please also note that the Local Government Officers (WA) Award 1999, Municipal Employees (WA) Award 1999 and Local Government Long Service Leave Regulations also contain provisions relating to employment conditions.

15. Employee Assistance Program

The Shire will engage an appropriate organisation to implement an Employee Assistance Program to provide assistance to all employees and their families on a voluntary and confidential basis.

The aim of the Employee Assistance Program is to provide access for all staff and their families to a competent external agency for assessment of, and assistance with, personal and/or work related problems. The expectation is that early identification of problems and the counselling given will improve quality of life and work performance of individuals entering the program.

The program shall extend to all staff of the Shire (at all levels) and their immediate families. It shall be provided free of charge to all employees and their immediate family members.

16. Equal Opportunity and Harassment

The Shire of Ravensthorpe aims to provide an environment of equal opportunity in its workplace. The Shire of Ravensthorpe believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits the Shire, but also the wider community.

The Shire considers it the right of every individual to carry out their job in an environment that promotes job satisfaction, maximises performance and provides economic security. Such an environment is dependent of it being free from all forms of harassment and victimisation.

Discrimination is treating someone unfairly or differently due to their race, sex, sexual preference, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status.

Any individual who experiences discrimination should immediately make it clear to the person(s) concerned that such behaviour is unwelcome. However, if the individual has difficulty in doing this, then assistance should be sought from the Supervisor to confront the person(s) concerned.

It is the responsibility of all staff to ensure that proper standards of conduct are upheld in the workplace. Management and staff in supervisory positions shall ensure that the work environment is free from all forms of harassment.

Employees subject to discrimination or harassment may obtain advice and assistance from the Chief Executive who is responsible for Human Resources management.

Complaints of harassment shall be considered serious and investigated promptly and confidentially.

In accordance with the *Local Government Act 1995* (as amended) the Shire shall recruit in accordance with the principles of merit and quality and shall ensure that discrimination does not occur.

The equal employment opportunity goals of the Shire shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

17. Workplace Bullying

The Shire of Ravensthorpe is committed to providing a work environment that is free from hazards. Part of this commitment is to take a systematic approach in establishing safe systems of work to prevent or minimise, so far as is practicable, bullying in the workplace.

Working relationships and standards of behaviour between employees, councillors, customers and residents is important. Bullying in any form is considered inappropriate and unacceptable behaviour and will not be tolerated under any circumstances.

Workplace bullying is inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, which could reasonably be regarded as undermining the individual's right to dignity at work.

While some workplace bullying may involve verbal abuse and physical violence, bullying can also be subtle intimidation with inappropriate comments about personal appearance, constant criticisms, isolation of employees from others and unrealistic, embarrassing or degrading work demands.

There are bound to be occasional differences of opinion, conflicts and problems in working relationships as these are part of working life. Employers are entitled to make reasonable demands on employees, but when treatment of another person is unreasonable or offends them, then workplace bullying exists and should not be tolerated.

There is no set list of bullying behaviours that may occur in the workplace. However bullying may include one or a combination of the following:

- Abusive, insulting or offensive language by one or more persons to another or others;
- Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with much yelling and screaming;
- Inappropriate comments about a person's appearance, lifestyle, or their family;

- Teasing or regularly making someone the brunt of pranks or practical jokes;
- Interfering with a person's personal effects or work equipment;
- Physical assault or threats; and
- Organisational behaviour that undermines, treats less favourable or disempowers others.

It is important to differentiate between a person's legitimate authority at work and abuse or bullying. All employers have a legal right to direct and control how work is done and supervisors have a responsibility to monitor workflow and give feedback on performance.

If an employee has obvious performance problems, these should be identified and dealt with in a constructive way that does not involve personal insults or derogatory remarks. In situations where an employee is dissatisfied with management practices, the problems should also be raised in a manner that does not involve personal abuse.

18. Financial Interest

Employees must adopt the principles of disclosure of pecuniary interest as contained within the *Local Government Act 1995*.

19. Financial Procedures

The Shire of Ravensthorpe has administrative financial procedures that all employees are required to follow. The financial procedures relating to your position will be explained during your finance induction if required. All employees shall endeavour to follow such procedures to ensure the necessary level of accountability is maintained when allocating or utilising Council's Annual Budget.

20. Inappropriate Language

Every staff member at all times shall endeavour to refrain from using inappropriate or offensive language whether in the presence of others or not. Inappropriate or offensive language is not an efficient, professional or effective means of communication and will not be tolerated.

21. Interests Affecting Impartiality

Employees must disclose any interest in any matter to be discussed at a Council or Committee meeting that will be attended by the employee. Employees will disclose any interest in any matter to be discussed at a Council or Committee meeting in respect of which the employee has given, or will give, advice.

22. Medication

When visiting a doctor, an employee who is being prescribed a prescription medication is required to advise the doctor if they are required to operate machinery as part of their role, to ensure that the drug prescribed does not affect their ability to safely operate the machinery.

If you are required to operate machinery or drive a vehicle and in the opinion of the medical practitioner it would be unsafe for you to do so, you must advise your supervisor as soon as possible and before commencing work.

If the employee is prescribed medication for an ongoing or short term health issue the employee is obligated to confidentially advise their direct supervisor. This is for your own safety in the event of an emergency so responding medical services can be best informed of your medical status.

23. Mobile Phones

The Shire of Ravensthorpe acknowledges that Shire supplied mobile phones may be used from time to time for personal calls, however such usage shall be kept to a minimum. Monthly mobile phone accounts are to be distributed to the Director of the staff member responsible for the care of the mobile phone for the authorisation of the account for payment. The Officer is responsible for declaring and itemising any personal usage totalling over \$30 per bill and such amounts over this shall be repaid to the Shire.

Shire mobile phones shall not be taken on annual leave or long service leave without the express permission of the Chief Executive Officer. The mobile phone shall be passed to the Chief Executive Officer prior to that leave being taken.

Where hands free vehicle mobile phone kits have not been fitted to a Council vehicle, officers driving that vehicle shall not use a mobile phone while the vehicle is moving.

The use of personal mobile phones is to be limited to before and after work or during breaks but may be used outside of these times for urgent matters.

