



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 16 June 2020**

**Commencing at 6.00pm**

**Council Chambers  
Hopetoun**

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held in the Council Chambers, Hopetoun on Tuesday 16 June 2020 – commencing at 6.00pm.

## Contents

<b>1.</b>	<b>Declaration of Opening / Announcements of Visitors .....</b>	<b>3</b>
<b>2.</b>	<b>Attendance / Apologies / Approved Leave of Absence .....</b>	<b>3</b>
<b>3.</b>	<b>Announcements by the Presiding Member .....</b>	<b>3</b>
<b>4.</b>	<b>Response to Previous Public Questions Taken on Notice .....</b>	<b>3</b>
<b>5.</b>	<b>Public Question Time .....</b>	<b>3</b>
<b>6.</b>	<b>Petitions / Deputations / Presentations / Submissions.....</b>	<b>3</b>
<b>7.</b>	<b>Applications for Leave of Absence .....</b>	<b>4</b>
<b>8.</b>	<b>Disclosures of Interest .....</b>	<b>4</b>
<b>9.</b>	<b>Confirmation of Minutes of Previous Meetings .....</b>	<b>4</b>
9.1	Ordinary Council Meeting Minutes 19 May 2020 .....	4
<b>10.</b>	<b>Reports of Committees of Council .....</b>	<b>5</b>
<b>11.</b>	<b>Reports of Council Delegates on External Committees .....</b>	<b>5</b>
<b>13</b>	<b>Office of the Chief Executive Officer .....</b>	<b>7</b>
13.1	National Redress Scheme (Participation of WA Local Governments).....	7
13.2	Gym Membership – COVID-19.....	15
13.3	Ravensthorpe Hand Gun Club extension of Community Development Funding 2019/20 .....	18
13.4	Special Project Manager Team – 2020/21 and 2021/22 Special Capital Works Program .....	21
13.5	Revised Fitzgerald Coast Brand and Logo .....	24
<b>14.</b>	<b>Directorate Corporate and Community Services .....</b>	<b>28</b>
14.1	Monthly Financial Report – 31 May 2020 .....	28
14.2	Schedule of Account Payments – May 2020 .....	30
<b>15.</b>	<b>Directorate of Technical Services .....</b>	<b>33</b>
15.1	Application to Keep More than Prescribed Number of Dogs .....	33
15.2	Ravensthorpe Bush Fire Advisory Committee (BFAC) AGM and Nominations of Committee Members .....	36
15.3	Ravensthorpe Bush Fire Advisory Committee (BFAC) Minutes and Shire of Ravensthorpe 2020/2021 Fire Break Notice .....	38
<b>16.</b>	<b>Elected Members Motions of Which Previous Notice Has Been Given .....</b>	<b>41</b>
<b>17.</b>	<b>New Business or Urgent Business Introduced by Decision of the Meeting.....</b>	<b>41</b>
17.1	Elected Members .....	41
17.2	Officers .....	41
<b>18.</b>	<b>Matters Behind Closed Doors.....</b>	<b>41</b>
18.1	Confidential – Withdrawal from Goldfields Voluntary Regional Organisation of Councils .....	42
18.2	Confidential – Withdrawal from Land Purchase .....	42
18.3	Confidential – Bushfire Risk Management Planning Program Grant Agreement.....	43
<b>19.</b>	<b>Closure of Meeting .....</b>	<b>44</b>

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

The Presiding Member declared the meeting open at 6.02pm.

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

COUNCILLOR'S: Cr Keith Dunlop (Shire President)  
Cr Ian Goldfinch  
Cr Thomas Major  
Cr Mark Mudie  
Cr Graham Richardson

STAFF: Gavin Pollock (Chief Executive Officer) – (e-connection)  
Les Mainwaring (Director Corporate and Community Services)  
Graham Steel (Director Technical Services)  
Kim Bransby (Executive Assistant)  
Mark Ridgwell (Senior Governance and Policy Officer)  
Zahra Shirazee (Tourism Officer)

APOLOGIES: Cr Jules Belli (Deputy Shire President)

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC:

Ainsley Foulds Ravensthorpe CRC  
Gabrielle Major Ravensthorpe CRC – (e-connection)

**3. Announcements by the Presiding Member**

Nil.

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

Nil.

**5. Public Question Time**

Nil.

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

Ainsley Foulds and Gabrielle Major (electronic connection) from Ravensthorpe Community Resources Centre (RCRC) presented a power point on the Fitzy Unearthed Project.

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

Request for leave of absence for Cr Richardson from 1 July 2020 to 1 August 2020.

**Moved: Cr Major**

**Seconded: Cr Goldfinch**

**Res: 56/20**

### **Decision:**

**That the Council approves Cr Richardson application for leave of absence from the Ravensthorpe Shire Council from 1 July 2020 to 1 August 2020.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## **8. Disclosures of Interest**

**8.1** Cr Mudie signed declaration in relation to Item 15.2.

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

Nature of interest – Is a Volunteer Bushfire Officer.

**8.2** Cr Major signed declaration in relation to Item 17.1.

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

Nature of Interest – Spouse works for Ravensthorpe Community Resource Centre.

## **9. Confirmation of Minutes of Previous Meetings**

**9.1 Ordinary Council Meeting Minutes 19 May 2020 (Attachment Grey)**

### **Statutory Environment:**

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

**Moved: Cr Mudie**

**Seconded: Cr Richardson**

**Res: 57/20**

### **Recommendation:**

**That the Minutes of the Ordinary Meeting of Council held in Council Chambers, Ravensthorpe on 19 May 2020 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## **10. Reports of Committees of Council**

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

## **11. Reports of Council Delegates on 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 - Vacant  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Vacant  
Proxy – Cr Belli
- Munglinup Community Group Delegate - Vacant  
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 - Vacant
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie

- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Fitzgerald Biosphere 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 - Vacant

## **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 Graham Richardson**

Nil.

## **13 Office of the Chief Executive Officer**

### **13.1 National Redress Scheme (Participation of WA Local Governments)**

<b>File Reference:</b>	<b>GR.LR.1</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 May 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Information Paper – National Redress Scheme for Institutional Child Sexual Abuse (December 2019) (Attachment Purple)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

This item is for the Shire of Ravensthorpe to:

- Note the background information and the WA Government’s decision in relation to the National Redress Scheme.
- Note the key considerations and administrative arrangements for the Shire of Ravensthorpe to participate in the National Redress Scheme.
- Formally endorse the Shire of Ravensthorpe’s participation as part of the WA Government’s declaration in the National Redress Scheme.
- Grant authority for the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received.

#### **Background:**

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the enquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission’s Final report (15 December 2017), incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission’s recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA government sector and the Shire of Ravensthorpe) will be required to consider leading practice approaches to child safeguarding separately in the future.

## National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution. (Section 111(1)(b).

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

### **Comment:**

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and



- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government; and,
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Ravensthorpe's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Ravensthorpe formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Ravensthorpe will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Ravensthorpe to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Ravensthorpe formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Ravensthorpe include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Ravensthorpe having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Ravensthorpe.

Considerations for the Shire of Ravensthorpe;

Detailed below is a list of considerations for the Shire of Ravensthorpe to participate in the Scheme:

1. Executing a Service Agreement

- All Royal Commission information is confidential, and it is not known if the Shire of Ravensthorpe will receive a Redress application. A Service Agreement will only be executed if the Shire of Ravensthorpe receives a Redress application.
- Shire of Ravensthorpe needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

- Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Ravensthorpe will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

- The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

#### 4. Record Keeping

- The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Ravensthorpe's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.
- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

#### 5. Redress Decisions

- The Shire of Ravensthorpe should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Ravensthorpe do not have any influence on the decision made and there is no right of appeal.

#### **Consultation:**

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and,
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings; and,
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments; and,
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

### **Statutory Environment:**

The Shire of Ravensthorpe in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

### **Policy Implications:**

As this report details matters of a historical nature there are no policy implications.

### **Financial Implications:**

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and,
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All

requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

Risk	5 (Medium)
Risk Likelihood (based on history and with existing controls)	4 (Low)
Risk Impact / Consequence	5 (Medium)
Risk Rating (Prior to Treatment or Control)	6 (Medium)
Principal Risk Theme	5 (Medium)
Risk Action Plan (Controls or Treatment Proposed)	4 (Low)

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

**Moved: Cr Major**

**Seconded: Cr Goldfinch**

**Res: 58/20**

**Recommendation:**

**That Council:**

- 1) **Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;**
- 2) **Endorses the participation of the Shire of Ravensthorpe in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;**
- 3) **Grants authority to Shire of Ravensthorpe to execute a service agreement with the State, if a Redress application is received; and**
- 4) **Notes that a confidential report will be provided if a Redress application is received by the Shire of Ravensthorpe.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

### 13.2 Gym Membership – COVID-19

<b>File Reference:</b>	<b>RC.SP.3 / RC.SP.4</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **Summary:**

This report recommends Council authorise the Chief Executive Officer to grant gymnasium membership extensions or refunds for individuals and organisations impacted by COVID-19 restrictions associated with temporary closure of the Shire of Ravensthorpe's two gymnasiums.

#### **Background:**

The Shire of Ravensthorpe operates two unstaffed public gymnasiums in the town sites of Ravensthorpe and Hopetoun. The gymnasiums are designed for use 24 hours a day, 7 days a week.

Due to the Coronavirus (COVID-19) Pandemic both gymnasiums were closed with effective from 23 March 2020.

There are currently twenty six (26) community members whose memberships were paid in advance of the government imposed shutdown. Memberships ranged from one (1) week to six (6) months payment in advance.

In addition there is one corporate membership associated with Galaxy Lithium Australia Limited. On the 24 January 2020 the Ravensthorpe Gymnasium opened a new facility that included new equipment and facilities. Galaxy Lithium Australia Limited contributed \$38,000 to the funding of the new gymnasium. In return the Shire provided Galaxy with a pool of 50 memberships for use by its employees for a two year period to expire 28 February 2022.

The COVID-19 WA recovery roadmap being undertaken by the Department of Premier and Cabinet aims to assist all Western Australians back to work safely and begin the process of restarting the State's economy. It has been developed in conjunction with the National Cabinet principles and is based on the best health advice for WA.

The recovery road map is being undertaken in four phases, presently we are in phase three which allows gyms to offer the normal range of activities, including use of all gym equipment. However this is conditional on gyms being staffed at all times and undertaking a regular cleaning schedule of equipment.

The Shires gymnasiums are not staffed and therefore ineligible to open at this stage. Advice is that phase four is still to be defined, therefore it remains unclear how this will impact on the availability of the Shire's gymnasium facilities.

#### **Comment:**

The gymnasium fees applied were on the basis of unrestricted accessibility for users. With the current restrictions in place it would be appropriate to allow the Chief Executive Officer the ability to extend or refund gym membership for the period of the gymnasiums closure.

**Consultation:**

Council.  
Executive Team.

**Statutory Environment:**

S6.17 of the *Local Government Act 1995* prescribes the setting of fees and charges. In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors;

- (a) the cost to the local government of providing the service or goods;
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

**Policy Implications:**

Nil.

**Financial Implications:**

The 2019/2020 Shire of Ravensthorpe budget anticipated an operating revenue from gymnasium memberships of \$25,000 per annum, this was adjusted at the mid-year budget review to \$20,000 as a result of the Ravensthorpe Gymnasium refurbishments. Current income received to date is in the order of \$15,000 and is not likely to receive additional revenue in this current financial year.

The overall financial costs for the advanced membership payments is approximately \$1,500.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** The gymnasium facilities provide an essential service to the Community for overall wellbeing. The Shire will open the facilities as soon as the restrictions are lifted.

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

**Moved: Cr Richardson**

**Seconded: Cr Major**

**Res: 59/20**

**Recommendation:**

**That Council endorse the Chief Executive Officer to be authorised to grant gymnasium membership extensions or refunds for individuals, and membership extensions for Galaxy Lithium Australia Limited who have been impacted by COVID-19 restrictions associated with temporary closure of the Shire of Ravensthorpe’s two gymnasiums.**

**Voting Requirements: Absolute Majority**

**Carried: 5/0**

### **13.3 Ravensthorpe Hand Gun Club extension of Community Development Funding 2019/20**

<b>File Reference:</b>	<b>GS.PR.4</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Ravensthorpe Hand Gun Club</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Letter requesting Consideration of Extension to Funding (Attachment Blue)</b>
<b>Previous Reference:</b>	<b>Ordinary Council Meeting 16 July 2020 – Item 10.1.3 – Resolution 66/19</b>

#### **Summary:**

Each year before the budget adoption the Shire of Ravensthorpe opens a local community grant scheme called the Community Development Fund (CDF). This enables community groups to apply for a grant of up to \$5,000. This funding is provided to be acquitted in the upcoming financial year the funding is provided.

#### **Background:**

At the Ordinary Council Meeting held on 16 July 2019, Council resolution 66/19 approved the Ravensthorpe Hand Gun Club funding of \$5,000 to assist in the completion of their 100M range. Including the construction of a 20M wide colorbond shed, rainwater tank and required earthworks.

#### **Comment:**

The Shire has received a written request from the Ravensthorpe Hand Gun Club requesting Council allow the funding to be rolled over to the 2020/21 financial year due to being unable to complete works impacted by the State of Emergency, COVID-19 restrictions.

None of the allocated funding from the Community Development Fund 2019/20 has been provided to the Ravensthorpe Hand Gun Club.

The Ravensthorpe Hand Gun Club have progressed this project significantly and consideration of rolling over funding is supported.

#### **Consultation:**

All Councillors.  
Executive Team.

#### **Statutory Environment:**

Nil.

#### **Policy Implications:**

Council Policy G5 (Community Development Fund) provides should the project not be completed by 28 February the organisation should then re-apply for the funding in the following year. However the proposed new policy currently under review will allow for council to consider for funding to be rolled over to future years.

#### **Financial Implications:**

Any application approved by Council will be listed for funding in the Draft 2020/21 budget for Councils formal adoption.

**Strategic Implications:**

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

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

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

**Moved: Cr Mudie**

**Seconded: Cr Richardson**

**Res: 60/20**

**Recommendation:**

**That Council endorse the Chief Executive Officer to advise the Ravensthorpe Hand Gun Club that the 2019/20 Community Development fund awarded to them on 17 July 2019, will be rolled over into the 2020/21 financial year.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

### 13.4 Special Project Manager Team – 2020/21 and 2021/22 Special Capital Works Program

**File Reference:** PL.ES.10  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 10 June 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

**Summary:**

Council to approve the Chief Executive Officer advertising and budgeting for a new Special Project Management Team to deliver the 2020/21 and 2021/22 Special Capital Works Program. The Special Project Management Team will consist of Project Manager, Project Administration/Financial Officer's.

**Background:**

The Shire of Ravensthorpe has been successful in securing and committing the following funding;

\$5,275,800	Building Better Regions Fund
\$1,000,000	Drought Communities Programme
\$513,120	Road and Infrastructure Improvement Program
\$94,468	Pest Animal and Weed Management Project
\$94,142	Department of Sport and Recreation
\$308,600	Other Sponsors and Contributions
\$1,450,000	Shire Supporting Funds
<b>\$8,736,130</b>	<b>Total</b>

**Comment:**

Due to the strategic and project management requirements for the funded projects it is unsustainable for the current workforce to deliver or undertake the required responsibilities of this special capital works program. It must be noted that a number of the funding projects need to be completed by 30 June 2021.

The Project Manager and Project Administration/Financial Officer's would be offered a 2 year contract. All positions would be funded from the project grant funds received.

The Special Project Management Team would report directly to the Chief Executive Officer via the Project Manager.

The Shire will be seeking an experienced Local Government professional with qualifications and proven experience as a Project Manager delivering a large number of quality and timely projects.

Advertising for the Special Project Management Team will commence as soon as possible so the team is developed ready to commence projects from the 1 July 2020.

**Consultation:**

Executive Team.

**Statutory Environment:**

The payment of any Staff wages will be in line with the funding agreement conditions.

**Policy Implications:**

Nil.

**Financial Implications:**

Recruitment costs as required and wages. Wages are estimated at \$230,000 per year and funded via the grants not from normal operations.

**Strategic Implications:**

In appointing a Special Project Manager Team will enable the projects to be allocated the required attention to ensure quality delivery of all project along with managing all grant funding requirements.

**Sustainability Implications:**

- **Environmental:** There are no significant environmental impacts that need to be considerations.
- **Economic:** There are significant economic benefits to the community that need to be considerations.
- **Social:** There are no known significant social impacts for considerations.

**Risk Implications:**

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

**Risk Matrix:**

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

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

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

**Moved: Cr Richardson**

**Seconded: Cr Goldfinch**

**Res: 61/20**

**Recommendation:**

**That Council;**

- 1. Endorse the Chief Executive Officer advertising for a Special Project Management Team as outlined within the report.**
- 2. Endorse the Chief Executive Officer appointing a suitable qualified project manager with a salary range up to \$110,000 per year depending on skills and experience.**
- 3. Note the Chief Executive Officer, if required, may engage a recruitment agency to assist in finding suitable applicants.**
- 4. Endorse the salary costs be allocated and expended from Accounts relating to the Special Capital Projects program.**
- 5. Endorse the Special Project Management Teams salary costs being included in the 2020/21 and 2021/22 financial budgets as required.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

### 13.5 Revised Fitzgerald Coast Brand and Logo

<b>File Reference:</b>	<b>ED.ID.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Tourism Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>9 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Fitzgerald Coast Logo Concept Drawings (Attachment Brown)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

For Council to consider the endorsement of the concept and amendment to the current 'Fitzgerald Coast' brand and with the logo being changed to 'Fitzgerald Coast Biosphere'.

#### **Background:**

Following the report, *Fitzgerald Biosphere Tourism Planning and Development Strategy* by Advance Tourism, commissioned by the Shire of Ravensthorpe and Shire of Jerramungup in March 2007, the name Fitzgerald Coast was accepted as the tourism brand for region which also resulted in the formation of the Fitzgerald Coast Tourism Association (FCTA).

At the time of the report the UNESCO listed Fitzgerald Biosphere only covered the Fitzgerald River National Park. Since then, the Fitzgerald Biosphere was required to renominate to make changes to meet the new criteria for Biosphere Reserves. As a result, in 2018 the Fitzgerald Biosphere was successful in its renomination with an extended biosphere reserve of 1.5 million hectares of conservation estate, state waters, farmland and industrial and urban areas with the Fitzgerald River National Park at its core.