24. Out of Hours Conduct

Any employee who commits a serious criminal offence may be dismissed for such actions. Serious criminal offences shall include offences such as murder, manslaughter, motor vehicle theft, rape, sexual assault, break and entering, fraud, armed hold ups, drug dealing and any other offence of a similar serious nature. The consideration of serious criminal offence will take into account the nature of the incident and the nature of the individual's position.

Employees should also act, and be seen to act, properly and in accordance with the requirements of the law and the sentiments of this Code, including not conducting themselves in a manner that in context reflects poorly or adversely upon the Shire of Ravensthorpe.

25. Performance of Duties

While on duty, staff will give their whole time and attention to the Shire of Ravensthorpe business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourable both on them and on the Shire of Ravensthorpe.

Any time spent on personal business such as lengthy phone calls, internet usage, social media, coffee breaks, smoking and/or sporting activities is required to be made up by that employee by working additional time equivalent to the time spent.

Employees noted or reported to be engaging in social media during working hours (not including meal breaks) will be contacted by the Director and referred to the Chief Executive Officer for possible disciplinary measures or their employment terminated.

26. Personal Behaviour

All staff must:

- Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this document;
- Perform their duties impartially and in the best interests of the Shire of Ravensthorpe uninfluenced by fear or favour;
- Act in good faith (ie honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Ravensthorpe and the Community;
- Make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment;
- Always act in accordance with their obligation of fidelity to the Shire of Ravensthorpe;
- Observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards;
- Bring to the notice of the Chief Executive Officer any dishonesty or possible dishonesty on the part of any other Council member or employee, relating to business of Council; and
- Be frank, respectful and honest in their official dealing with each other.

27. Personal Benefits – Gifts and Bribery

“Gift” does not include –

- (i) A gift from a relative as defined in section 5.74(1); and
- (ii) A gift as defined in regulation 30A of the Local Government (Elections) Regulations 1999;

“Token gift” means a gift of, or below, a value of \$199;

“Hospitality” means a meal or series of meals, which may include beverages with those meals, to a total of less than \$50.

Employees must not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than gifts of a token kind, or moderate acts of hospitality) for themselves or for any other person or body, relating to their status with the Shire of Ravensthorpe or their performance of any duty or work which concerns the Shire.

If any gift, reward or benefit is offered (other than gifts of a token kind, or moderate acts of hospitality), disclosure will be made in a prompt and full manner and in writing in the appropriate register. Employees must not accept a gift from a person who is undertaking, or is likely to undertake business:

- (iii) That requires the person to obtain any authorisation from the Shire;
- (iv) By way of contract between the person and the Shire; or
- (v) By way of providing any service to the Shire.

The Chief Executive Officer will maintain a register of token gifts as reported by staff. Employees who accept a token gift or hospitality from a person must record the names of the persons who gave, and received, the token gift or hospitality, the date of receipt of the token gift or hospitality; and a description, and estimated value, of the token gift or hospitality, and forward this detail to the Chief Executive Officer for recording in the register kept for this purpose.

28. Policies and Procedures

Staff will give effect to the lawful policies of the Shire of Ravensthorpe, whether or not they agree with or approve of them. You are required to comply with the current Shire of Ravensthorpe Policies and Procedures as amended from time to time. Copies of the policies are available on the shared network and via request from your Supervisor. You will be advised of all the Council Policies affecting your employment upon commencement.

29. Professional Indemnity Insurance

All Shire of Ravensthorpe employees will be provided with Professional Indemnity Insurance provided by the Shire of Ravensthorpe. Such coverage shall be provided in accordance with the Insurance Policy terms and conditions as determined by Council.

30. Relationships between Councillors and Staff

Employees are to ensure that relationships with Councillors are kept professional and that all members of Council are treated with respect and professional courtesy.

31. Smoking in the Workplace

All staff are to ensure that they do not smoke within:

- Council buildings;
- Shire vehicles during private or work usage;
- 10 metres of an entry to a Council building; and
- Any location which is clearly visible to members of the public.

Smoking whilst at work is discouraged by the Shire. Should an employee have to smoke during work hours, they shall ensure they make up such time spent smoking.

Smokers should ensure to limit the time and frequency spent smoking, ensure that cigarette butts are correctly disposed of and that the area is kept clean and tidy to reduce smells and litter.

The designated smoking areas are considered to be any area outside of those areas restricted within the clause. The Shire will not be supplying a specific smoking area.

32. Standard of Dress

Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual staff. Any employee who is provided or supplied with appropriate uniform or Person Protective Equipment must wear the uniform or Person Protective Equipment.

The requirement to wear a uniform may be withdrawn on free dress days as set and approved by the Chief Executive Officer.

33. Use of Confidential Information

Employees must not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

34. Use of Council Vehicles

All employees shall ensure that when operating Shire owned vehicles that they use the vehicle in a safe manner including using the vehicle properly to ensure that the reputation of the Shire is not adversely effected by such operation. This shall include the operating of Council owned vehicles for private usage.

It shall be the responsibility of all employees to ensure that all vehicles are maintained in an appropriate manner including regular checks of oil and water levels, notifying the Supervisor when servicing is required and reporting of any damage.

35. Use of Local Government Resources

Employees will:

- Be scrupulously honest in their use of the Shire of Ravensthorpe resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- Use the Shire of Ravensthorpe resources entrusted to them effectively and economically in the course of their duties; and
- Not use the Shire of Ravensthorpe resources for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

36. Workers Compensation

The Shire of Ravensthorpe in accordance with legislation provides Workers Compensation Insurance through Local Government Insurance Services. Any employee injured at work is eligible to lodge a claim under this insurance. The acceptance of any claim shall be as determined by the insurer. Any claim refused may be appealed in the Workers Compensation Commission. If you are injured at work you must notify your supervisor immediately and if you wish to make a claim, the forms may be obtained by contacting the Director of Corporate Community Services.

37. Personal Protective Equipment

Every employee will be supplied with the necessary Personal Protective Equipment prior to commencing any duties. If personal protective equipment is not supplied then it is the employee's responsibility to ensure they obtain such equipment prior to commencing a task. It is also the responsibility of every employee to ensure that they wear the necessary level of personal protective equipment before commencing a task.

38. Protection from the Sun for Outdoor Work

Employees exposed to the sun are to take adequate precautions and protection levels recommended as follows:

- Wide brimmed sun hat;
- Sunglasses;
- Sunscreen, applied as necessary according to sunscreen instructions; and

- Long sleeve, light weight shirt, sleeves are not rolled up and the shirt must have a collar; and long trousers or overalls.

39. Safety Procedures for Visitors and Contractors

All employees must ensure that any visitor or contractor who is working or visiting are made aware prior to entering a work area of any hazards or potential risks. This will ensure that people who are entering a risk area are notified of hazards and as far as reasonably possible are aware of potential problems they may encounter.

40. Breach of Policy or Conduct

All employees must comply at all times with the guidelines outlined within this document. Although this document is comprehensive it does not contain all acceptable or unacceptable forms of behaviour. It is only designed to notify employees of items specific to the Shire of Ravensthorpe.

Any employee who is found to be in breach of conditions contained in this document may face disciplinary action depending on the severity of the breach and in accordance with standard disciplinary guidelines.

Any disciplinary action determined necessary by the Shire of Ravensthorpe shall be at the discretion of the Chief Executive Officer. The Chief Executive Officer shall be presented with all findings of an investigation prior to making a decision and such decisions shall be applied consistently to all staff members for similar breaches.

The Chief Executive Officer shall also make a decision regarding what level of disciplinary action is necessary not only having regard to the severity of the issue but also any previous disciplinary action taken against the employee previously by the Shire.

In the case of serious misconduct the Chief Executive Officer has the ability to dismiss an employee in accordance with the relevant award with or without notice.

An employee may be suspended on full pay whilst a matter is investigated however the Shire will endeavour to ensure that in such a case, the investigation is completed within a reasonable timeframe.

Any breach or disciplinary issue which in the opinion of the Chief Executive Officer is considered as a criminal or corruptible offence must be referred to the Anti-Corruption and Crime Commission as soon as practicable after the offence. The Shire of Ravensthorpe may also refer the matter to the Western Australian Police Force if, in the opinion of the Chief Executive Officer, the employee has committed a criminal offence.

If such a case the Shire of Ravensthorpe is required to conduct its own investigation in to the matter and if after the completion of such investigation, the employee may be disciplined by the Shire regardless of the findings or court outcome or the Police investigation or prosecution.

Any termination by the Shire of Ravensthorpe must be justifiable and it is the obligation of the Shire to ensure that the standard industrial precedents are followed when dismissing an employee to avoid unfair dismissal applications and to provide the necessary protection to the employee.

In accordance with the dispute resolution procedure, any employee during a disciplinary process may appoint a representative or support person however the representative or support person must not interfere in the conducting of the investigation or interview process. All disciplinary action taken against an employee shall be made in writing.

41. Code of Conduct

The Shire of Ravensthorpe Code of Conduct is to be reviewed at least annually by the Chief Executive Officer prior to the annual staff performance review cycles. It is during the annual review process that staff will be advised of any changes or amendments that have been made or are proposed. If any amendments are made a new acknowledgement statement will need to be signed by all employees acknowledging the amendments.

I _____ have read and understand the content of this document as being the Shire of Ravensthorpe Code of Conduct for all employees to adhere to and promote.