The Fitzgerald Coast brand which has helped provide some recognition for the region, but as a destination brand has not been effective. Instead it was seen as a corporate logo for FCTA who provide another source for visitor information, duplicating the roles of the two visitor centres. Since the cessation of FCTA and with the Shire undertaking the tourism promotion under the Fitzgerald Coast banner, there has been some improvement, however the brand is often only associated with the coastline, the Fitzgerald River National Park and town of Hopetoun rather than the whole district Ravensthorpe or the region.

#### **Comment:**

A strong and consistently applied brand is central to any aspirational visitation growth. In the face of increasing competition and to optimise and influence relevant targeted markets, the region needs a brand identity that helps to set our destination apart from our competitors, highlighting our point of difference, unique qualities and attractiveness to visitors and industry outside of the region.

Presently the region has little recognition within both the tourism industry and domestic visitor market despite the considerable unique natural attractions and features and being one of only two biospheres in Western Australia. Increasing industry knowledge and awareness especially within Tourism WA of what our region has to offer is vital if we are to partner and develop new itineraries and packaging to attract the inbound coach market or to leverage and attract visitors travelling between Albany, Esperance and Wave Rock.

Although the current Fitzgerald Coast name could be developed into a place brand, it would be directly competing against Amazing South Coast and Esperance and there would still be a disconnect to the inland areas including Ravensthorpe with a perception that tourism only exists on the coast. More importantly it does not connect us to one of our most important assets, the biosphere.



Both Amazing South Coast and Esperance including many other destinations in Southern Western Australia offer coastal experiences, however, what makes our region unique is our internationally recognised biosphere.

It is proposed that the existing Fitzgerald Coast logo and name be amended to create a place brand for the region which would be known as 'Fitzgerald Coast Biosphere'. It is important to realise that today's society is much more cognisant and appreciative of the environment and would be more receptive to the use of the term biosphere within the brand name. However we cannot ignore when targeting a broader tourism market that the coast is a natural drawcard for visitors as well as it helps to identify where the biosphere is located and it is strongly recommended to keep within the name.

A place brand, which is different to a corporate brand helps to build an overall image or identity for a location that focuses above all on the unique qualities of the area and enables key stakeholders, businesses, community groups and residents to "live and use the brand". The Shire of Ravensthorpe is fortunate in that the unique qualities of the Fitzgerald Biosphere is already internationally recognisable through its UNESCO listing and provides the common link for our community.

To develop a place brand would normally involve extensive community consultation to help determine a localities key attributes and the revision of the Fitzgerald Coast logo is not to replace this process. However, due to the major impact of the pandemic on the tourism industry the State Government through Tourism WA is now undertaking a major presence within the intrastate market, normally the role of the Regional Tourism Organisations, with the aim to stimulate the industry and encourage dispersal to regional areas. This provides an opportune time for the Shire to promote the importance and increase the recognition of the Fitzgerald Biosphere through our place branding. Although formal consultation was not undertaken, the community through various forums have clearly identified that being part of the Fitzgerald Biosphere is valued and has high importance. This is evident historically through strong community support and convening of the Biosphere Implementation Group in 2010 to ensure the renomination of the biosphere and the subsequent community's elation in celebrating the success of the nomination in 2018.

Through the use and promotion of the place brand will help position the Shire of Ravensthorpe to establish itself as the Fitzgerald Coast Biosphere hub for the region. This would be reflected through our visitor servicing, all marketing and the ethos of the biosphere once accepted by the community could underpin future policies, innovations, events, structures, investments and symbolic actions.

Concept drawings providing two versions of the logo (Version 1(A & B) and Version 2 (A & B) with a slight variation of each) were prepared as shown in the draft Fitzgerald Coast Logo Concept Drawing (Attachment). The new logo utilises the existing graphics of the Fitzgerald Coast logo to allow some continuity with our existing markets, with changes made to the colours to better represent the area covered by the boundaries of biosphere, which included the inland farming community (yellow) and mining industry (red). Introducing the new colour scheme also provides a connection to the existing colours within the Shire of Ravensthorpe logo.

**Consultation:**

Council.

Executive Team.

Regional Tourism Organisation.

Should Council proceed with the name change, there may be some dissention within the Fitzgerald Biosphere Community Collective (FBCC), a collective group of stakeholders that initially was formed to oversee the preparation of the renomination of the Biosphere in late 2010 and after the successful relisting was restructured to work on the Fitzgerald Biosphere Action Plan.

Stakeholder engagement will need to be undertaken to ensure that both organisations who share aligned interests in the protection and education within the Fitzgerald Biosphere are carefully managed.

**Statutory Environment:**

*It will be important to ensure brand protection as defined in the Trade Marks Act 1995. Trade Marks are an important marketing tool because the value of the trade mark increases with the success of marketing program. It should be noted that the Chief Executive Officer has commenced protecting the naming rights and logo in anticipation of a formal resolution of Council (as discussed at the Corporate Discussion on 2 June 2020).*

**Policy Implications:**

Nil.

**Financial Implications:**

Costs associated with rebranding and registration fees will be minimalised and will be contained within the existing operational budget.

**Strategic Implications:**

The Shire of Ravensthorpe through taking a leadership role in developing a place brand will help to promote tourism and economic development. Through the creation of a place brand we are effectively creating our own a sub-region within Australia’s Golden Outback and by utilising the area covered under the Fitzgerald Biosphere as a future guide, there is the potential to grow and partner with all stakeholders including the Shire of Jerramungup who fall within the boundaries of the biosphere.

**Sustainability Implications:**

- **Environmental:** The acknowledgement of the Biosphere by way of its place branding confirms the Shire of Ravensthorpe’s recognition and support of the ethos
- **Economic:** This place branding will endeavour to promote greater tourism for the District.
- **Social:** The investment in the Fitzgerald Coast Biosphere place branding will aim to support the various community groups and stakeholders who aim to protect the biosphere.

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

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 62/20**

**Recommendation:**

**That Council endorse:**

1. The renaming of “Fitzgerald Coast” to “Fitzgerald Coast Biosphere”; and
2. Version 2(b) of the logo concept drawing as the preferred option for the Chief Executive Officer to develop, register and implement the name and logo.

**Voting Requirements: Simple Majority**

**Carried: 5/0**

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

### **14.1 Monthly Financial Report – 31 May 2020**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Director Corporate and Community Services</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for May 2020 (Attachment Yellow)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

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

#### **Background:**

Council is requested to review the May 2020 Monthly Financial Reports.

#### **Comment:**

The May 2020 Monthly Financial Reports are presented for review.

#### **Consultation:**

Chief Executive Officer.

#### **Statutory Environment:**

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

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

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

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

#### **Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Richardson**

**Res: 63/20**

**Recommendation:**

**That Council receive the 31 May 2020 Monthly Financial Reports as presented.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## 14.2 Schedule of Account Payments – May 2020

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Senior Finance Officer  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 10 June 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 31 May 2020  
 Credit Card Transactions to 01 May 2020  
 Creditors List of Accounts Paid May 2020  
 (Attachment Red)  
**Previous Reference:** Nil

### Summary:

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

### Background:

Period 01/07/2019 to 31/05/2020.

### 2019/2020

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	670	1,739,001	135,848	3,843	1,781	1,881,144	275,274
Aug	9,391	736,269	51,773	7,094	1,260	805,788	188,496
Sep	21,940	428,530	144,319	12,630	2,857	610,277	241,584
Oct	892	490,678	113,137	9,015	420	614,142	233,232
Nov	20,449	789,186	37,772	6,412	0	853,820	242,169
Dec	14,227	373,429	50,545	17,620	0	455,821	349,953
Jan	15,567	395,595	66,327	8,351	0	485,840	247,361
Feb	17,550	565,741	168,401	2,831	0	754,523	255,946
Mar	27,093	317,625	91,762	7,684	0	444,164	253,445
Apr	15,591	875,688	68,694	10,711	0	970,684	278,747
May	22,002	464,997	21,047	4,923	0	512,969	238,456
Jun							
<b>Total</b>	<b>127,780</b>	<b>5,836,054</b>	<b>859,885</b>	<b>75,481</b>	<b>6,319</b>	<b>6,905,519</b>	<b>2,287,461</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

### Comment:

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

### Consultation:

Senior Finance Officer.

### Statutory Environment:

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 64/20**

**Recommendation:**

**That Council:**

**Endorse Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of May 2020 be noted.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**



## **15. Directorate of Technical Services**

### **15.1 Application to Keep More than Prescribed Number of Dogs**

**File Reference:** LE.LL.11 & A826  
**Location:** 21 Canning Boulevard, Hopetoun  
**Applicant:** Matthew Biddiscombe  
**Author:** Airport/Ranger Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 12 June 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

#### **Summary:**

An application to keep more than the prescribed number of dogs has been received from Matthew Biddiscombe of 21 Canning Boulevard, Hopetoun. Mr Biddiscombe has in his control three (3) dogs, one (1) of which, is an 11 year old Wolfhound Cross. Mr Biddiscombe moved into the property in 2019 and inherited the Wolfhound Cross on the passing of his mother. Early 2020, Mr Biddiscombe took on two rescued Staffordshire Bull Terrier type dogs, both de-sexed, microchipped and registered.

#### **Background:**

On 20 April 2020, the Shire received a complaint in relation to dog barking at 21 Canning Boulevard, Hopetoun. An investigation was undertaken where it was found, three (3) dogs were being kept at the property. The Shire of Ravensthorpe Dog Local Law 2010, section 3.2 provides that only two (2) dogs over the age of 3 months can be kept at a premise situated within a Townsite.

The *Dog Act 1976*, Section 26(3), allows the Shire to grant an exemption to a placed limit on the keeping of dogs in a specified area if the local government is satisfied the provisions in the Act are met.

#### **Comment:**

During the course of the investigation into the dog barking complaint and subsequent keeping more than the prescribed number dogs, Mr Biddiscombe has followed all directions given to him and actively sought to reduce the dog barking complaint by fixing of fencing, purchase and use of dog barking collars. He has also ensured all dogs are now registered, microchipped and sterilised.

It should be noted the initial complainant regarding barking has now been finalised with the complainant verbally requesting to close the complaint off and no objection to the application.

#### **Consultation:**

Request for Comment was sent to five parties, made up of four (4) property owners and one (1) occupier, on 18 May 2020. It was requested submissions were returned to the Shire by 5 June 2020. It was noted on these submissions if no comment was received the Shire would consider no objection to the application.

One submission of no objection was received at the Shire on 3 June 2020.

#### **Statutory Environment:**

*Dog Act 1976.*

Dog Local Law 2010 (Shire of Ravensthorpe).

#### **Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic 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	3 (Low)
Risk Likelihood (based on history and with existing controls)	3 (Low)
Risk Impact / Consequence	3 (Low)
Risk Rating (Prior to Treatment or Control)	3 (Low)
Principal Risk Theme	3 (Low)
Risk Action Plan (Controls or Treatment Proposed)	3 (Low)

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

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 65/20**

**Recommendation:**

**That Council:**

**Grant the exemption for the keeping of three dogs at 21 Canning Boulevard, Hopetoun subject to the following conditions:**

1. The exemption be reviewed in twelve (12) months to ensure no adverse issues have been experienced as a result of the exemption.
2. Council reserve the right to withdraw the exemption at any time if requirements under the *Dog Act 1976* are not met.

- 3. The exemption only applies to those dogs which are submitted on the application form currently being reviewed.**
- 4. Upon the death or permanent removal of any of the nominated dogs, a maximum of two (2) dogs only will be permitted to be kept on the property.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## 15.2 Ravensthorpe Bush Fire Advisory Committee (BFAC) AGM and Nominations of Committee Members

<b>File Reference:</b>	<b>ES.EM.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Ravensthorpe Bush Fire Advisory Committee</b>
<b>Author:</b>	<b>Community Emergency Services Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>BFAC AGM Minutes – 10 March 2020 (Attachment Green)</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary:**

Under the Terms of Reference for the Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC) Council is required to consider the nominations put forward by the BFAC at its Annual General Meeting held on 10 March 2020.

### **Background:**

The Bush Fire Advisory Committee (BFAC) is made up of volunteer members providing an essential service for the community. The Committee is established by Council in accordance with the *Local Government Act 1995*, the terms of reference of which are established under Council Policy LO5 – “Shire of Ravensthorpe Bush Fire Advisory Committee.”

### **Comment:**

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

### **Consultation:**

Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC).

### **Statutory Environment:**

S.67 of the *Bush Fire Act 1954* allows for the establishment of an 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

In accordance with clause 3.12 of the Shire of Ravensthorpe Bushfire Brigades Local Law 2010, when considering persons for the position of a bush fire control officer, the Council is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

### **Policy Implications:**

Shire of Ravensthorpe Policy LO 5 - Bush Fire Advisory Committee.

### **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 (4)
Risk Likelihood (based on history and with existing controls)	Low (3)
Risk Impact / Consequence	Low (3)
Risk Rating (Prior to Treatment or Control)	Low (3)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (3)

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

**Moved: Cr Richardson**

**Seconded: Cr Major**

**Res: 66/20**

**Recommendation:**

**That Council:**

1. Note the Minutes of BFAC meeting held on 11 March 2020 as being received.
2. Endorse Mr Courtney Foulds (Hopetoun Rural BFB) and Mr Mark Mudie (West River BFB) as Fire Control Officer's with unrestrictive powers for the Shire of Ravensthorpe.
3. Endorse Miss Michaela Pritchard (Shire Senior Ranger) and Mr Beau Shepherd (Shire Ranger) as Fire Control Officer's with limited powers of Permit Issuing Officer's only.
4. Endorse the personnel elected into the nominated Fire Control Officer positions as per the Ravensthorpe BFAC AGM minutes 10March 2020.

**Voting Requirements: Simple Majority**

**Carried: 5/0**

### **15.3 Ravensthorpe Bush Fire Advisory Committee (BFAC) Minutes and Shire of Ravensthorpe 2020/2021 Fire Break Notice**

<b>File Reference:</b>	<b>ES.EM.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Bush Fire Advisory Committee</b>
<b>Author:</b>	<b>Community Emergency Services Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. BFAC Minutes – 10 March 2020</b> <b>2. Updated Bush Fire Service Bush Firefighter training</b> <b>3. Draft – Shire of Ravensthorpe Fire Break Notice 2020/2021 (Attachment Orange)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

The following recommendations from the Bush Fire Advisory Committee (BFAC) are required to be considered by Council;

1. The Minutes of the BFAC meeting held on 10 March 2020 are to be received;
2. The recommendations of the BFAC of 10 March 2020; and
3. Consideration and endorsement of the Shire of Ravensthorpe 2020/2021 Fire Break Notice.

#### **Background:**

In addition to receiving the minutes of the BFAC of 10 March 2020 Council is to consider;

#### Review of Minimum Training Standards for Bushfire Training

The Department of Fire and Emergency Services (DFES) have released new Bushfire Training modules and from 1 July 2020 will see the Introduction of Bushfire Fire Fighting (IBFF), Introduction to Fire Fighting (IFF) and Bushfire Fire Fighting (BFF) become obsolete, requiring the committee reconsider our minimum training standards.

The new Bush Fire Service Bush Firefighter training is detailed in Attachment 2. The program is modular and can be delivered over a course of nights or over a whole day to assist in flexible learning practices based upon the availability of volunteers. Those volunteers currently who hold an Introduction to Bushfire Fire Fighting course will be noted as having Recognition of Prior Learning across the Bushfire Safety Awareness module of units. Volunteers who currently hold Introduction to Fire Fighting (IFF) and Bushfire Fire Fighting (BFF) will be also be noted as having Recognition of Prior Learning for the whole BFS Bush Firefighter

The BFAC put forward the following recommendation to Council;

*“Recommend the Shire of Ravensthorpe adjust the training standards for Bush Fire Volunteers to the new Bushfire training modules, where volunteers will need to complete the modules listed under the BFS Bush Firefighter.”*

#### Regional Operations Advisory Committee (ROAC)

A proposal was submitted by the City of Albany to the Regional Operations Advisory Committee (ROAC) that instead of individual Local Governments bidding against it each other for Capital Grants, Appliance and Equipment. Each Local Government prioritises their individual needs and then the ROAC combine all the priority requests for a collaborative approach at a regional level, in partnership of other Lower Great Southern Local Governments to help push these priority needs as a regional focus to DFES.

The BFAC put forward the following recommendation to Council;

*“Recommend the Shire of Ravensthorpe to support the concept of working in collaboration with the Great Southern Regional Operational Advisory Committee and Lower Great Southern Local Governments for future Resource to Risk Capital Funding and Resource request.”*

Shire of Ravensthorpe 2020/21 Fire Break Notice

The Shire of Ravensthorpe 2020/21 Fire Break Notice was considered by the BFAC and with minor amendment is presented to Council for endorsement as detailed in Attachment 3.

**Comment:**

That Council value the advice provided by the Bush Fire Advisory Committee and support provided recommendations.

**Consultation:**

Bush Fire Advisory Committee.

**Statutory Environment:**

R.15C. of the Bush Fires Regulations 1954 states that a local government may prohibit burning on certain days.

**Policy Implications:**

Shire of Ravensthorpe Policy LO 5 - Bush Fire Advisory Committee.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (3)
Risk Impact / Consequence	Low (3)
Risk Rating (Prior to Treatment or Control)	Low (3)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (3)

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

**Moved: Cr Major**

**Seconded: Cr Goldfinch**

**Res: 67/20**

**Recommendation:**

**That Council:**

1. **Note the minutes of the Bush Fire Advisory Committee (BFAC) meeting held on 10 March 2020;**
2. **Endorse the update the training standards for Bush Fire Volunteers to the new Bushfire training modules, where volunteers will need to complete the modules listed under the BFS Bush Firefighter;**
3. **Support the concept of working in collaboration with the Great Southern Regional Operational Advisory Committee and Lower Great Southern Local Governments for future Resource to Risk Capital Funding and Resource request; and,**
4. **Endorse the Shire of Ravensthorpe 2020/21 Fire Break Notice as detailed in Attachment 3.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**



## **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**

**Moved: Cr Mudie**

**Seconded: Cr Richardson**

**Res: 68/20**

That council address the proposal provided by the Ravensthorpe Community Resource Centre (RCRC) regarding the Fitzzy Unearthed Project they are currently undertaking.

**Voting Requirements: Simple Majority**

**Carried: 5/0**

**Moved: Cr Richardson**

**Seconded: Cr Goldfinch**

**Res: 69/20**

**That Council reallocates \$6,000 identified in the draft 2020/2021 budget for the “Country Spring Carnival Fireworks”, to the Ravensthorpe Community Resource Centre “Fitzzy Unearthed Project.”**

#### **Reason**

**The Country Spring Carnival has been cancelled in 2020 due to COVID-19.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

#### **17.2 Officers**

Nil.

## **18. Matters Behind Closed Doors**

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

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

**Moved: Cr Richardson**

**Seconded: Cr Major**

**Res: 70/20**

**Voting Requirements: Absolute Majority**

**Carried: 5/0**

Staff member Zahra Shirazee and members of the public left the meeting room at 6.38pm



### 18.3 Confidential – Bushfire Risk Management Planning Program Grant Agreement

**File Reference:** GS.GR.3  
**Location:** Shire of Ravensthorpe and Shire of Jerramungup  
**Applicant:** Department of Fire & Emergency Services  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 11 June 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Bushfire Risk Management Planning Program Grant Agreement June 2020 (Attachment Mustard)  
**Previous Reference:** Nil

**Moved:** Cr Mudie

**Seconded:** Cr Major

**Res:** 73/20

**Recommendation:**

**That Council**

1. Endorse the Shire of Ravensthorpe jointly funding a Bushfire Mitigation Officer (BMO) by entering the Bushfire Risk Management Planning Program Grant Agreement 2020.
2. Endorse the Shire President and Chief Executive Officer executing the Bushfire Risk Management Planning Program Grant Agreement 2020 and affix the Common Seal.
3. Note the following funding commitments over the next two (2) years;
  - 2020/2021
    - 15% - \$22,041 - Shire of Ravensthorpe
    -
  - 2021/2022
    - 35% - \$51,871 - Shire of Ravensthorpe
    -

**Voting Requirements: Absolute Majority**

**Carried: 5/0**

That Council move out from behind closed doors and the meeting be declared back open to the public.

**Moved:** Cr Richardson

**Seconded:** Cr Major

**Res:** 74/20

**Voting Requirements: Absolute Majority**


**Carried: 5/0**

The Meeting was reopened to the public at 6.39pm and no members of the public or Zahra Shirazee returned to the meeting.

**19. Closure of Meeting**

The Presiding Member to declare the meeting closed 6.40pm.

These minutes were confirmed at the meeting of the 21 July 2020.

Signed: 

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

Date: 22 July 2020

# ATTACHMENT



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 19 May 2020**

**Commencing at 6.00pm**

**Council Chambers,  
Ravensthorpe**

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held at Council Chambers, Ravensthorpe on Tuesday, 19 May 2020 – commencing at 6.06pm.

## Contents

<b>1.</b>	<b>Declaration of Opening / Announcements of Visitors .....</b>	<b>4</b>
<b>2.</b>	<b>Attendance / Apologies / Approved Leave of Absence .....</b>	<b>4</b>
<b>3.</b>	<b>Announcements by the Presiding Member .....</b>	<b>4</b>
<b>4.</b>	<b>Response to Previous Public Questions Taken on Notice .....</b>	<b>4</b>
<b>5.</b>	<b>Public Question Time .....</b>	<b>4</b>
<b>6.</b>	<b>Petitions / Deputations / Presentations / Submissions.....</b>	<b>4</b>
<b>7.</b>	<b>Applications for Leave of Absence .....</b>	<b>4</b>
<b>8.</b>	<b>Disclosures of Interest .....</b>	<b>5</b>
<b>9.</b>	<b>Confirmation of Minutes of Previous Meetings .....</b>	<b>5</b>
	9.1 Ordinary Council Meeting Minutes 21 April 2020.....	5
<b>10.</b>	<b>Reports of Committees of Council .....</b>	<b>6</b>
<b>11.</b>	<b>Reports of Council Delegates on External Committees .....</b>	<b>6</b>
<b>13</b>	<b>Office of the Chief Executive Officer.....</b>	<b>8</b>
	13.1 Community Development Fund Applications 2020/21 .....	8
<b>14.</b>	<b>Directorate of Corporate and Community Services .....</b>	<b>12</b>
	14.1 Rates Strategy 2020-2021 .....	12
	14.2 Monthly Financial Report – 30 April 2020.....	15
	14.3 Schedule of Account Payments – April 2020.....	17
<b>15.</b>	<b>Directorate of Technical Services .....</b>	<b>20</b>
	15.1 Development Application – Lot 54 (81/279) Hopetoun-Ravensthorpe Road, Hopetoun .....	20
<b>16.</b>	<b>Elected Members Motions of Which Previous Notice Has Been Given .....</b>	<b>25</b>
<b>17.</b>	<b>New Business or Urgent Business Introduced by Decision of the Meeting.....</b>	<b>25</b>
	17.1 Elected Members .....	25
	17.2 Officers .....	25
<b>18.</b>	<b>Matters Behind Closed Doors.....</b>	<b>25</b>
	18.1 Confidential - Chief Executive Officer Annual Performance Review 2020.....	26
<b>19.</b>	<b>Closure of Meeting .....</b>	<b>27</b>

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

The Presiding Member to declare the meeting open at 6.06pm.

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

COUNCILLOR'S: Cr Keith Dunlop – (in person) (Shire President)  
Cr Julianne Belli – (e-connection) (Deputy Shire President)  
Cr Ian Goldfinch – (in person)  
Cr Thomas Major – (in person)  
Cr Mark Mudie – (in person)  
Cr Graham Richardson – (e-connection)

STAFF: Gavin Pollock – (in person) (Chief Executive Officer)  
Les Mainwaring – (in person) (Director Corporate & Community Services)  
Graham Steel – (in person) (Director Technical Services)  
Kim Bransby – (in person) (Executive Assistant)

APOLOGIES: Nil.

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC:

Mark Ridgwell

**3. Announcements by the Presiding Member**

Nil.

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

Nil.

**5. Public Question Time**

Nil.

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

Nil.

**7. Applications for Leave of Absence**

Nil.



**8. Disclosures of Interest**

<b>Councillor/Officer</b>	<b>Item</b>	<b>Nature of Interest</b>	<b>Extent of Interest</b>
Tom Major	13.1	Impartiality	Spouse operates at Ravensthorpe Community Resource Centre which has an application in Item 13.1 – Community Development Fund.
Keith Dunlop	15.1	Impartiality	<ul style="list-style-type: none"> <li>• Part-Time involved with R &amp; L Construction.</li> <li>• Personal involvement with the owner of R &amp; L Construction and Wavecrest.</li> </ul>
Ian Goldfinch	15.1	Financial	Owner of two (2) of the Hotel Units at Wavecrest.
Gavin Pollock	18.1	Financial	Currently holding the position of CEO – CEO Review.

**9. Confirmation of Minutes of Previous Meetings**

**9.1 Ordinary Council Meeting Minutes 21 April 2020 (Attachment Grey)**

**Statutory Environment:**

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

**Moved: Cr Goldfinch**

**Seconded: Cr Major**

**Res: 45/20**

**Recommendation:**

**That the Minutes of the Ordinary Meeting of Council held in the Council Chambers, Hopetoun, on 21 April 2020 be confirmed true and correct.**

**Voting Requirements: Simple Majority**

**6/0**

## **10. Reports of Committees of Council**

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

## **11. Reports of Council Delegates on 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 - Vacant  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Vacant  
Proxy – Cr Belli
- Munglinup Community Group Delegate - Vacant  
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 - Vacant
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie

- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Fitzgerald Biosphere 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 - Vacant

## **12. REPORTS FROM COUNCILLORS**

### **Cr Keith Dunlop (President)**

CEO advised on behalf of Cr Dunlop at the LEMC meeting held on 15 May 2020, the current road block which has been set up on South Coast Highway was discussed with the expected duration to be two (2) to three (3) weeks.

### **Cr Julianne Belli (Deputy President)**

Ravensthorpe Community Resource Centre Meeting

Cr Belli provided a report, the Ravensthorpe CRC are engaging the services of a Business Development Officer on a 3 month contract, due to the lack of a Chamber of Commerce locally in an effort assist the local businesses in navigate reopening after COVID-19 restrictions.

### **Cr Ian Goldfinch**

Goldfields Voluntary Regional Organisation of Councils (GVROC)

Cr Goldfinch advised he would like an item added to the next Corporate Discussion Agenda in relation to his recent meeting attendance with the GVROC for a more in-depth report.

### **Cr Thomas Major**

Ravensthorpe Agricultural Initiative Network (RAIN)

CEO advised Cr Major and himself will be attending a meeting held with RAIN on 21 May 2020, at 3.00pm to discuss the management and running of the \$94,468 grant the Shire has been successful in obtaining for the Pest Animal and Weed Management Project. It is envisaged RAIN are in the best position for project managing this whilst coming under the banner of the Shire.

### **Cr Mark Mudie**

Nil.

### **Cr Graham Richardson**

Cr Richardson advised Nathan McQuoid of the Fitzgerald Biosphere Implementation Group had been invited to join Australia's Man and the Biosphere (MAB) committee.

## **13 Office of the Chief Executive Officer**

### **13.1 Community Development Fund Applications 2020/21**

<b>File Reference:</b>	<b>GS.PR.4</b>
<b>Location:</b>	<b>Nil</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>19 May 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Application form (Blank) and Guidelines Submitted Applications Forms for consideration (Attachment Mustard)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

Each year before the budget adoption the Shire of Ravensthorpe opens a local community grant scheme called the Community Development Fund (CDF). This enables community groups to apply for a grant of up to \$5,000.

#### **Background:**

Minor Community Development Funds may be used for the following purposes, including minor building construction, maintenance or repair, equipment purchase or hire, events or functions, operating expenses, relief from Council fees and charges etc. The funds cannot be used to cover staff wages or employment costs. A minimum amount of \$250 applies to all applications. Applicants should ensure the following criteria are addressed in their application:

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

#### **Comment:**

The Community Development Fund will be allocated from within Council's general revenue budget each year with applications closing 30 April 2020, for funding available for adoption of the financial year budget.

<b>Organisation</b>	<b>Project</b>	<b>\$</b>
Hopetoun Community Resource Centre	Community recycling, upcycling and downncycling project and exhibition launch	\$3,800
<i>Not to support application at this time</i>		
Hopetoun Progress Association	CCTV Project expansion	\$5,000
<i>Support the application as it stands</i>		
Jerdacuttup Community Association	Subsidies to help defray electricity and insurance costs.	\$4,500
<i>Support the application as it stands</i>		

Organisation	Project	\$
Ravensthorpe Agricultural Initiative Network (RAIN)	Seedlings for revegetation project	\$2,500
<i>Support the application as it stands</i>		
Ravensthorpe Community Centre	Running of costs of the building	\$2,500
Ravensthorpe Community Resource Centre	The Welcome Project	\$4,827.27
<i>Support the application as it stands</i>		
Ravensthorpe Wildflower Show	Subsidise annual Wildflower Show	\$3,500
<i>Support the application as it stands</i>		
<b>TOTAL</b>		<b>\$26,627.27</b>

At the Ordinary Council Meeting held on 16 July 2019, Council endorsed to fund the Ravensthorpe Community Resource Centre \$4,092 for the 2019/20 Community Development Fund. It has been requested Council allow this funding to be rolled over to the 2020/21 financial year. This project has been held over to incorporate the recently arrived FQM workforce and does not relate to their 2020/21 application.

**Consultation:**

All Councillors.  
Executive Team.

**Statutory Environment:**

Nil.

**Policy Implications:**

Council Policy G5 (Community Development Fund) provides for up to 1% of rate revenue to be allocated to the funding of approved Community Development Fund Applications each financial year. In 2020/21 it is anticipated 1% of rate revenue would equate to approximately \$40,000. Note: 2019/20 allocation was \$40,000.

**Financial Implications:**

Any application approved by Council will be listed for funding in the Draft 2020/21 budget for Councils formal adoption.

**Strategic Implications:**

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

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

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Belli**

**Seconded: Cr Richardson**

**Res: 46/20**

**Recommendation:**

**That Council endorse:**

1. Including the following project in the Draft 2020/21 Budget and the Chief Executive Officer advising each group of the status of their application.

Organisation	Project	\$
Hopetoun Progress Association	CCTV Project expansion	\$5,000
Jerdacuttup Community Association	Subsidies to help defray electricity and insurance costs.	\$4,500
Ravensthorpe Agricultural Initiative Network (RAIN)	Seedlings for revegetation project	\$2,500
Ravensthorpe Community Centre	Running of costs of the building	\$2,500
Ravensthorpe Community Resource Centre	The Welcome Project	\$4,827.27
Ravensthorpe Wildflower Show	Subsidise annual Wildflower Show	\$3,500
<b>TOTAL</b>		<b>\$22,827.27</b>

- 2. The Chief Executive Officer advise the following community group their application was unsuccessful.**

<b>Organisation</b>	<b>Project</b>	<b>\$</b>
Hopetoun Community Resource Centre	Community recycling, upcycling and downncycling project and exhibition launch	\$3,800

- 3. That Council endorse the Chief Executive Officer advise the Ravensthorpe Community Resource Centre that the 2019/20 Community Development Fund awarded to them on 17 July 2020, be rolled over into the 2020/21 financial year.**

**Voting Requirements: Simple Majority**

**6/0**

## **14. Directorate of Corporate and Community Services**

### **14.1 Rates Strategy 2020-2021**

<b>File Reference:</b>	<b>RV.RC.001</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Director Corporate and Community Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>13 May 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Local Government (COVID-19 Response) Order 2020 (Attachment Blue)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

This report is prepared as a brief on how the implantation of the Local Government (COVID-19) Order 2020 has an effect on rating strategy for 2020-2021.

#### **Background:**

On the 08 May 2020 the Minister for Local Government; Heritage; Culture and the Arts released an Order to modify or suspend provisions of the *Local Government Act 1995* and Regulations where the Minister considers that such an order is necessary to deal with the consequences of the COVID-19 pandemic State of Emergency.

The first Order was made to deal with issues relating to the requirements to hold public meetings, access to information when council offices are closed and budgetary matters. This report deals with budgetary matters in how it effects rating strategy outcomes.

#### **Comment:**

Normally a local government, when preparing a budget, needs to have regard to the contents of the plan for the future. This has been modified to have regard to the consequences of the COVID-19 pandemic as well as the plan for the future.

Penalty interest charged on overdue rates has been reduced from 11% to 8% which is estimated to have a \$10,000 budgetary impact on revenues.

When setting the interest rate on overdue rates, the local government will need to resolve that penalty interest will not apply to a person who is considered by the local government to be suffering hardship as a consequence of the COVID-19 pandemic. The Council has a Financial Hardship Policy F11 in place that covers a range of situations that affect a person's ability to meet basic living needs. The assessment of such is left to the local government therefore in COVID-19 circumstances we would be looking for substantiation of turnover comparatives or loss of personal income in line with ATO guidelines. Potential budgetary impact is estimated at \$7,000.

Rates Freeze Benefits: If the Shire resolves to freeze rates in the dollar at or below those imposed in 2019/20, then the Shire would be released from having to obtain Ministerial Approval for differential rates, thus reducing the regulatory burden and time delay taken for receiving Ministerial approval. This would directly benefit the Shire in the speed of adopting the budget.

Another regulatory benefit of a "Rates Freeze" is that local governments can forego the need to advertise rates in the dollar for 21 days and the need to consider submissions before adopting the budget. This would also directly benefit the Shire in the speed of adopting the budget.



**Strategy Consideration:** There has been no Gross Rental Re-Valuation for 2020-2021 therefore rates in the dollar can remain the same to freeze rates, however there has been an Unimproved Re-Valuation with a slight increase in values, therefore in order to freeze the dollar yield in rates from the previous year, the rates in the dollar would be slightly adjusted downward thus still conforming the Minister’s definition of “Rates Freeze”.

**Consultation:**  
Nil.

**Statutory Environment:**  
*Local Government Act 1995*, Sections 6.2, 6.13, 6.33, 6.36, 6.51.

**Policy Implications:**  
Nil.

**Financial Implications:**  
It is estimated that the reduction of penalty interest will reduce revenue by \$10,000 and an increase in interest write offs will increase expenditure by \$7,000. The Freezing of Rates is estimated to cause a loss of \$135,000 in potential rate revenue based on 3%.

**Strategic Implications:**  
Strategic Community Plan 2014-2024.  
Theme 4 – Civic Leadership: 4.1 Financial Sustainability.

**Sustainability Implications:**

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

**Risk Implications:**

Risk	Medium (9)
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Impact / Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control)	
Principal Risk Theme	
Risk Action Plan (Controls or Treatment Proposed)	

**Risk Matrix:**

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

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

**Moved: Cr Goldfinch**

**Seconded: Cr Mudie**

**Res: 47/20**

**Recommendation:**

**That Council:**

- 1. Accept the report on rates strategy for 2020/21.**
- 2. Provide direction to the Chief Executive Officer to freeze rates in accordance with the Ministerial Local Government (COVID-19) Order 2020.**

**Voting Requirements: Simple Majority**

**6/0**

## **14.2 Monthly Financial Report – 30 April 2020**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer</b>	<b>Director Corporate and Community Services</b>
<b>Date:</b>	<b>13 April 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for April 2020 (Attachment Yellow)</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary:**

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

### **Background:**

Council is requested to review the April 2020 Monthly Financial Reports.

### **Comment:**

The April 2020 Monthly Financial Reports are presented for review.

### **Consultation:**

Chief Executive Officer.

### **Statutory Environment:**

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

### **Policy Implications:**

Nil.

### **Financial Implications:**

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

### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

### **Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Belli**

**Res: 48/20**

**Recommendation:**

**That Council receive the 30 April 2020 Monthly Financial Reports as presented.**

**Voting Requirements: Simple Majority**

**6/0**

### **14.3 Schedule of Account Payments – April 2020**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Senior Finance Officer  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 13 April 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 30 April 2020  
 Credit Card Transactions to 01 April 2020  
 Creditors List of Accounts Paid April 2020  
 (Attachment Red)  
**Previous Reference:** Nil

**Summary:**

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

**Background:**

Period 01/07/2019 to 30/04/2020.