Signed: _____ Date: _____

ATTACHMENT

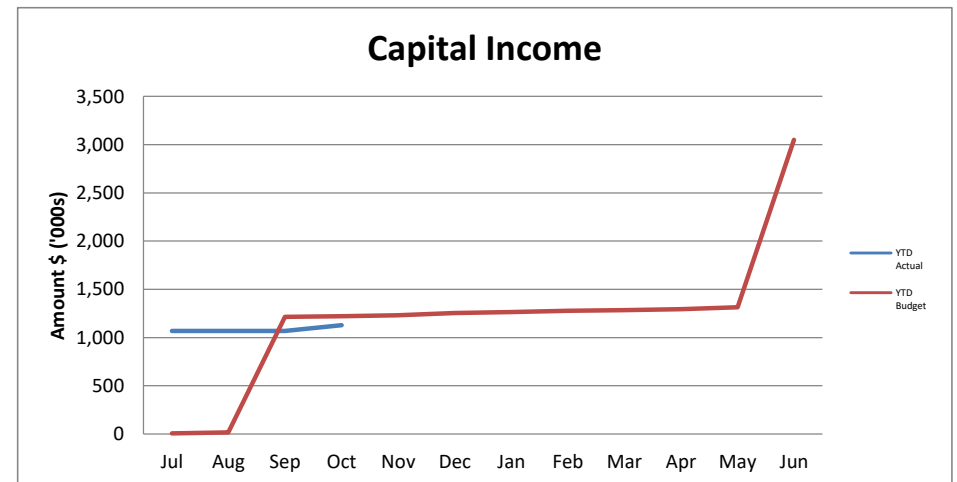
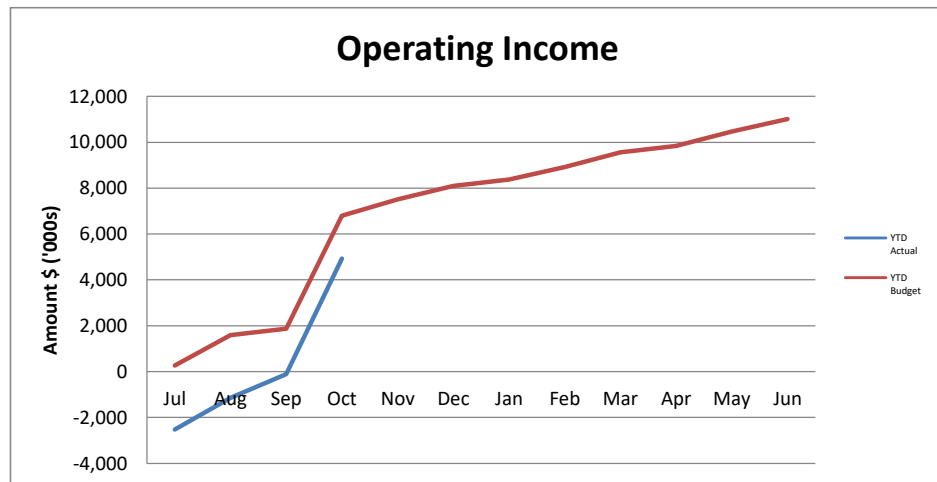
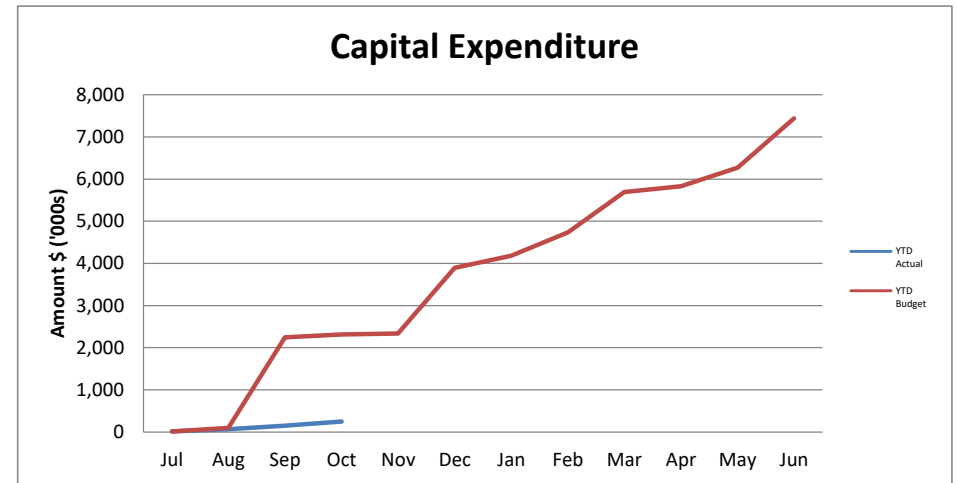
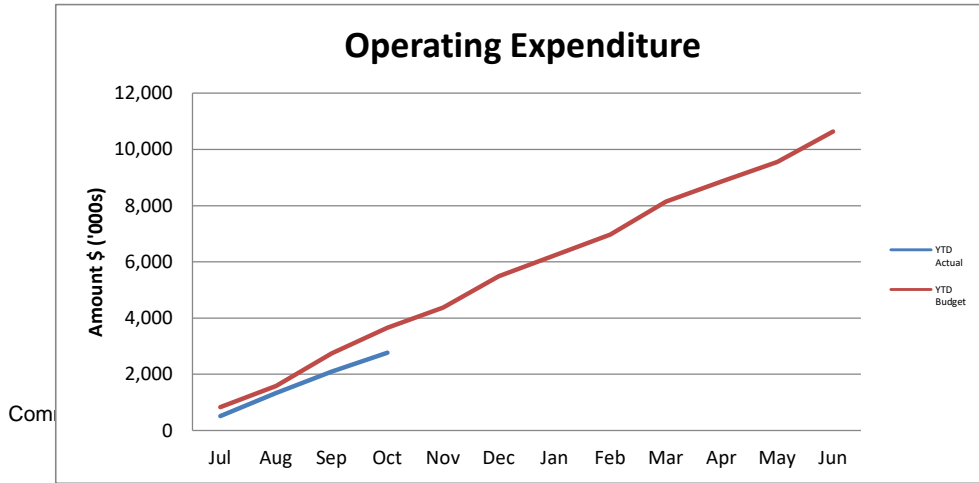


SHIRE OF RAVENSTHORPE
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019

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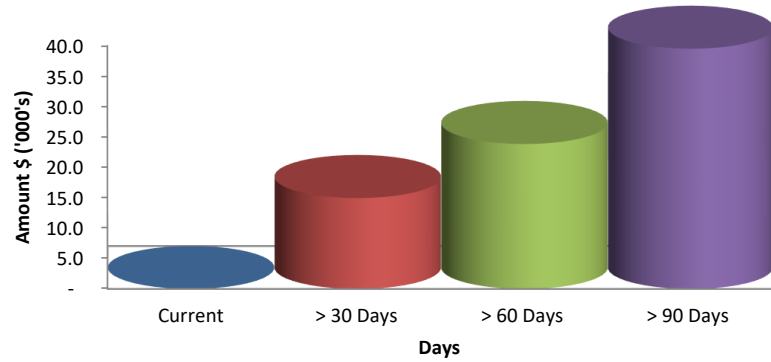
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Income and Expenditure Graphs to 31 October 2019

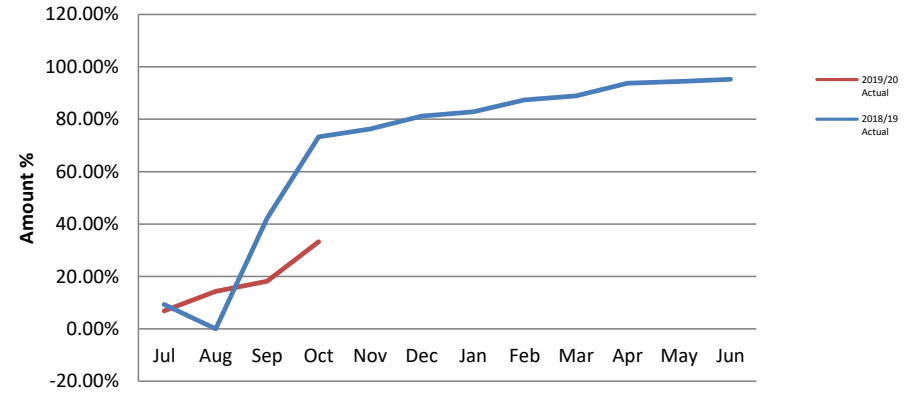


Other Graphs to 31 October 2019

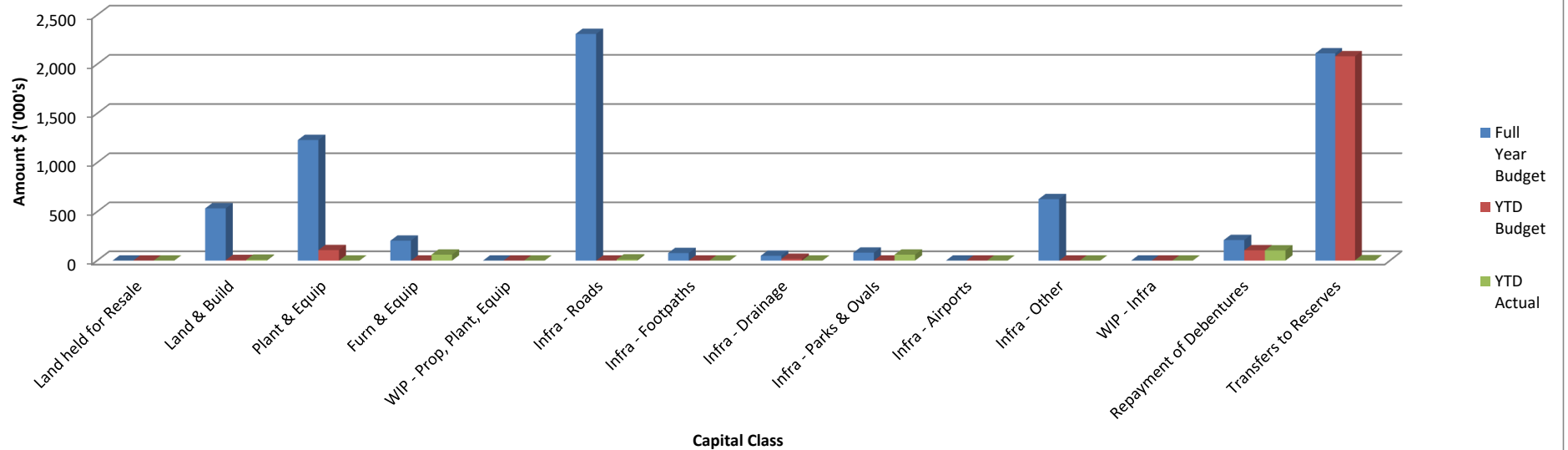
Sundry Debtors Amount O/S



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

03 - General Purpose Funding

Ex-Gratia Rates yet to be Invoiced. Instalment Interest/Fees not yet applied as due date in November

05 - Law, Order and Public Safety

Bushfire Mitigation Grant Funding not yet received

07 - Health

Number of Health related Registrations/Licenses exceeding projections

08 - Education and Welfare

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

10 - Community Amenities

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

13 - Economic Services

Contributions for the Economic Survey and Study received sooner than anticipated

14 - Other Property and Services

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

REPORTABLE OPERATING EXPENSE VARIATIONS

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

09 - Housing

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

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

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

14 - Other Property and Services

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 have been on hold until Budget Adoption

REPORTABLE CAPITAL INCOME VARIATIONS

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2019

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	OCTOBER 2019 Actual \$
1. ACQUISITION OF ASSETS				
The following assets have been acquired during the period under review:				
<u>By Program</u>				
Governance				
<i>Members of Council</i>				
Purchase Furniture & Equipment	0	0	0	0
Law, Order & Public Safety				
<i>Fire Prevention & Control</i>				
Water Tank 80,000Ltr - Jerdacuttup Bfb	0	0	0	0
Water Bomber Tank Upgrade	24,000	24,000	0	0
Land Sub-Division Hopetoun	41,500	41,500	0	0
<i>Law & Order</i>				
2019/20 4X4 Utility - Ranger	50,000	50,000	0	0
Health				
<i>Doctors & Other Health</i>				
Edge li Ultrasound	0	0	0	0
Surgery Upgrade Ravensthorpe	5,500	5,500	2,750	0
Surgery Upgrade - Hopetoun	5,500	5,500	2,750	0
Education & Welfare				
<i>Senior Citizens</i>				
Automatic Sliding Door	8,742	8,742	0	0
Housing				
<i>Staff Housing</i>				
30 Kingsmill Street, Ravensthorpe	87,000	87,000	0	0
18 Carlisle St Housing Upgrade	22,600	22,600	0	0
93 Spence St Housing Upgrade	18,000	18,000	0	0
Lot 79 Esplanade Hopetoun Housing Upgrade	17,620	17,620	0	4,412
<i>Other Housing</i>				
Community Amenities				
<i>Sanitation - Household Refuse</i>				
Munglinup Transfer Station	0	0	0	0
Hopetoun Transfer Station	12,000	12,000	0	0
Ravensthorpe Regional Landfill	250,000	250,000	0	0
<i>Sewerage</i>				
2019/20 Purchase Plant - Sewerage	29,000	29,000	0	0
Recreation and Culture				
<i>Public Halls & Civic Centres</i>				
	0	0	0	0
	0	0	0	0
<i>Swimming Areas & Beaches</i>				
	0	0	0	0
	0	0	0	0
Ravensthorpe Pool Upgrade	0	0	0	0
<i>Other Recreation & Sport</i>				
Ravensthorpe Hand Gun Club - Range	20,000	20,000	0	0
Hopetoun Rec Centre - Timber Sealing And	18,400	18,400	0	0
Ravensthorpe Rec Centre - Design	5,000	5,000	0	0
Ravensthorpe Rec Centre - It Upgrade For Tv,	10,000	10,000	0	0
2018/2019 Park Benches	5,400	5,400	0	0
New Gym Equipment	67,000	67,000	0	0
New Piano And Chair	0	0	0	0
Playground Renewal - Ravensthorpe Rec	0	0	0	301
Ravensthorpe Cricket Pitch	9,000	9,000	0	0
Hopetoun Upgrade Of Oval Lighting	66,440	66,440	0	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

Libraries

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

Other Culture

Ravensthorpe Museum	6,300	6,300	0	0
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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	0
Streetscape Morgan Street Stage 3	40,000	40,000	0	7,806
Gravel Pit Reinstatement	50,000	50,000	0	0
Gravel Pit Development	30,000	30,000	0	0