**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	<b>12,630</b>	2,857	610,277	241,584
Oct	892	490,678	113,137	9,015	420	614,142	233,232
Nov	20,449	789,186	37,772	6,412	0	853,820	242,169
Dec	14,227	373,429	50,545	17,620	0	455,821	349,953
Jan	15,567	395,595	66,327	8,351	0	485,840	247,361
Feb	17,550	565,741	168,401	2,831	0	754,523	255,946
Mar	27,093	317,625	91,762	7,684	0	444,164	253,445
Apr	15,591	875,688	68,694	10,711	0	970,684	278,747
May							
Jun							
<b>Total</b>	<b>127,780</b>	<b>5,836,054</b>	<b>859,885</b>	<b>75,481</b>	<b>6,319</b>	<b>6,905,519</b>	<b>2,287,461</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

**Comment:**

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

**Consultation:**

Senior Finance Officer.

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Goldfinch**

**Res: 49/20**

**Recommendation:**

**That Council endorse:**

**Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of April 2020 be noted.**

**Voting Requirements: Simple Majority**

**6/0**

## **15. Directorate of Technical Services**

**Cr Goldfinch left the Chambers at 6.22pm due to Financial Interest in this Item.**

### **15.1 Development Application – Lot 54 (81/279) Hopetoun-Ravensthorpe Road, Hopetoun**

<b>File Reference:</b>	<b>P20-15</b>
<b>Location:</b>	<b>Lot 54 (81/279) Hopetoun-Ravensthorpe Road, Hopetoun</b>
<b>Applicant:</b>	<b>Cartman Designs on behalf of Rick Besso</b>
<b>Author:</b>	<b>Peter Wilks</b>
<b>Authorising Officer</b>	<b>Richard Hindley</b>
<b>Date:</b>	<b>19 May 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Plans Justification (Attachment Green)</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **Summary:**

For Council to consider Development Application P20-15 for a Covered Short-Term Car Parking Area and Secure Storage Area at Lot 54 (81/279) Hopetoun-Ravensthorpe Road, Hopetoun.

#### **Background:**

Shire of Ravensthorpe received Development Application P20-15 for a Covered Short-Term Car Parking Area and Secure Storage Area at Lot 54 (81/279) Hopetoun-Ravensthorpe Road, Hopetoun on 7 April 2020.

The application was publicly advertised between 8 April 2020 and 29 April 2020 with no comments or objections being received.

The Shire CEO has requested that the application be sent to Council for determination due to the variation proposed to the front setback.

#### **Comment:**

#### **Background:**

Lot 54 (81/279) Hopetoun-Ravensthorpe Road, Hopetoun, also known as Wavecrest, is a 4.68 hectare Tourism zoned lot located to the north of the Hopetoun Townsite. The property is currently developed as a mixed short-term/long-term park home park, motel and tavern.

#### **Assessment:**

The proposal calls for a front setback variation. The setback required for the Tourism zone is 6 metres. In this instance the applicant proposes a 1 metre setback to the front wall of the covered parking area and secure storage area.

Aside from a proposed variation to the front setback, the proposal is compliant with the provisions of Local Planning Scheme No. 6.

#### **Response to Applicants Justification:**

Planning Services acknowledges that there is an extended distance between the road and the proposed development, largely due to a wide road reserve. The proposed development should not impact on sight lines to and from the property and will still permit for safe access and egress to and from the property.



**Consultation:**

The application was publicly advertised between 8 April 2020 and 29 April 2020 with no comments or objections being received.

**Statutory Environment:**

Local Planning Scheme No. 6.

The applicant has a right of review to the State Administrative Tribunal if aggrieved by any planning decision.

It should also be noted that pursuant to Section 211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

**Policy Implications:**

None.

**Financial Implications:**

Application fees totalling \$704.00 were received as part of this application.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Mudie**

**Seconded: Cr Belli**

**Res: 50/20**

**Recommendation:**

**That Council approve Development Application P20-15 for a Covered Short-Term Car Parking Area and Secure Storage Area at Lot 54 (81/279) Hopetoun-Ravensthorpe Road, Hopetoun, subject to the following conditions:**

- 1. Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application.**
- 2. During implementation stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).**
- 3. It is the responsibility of the developer to ensure that all Planning Conditions have been complied with and all inspections undertaken prior to commencement of use.**
- 4. Prior to the commencement of the use, vehicle parking, manoeuvring and circulation areas shall be suitably constructed, sealed, drained, kerbed, marked (including disabled bays) and thereafter maintained to the satisfaction of the Shire of Ravensthorpe.**
- 5. All future development, including signage, is to possess a valid planning approval.**
- 6. The works hereby approved are not to cause stormwater nuisance on adjoining properties to the satisfaction of the Shire of Ravensthorpe.**
- 7. The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Ravensthorpe. A building permit is required for any water tank larger than 5000 litres.**
- 8. The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.**
- 9. The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.**
- 10. All fencing shall be in accordance with Shire of Ravensthorpe Local Planning Policy: Fencing.**

11. The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.

**ADVICE TO APPLICANT:**

1. **THIS IS NOT A BUILDING PERMIT.** An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe prior to any works commencing on-site.
2. The development is to comply with the *Building Code of Australia, Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.
3. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Ravensthorpe will take no responsibility for incorrectly located buildings.
4. It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.
5. The Department of Water and Environmental Regulation and Environment Regulation has prepared dust control guidelines for development sites, which outline the procedures for the preparation of dust management plans. Further information on the guidelines can be obtained from the Department of Water and Environmental Regulation and Environment Regulation's website [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au) under air quality publications.
6. A properly constructed sanitary convenience is to be provided on site prior to any work being commenced.
7. An owner or occupier of premises shall not place, throw or leave, or permit or cause to be placed, thrown or left, in, on or about the premises any matter or thing which is liable to attract or be a breeding place for flies, cockroaches, other pests or rodents.
8. The subject land is in a region that experiences significant problems with nuisance and disease carrying mosquitoes. The design, construction and maintenance of this development are to be completed so as to ensure that no additional mosquito breeding sites are produced.
9. Rubbish receptacles are kept clean and tightly sealed at all times except when refuse is being deposited or emptied, so as to avoid nuisance from smells or attracting pests / rodents.
10. If asbestos is discovered during works related to this Development Application it is to be removed in accordance with the *Health (Asbestos) Regulations 1992*.
11. Ventilation to be provided in the drive-through / parking area to ensure strict compliance with Occupational Health and Safety standards so as to ensure that staff and patrons are not exposed to nuisance or health risk from exposure to carbon monoxide (CO).
  - For more information, please see:  
<https://www.commerce.wa.gov.au/publications/guidance-note-prevention-carbon-monoxide-poisoning-petrol-and-gas-powered-equipment>
12. The construction and standards to be observed in the food premises are laid down in the *Western Australia Food Act 2008* and the *Food Regulations 2009*, as amended.

**13. Special attention should be given to the following sections of the Food Standards Australia New Zealand (AKA: Food Standards Code):**  
**<https://www.foodstandards.gov.au/code/Pages/default.aspx>**

- 1. Please ensure that the proposed food storage / display area is constructed and fit-out so as to ensure there is no potential created for contamination of food or storage units by fumes, dust, particulate as per:**
  - (8(1), (2), (3) & (4)) of Standard 3.2.2 (Food safety practice & General Requirements)
- 2. Please ensure food display / storage units as included on the submitted plans are appropriate for temperature control of food as per:**
  - (8(5) of Standard 3.2.2 (Food safety practice & General Requirements)
- 3. When take-away food is packaged please ensure compliance with:**
  - (9) of Standard 3.2.2 (Food safety practice & General Requirements)
- 4. In relation to pest control please ensure compliance with:**
  - (24) of Standard 3.2.2 (Food safety practice & General Requirements)
- 5. In relation to single use items used in the provision of takeaway food please ensure compliance with:**
  - (23) of Standard 3.2.2 (Food safety practice & General Requirements)
- 6. Any wastewater produced by food storage e.g. Bain Marie, coffee machine is to be disposed of in an approved manner**
  - (5) of Standard 3.2.3 (Food Premises & Equipment)
- 7. Ventilation must be provided as per:**
  - (7) of Standard 3.2.3 (Food Premises & Equipment)

**Voting Requirements: Simple Majority**

**5/0**

**Cr Goldfinch re-entered the Chambers and meeting at 6.24pm.**

## **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**

**Moved: Cr Mudie**

**Seconded: Cr Belli**

**Res: 51/20**

**Resolution:**

**That Council deal with the motion regarding a 10% reduction of sitting fees for the last quarter of 2019/20 financial year.**

**Voting Requirements: Absolute Majority**

**6/0**

##### **17.1.1**

**Moved: Cr Belli**

**Seconded: Cr Mudie**

**Res: 52/20**

**Recommendation:**

**That Council take a 10% reduction in sitting fees for the last quarter of 2019/20 financial year due to the COVID-19.**

**Voting Requirements: Absolute Majority**

**6/0**

#### **17.2 Officers**

## **18. Matters Behind Closed Doors**

**Moved: Cr Mudie**

**Seconded: Cr Goldfinch**

**Res: 53/20**

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 applies:

- 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.

**Voting Requirements: Absolute Majority**

**6/0**

**6.26pm DCCS – Les Mainwaring, DTS – Graham Steel and EA – Kim Bransby left the meeting and did not return.**

**6.27pm CEO – Gavin Pollock left the meeting.**



**19. Closure of Meeting**

The Presiding Member undertook a final roll call of attendees of Elected Members.

COUNCILLOR'S: Cr Keith Dunlop – (in person) (Shire President)  
Cr Julianne Belli – (e-connection) (Deputy Shire President)  
Cr Ian Goldfinch – (in person)  
Cr Thomas Major – (in person)  
Cr Mark Mudie – (in person)  
Cr Graham Richardson – (e-connection)

STAFF: Gavin Pollock – (in person) (Chief Executive Officer)

The Presiding Member declared the meeting closed at 7.14pm

These minutes were confirmed at the meeting of the 16 June 2020.

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

Date: \_\_\_\_\_

# ATTACHMENT





Department of  
**Local Government, Sport  
and Cultural Industries**

# **National Redress Scheme for Institutional Child Sexual Abuse**

---

**Department of Local Government, Sport  
and Cultural Industries**

---

Information Paper

3 February 2020

## Contents

<b>1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS .....</b>	<b>3</b>
<b>2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME.....</b>	<b>4</b>
CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME .....	4
<b>3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR.....</b>	<b>5</b>
<b>4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME .....</b>	<b>7</b>
KEY ASPECTS OF THE STATE'S DECISION .....	8
<b>5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS .....</b>	<b>10</b>
CONFIDENTIALITY .....	10
APPLICATION PROCESSING / STAFFING .....	10
RECORD KEEPING.....	10
REDRESS DECISIONS .....	11
MEMORIALS.....	11
<b>6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME .....</b>	<b>12</b>
<b>ACKNOWLEDGEMENTS .....</b>	<b>13</b>
<b>FOR MORE INFORMATION .....</b>	<b>13</b>
<b>APPENDIX A.....</b>	<b>14</b>
ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION .....	14
THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION.....	15
<b>APPENDIX B.....</b>	<b>16</b>
NATIONAL REDRESS SCHEME - FURTHER INFORMATION.....	16
SURVIVORS IN THE COMMUNITY .....	17
TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS .....	18
TIMEFRAME TO JOIN THE SCHEME.....	19
THE SCHEME'S STANDARD OF PROOF .....	19
MAXIMUM PAYMENT AND SHARED RESPONSIBILITY .....	20
EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS .....	20

# 1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

## 2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

---

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

### CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.<sup>1</sup>

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

---

<sup>1</sup> Section 111(1)(b).

### 3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

---

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

#### LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

## WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

## 4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

---

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

## KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

### State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

### Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). \*

\* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.



Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

## 5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

---

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

### CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

### APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

### RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

## REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

## MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

## 6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

---

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

# ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au).
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

## FOR MORE INFORMATION

---

Please contact:

Gordon MacMile  
Director Strategic Coordination and Delivery  
Email: [gordon.macmile@dlgsc.wa.gov.au](mailto:gordon.macmile@dlgsc.wa.gov.au)

Department of Local Government, Sport and Cultural Industries  
246 Vincent Street, LEEDERVILLE WA 6007  
PO Box 329, LEEDERVILLE WA 6903  
Telephone: (08) 9492 9700  
Website: [www.dlqc.wa.gov.au](http://www.dlqc.wa.gov.au)

# APPENDIX A

---

## ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions<sup>2</sup> to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks (August 2015)*; *Redress and Civil Litigation (September 2015)* and *Criminal Justice (August 2017)*. The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

---

<sup>2</sup> \* For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

# THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
  - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
  - Places emphasis on genuine engagement with and valuing of children;
  - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
  - Creates conditions that increase the likelihood of identifying any harm;
  - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

# APPENDIX B

---

## NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au) or the [National Redress Guide](#).



## SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

# TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> <li>No responsibility for local governments.</li> <li>The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.</li> </ul>
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> <li>ACT has no municipalities, and the ACT Government is responsible for local government functions.</li> <li>ACT has therefore not been required to explore the issue of local government participation in the Scheme.</li> </ul>
New South Wales (NSW)	<ul style="list-style-type: none"> <li>In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability.</li> <li>The NSW Office for Local Government is leading communications with local councils about this decision.</li> <li>NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.</li> </ul>
Northern Territory (NT)	<ul style="list-style-type: none"> <li>The NT Government has consulted all of the Territory's local governments, including individually visiting each local government.</li> <li>NT is in the process of amending Territory's declaration of participating institutions to include local governments.</li> </ul>
Queensland	<ul style="list-style-type: none"> <li>Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions.</li> <li>The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.</li> </ul>
South Australia (SA)	<ul style="list-style-type: none"> <li>Local governments are not currently included in the SA Government's declaration</li> <li>The SA Government is still considering its approach to local governments.</li> </ul>
Tasmania	<ul style="list-style-type: none"> <li>Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration.</li> <li>A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.</li> </ul>
Victoria	<ul style="list-style-type: none"> <li>The Victorian Government's declaration includes local governments.</li> <li>The Victorian Government is covering local governments' redress liability.</li> </ul>
Western Australia (WA)	<ul style="list-style-type: none"> <li>The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.</li> </ul>

## TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

## THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

## MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

## EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

# ATTACHMENT

25/5/2020

**Development of a new 100M Range & Enhancements in Ravensthorpe**

Dear Gavin,

We hope all is well with yourself & your colleagues in these trying times?

We have had some delays with the progress of our project obviously due to the Covid-19 situation. I think we are all aware now of just how serious this event has impacted on all avenues of people's general health and the economy.

RHGC is no exception and hence we are in a situation where we would like to request an extension to the completion date of our current project. We have sent formal correspondence to CSRFF & RHFF to ask the same.

Our project got off to a flying start early in the year with the major part of the earthworks completed on time & on budget. We purchased a water tank and culverts as well as other sundry items. We spent time with the design and finalised all the documentation. We are informed we should have our building licence this week. We have also constructed formwork for our shooting tables etc.

We appreciate the funding payments from Council thus far to assist us as a major contribution towards our project. At this stage we had already commenced the confirmed design of the shed and instigated planning approval and research to confirm quotes on the definitive engineered drawings etc.

We chose Coastline Sheds to go ahead with the supply of a shed and they have experienced delays themselves and we now find that the shed will only be available to collect ex Perth on the 2/6/2020.

This now leads to a compounding affect that would not give sufficient time to complete our project.

RHGC formally wishes to apply for an extension to the proposed completion date of 1/7/2020 until Tuesday 1<sup>st</sup> September 2020?

We eagerly await your consideration and hope it will be favourable so we may get back on track and complete our project in a timely & successful manner?

Yours sincerely

Mr Bill Auburn

President RHGC Inc.



# ATTACHMENT



DRAFT

Current Fitzgerald Coast Logo





The two logos are the same except for the line through the brown to depict a road leading through the range. This helps to make the shape look more like a range and shows that it is accessible.

Unfortunately I did not have access to the original font Avenir (but a graphic designer would) to use in the draft concept. A font closest to the original has been selected.

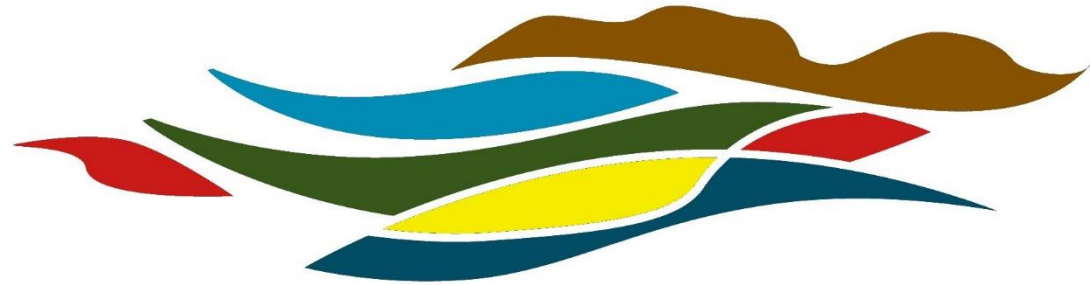
Colours which have changed include:

- YELLOW: Crops, farming even flowers
- RED: Mining and flowers.

The remaining colours depicted on the original logo represent:

- Green: Reserves
- Brown: Ranges
- Turquoise: Ocean
- Teal-Green: Biodiversity.

**IMPORTANT TO NOTE:** When determining the exact shades of colour on a logo a spot colour chart (ie PMS code) would be allocated and this would be presented in final format a style guide.



**Fitzgerald  
coast Biosphere**

**VERSION ONE (A)** No line through the range (brown shape). All text have been bolded.



**Fitzgerald  
coast Biosphere**

**VERSION ONE (B)** A line has been placed through the range (brown shape) and all text bolded.

**VERSION ONE (B)**

Here are some examples on what the logo would look like as a single colour or in greyscale as variations on how the logo could be used.

The Fitzgerald Coast Biosphere logo is to form a part of PLACE BRANDING strategy for our region which should be encouraged and used by locals, community groups and businesses within the region.