Roads Mrwa V Of G Constr

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

Mrwa Project Construction

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2019

1. ACQUISITION OF ASSETS (Continued)	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	OCTOBER 2019 Actual \$
The following assets have been acquired during the period under review:				
By Program (Continued)				
Transport (Continued)				
Roads To Recovery Construction				
Ravensthorpe Streetscape - Roads To	0	0	0	0
	0	0	0	0
Veal Street Entrance	0	0	0	0
Raglan Street	0	0	0	0
The Esplanade	0	0	0	0
Ravensthorpe Streets	0	0	0	0
2019/20 Melaleuca Road Construction	330,000	330,000	0	0
Blackspot Funding Construction				
	0	0	0	0
Bridges Construction				
Springdale Road Bridge	0	0	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
Land Lot 36,318 & 177 Floater Road	0	0	0	0
Purchase Furniture & Equipment - Roads And Depots				
Depot Office And Workshop Improvements	83,000	83,000	0	0
Road Plant Purchases				
Maintenance Grader Replacement	0	0	0	0
Multi Tyre Roller	0	0	0	0
Skid Steer Loader	0	0	0	0
2019/20 Tri Axle Float	160,000	160,000	0	0
2019/20 Prime Mover	300,000	300,000	0	0
2019/20 Multi Tyre Roler	200,000	200,000	0	0
Aerodromes				
Toyota Hilux - Aro/Ranger 2 Ute	0	0	0	0
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	0
Other Property & Services				
Works				
2019/20 4X4 Suv (Dts)	55,000	55,000	18,332	0
2019/20 Single Cab - Cleaners	65,000	65,000	21,664	0
2019/20 Duel Cab - Works Supervisor	50,000	50,000	16,664	0
Administration				
2019/20 4X4 Executive Wagon (Geo)	95,000	95,000	0	0
Computer Upgrades	29,000	29,000	0	35,548
Computer Upgrades	0	0	0	12,800
Computer Upgrades	0	0	0	12,500
Office Furniture And Painting	24,000	24,000	0	0
Records Sea Container	20,000	20,000	0	0
Admin Kitchen Upgrade - Ravensthorpe	7,900	7,900	0	0
Admin Toilet Upgrade - Ravensthorpe	10,000	10,000	0	0
	<u>5,118,246</u>	<u>5,118,246</u>	<u>129,596</u>	<u>145,356</u>
By Class				

Land Held for Resale - Current	0	0	0	0
Land Held for Resale - Non Current	0	0	0	0
Land	205,000	205,000	0	4,237
Buildings	328,062	328,062	5,500	4,412
Furniture & Equipment	203,000	203,000	0	60,848
Plant & Equipment	1,229,000	1,229,000	106,660	0
Work in Progress - PPE	0	0	0	0
Infrastructure - Roads	2,307,100	2,307,100	0	11,600
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
Work in Progress - INFRA	0	0	0	0
	<u>5,118,246</u>	<u>5,118,246</u>	<u>129,596</u>	<u>145,356</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 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		(7,825.00)	0.00
Transport								
John Deere Loader	P657	P586		94,582.22		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	94,582.22	239,000.00	58,636.36	(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	0.00	(7,825.00)	0.00
14.6m Tri Axle Lpw Loader S/T	P556	P556	0.00	0.00	30,000.00	0.00	30,000.00	0.00
Cat Prime Mover	P703	P703	106,725.00	0.00	50,000.00	0.00	(56,725.00)	0.00
Ammann Multi Tyre Roller	P609	P570	0.00	0.00	15,000.00	0.00	15,000.00	0.00
Toyota Prado (CEO)	P710B	P710B	68,700.00	0.00	75,000.00	0.00	6,300.00	0.00
Toyota Kluger GXL (DTS)	P683A	P683A	14,800.00	0.00	20,000.00	0.00	5,200.00	0.00
Toyota Hilux (Works Supervisor)	AP716	P698	34,165.00	0.00	17,000.00	0.00	(17,165.00)	0.00
Mitsubishi Triton (Cleaner)	P705	P704	0.00	0.00	10,000.00	0.00	10,000.00	0.00
John Deere Loader	0 P657	P586	0.00	94,582.22	0.00	58,636.36	0.00	0.00
			269,695.00	94,582.22	239,000.00	58,636.36	(30,695)	0.00

Summary

	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
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 31 OCTOBER 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.

(b) Lease Repayments

Fire Prevention

Lease Contract 939384 CESO Vehicle

			0				0
Sanitation - Household Refuse							
Lease Contract 908707			0				0
Lease Contract 915953			0				0
	0	0	0	0	0	0	0

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 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	407
Amount Used / Transfer from Reserve	<u>(873,000)</u>	<u>0</u>
	<u>566,913</u>	<u>435,225</u>
(b) Emergency Farm Water Reserve		
Opening Balance	26,973	26,973
Amount Set Aside / Transfer to Reserve	316	25
Amount Used / Transfer from Reserve	<u>(15,000)</u>	<u>0</u>
	<u>12,289</u>	<u>26,998</u>
(c) Building Reserve		
Opening Balance	1,532,899	1,532,899
Amount Set Aside / Transfer to Reserve	1,087,962	1,434
Amount Used / Transfer from Reserve	<u>(1,574,640)</u>	<u>(1,070,000)</u>
	<u>1,046,221</u>	<u>464,333</u>
(d) Road & Footpath Reserve		
Opening Balance	426,545	426,545
Amount Set Aside / Transfer to Reserve	4,998	399
Amount Used / Transfer from Reserve	<u>(77,000)</u>	<u>0</u>
	<u>354,543</u>	<u>426,944</u>
(e) Swimming Pool Upgrade Reserve		
Opening Balance	44,534	44,534
Amount Set Aside / Transfer to Reserve	522	42
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>45,056</u>	<u>44,576</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	364
Amount Used / Transfer from Reserve	<u>(12,244)</u>	<u>0</u>
	<u>381,268</u>	<u>389,319</u>
(h) Waste & Sewerage Reserve		
Opening Balance	300,701	300,701
Amount Set Aside / Transfer to Reserve	3,523	281
Amount Used / Transfer from Reserve	<u>(41,000)</u>	<u>0</u>
	<u>263,224</u>	<u>300,982</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 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	202
Amount Used / Transfer from Reserve	(218,547)	0
	<u>0</u>	<u>216,218</u>
(j) Leave Reserve		
Opening Balance	42,329	42,329
Amount Set Aside / Transfer to Reserve	496	40
Amount Used / Transfer from Reserve	0	0
	<u>42,825</u>	<u>42,369</u>
Total Cash Backed Reserves	<u>2,712,339</u>	<u>2,346,964</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	407
Emergency Farm Water Reserve	316	25
Building Reserve	1,087,962	1,434
Road & Footpath Reserve	4,998	399
Swimming Pool Upgrade Reserve	522	42
UHF Repeater Reserve	0	0
Airport Reserve	4,557	364
Waste & Sewerage Reserve	3,523	281
State Barrier Fence Reserve	2,531	202
Leave Reserve	496	40
	<u>2,110,000</u>	<u>3,194</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>(1,066,806)</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 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 31 OCTOBER 2019

	2018/19 B/Fwd Per 2019/20 Budget \$	2018/19 B/Fwd Per Financial Report \$	OCTOBER 2019 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	(588,322)	(539,559)	1,646,951
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	2,346,963
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	210,163	210,163	3,397,308
Sundry Debtors	246,994	246,079	78,531
Provision for Doubtful Debts	0	0	0
Gst Receivable	182,324	182,324	41,625
Accrued Income/Payments In Advance	3,711,625	3,710,159	9,416
Payments in Advance	0	0	0
Inventories	2,704	2,704	107,322
	<u>7,256,359</u>	<u>7,302,741</u>	<u>7,705,216</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(701,563)	(701,563)	(161,547)
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)	(8,039)
Payroll Creditors	(59,697)	(58,845)	(61,741)
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)	(15,085)
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>(850,498)</u>
NET CURRENT ASSET POSITION	5,011,928	4,837,238	6,854,718
Less: Cash - Reserves - Restricted	(3,413,771)	(3,413,771)	(2,346,963)
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	(59,555)	(59,035)
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>1,997,441</u>	<u>2,071,860</u>	<u>5,052,806</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 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	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
Rates Written Off								
Total Rates							4,445,303	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 31 OCTOBER 2019

7. TRUST FUNDS

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

Detail	Balance 01-Jul-19 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Builders Construction Industry Training Func	3,548	1,646	0	5,194
Bitumen Tender Document Bond	487	0	0	487
Building Registration Board Levy	1,435	1,436	(1,491)	1,380
Gym Swipe Card Bond	11,742	860	(240)	12,362
Hall Hire and Key Bonds	6,163	3,050	(2,200)	7,013
Hopetoun Tennis Club	9,072	0	0	9,072
Police Licensing Receipts	477	(450)	0	27
Candidate Nominations	0	480	(480)	0
Pavilion Hire Bonds	1,233	0	(400)	833
Ravensthorpe Cemetery Group	76	0	0	76
Rehabilitation Bond - Barminco	6,866	0	0	6,866
Shire Staff Housing Bond	0	1,250	0	1,250
Rural Subdivisions Shed Bonds	53,494	0	(2,087)	51,407
Standpipe Swipe Card Bond	3,100	300	(100)	3,300
Subdivision Maintenance Bonds	14,375	0	0	14,375
Sundry Overpayments	5,393	0	0	5,393
Swimming Pool Key Deposits	4,250	460	(120)	4,590
Unknown Rates Payments	2,179	0	0	2,179
Flood Damage Donations	400	0	0	400
	124,290	9,032	(7,118)	126,204

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2019

8. OPERATING STATEMENT BY PROGRAM

	OCTOBER 2019 Actual \$	2019/20 Adopted Budget \$	2018/19 Actual \$
OPERATING REVENUES			
Governance	0	4,500	348
General Purpose Funding	4,698,127	5,566,306	6,349,368
Law, Order, Public Safety	42,780	411,700	432,118
Health	16,736	14,000	4,483
Education and Welfare	161,142	569,150	150,921
Housing	1,800	5,200	19,560
Community Amenities	485,603	864,800	580,990
Recreation and Culture	(91,599)	165,300	403,268
Transport	(481,555)	2,703,659	14,318,963
Economic Services	70,994	256,500	141,697
Other Property and Services	26,907	453,500	498,922
TOTAL OPERATING REVENUE	4,930,935	11,014,615	22,900,638
OPERATING EXPENSES			
Governance	(254,873)	(795,891)	(646,140)
General Purpose Funding	(87,287)	(256,753)	(273,718)
Law, Order, Public Safety	(256,015)	(915,429)	(876,034)
Health	(96,419)	(366,844)	(294,153)
Education and Welfare	(232,452)	(1,013,701)	(383,344)
Housing	(111,917)	(283,393)	(222,945)
Community Amenities	(376,506)	(1,654,272)	(1,282,416)
Recreation & Culture	(298,533)	(1,760,575)	(1,536,384)
Transport	(741,927)	(2,412,274)	(14,947,452)
Economic Services	(104,066)	(501,327)	(297,426)
Other Property and Services	(207,585)	(672,946)	(1,087,658)
TOTAL OPERATING EXPENSE	(2,767,579)	(10,633,405)	(21,847,670)
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>2,163,356</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 31 OCTOBER 2019

8. OPERATING STATEMENT BY NATURE & TYPE

	OCTOBER 2019 Actual \$	2019/20 Adopted Budget \$	2018/19 Actual \$
OPERATING REVENUES			
Rates	4,445,303	4,502,098	4,333,698
Operating Grants, Subsidies and Contributions	(283,681)	1,719,017	15,473,635
Non-Operating Grants, Subsidies and Contributions	0	2,295,500	1,293,000
Fees and Charges	619,499	1,532,700	1,047,286
Service Charges	0	0	0
Interest Earnings	14,556	97,000	90,036
Profit on Asset Disposals	0	66,500	0
Proceeds on Disposal of Assets	58,636	239,000	204,273
Realisation on Disposal of Assets	0	(239,000)	(204,273)
Other Revenue	76,623	801,800	662,982
TOTAL OPERATING REVENUE	4,930,936	11,014,615	22,900,637
OPERATING EXPENSES			
Employee Costs	(1,278,025)	(4,405,429)	(3,603,540)
Materials and Contracts	(1,082,834)	(3,316,348)	(15,183,417)
Utility Charges	(77,461)	(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	(155,141)	(217,762)	(300,119)
Loss on Asset Disposals	0	(97,195)	(100,438)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(110,112)	(224,800)	(353,549)
TOTAL OPERATING EXPENSE	(2,719,130)	(10,442,560)	(21,847,671)
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>2,211,806</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 31 OCTOBER 2019