To develop a place brand would normally involve extensive community consultation. A revision of the Fitzgerald Coast logo is not to replace this process. However, due to the current situation resulting from the pandemic on tourism and the focus by government on promoting domestic tourism, there is an urgency to start pushing our point of difference which is the Fitzgerald Biosphere as an important, unique and significant destination.

Changing the name to include the word Biosphere is the key focus of this edit. Further work later can be undertaken on the logo design and this should go through the normal consultative process.



Image will be the same as version one B

**VERSION TWO (A)**

Image will be the same as version one B (I prefer the line through the range)  
However, when comparing the two version please consider the text.

In this version the text has been modified to be closer to the original font and style of the Fitzgerald Coast logo to provide some continuity to the brand.

The text is cleaner to read with an emphasis on the word Biosphere without losing the presence of Fitzgerald Coast. In addition in the example at the bottom of the page, although the two FCB logos are the same size, the words Fitzgerald Coast is easily readable on the version two example.



**VERSION TWO (B) PREFERRED OPTION**

When comparing the two version please consider the text.

In this version the text has been modified to be closer to the original font and style of the Fitzgerald Coast logo to provide some continuity to the brand.

The text is cleaner to read with an emphasis on the word Biosphere without losing the presence of Fitzgerald Coast. In addition in the example at the bottom of the page, although the two FCB logos are the same size, the words Fitzgerald Coast is easily readable on the version two example.



Although the logo has been reduced in size which is common on advertising, brochures etc the colours and the word "Biosphere is easily identifiable)

## EXAMPLES OF PLACE BRANDING LOGOS



'I Love New York' is popularly considered the most effective and leading effort to brand a city. There was a popular idea during the 70s that New York City was a dark, danger-riddled place. Legendary graphic designer Milton Glaser was briefed by New York State to create a symbol that the people of New York could get behind to start to believe that their city was one to be proud of.

In its applications on merchandise, businesses, posters, t-shirts etc 'I Love New York' as it was adopted by all parts of the city. It was pitched as a symbol for the future and became a catalyst for internal and external change.

## EXAMPLES OF LOCAL REGIONAL BRANDS INCLUDING OTHER BIOSPHERES



**ATTACHMENT**

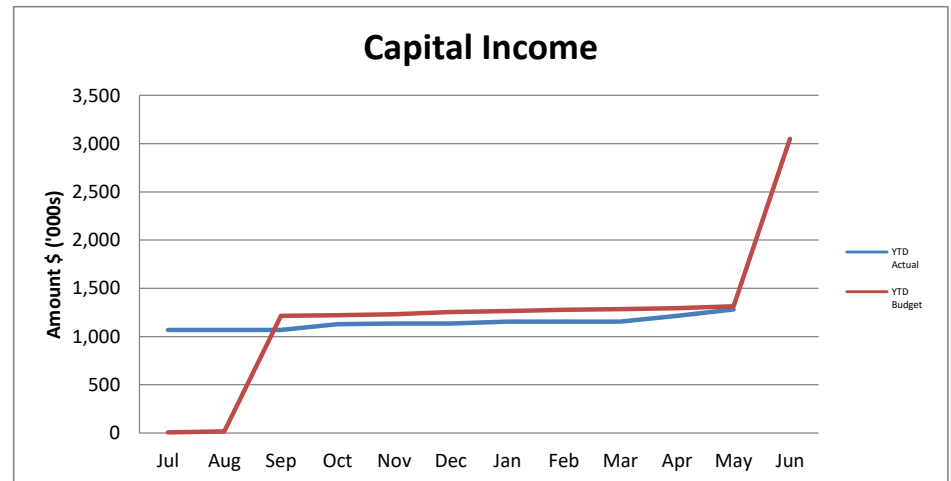
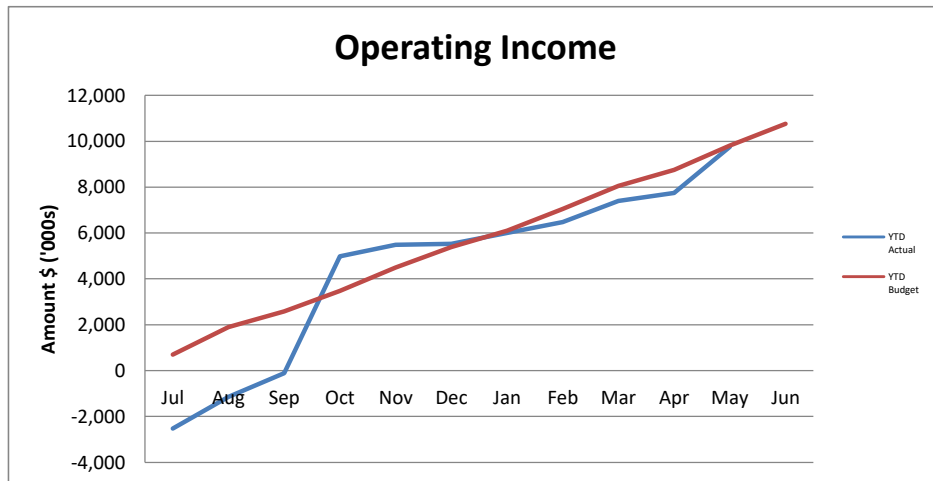
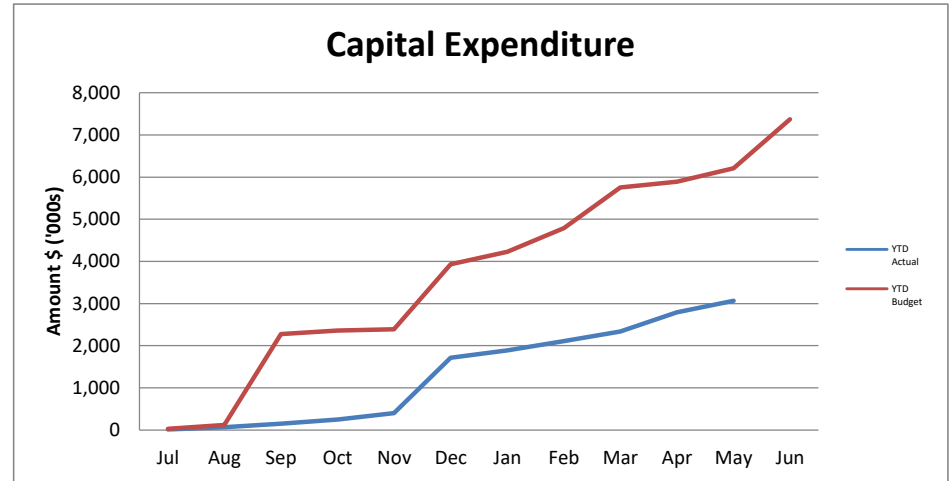
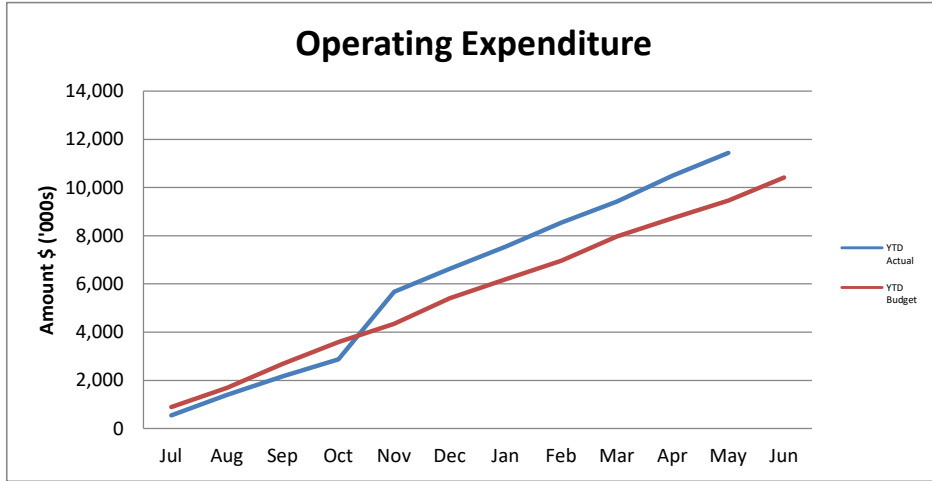


**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2020**

**TABLE OF CONTENTS**

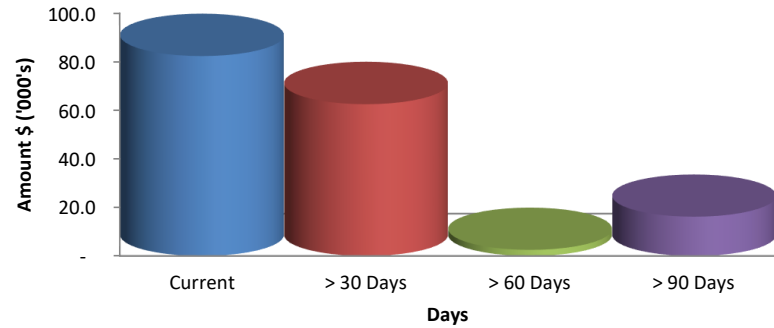
	<b>Page</b>
Graphical Analysis	2-3
Statement of Financial Activity	4
Report on Significant Variances	5
1 Acquisition of Assets	6-8
2 Disposal of Assets	9
3 Information on Borrowings	10
4 Reserves	11-13
5 Net Current Assets	14
6 Rating Information	15
7 Trust Funds	16
8 Operating Statement	17-18
9 Statement of Financial Position	19
10 Financial Ratios	20

# Income and Expenditure Graphs to 31 May 2020

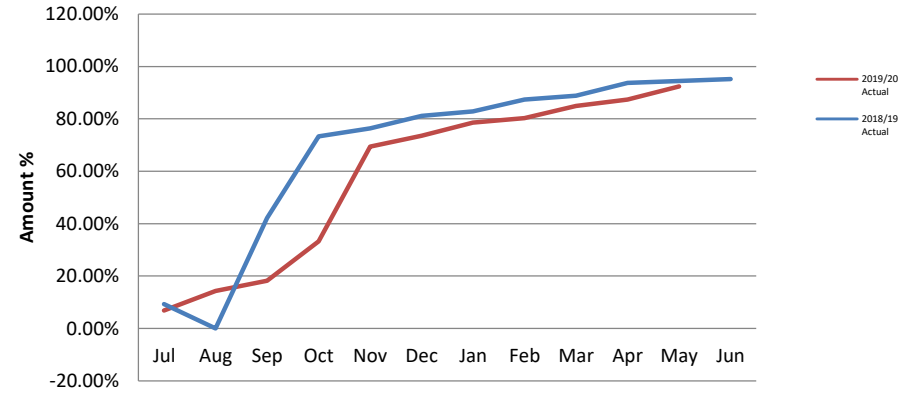




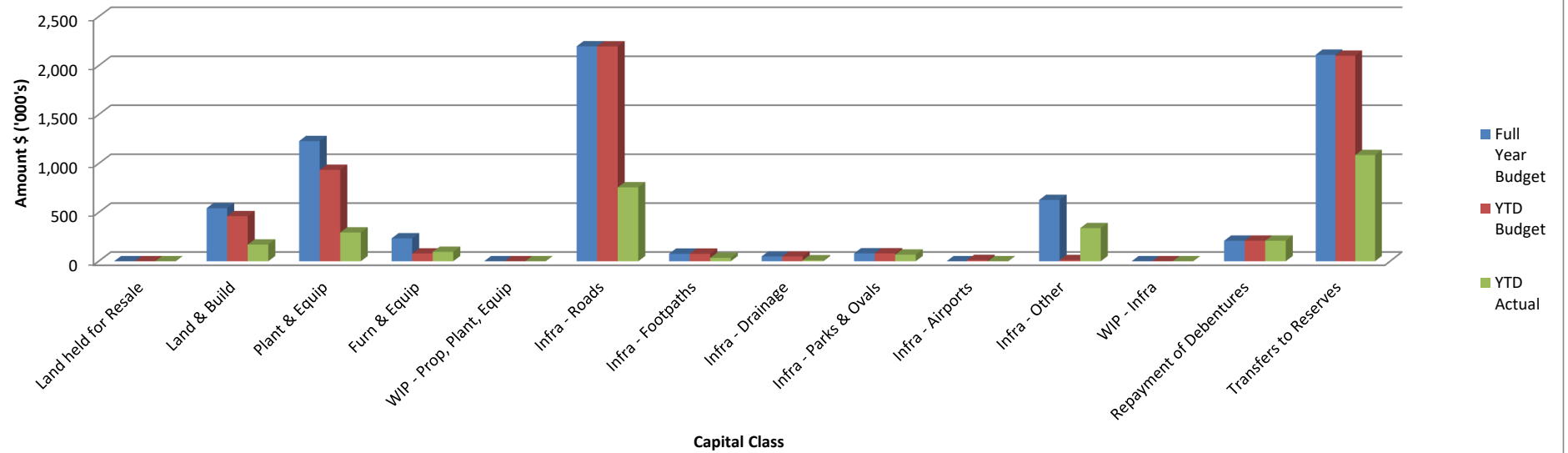
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



**SHIRE OF RAVENSTHORPE**  
**SHIRE OF RAVENSTHORPE**  
**STATEMENT OF FINANCIAL ACTIVITY**

FOR THE PERIOD ENDED 31 MAY 2020

	NOTE	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	MAY 2019 Y-T-D Budget \$	MAY 2019 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>								
<b>Revenues/Sources</b>								
Governance		4,500	29,500	27,413	26,350	(1,063)	96.12%	
General Purpose Funding		1,113,442	1,097,442	1,089,934	2,119,908	1,029,974	194.50%	▲
Law, Order, Public Safety		411,700	387,700	385,900	592,608	206,708	153.57%	▲
Health		14,000	16,000	14,681	16,559	1,878	112.79%	
Education and Welfare		569,150	500,650	466,454	443,593	(22,861)	95.10%	
Housing		5,200	5,200	4,697	4,800	103	102.19%	
Community Amenities		864,800	875,800	810,554	626,714	(183,840)	77.32%	▲
Recreation and Culture		165,300	103,300	95,377	78,504	(16,873)	82.31%	
Transport		2,703,659	2,585,659	2,183,786	1,067,279	(1,116,507)	48.87%	▲
Economic Services		256,500	252,500	234,833	243,830	8,997	103.83%	
Other Property and Services		453,500	460,500	420,705	93,371	(327,334)	22.19%	▲
		6,561,751	6,314,251	5,734,334	5,313,516	(420,818)	92.66%	
<b>(Expenses)/(Applications)</b>								
Governance		(795,891)	(830,891)	(727,002)	(657,986)	69,016	(90.51%)	
General Purpose Funding		(256,753)	(290,753)	(266,809)	(229,986)	36,823	(86.20%)	
Law, Order, Public Safety		(915,429)	(910,429)	(809,566)	(805,966)	3,600	(99.56%)	
Health		(366,844)	(342,344)	(299,848)	(297,473)	2,375	(99.21%)	
Education and Welfare		(1,013,701)	(880,701)	(808,234)	(710,160)	98,074	(87.87%)	
Housing		(283,393)	(283,393)	(260,229)	(225,106)	35,123	(86.50%)	
Community Amenities		(1,654,272)	(1,686,272)	(1,522,606)	(1,290,592)	232,014	(84.76%)	▲
Recreation & Culture		(1,760,575)	(1,762,575)	(1,596,012)	(1,486,572)	109,440	(93.14%)	▲
Transport		(2,412,274)	(2,444,774)	(2,248,274)	(4,527,747)	(2,279,473)	(201.39%)	▲
Economic Services		(501,327)	(459,327)	(416,530)	(394,477)	22,053	(94.71%)	
Other Property and Services		(672,946)	(526,946)	(508,525)	(810,038)	(301,513)	(159.29%)	▲
		(10,633,405)	(10,418,405)	(9,463,635)	(11,436,103)	(1,972,468)	(120.84%)	
<b>Net Operating Result Excluding Rates</b>		<b>(4,071,654)</b>	<b>(4,104,154)</b>	<b>(3,729,301)</b>	<b>(6,122,587)</b>	<b>(2,393,286)</b>	<b>164.18%</b>	
<b>Adjustments for Non-Cash</b>								
<b>(Revenue) and Expenditure</b>								
(Profit)/Loss on Asset Disposals	2	30,695	30,695	30,567	14,577	(15,990)	(47.69%)	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0	0.00%	
Rounding		0	0	0	2	2	0.00%	
Depreciation on Assets		1,978,847	1,978,847	1,815,818	4,198,808	2,382,990	(231.24%)	▲
<b>Capital Revenue and (Expenditure)</b>								
Purchase of Land and Buildings	1	(533,062)	(542,962)	(460,846)	(170,426)	290,420	(36.98%)	▲
Purchase of Furniture & Equipment	1	(203,000)	(234,000)	(78,989)	(95,874)	(16,885)	(121.38%)	
Purchase of WIP - PP & E	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(2,307,100)	(2,196,100)	(2,195,236)	(756,074)	1,439,162	(34.44%)	▲
Purchase of Infrastructure Assets - Footpaths	1	(77,000)	(77,000)	(77,000)	(34,184)	42,816	(44.39%)	
Purchase of Infrastructure Assets - Drainage	1	(49,000)	(49,000)	(49,000)	(9,703)	39,297	(19.80%)	
Purchase of Infrastructure Assets - Parks & Ovals	1	(80,840)	(80,840)	(80,840)	(67,800)	13,040	(83.87%)	
Purchase of Infrastructure Assets - Airports	1	(12,244)	(12,244)	(12,244)	(30,296)	(18,052)	(247.44%)	
Purchase of Infrastructure Assets - Other	1	(627,000)	(627,000)	(12,000)	(339,110)	(327,110)	(2825.92%)	▲
Proceeds from Disposal of Assets	2	239,000	239,000	60,076	211,618	151,542	(352.25%)	▼
Repayment of Leases	2	0	0	0	0	0	0.00%	
Repayment of Debentures	3	(209,795)	(209,795)	(209,792)	(209,799)	(7)	(100.00%)	
Transfers to Restricted Assets (Reserves)	4	(2,110,000)	(2,110,000)	(2,100,000)	(1,085,745)	1,014,255	(51.70%)	▲
Transfers from Restricted Asset (Reserves)	4	2,811,431	2,811,431	1,253,970	1,070,000	(183,970)	(85.33%)	▼
Net Current Assets July 1 B/Fwd	5	1,997,441	2,071,861	2,071,861	2,071,861	0	(100.00%)	
Net Current Assets Year End/To date	5	584	109,603	(628,900)	2,797,112	3,426,012	444.76%	
<b>Amount Raised from Rates</b>		<b>(4,452,865)</b>	<b>(4,449,864)</b>	<b>(4,078,871)</b>	<b>(4,445,909)</b>	<b>(367,038)</b>	<b>109.00%</b>	

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

**Material Variances Symbol**

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

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

**SHIRE OF RAVENSTHORPE**  
**FOR THE PERIOD ENDED 31 MAY 2020**  
**Report on Significant variances Greater than 10% and \$100,000**

**Purpose**

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

**The Materiality variance adopted by Council is:**

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

**REPORTABLE OPERATING REVENUE VARIATIONS**

**03 - General Purpose Funding**

2020/2021 FAGS Advance received in May

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

Bushfire Mitigation Funding higher than forecast

**07 - Health**

Number of Health related Registrations/Licenses exceeding projections

Full YTD Revenue received however budget is spread across Financial Year

**10 - Community Amenities**

Grant Funding from Shire of Jerramungup not received for Regional Landfill Site due to not complete

**11 - Recreation and Culture**

Decrease in Memberships due to COVID-19

Decrease in Bookings income due to COVID-19

**12 - Transport**

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

Airport Revenue is lower than projected due to decrease in flights over COVID-19 period

**14 - Other Property and Services**

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

**REPORTABLE OPERATING EXPENSE VARIATIONS**

**03 - General Purpose**

Timing Issue with Budget Review spread over the Financial Year, however Valuation Expense not yet received

**08 - Education and Welfare**

Expenditure for Little Barrens ELC lower than forecast due to reduced staff hours as a consequence of a decrease in numbers during COVID-19

**09 - Housing**

Building Maintenance Projects currently lower than YTD forecast due to COVID-19, works have now resumed

**10 - Community Amenities**

Invoiced for Rubbish Collection received later than expected. Sewerage Expenditure lower than forecast

Building Maintenance Projects currently lower than YTD forecast due to COVID-19, works have now resumed

**12 - Transport**

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

**14 - Other Property and Services**

Due to large amount of accrued annual and long service leave paid on redundancies

Recovery of Public Works Overheads below YTD Budget. To be reviewed as part of the End of year Process

**REPORTABLE NON-CASH VARIATIONS**

Depreciation higher than budgeted due to Infrastructure Revaluation

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

Timing Issue as many Asset Purchases scheduled for final quarter

**REPORTABLE CAPITAL INCOME VARIATIONS**

Timing Issue as many Asset Purchases and subsequent disposals scheduled for final quarter

**SHIRE OF RAVENSTHORPE  
FOR THE PERIOD ENDED 31 MAY 2020**

**BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Account#	Job#	Job/GL Description	Reason for Amendment	Council Res	Net Change	New Budget	Amended Budget Running Balance
		Brought Forward Adopted Budget Surplus Adjusted Brought Forward after Adoption	Brought Forward Adopted Budget Surplus Adjusted Brought Forward after Adoption				\$584
					\$114,849		\$115,433
							\$115,433
04220		GOV - Income Relating to Governance	GVROC Records Project distribution	146/19	\$25,000		\$140,433
05116		Grant/Contribution to Water Bomber Tank Upgrade	DBCA funding bore water supply, not tank	146/19	(\$24,000)		\$116,433
11101		Income Relating to Public Halls & Civic Centres	Solar Power credit	146/19	\$9,000		\$125,433
14210		Workcare Reimbursements	Workcare recovery not anticipated	146/19	\$5,000		\$130,433
10101		Rubbish and Recycling Charges (via rates)	Additional services charged	146/19	\$5,000		\$135,433
	I116	Income Relating to Other Recreation & Sport - Recreation Centres	Gym usage down on LY	146/19	(\$5,000)		\$130,433
12601		Income Relating to Aerodromes	Airport revenue downgrade	146/19	(\$50,000)		\$80,433
12214		Grant - Flood Damage Claims (GST Free)	D. Burkett WANDDRA Assistance above \$100K estimate	146/19	\$82,000		\$162,433
	R521	Hopetoun Townsite Firebreaks	Hopetoun Townsite Firebreaks	146/19	(\$2,000)		\$160,433
	R524	Munglinup Townsite Firebreaks	Munglinup Townsite Firebreaks	146/19	(\$1,000)		\$159,433
	R503	Expenses Relating to Ranger Services	Permanent saving from Snr Ranger vacancy	146/19	\$7,500		\$166,933
	R502	Expenses Relating to Ranger Services		146/19	\$7,500		\$174,433
	B812	Little Barrens Expenses	Permanent saving from staff vacancies	146/19	\$70,000		\$244,433
	M999	Road Maintenance	General savings in maintenance wages	146/19	\$116,000		\$360,433
	R326	Tourism - Salaries, Wages & Other Employee Costs	Permanent saving from staff vacancy	146/19	\$25,000		\$385,433
14203.000		Depot Indirect Wages	Permanent saving from Mechanic vacancy	146/19	\$65,000		\$450,433
	O126	ADM - Salaries, Wages & Other Employee Costs	Permanent saving from staff vacancy	146/19	\$40,000		\$490,433
	B812	Little Barrens Expenses - superannuation	Permanent saving from staff vacancies	146/19	\$10,000		\$500,433
	O111	Works Administration And Support	Vacant Mech \$9K & low contrib	146/19	\$20,000		\$520,433
	BM201	Ravensthorpe Works Depot - materials	Efficiencies due to revised operations	146/19	\$10,000		\$530,433
	O143	Council Xmas Party	Greater numbers for Xmas party	146/19	(\$2,000)		\$528,433
04209		GOV - Audit Fees	Two audit fees in one year	146/19	(\$26,000)		\$502,433
	R520	Ravensthorpe Townsite Firebreaks	Allocated to Hopetoun & Munglinup Town Firebreaks	146/19	\$3,000		\$505,433
	W165	Operating Costs - Household Refuse	Early trend based on 4 mths	146/19	(\$10,000)		\$495,433
	W166			146/19	(\$5,000)		\$490,433
	W168			146/19	(\$5,000)		\$485,433
	W169			146/19	(\$10,000)		\$475,433
	F350	Flood Damage	D. Burkett WANDDRA Assistance	146/19	(\$182,000)		\$293,433
	BM201	Ravensthorpe Works Depot - Service contracts	Efficiencies due to revised operations	146/19	\$10,000		\$303,433
	O132	Staff Recruitment	Higher staff recruitment activity	146/19	(\$60,000)		\$243,433
	O142	IT Support Costs (Incorrect Job Used Should be O144)	Lower IT support costs	146/19	\$0		\$243,433
	O144	IT Support Costs	Lower IT support costs		\$6,000		\$249,433
	O158	Consultant Specialist Services	Engaged for staff vacancies	146/19	(\$15,000)		\$234,433
	O159	Temporary Contract Staff	Engaged specialist services Cultural Precinct	146/19	(\$40,000)		\$194,433
	AB583	Building - 18 Carlisle St Housing Upgrade - materials	Reinstating 18/19 budget due to sewer works	146/19	(\$7,000)		\$187,433
	AB583	Building - 18 Carlisle St Housing Upgrade - services	and kitchen floor removal	146/19	(\$6,000)		\$181,433
	AF481	F&E - IT Server Upgrade	Greater than budget estimate	146/19	(\$6,000)		\$175,433
	AF481A	F&E - Computer upgrades	Laptops & Desktops carried over from June 2019 order	146/19	(\$13,000)		\$162,433
	AF637	F&E - Printers	Multifunction Printer carried over from June 2019 order	146/19	(\$12,000)		\$150,433
03103		General Rates Levied	Removal of Ravensthorpe Community Centre	12/20	(\$3,000)		\$147,433
08109		The Cub House Sustainability Grant (GST)	Lower than expected grant after acquittal	12/20	(\$3,000)		\$144,433
	CC002	Child Care - Other Revenue, Grants, Contributions	\$6K c/f grant n/a; \$30K Committee contr. twice; \$2500	12/20	(\$38,500)		\$105,933
11501		Income Relating to Libraries	reduced Trainee income	12/20			\$106,933
			New contribution, Forecast \$1K	12/20	\$1,000		\$106,933

**SHIRE OF RAVENSTHORPE  
FOR THE PERIOD ENDED 31 MAY 2020**

13607		Contributions to Economic & Social Study	Lower than expected contribution, Forecast \$55K	12/20	(\$25,000)	\$81,933
	I106A	Grant Proceeds Ex Shire Jerramungup	Weigh Bridge A1510 \$250K; budget amended to match CapEx	12/20	(\$9,000)	\$72,933
07401		Income Relating to Preventative Services - Administration & In	Increased Health Inspection income, Forecast \$6K	12/20	\$2,000	\$74,933
08110		Little Barrens Income (GST Free)	Revised Income Forecast \$223K (\$120K last half)	12/20	(\$47,000)	\$27,933
	I104	Tipsite And Transfer Station Fees	Additional tip revenues, Forecast \$53K	12/20	\$10,000	\$37,933
10301		Income Relating to Sewerage	Misc septic tank fees, revised forecast \$1K	12/20	(\$7,000)	\$30,933
10306		Income Relating to Sewerage (Inc GST)	Controlled waste tracking forms, Forecast \$12K	12/20	\$12,000	\$42,933
12601		Income Relating to Aerodromes	Revised Income Forecast \$130K (\$90K last half)	12/20	(\$150,000)	(\$107,067)
13201		Income Relating to Tourism & Area Promotion	Income based on FCTA recovery which ceased	12/20	(\$9,000)	(\$116,067)
13601		Income Relating to Other Economic Services	Favourable forecast, new leases to commence last Qtr	12/20	\$30,000	(\$86,067)
03105		Penalty Interest Raised on Rates	Additional penalty interest; Forecast \$36K	12/20	\$4,000	(\$82,067)
			Later raising of rates, lower interest rates and cash flow from flood grants	12/20	(\$20,000)	(\$102,067)
03206		Interest Received Reserve Funds		12/20	\$2,000	(\$100,067)
14313		Income Relating to Plant Operations	Minor plant sales; Forecast \$2K	12/20	\$20,000	(\$80,067)
08108		The Cub House Income (GST Free)	Additional childcare numbers; Forecast \$155K	12/20	(\$67,000)	(\$147,067)
11301		Income Relating to Other Recreation & Sport	Galaxy Gym revenue now in-kind	12/20	\$13,000	(\$134,067)
	R502	Ranger Salaries, Wages, Other Employee Costs Hopetoun	Decrease in Wages from vacancy; Forecast \$26K	12/20	\$20,000	(\$114,067)
	B812	Little Barrens Employee Costs	Reduction in Salaries from vacancy; Forecast \$272K	12/20	\$16,000	(\$98,067)
	CH001	Cub House Employee Costs	Reduction in Salaries from vacancy; Forecast \$261K	12/20	\$10,000	(\$88,067)
	I119	Works Rent Allowance	Lower rent allowance estimate from vacancy	12/20	\$9,500	(\$78,567)
	O170	Works Tool Allowance	Lower tool allowance estimate from vacancy	12/20	\$56,000	(\$22,567)
	O126	Administration Salaries, Superannuation & Other Employee Co	Decrease in Wages from admin vacancies	12/20	\$11,000	(\$11,567)
	B812	Little Barrens Employee Costs	Reduction in Supn from vacancy; Forecast \$17K	12/20	\$6,000	(\$5,567)
	R326	Tourism Salaries, Wages & Other Employee Costs	Reduction in Supn from Tourism; Forecast \$5K	12/20	\$20,000	\$14,433
	O111	Works Administration And Support	Reduction in Supn from vacancy; Forecast \$46K	12/20	\$13,000	\$27,433
	O126	Administration Salaries, Superannuation & Other Employee Co	Reduction in Supn from vacancy; Forecast \$92K	12/20	\$10,000	\$37,433
14204		Protective Clothing - Outside Staff	Lower than anticipated PPE exp; Forecast \$5K	12/20	(\$3,000)	\$34,433
14509		Fringe Benefits Tax - Admin	Fleet FBT based on Stat. formulae; Forecast \$36K;	12/20	\$4,000	\$38,433
03101		Rate Notice Stationery expense	Decreased Materials; Forecast \$6K	12/20	(\$10,000)	\$28,433
	O124	Council Meeting And Other Catering Expenses	Increased materials \$10K; Forecast \$22K	12/20	(\$5,000)	\$23,433
	E115	Ceso Salaries, Wages, Other Employee Costs	Increase in Materials SG Fleet; Forecast \$5K	12/20	\$5,000	\$28,433
	E118	Ceso Operating Expenses	Reduction in Materials \$5K; Forecast \$7K	12/20	\$2,000	\$30,433
	B703	Medical Practice Operating Expense - Hopetoun	Decreased Materials \$2K; Forecast \$1.4K	12/20	(\$4,000)	\$26,433
	B905	30 Kingsmill Street	Increased Materials, Furnishings; Forecast \$5K	12/20	(\$6,000)	\$20,433
	BM905	30 Kingsmill Street	Increased Materials, Refurnished; Forecast \$7K	12/20	(\$4,000)	\$16,433
	W167	Purchase Of Mobile Rubbish Bins	Increased Materials, Bins; Forecast \$4K	12/20	(\$6,000)	\$10,433
	R105	Hopetoun Foreshore	Increased Materials, Outdoor tables; Forecast \$6K	12/20	\$5,000	\$15,433
	SS002	Traffic Control Sign Maintenance	Decreased Materials: Forecast \$10K unspent	12/20	\$3,500	\$18,933
	SS003	Tourist Sign Maintenance	Decreased Materials, Forecast \$11.5K, leaves \$10K	12/20	\$2,000	\$20,933
	BM201	Ravensthorpe Works Depot	Reduced Materials \$2K	12/20	\$3,000	\$23,933
	BM202	Hopetoun Works Depot	Reduced Materials, Forecast \$12K; leaves \$10K	12/20	\$5,000	\$28,933
	AP627	Sundry Plant And Equipment Purchases (Less Than \$5K)	Reduced Purchases, Forecast \$12K; leaves \$10K	12/20	\$1,000	\$29,933
14307		Licences - Plant	Reduced Licensing exps; Forecast \$15.5K	12/20	\$2,000	\$31,933
	O139	Australia Day Breakfast	Decreased Materials \$2K; Forecast \$500	12/20	(\$30,000)	\$1,933
03102		Valuation Expenses and Title Searches Expense	Increased Service Contracts GRV Reval; Forecast \$42K	12/20	(\$2,000)	(\$67)
04111		Training Expenses of Members	Increased Service Contracts; Forecast \$7K	12/20	(\$2,000)	(\$2,067)
04207		GOV - Subscription Expense	Increased Service Contracts; Forecast \$2K	12/20	(\$19,000)	(\$21,067)
	O151	Community Strategic Plan	Increased Service Contracts; Forecast \$36K	12/20	\$15,000	(\$6,067)
	O152	Long Term Financial Plan	Decreased Service Contracts; Forecast \$15K	12/20	\$7,000	\$933
	O154	Asset Management Plan	Decreased Service Contracts; Forecast \$13K	12/20	\$9,000	\$9,933
	O155	Workforce Planning	Decreased Service Contracts; Forecast \$6K	12/20	(\$11,000)	(\$1,067)
	O157	Community Survey/Engagement	Increased Service Contracts; Forecast \$21K	12/20	(\$17,000)	(\$18,067)
	R501	Contract Ranger Services	Increase in Service Contracts for vacancy; Forecast \$29K	12/20	\$2,000	(\$16,067)
	R504	Ranger Salaries, Wages, Other Employee Costs Munglinup	Reduction in Service Contracts; Forecast \$3K	12/20	\$4,000	(\$12,067)
	R509	Ranger General Administration	Reduction in Service Contracts; Forecast \$6K	12/20		