9. STATEMENT OF FINANCIAL POSITION

	OCTOBER 2019 Actual \$	2018/19 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	4,071,014	2,951,312
Trade and Other Receivables	3,526,881	4,348,726
Inventories	107,322	2,704
TOTAL CURRENT ASSETS	7,705,217	7,302,742
NON-CURRENT ASSETS		
Other Receivables	26,395	26,395
Inventories	0	0
Property, Plant and Equipment	34,092,535	34,023,038
Infrastructure	124,667,467	124,591,608
TOTAL NON-CURRENT ASSETS	158,786,397	158,641,041
TOTAL ASSETS	166,491,614	165,943,783
CURRENT LIABILITIES		
Trade and Other Payables	246,412	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	850,498	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	3,291,514	4,906,519
NET ASSETS	163,200,100	161,037,264
EQUITY		
Retained Surplus	42,885,492	39,655,329
Reserves - Cash Backed	2,346,963	3,413,771
Revaluation Surplus	117,908,609	117,908,609
TOTAL EQUITY	163,200,100	161,037,264

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2019

10. FINANCIAL RATIOS

	2019 YTD	2018	2017	2016
Current Ratio	11.63	1.84	3.01	1.64
Operating Surplus Ratio	1.51	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	$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$

**02 September 2019 - 01 October 2019
Business Credit Card - Gavin Pollock**

Date	Payment to	Description	Amount	GST
30-Aug	Ravensthorpe Cellars	Refreshments	\$ 106.00	9.64
1-Sep	Corrigin Roadhouse	Fuel ORA	\$ 150.27	13.66
2-Sep	Ravensthorpe Building Supplies	52L Esky	\$ 99.00	9.00
3-Sep	Munglinup Roadhouse	Coffee / Refreshments	\$ 91.50	8.32
3-Sep	Christine's Kitchen, Hopetoun	Salad rolls / refreshments	\$ 132.00	12.00
11-Sep	Seek	Advertisement - EA position	\$ 313.50	28.50
12-Sep	Esplanade Hotel, Fremantle	Accomodation / meals - Helen Coleman - Media training	\$ 411.40	37.40
12-Sep	Esplanade Hotel, Fremantle	Accomodation / meals - Melissa Pollock - Media training	\$ 423.53	38.50
13-Sep	Quest, Innaloo	Accomodation / Parking - Lani Diederiks - DoT licensing training	\$ 1,156.90	105.17
13-Sep	Crown Promenade, Perth	Accomodation / meals - Helen Coleman - Training	\$ 534.84	48.62
13-Sep	Crown Promenade, Perth	Accomodation / meals - Melissa Pollock - Training	\$ 521.18	47.38
17-Sep	FE Daw, Ravensthorpe	Cheese, fruit, dips	\$ 39.40	0.72
17-Sep	Gaylene Weistermann, Ravensthorpe PO	Greeting cards	\$ 4.00	0.36
18-Sep	Ravensthorpe Cellars	Refreshments	\$ 50.99	4.64
21-Sep	Bunnings , Esperance	Garden items for Lot 79 Esplanade, Hopetoun	\$ 505.06	45.91
26-Sep	Eagle Roadhouse, Ravensthorpe	Works Supervisor relocation cost	\$ 164.09	14.92
26-Sep	Shell, Narrogin	Fuel ORA	\$ 62.93	5.72

Total Purchases for G. Pollock	\$ 4,766.59	430.46
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Business Credit Card - Leslie Mainwaring

Date	Payment to	Description	Amount	GST
5-Sep	BP Forrestdale	Fuel RA101	\$ 68.54	6.23
9-Sep	BP Forrestdale	Fuel RA101	\$ 19.69	1.79
19-Sep	BP Ravensthorpe	Catering for Budget Working lunch	\$ 32.85	2.99

Total Purchases for L.Mainwaring	\$ 121.08	11.01
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Business Credit Card - Graham Steel

Date	Payment to	Description	Amount	GST
1-Sep	Pacvac.com	Vacuum cleaner dust bags and harness kit	\$ 92.16	8.38
1-Sep	Caltex Albany	Fuel RA682	\$ 70.01	6.36
3-Sep	Eagle Roadhouse, Ravensthorpe	Fuel for community bus	\$ 99.73	9.07
6-Sep	Battery World, Albany	Battery for Jerdacuttup parking bay toilets	\$ 210.00	19.09
7-Sep	Bunnings, Albany	Folding tables for events	\$ 239.92	21.81
10-Sep	Seek	Advertisement - Childcare Educator & Childcare Coordinator	\$ 627.00	57.00
12-Sep	Sink Warehouse	Shower - 66 Queen Street	\$ 1,150.25	104.57
17-Sep	Wavecrest Bar & Bistro	Council dinner & refreshments	\$ 529.40	48.13
20-Sep	Bluepod Coffee Company	Coffee pods	\$ 500.00	0.00
Total Purchases for G.Steel			\$ 3,518.47	274.41

Business Credit Card - Ashley Peczka

Date	Payment to	Description	Amount	GST
3-Sep	FE Daw, Ravensthorpe	Catering for Pre Season Forum	\$ 375.00	34.09
24-Sep	Ravensthorpe Mechanical	Trailer Connector	\$ 26.50	2.41
25-Sep	BP Jerramungup	Diesel CESO vehicle	\$ 69.66	6.33
30-Sep	Bankwest	Annual Fee	\$ 39.00	0.00

Total Purchases for A.Peczka	\$ 510.16	\$ 42.83
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Business Credit Card - Miscellaneous Fees and Charges Bankwest

Date	Payment to	Description	Amount	GST
1/10/2019	Bankwest	Facility Fee	\$ 99.00	0.00

Total	\$ 9,015.30	\$ 758.71
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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

Payroll = payroll + payroll deductions + super

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