**SHIRE OF RAVENSTHORPE  
FOR THE PERIOD ENDED 31 MAY 2020**

	B704	Medical Practice Operating Expense - Ravensthorpe	Decreased Service Contracts; Forecast \$7.5K	12/20	\$7,500	(\$4,567)
	B706	Medical Practice It And Subscriptions	Decreased Service Contracts; Forecast \$23K	12/20	\$15,000	\$10,433
	BM810	Cub House Building Maintenance	Reduction in Service Contracts; Forecast \$9K	12/20	\$4,000	\$14,433
	CH003	Cub House It Expense	Reduction in Service Contracts; Forecast \$3K	12/20	\$2,000	\$16,433
	B910	104 Martin Street - 88	Decreased Service Contracts; Forecast \$1K	12/20	\$2,000	\$18,433
	BM910	88 Martin Street	Decreased Service Contracts; Forecast \$4K	12/20	\$3,000	\$21,433
	BM999	Staff Housing (Budget Purposes)	Decreased Service Contracts; Forecast \$5K	12/20	\$3,000	\$24,433
	BM925	5 Daw Street - Doctors House	Decreased Service Contracts; Forecast \$3K	12/20	\$2,000	\$26,433
	W163	Jerdacuttup Refuse - Contractor	Increased Service Contract: Forecast \$6K	12/20	(\$2,000)	\$24,433
	W166	Ravensthorpe Refuse - Contractor	Increased Service Contract: Forecast \$38K	12/20	(\$5,000)	\$19,433
	W169	Hopetoun Recycling - Contractor	Decrease Service Contracts: Forecast \$69K	12/20	\$10,000	\$29,433
	TP01	Town Planner - Contracted Services	Decrease Service Contracts, perm diff Nov: Forecast \$49K	12/20	\$5,000	\$34,433
	B003	Munglinup Park Toilets	Decrease Service Contracts: Forecast \$6K cleaning to BM003	12/20	\$8,000	\$42,433
	B016	Jerdacuttup Parking Bay Toilets	Decrease Service Contracts; Forecast \$3K	12/20	\$3,000	\$45,433
	BM003	Munglinup Park Toilets	Increase Service Contracts: Forecast \$25K Cleaning, pump outs, Maint, \$4K Consumables	12/20	(\$12,000)	\$33,433
	BM009	Starvation Bay Main Toilets	Increase Service Contracts: Forecast \$2K pump outs	12/20	(\$2,000)	\$31,433
	BM012A	Hamersley Inlet Toilets - Day Use	Increase Service Contracts: Forecast \$2K pump outs	12/20	(\$2,000)	\$29,433
	BM017	Starvation Bay Toilets - Main Carpark At Boat Ramp	Increase Service Contracts: \$2K Forecast pump outs	12/20	(\$2,000)	\$27,433
	BM019	Phillips River Toilet (Canoe Trail)	Increase Service Contracts: Forecast \$2K pump outs	12/20	(\$2,000)	\$25,433
	AC398	Coastal Infrastructure Improvements	Reduced service contracts; Forecast \$10K to use	12/20	\$10,000	\$35,433
	R107	Starvation Bay	Reduced service contracts; Forecast \$1K	12/20	\$2,000	\$37,433
	R110	West Beach Foreshore	Reduced service contracts; Forecast \$1K	12/20	\$2,000	\$39,433
	B180	Youth Centre	Reduced service contracts; Forecast \$5K	12/20	\$2,000	\$41,433
	R131	Jubilee Park Ravensthorpe	Increased service contracts; Forecast \$13K Path works and shade	12/20	(\$10,000)	\$31,433
	R133	Mcculloch Park Hopetoun	Increased service contracts; Forecast \$7K Water main, shade, bouncy pillow cables	12/20	(\$6,000)	\$25,433
	R134	Munglinup Park Munglinup	Increased service contracts; Forecast \$12K Munglinup Roadhouse	12/20	(\$11,000)	\$14,433
	B172	Munglinup Library Operations	Service contract revision \$21K; Below Tier 2 Library standard	12/20	\$21,000	\$35,433
	BM171	Hopetoun Crc - Building Maintenance	Reduced service contracts; Forecast \$500	12/20	\$1,000	\$36,433
	R802	Cwa Rest Centre Hopetoun	Increased service contracts; Forecast \$2K	12/20	(\$2,000)	\$34,433
	BM175	Dunnart Art Building	Reduced service contracts; Forecast \$200	12/20	\$1,000	\$35,433
	F229	Flood Damage - Culham Inlet	Forecast \$3K; Welcome to Country	12/20	(\$3,000)	\$32,433
	R302	Tourist Information Bay Hopetoun	Reduced service contract; Forecast \$800	12/20	\$1,000	\$33,433
	R315	Hopetoun Crc Tourism Services	Increased service contracts; Forecast \$10K negotiated Funding	12/20	(\$5,000)	\$28,433
13300		Expenses Relating to Building Control	Reduced service contracts, perm Diff to Dec; Forecast \$18K	12/20	\$10,000	\$38,433
	R338	Economic & Social Study	Reduced service contract; Forecast \$75K	12/20	\$5,000	\$43,433
	O118	Medical Examinations Staff Time And Doctors Fees	Increased service contract; Forecast \$6K, more medicals	12/20	(\$2,000)	\$41,433
	O114	Occupational Health And Safety Matters	Reduced service contracts, Permanent saving to Dec; Forecast \$31K leaves \$20K	12/20	\$11,000	\$52,433
	O158	Consultant Specialist Services	Increased service contracts, Cultural Precinct, Leases, Financial ; Forecast \$99K	12/20	(\$19,000)	\$33,433
	O127	Computer Software Licence Fees	Reduced service contracts; Forecast \$48K, no major IT Vision module training	12/20	\$20,000	\$53,433
	O123	Administration Subscriptions Expenses	Record Storage	12/20	\$16,000	\$69,433
	O162	Licensing And Bank Utilities And Minor Expenses	Reduced service contracts; Forecast \$20,500	12/20	\$4,500	\$73,933
	SL2	Street Lighting - Hopetoun	Increased electricity charges; Forecast \$37K	12/20	(\$5,000)	\$68,933
	W104	Ravensthorpe Effluent Drainage Scheme	Decrease in electricity charges estimate	12/20	\$6,000	\$74,933

**SHIRE OF RAVENSTHORPE  
FOR THE PERIOD ENDED 31 MAY 2020**

		Council Administration Expenses	Increase Telephone SMS Fire Ban Service; Forecast \$12K	12/20	(\$12,000)		\$62,933
	B126	Hopetoun Community Centre	Increased Telephone Services added; Forecast 14.6K	12/20	(\$9,000)		\$53,933
	O115	Building Maintenance Administration Expenses	BMO Telephone not included	12/20	(\$2,000)		\$51,933
14504		Telecommunications Costs	Telecommunication upgrades; Forecast \$80K	12/20	(\$10,000)		\$41,933
	B001	Jubilee Park Toilets	Decreased Water consumption; Forecast \$1K	12/20	\$3,000		\$44,933
	B004	Hopetoun Foreshore Toilets	Increased Water consumption; Forecast \$13.7K	12/20	(\$6,000)		\$38,933
	BM124	Ravensthorpe Hall	Reduced water estimate	12/20	\$3,000		\$41,933
	R331	Hopetoun Standpipe	Reduced Water consumption; Forecast \$29K	12/20	\$3,000		\$44,933
14302		Insurance - Plant	Fleet adjustments; Forecast \$61K	12/20	(\$5,000)		\$39,933
03106		Rates Written-off	Decreased Oth Exps; Forecast \$1K	12/20	\$3,000		\$42,933
			Increased Oth Exps credit card surcharges \$6K and inc.				
03200		Bank Charges	Odraft \$5K; Forecast \$22K	12/20	(\$11,000)		\$31,933
	O133	Ravensthorpe Community Centre Contribution	Decreased Oth Exps donation; Forecast now rates exempt	12/20	\$4,000		\$35,933
	AB585	Lot 79 Esplanade Hopetoun Housing Upgrade	Completed \$4412, Permanent saving of GP funds	12/20	\$4,900		\$40,833
	AB586	Automatic Sliding Door	Completed \$14844	12/20	(\$6,000)		\$34,833
	AB615	Records Sea Container	Completed \$25800	12/20	(\$5,800)		\$29,033
	AB617	Admin Toilet Upgrade - Ravensthorpe	On Hold	12/20	\$10,000		\$39,033
	C086	Mallee Road Construction	Gravel Material savings from reuse	12/20	\$86,000		\$125,033
	C086	Mallee Road Construction	Reduced services during project; Forecast \$10K	12/20	\$17,000		\$142,033
	G101	Gravel Pit Development	Materials budget component not required	12/20	\$8,000		\$150,033
<b>Amended Budget as per Council Resolution (1)</b>						<b>\$1,349</b>	<b>\$1,933</b>

(1) Budget Surplus / (Deficit) position as per the Statement of Financial Activity

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 31 MAY 2020

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	MAY 2019 Actual \$
<b>1. ACQUISITION OF ASSETS</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program</u></b>				
<b>Law, Order &amp; Public Safety</b>				
<b><u>Fire Prevention &amp; Control</u></b>				
Water Bomber Tank Upgrade	24,000	24,000	11,999	134
Land Sub-Division Hopetoun	41,500	41,500	20,750	0
<b><u>Law &amp; Order</u></b>				
19/20 Purchase Toyota Hilux Senior Ranger	50,000	50,000	50,000	0
<b>Health</b>				
<b><u>Doctors &amp; Other Health</u></b>				
Surgery Upgrade Ravensthorpe	5,500	5,500	5,500	0
Surgery Upgrade - Hopetoun	5,500	5,500	5,500	0
<b>Education &amp; Welfare</b>				
<b><u>Senior Citizens</u></b>				
Automatic Sliding Door	8,742	14,742	13,508	14,844
<b>Housing</b>				
<b><u>Staff Housing</u></b>				
30 Kingsmill Street, Ravensthorpe	87,000	87,000	43,499	42,409
18 Carlisle St Housing Upgrade	22,600	35,600	31,825	54,717
93 Spence St Housing Upgrade	18,000	18,000	18,000	0
Lot 79 Esplanade Hopetoun Housing Upgrade	17,620	12,720	12,352	4,412
<b><u>Other Housing</u></b>				
<b>Community Amenities</b>				
<b><u>Sanitation - Household Refuse</u></b>				
Hopetoun Transfer Station	12,000	12,000	12,000	0
Ravensthorpe Regional Landfill	250,000	250,000	0	0
2019/20 Purchase Plant - Sewerage	29,000	29,000	29,000	18,078
<b>Recreation and Culture</b>				
<b><u>Other Recreation &amp; Sport</u></b>				
Ravensthorpe Hand Gun Club - Range	20,000	20,000	20,000	20,000
Hopetoun Rec Centre - Timber Sealing And	18,400	18,400	18,400	0
Ravensthorpe Rec Centre - Design	5,000	5,000	5,000	0
Ravensthorpe Rec Centre - It Upgrade For Tv,	10,000	10,000	10,000	0
2018/2019 Park Benches	5,400	5,400	5,400	0
New Gym Equipment	67,000	67,000	0	6,172
Playground Renewal - Ravensthorpe Rec	0	0	0	0
Ravensthorpe Cricket Pitch	9,000	9,000	9,000	7,400
Hopetoun Upgrade Of Oval Lighting	66,440	66,440	66,440	60,400
2019/20 Light Truck (Parks & Gardens)	120,000	120,000	0	0
2019/20 Utility Spray Vehicle (Parks &	55,000	55,000	55,000	47,646
<b><u>Other Culture</u></b>				
Ravensthorpe Museum	6,300	6,300	6,300	0



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

Four Mile Carpark - Construct New Parking	42,000	42,000	42,000	4,563
Mills Road Construction	52,000	52,000	52,000	45,614
Mallee Road Construction	240,000	137,000	136,126	181,224
Streetscape Morgan Street Stage 3	40,000	40,000	40,000	29,556
Gravel Pit Reinstatement	50,000	50,000	50,000	0
Gravel Pit Development	30,000	22,000	22,010	0

**Roads Mrwa V Of G Constr**

Jerdacuttup Road - Stabilise Pavement &	210,000	210,000	210,000	0
Springdale Road - Bitumen Reseal (Rrg)	139,050	139,050	139,050	22,844
Hamersley Drive Bitumen Reseal (Rrg)	135,000	135,000	135,000	35,992
Hamersley Drive Reseal 2019/20	139,050	139,050	139,050	0

**Mrwa Project Construction**

Southern Ocean Road Flood Damage	900,000	900,000	900,000	238,911
----------------------------------	---------	---------	---------	---------

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 31 MAY 2020

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	MAY 2019 Actual \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program (Continued)</u></b>				
<b><u>Transport (Continued)</u></b>				
<b>Roads To Recovery Construction</b>				
2019/20 Melaleuca Road Construction	330,000	330,000	330,000	197,370
<b>Drainage Construction</b>				
2019/20 Canning Blvd, Drainage Sump Lid	5,500	5,500	5,500	4,412
2019/20 Coxall Road Culvert Replace	30,000	30,000	30,000	0
2019/20 Spence St Verge Level Drainage	13,500	13,500	13,500	5,291
<b>Footpath Construction</b>				
Hosking Street - Concrete Footpath	32,000	32,000	32,000	0
Esplanade Pathway Construction	45,000	45,000	45,000	34,184
<b>Purchase Land - Roadworks And Depots</b>				
Purchase Depot Block - 1 Moir Road	205,000	205,000	205,000	4,862
<b>Purchase Furniture &amp; Equipment - Roads And Depots</b>				
Depot Office And Workshop Improvements	83,000	83,000	0	15,694
<b>Road Plant Purchases</b>				
2019/20 Tri Axle Float	160,000	160,000	0	0
2019/20 Prime Mover	300,000	300,000	300,000	0
2019/20 Multi Tyre Roler	200,000	200,000	200,000	0
<b>Aerodromes</b>				
Runway Reseal	12,244	12,244	12,244	30,296
<b>Economic Services</b>				
<b><u>Rural Services</u></b>				
State Barrier Fence	275,000	275,000	0	275,000
Water Deficiency Program - Dept Of Water	90,000	90,000	0	64,110
<b><u>Tourism</u></b>				
2019/20 4X4 Suv (Fcta)	50,000	50,000	50,000	40,921
<b>Other Property &amp; Services</b>				
<b><u>Works</u></b>				
2019/20 4X4 Suv (Dts)	55,000	55,000	50,413	55,835
2019/20 Single Cab - Cleaners	65,000	65,000	59,576	0
2019/20 Duel Cab - Works Supervisor	50,000	50,000	45,826	52,113
<b><u>Administration</u></b>				
2019/20 4X4 Executive Wagon (Ceo)	95,000	95,000	95,000	79,474
Computer Upgrades	29,000	35,000	32,076	37,266
Computer Upgrades	0	13,000	11,913	19,200
Computer Upgrades	0	12,000	11,000	12,500
Office Furniture And Painting	24,000	24,000	24,000	5,042
Records Sea Container	20,000	25,800	25,313	26,229
Admin Kitchen Upgrade - Ravensthorpe	7,900	7,900	7,900	2,819
Admin Toilet Upgrade - Ravensthorpe	10,000	0	0	0
	<u>5,118,246</u>	<u>5,048,146</u>	<u>3,900,970</u>	<u>1,797,534</u>
<b><u>By Class</u></b>				
Land	205,000	205,000	205,000	4,862
Buildings	328,062	337,962	255,846	165,564
Furniture & Equipment	203,000	234,000	78,989	95,874
Plant & Equipment	1,229,000	1,229,000	934,815	294,065
Infrastructure - Roads	2,307,100	2,196,100	2,195,236	756,074
Infrastructure - Footpaths	77,000	77,000	77,000	34,184
Infrastructure - Drainage	49,000	49,000	49,000	9,703
Infrastructure - Parks & Ovals	80,840	80,840	80,840	67,800
Infrastructure - Airports	12,244	12,244	12,244	30,296
Infrastructure - Other	627,000	627,000	12,000	339,110
	<u>5,118,246</u>	<u>5,048,146</u>	<u>3,900,970</u>	<u>1,797,534</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2020

2. DISPOSALS OF ASSETS

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

By Program	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Law, Order &amp; Public Safety</b>								
Toyota Hilux Ranger	AP717	P697	32,480.00	0.00	17,000.00	0.00	(15,480.00)	0.00
Toyota Hilux ARO / Ranger	P696B	P696B		45,113.24		61,617.97		16,504.73
<b>Tourism</b>								
Holden Captiva (FCTA)	P665	P665	12,825.00	12,503.74	5,000.00	6,818.18	(7,825.00)	(5,685.56)
<b>Transport</b>								
John Deere Loader	P657	P586		90,563.36		58,636.36		(31,927.00)
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
<b>Administration</b>								
Toyota Prado (CEO)	P710B	P710B	68,700.00	66,151.48	75,000.00	66,363.64	6,300.00	212.16
<b>Public Works Overheads</b>								
Toyota Kluger GXL (DTS)	P683A	P683A	14,800.00	11,863.05	20,000.00	18,181.82	5,200.00	6,318.77
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	226,194.87	239,000.00	211,617.97	(30,695.00)	(14,576.90)

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Plant &amp; Equipment</b>								
Toyota Hilux Ranger	AP717	P697	32,480.00	0.00	17,000.00	0.00	(15,480.00)	0.00
Toyota Hilux ARO / Ranger	P696B	P696B	0	45113.24	0	61617.97	0	16504.73
Holden Captiva (FCTA)	P665	P665	12,825.00	12,503.74	5,000.00	6,818.18	(7,825.00)	-5,685.56
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	66,151.48	75,000.00	66,363.64	6,300.00	212.16
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	P657	P586	0.00	90,563.36	0.00	58,636.36	0.00	-31,927.00
			269,695.00	226,194.87	239,000.00	211,617.97	(30,695)	(14,576.90)

Summary

Profit on Asset Disposals	66,500.00	23,035.66
Loss on Asset Disposals	(97,195.00)	(37,612.56)
	<u>(30,695.00)</u>	<u>(14,576.90)</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 MAY 2020**

**3. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	Principal Repayments		Principal Outstanding		Interest Repayments	
		2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Housing</b>							
Loan 145 Staff Housing	224,963	34,883	34,883	190,080	190,080	7,599	5,121
Loan 147 Other Housing	238,792	16,458	16,458	222,334	222,334	9,505	7,530
<b>Recreation and Culture</b>							
Loan 146 Hopetoun Community Centre	311,991	13,599	13,599	298,392	298,392	13,208	8,825
<b>Transport</b>							
Loan 138D Town Street	291,312	28,614	28,618	262,698	262,694	20,881	13,500
Loan 144 Town Street	157,963	50,086	50,086	107,877	107,877	8,310	6,477
Loan 143B Refinance	201,467	31,240	31,240	170,227	170,227	6,805	4,587
Loan 138E Refinance	267,881	34,915	34,915	232,966	232,966	9,552	6,472
	1,694,368	209,795	209,799	1,484,573	1,484,569	75,860	52,512

(\*) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 31 MAY 2020

	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant Reserve</b>		
Opening Balance	434,818	434,818
Amount Set Aside / Transfer to Reserve	1,005,095	2,006
Amount Used / Transfer from Reserve	(873,000)	0
	<u>566,913</u>	<u>436,824</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	26,973	26,973
Amount Set Aside / Transfer to Reserve	316	124
Amount Used / Transfer from Reserve	(15,000)	0
	<u>12,289</u>	<u>27,097</u>
<b>(c) Building Reserve</b>		
Opening Balance	1,532,899	1,532,899
Amount Set Aside / Transfer to Reserve	1,087,962	1,077,070
Amount Used / Transfer from Reserve	(1,574,640)	(1,070,000)
	<u>1,046,221</u>	<u>1,539,969</u>
<b>(d) Road &amp; Footpath Reserve</b>		
Opening Balance	426,545	426,545
Amount Set Aside / Transfer to Reserve	4,998	1,968
Amount Used / Transfer from Reserve	(77,000)	0
	<u>354,543</u>	<u>428,513</u>
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	44,534	44,534
Amount Set Aside / Transfer to Reserve	522	205
Amount Used / Transfer from Reserve	0	0
	<u>45,056</u>	<u>44,739</u>
<b>(f) UHF Repeater Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(g) Airport Reserve</b>		
Opening Balance	388,955	388,955
Amount Set Aside / Transfer to Reserve	4,557	1,794
Amount Used / Transfer from Reserve	(12,244)	0
	<u>381,268</u>	<u>390,749</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	300,701	300,701
Amount Set Aside / Transfer to Reserve	3,523	1,387
Amount Used / Transfer from Reserve	(41,000)	0
	<u>263,224</u>	<u>302,088</u>

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 31 MAY 2020

	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>(i) State Barrier Fence Reserve</b>		
Opening Balance	216,016	216,016
Amount Set Aside / Transfer to Reserve	2,531	996
Amount Used / Transfer from Reserve	(218,547)	0
	<u>0</u>	<u>217,012</u>
<b>(j) Leave Reserve</b>		
Opening Balance	42,329	42,329
Amount Set Aside / Transfer to Reserve	496	195
Amount Used / Transfer from Reserve	0	0
	<u>42,825</u>	<u>42,524</u>
<b>Total Cash Backed Reserves</b>	<u><u>2,712,339</u></u>	<u><u>3,429,515</u></u>

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

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

Plant Reserve	1,005,095	2,006
Emergency Farm Water Reserve	316	124
Building Reserve	1,087,962	1,077,070
Road & Footpath Reserve	4,998	1,968
Swimming Pool Upgrade Reserve	522	205
UHF Repeater Reserve	0	0
Airport Reserve	4,557	1,794
Waste & Sewerage Reserve	3,523	1,387
State Barrier Fence Reserve	2,531	996
Leave Reserve	496	195
	<u>2,110,000</u>	<u>1,085,745</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>
<b>Total Transfer to/(from) Reserves</b>	<u><u>(701,431)</u></u>	<u><u>15,745</u></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2020

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 MAY 2020**

	<b>2018/19 B/Fwd Per 2019/20 Budget \$</b>	<b>2018/19 B/Fwd Per Financial Report \$</b>	<b>MAY 2019 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	(588,322)	(464,823)	1,119,828
Cash - Restricted Unspent Grants	77,100	77,100	1,331,116
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	3,413,771	3,413,771	3,429,517
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	210,163	210,163	363,424
Sundry Debtors	246,994	246,079	163,928
Provision for Doubtful Debts	0	0	0
Gst Receivable	182,324	182,324	49,406
Accrued Income/Payments In Advance	3,711,625	3,710,159	9,416
Payments in Advance	0	0	0
Inventories	2,704	2,704	29,577
	<u>7,256,359</u>	<u>7,377,477</u>	<u>6,496,212</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(701,563)	(701,563)	(42,364)
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)	(19,554)
Payroll Creditors	(59,697)	(58,845)	(64,401)
Accrued Expenses	(872,533)	(872,533)	0
PAYG Liability	0	0	0
Right of Use Assets - Current	(98,617)	(101,606)	(101,606)
Trust	0	0	0
Other Payables	(24,489)	(148,779)	(143,264)
Current Employee Benefits Provision	(377,707)	(396,543)	(396,543)
Current Loan Liability	0	(209,799)	0
	<u>(2,244,431)</u>	<u>(2,599,793)</u>	<u>(767,732)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>5,011,928</b>	<b>4,777,684</b>	<b>5,728,480</b>
Less: Cash - Reserves - Restricted	(3,413,771)	(3,413,771)	(3,429,517)
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	0
ADD: Current Portion of Lease Liability	98,617	101,606	101,606
Adjustment for Trust Transactions Within Muni	60	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>1,997,441</u></b>	<b><u>2,071,861</u></b>	<b><u>2,797,112</u></b>



**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 31 MAY 2020**

**6. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2019/20 Rate Revenue \$</b>	<b>2019/20 Interim Rates \$</b>	<b>2019/20 Back Rates \$</b>	<b>2019/20 Total Revenue \$</b>	<b>2019/20 Budget \$</b>
<b>General Rate</b>								
GRV Residential	0.117165	781	10,959,708	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	550	63	199,709	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)	
<b>Sub-Totals</b>		1,245	248,308,418	4,002,222	550	(555)	4,002,216	4,009,164
<b>Minimum Rates</b>	<b>Minimum \$</b>							
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
<b>Sub-Totals</b>		547	6,503,525	443,700	0	0	443,700	443,700
<b>Total Rates</b>				4,445,922			4,445,916	4,452,864
Ex Gratia Rates		check after rates raised					49,234	49,234
Rates Written Off								
<b>Total Rates</b>							4,495,150	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 2019/20 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 31 MAY 2020**

**7. TRUST FUNDS**

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2020

8. OPERATING STATEMENT BY PROGRAM

	MAY 2019 Actual \$	2019/20 Adopted Budget \$	2018/19 Actual \$
<b>OPERATING REVENUES</b>			
Governance	26,350	4,500	348
General Purpose Funding	6,565,824	5,566,306	6,349,368
Law, Order, Public Safety	592,608	411,700	432,118
Health	16,559	14,000	4,483
Education and Welfare	443,593	569,150	150,921
Housing	4,800	5,200	19,560
Community Amenities	626,714	864,800	580,990
Recreation and Culture	78,504	165,300	403,268
Transport	1,067,279	2,703,659	14,318,963
Economic Services	243,830	256,500	141,697
Other Property and Services	93,371	453,500	498,922
<b>TOTAL OPERATING REVENUE</b>	<b>9,759,432</b>	<b>11,014,615</b>	<b>22,900,638</b>
<b>OPERATING EXPENSES</b>			
Governance	(657,986)	(795,891)	(646,140)
General Purpose Funding	(229,986)	(256,753)	(273,718)
Law, Order, Public Safety	(805,966)	(915,429)	(876,034)
Health	(297,473)	(366,844)	(294,153)
Education and Welfare	(710,160)	(1,013,701)	(383,344)
Housing	(225,106)	(283,393)	(222,945)
Community Amenities	(1,290,592)	(1,654,272)	(1,282,416)
Recreation & Culture	(1,486,572)	(1,760,575)	(1,536,384)
Transport	(4,527,747)	(2,412,274)	(14,947,452)
Economic Services	(394,477)	(501,327)	(297,426)
Other Property and Services	(810,038)	(672,946)	(1,087,658)
<b>TOTAL OPERATING EXPENSE</b>	<b>(11,436,103)</b>	<b>(10,633,405)</b>	<b>(21,847,670)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(1,676,671)</u></b>	<b><u>381,210</u></b>	<b><u>1,052,968</u></b>

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2020**

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

	<b>MAY 2019 Actual \$</b>	<b>2019/20 Adopted Budget \$</b>	<b>2018/19 Actual \$</b>
<b>OPERATING REVENUES</b>			
Rates	4,495,150	4,502,098	4,333,698
Operating Grants, Subsidies and Contributions	2,725,109	1,719,017	15,473,635
Non-Operating Grants, Subsidies and Contributions	1,063,184	2,295,500	1,293,000
Fees and Charges	1,072,360	1,532,700	1,047,286
Service Charges	0	0	0
Interest Earnings	75,210	97,000	90,036
Profit on Asset Disposals	23,036	66,500	0
Proceeds on Disposal of Assets	211,618	239,000	204,273
Realisation on Disposal of Assets	(211,618)	(239,000)	(204,273)
Other Revenue	305,383	801,800	662,982
<b>TOTAL OPERATING REVENUE</b>	<b>9,759,432</b>	<b>11,014,615</b>	<b>22,900,637</b>
<b>OPERATING EXPENSES</b>			
Employee Costs	(3,431,860)	(4,502,324)	(3,603,540)
Materials and Contracts	(2,968,448)	(3,316,348)	(15,183,417)
Utility Charges	(214,167)	(220,270)	(209,986)
Depreciation on Non-Current Assets	(4,198,808)	(1,978,847)	(1,970,794)
Interest Expenses	(52,511)	(75,860)	(125,828)
Insurance Expenses	(223,390)	(217,762)	(300,119)
Loss on Asset Disposals	(37,613)	(97,195)	(100,438)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(309,306)	(224,800)	(353,549)
<b>TOTAL OPERATING EXPENSE</b>	<b>(11,436,103)</b>	<b>(10,633,406)</b>	<b>(21,847,671)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(1,676,671)</u></b>	<b><u>381,209</u></b>	<b><u>1,052,966</u></b>

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 31 MAY 2020**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>MAY 2019 Actual \$</b>	<b>2018/19 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	5,880,461	3,026,048
Trade and Other Receivables	586,174	4,348,726
Inventories	29,577	2,704
<b>TOTAL CURRENT ASSETS</b>	<b>6,496,212</b>	<b>7,377,478</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	26,395	26,395
Inventories	0	0
Property, Plant and Equipment	33,023,920	34,023,038
Infrastructure	122,963,258	124,591,608
<b>TOTAL NON-CURRENT ASSETS</b>	<b>156,013,573</b>	<b>158,641,041</b>
<b>TOTAL ASSETS</b>	<b>162,509,785</b>	<b>166,018,519</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	269,583	1,891,846
Right of Use Asset	101,606	101,606
Long Term Borrowings	0	209,799
Provisions	396,543	396,543
<b>TOTAL CURRENT LIABILITIES</b>	<b>767,732</b>	<b>2,599,794</b>
<b>NON-CURRENT LIABILITIES</b>		
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
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,441,016</b>	<b>2,441,016</b>
<b>TOTAL LIABILITIES</b>	<b>3,208,748</b>	<b>5,040,810</b>
<b>NET ASSETS</b>	<b>159,301,037</b>	<b>160,977,709</b>
Retained Surplus	37,962,911	39,655,329
Reserves - Cash Backed	3,429,517	3,413,771
Revaluation Surplus	117,908,609	117,908,609
<b>TOTAL EQUITY</b>	<b>159,301,038</b>	<b>160,977,709</b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2020

10. FINANCIAL RATIOS

	2019 YTD	2018	2017	2016
Current Ratio	4.68	1.76	3.01	1.64
Operating Surplus Ratio	3.49	7.20	3.29	(0.24)

The above ratios are calculated as follows:

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

**ATTACHMENT**





**2017/18**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Payroll	Trust	Total Payments
Jul	37,315.63	693,920.97	7,794.46	1,914.65	200,694.82	17,796.30	959,436.83
Aug	10,517.76	418,977.10	3,585.31	13,281.22	304,458.69	39,358.05	790,178.13
Sep	39,483.76	1,085,067.72	16,084.74	1,941.35	192,831.32	42,668.10	1,378,076.99
Oct	24,464.11	617,064.01	6,884.19	6,093.86	223,189.24	29,618.30	907,313.71
Nov	36,325.38	1,296,598.61	4,290.18	6,093.86	202,697.02	30,975.98	1,576,981.03
Dec	17,116.66	1,573,742.04	4,477.64	8,479.76	209,705.97	15,181.75	1,828,703.82
Jan	43,339.68	1,842,094.30	0.00	4,933.82	288,703.98	37,283.67	2,216,355.45
Feb	29,956.49	1,870,135.68	478.72	2,374.06	198,812.82	61,295.45	2,163,053.22
Mar	22,517.76	2,708,533.94	1,609.00	4,897.72	193,132.22	36,202.30	2,966,892.94
Apr	35,726.80	638,776.93	91,103.10	4,130.19	187,665.95	3,764.05	961,167.02
May	10,061.00	3,410,673.02	38,938.02	2,772.42	196,983.23	2,724.59	3,662,152.28
Jun	21,080.28	2,351,819.24	34,341.37	8,096.85	202,407.88	576.65	2,618,322.27
<b>Total</b>	<b>327,905.31</b>	<b>18,507,403.56</b>	<b>209,586.73</b>	<b>65,009.76</b>	<b>2,601,283.14</b>	<b>317,445.19</b>	<b>22,028,633.69</b>

**2018/19**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	1,367	2,442,344	90,290	12,115	950		174,327
Aug	37,082	2,032,888	225,672	5,618	688	2,301,948	212,428
Sep	10,479	887,060	53,711	5,559	2,617	959,426	173,926
Oct	10,076	1,922,570	115,844	8,636	2,049	2,059,175	123,007
Nov	13,107	1,535,900	83,928	6,003	1,815	1,640,752	161,814
Dec	4,095	1,420,883	97,019		833	1,522,831	238,074
Jan	11,899	493,318	48,486	4,145	580	558,427	171,237
Feb	9,940	886,889	211,726	2,817	540	1,111,912	184,652
Mar	1,155	2,560,559	106,713	2,185	1,350	2,671,962	251,635
Apr	1,599	2,112,538	123,583	3,438	530	2,241,688	172442.55
May	27,569	3,293,415	87,693	12,410	1,458	3,422,544	174,310
Jun	19,598	1,710,076	85,238	7,317	180	1,822,409	181,200
<b>Total</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

**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	<b>12,630</b>	2,857	610,277	241,584
Oct	892	490,678	113,137	9,015	420	614,142	233,232
Nov	20,449	789,186	37,772	6,412	0	853,820	242,169
Dec	14,227	373,429	50,545	17,620	0	455,821	349,953
Jan	15,567	395,595	66,327	8,351	0	485,840	247,361
Feb	17,550	565,741	168,401	2,831	0	754,523	255,946
Mar	27,093	317,625	91,762	7,684	0	444,164	253,445
Apr	15,591	875,688	68,694	10,711	0	970,684	278,747
May	22,002	464,997	21,047	4,923	0	512,969	238,456
Jun						0	
<b>Total</b>	<b>165,372</b>	<b>7,176,739</b>	<b>949,626</b>	<b>91,116</b>	<b>6,319</b>	<b>8,389,172</b>	<b>2,804,664</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

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

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

**02 April 2020 - 01 May 2020  
Business Credit Card - Gavin Pollock**

Date	Payment to	Description	Amount	GST
4/04/2020	Ravensthorpe Building Supplies	Cable ties, battery, dymark line marking for 30 Kingsmill Street	\$ 53.90	4.90
4/04/2020	Eagle Roadhouse, Ravensthorpe	Fuel ORA & 20L jerry can	\$ 188.95	17.18
5/04/2020	Dropbox	Auto subscription renewal	\$ 184.67	16.79
8/04/2020	Nutrien Ag Solutions	Timt & cement for 18 Carlisle Street	\$ 549.40	49.95
11/04/2020	Nutrien Ag Solutions	Various pipe fittings for 30 Kingsmill Street	\$ 86.01	7.82
11/04/2020	Ravensthorpe Building Supplies	Various building supplies for 4 Daw Street	\$ 150.84	13.71
13/04/2020	Ravensthorpe Building Supplies	Various building supplies for 30 Kingsmill Street	\$ 176.00	16.00
17/04/2020	Nutrien Ag Solutions	Timt & cement for 30 Kingsmill Street	\$ 535.75	48.70
17/04/2020	Ravensthorpe Building Supplies	Various pipe fittings 27C Carlisle Street	\$ 23.00	2.09
18/04/2020	Ravensthorpe Building Supplies	Various pipe fittings for 27C Carlisle Street	\$ 82.04	7.46
18/04/2020	Ravensthorpe Agencies	Wire & tomcat blocks for 63 Morgans Street	\$ 84.80	7.71
21/04/2020	Ravensthorpe Hotel	Meals	\$ 71.50	6.50
28/04/2020	Ravensthorpe Building Supplies	Various pipe fittings fo 30 Kingsmill Street	\$ 112.32	10.21

<b>Total Purchases for G. Pollock</b>	<b>\$ 2,299.18</b>	<b>209.02</b>
---------------------------------------	--------------------	---------------

**Business Credit Card - Leslie Mainwaring**

Date	Payment to	Description	Amount	GST
31-Mar	Department of Communities	Little Barrens service temporary waiver 2019 - 2020	\$ 111.00	0.00
1/04/2020	Aston Print, Malaga	36 x Road signs & freight	\$ 1,232.00	112.00
6/04/2020	Illion Australia, Melbourne	Collection agency charges for referral of Westnet hosting account	\$ 34.78	3.16
15/04/2020	Skout Office Supplies, Acicia Ridge	Hanging file & partition hanging & freight	\$ 28.45	2.59
15/04/2020	Bluepod Coffee, Mulgrave	Coffee pods for admin office	\$ 425.00	0.00
30/04/2020	Bankwest	Reward fee - Corporate	\$ 39.00	0.00

\*GST F

\*GST F

\*GST N

<b>Total Purchases for L. Mainwaring</b>	<b>\$ 1,870.23</b>	<b>117.75</b>
--	--------------------	---------------

**Business Credit Card - Graham Steel**

Date	Payment to	Description	Amount	GST

<b>Total Purchases for G. Steel</b>	<b>\$ -</b>	<b>\$ -</b>
-------------------------------------	-------------	-------------

**Business Credit Card - Ashley Peczka**

Date	Payment to	Description	Amount	GST
16/04/2020	Munglinup Roadhouse	Fuel for Munglinup fire tanker	\$ 334.39	\$ 30.40
<b>Total Purchases for A. Peczka</b>			<b>\$ 334.39</b>	<b>\$ 30.40</b>

#### Business Credit Card - Evelyn Houghton

Date	Payment to	Description	Amount	GST
30/04/2020	Bankwest	Reward fee - Corporate	\$ 39.00	\$ -
<b>Total Purchases for E. Houghton</b>			<b>\$ 39.00</b>	<b>\$ -</b>

#### Business Credit Card - Russell Dyer

Date	Payment to	Description	Amount	GST
31/03/2020	Coates Hire, Esperance	Turf Cutter hire 23/03/2020 - 25/03/2020	\$ 282.00	\$ 25.64
23/04/2020	Hopetoun IGA	Milk, coffee & tea for Hopetoun Depot	\$ 54.07	\$ -
30/04/2020	Bankwest	Reward fee - Corporate	\$ 39.00	
<b>Total Purchases for R. Dyer</b>			<b>\$ 375.07</b>	<b>\$ 25.64</b>

\*GST F

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

Date	Payment to	Description	Amount	GST
5/04/2020	Bankwest	Foreign transaction fee	\$ 5.45	0.00
<b>Total</b>			<b>\$ 4,923.32</b>	<b>\$ 382.80</b>

#### Business Debit Card - Les Mainwaring

Date	Payment to	Description	Amount	GST
1/05/2020		Opening Balance	\$ -	
7/05/2020	Australia Post	Deposit for Hopetoub Petty Cash	\$ 90.10	
11/05/2020	Australia Post	Withdrawal for Hopetoun Petty Cash	-\$ 90.10	
<b>Closing Balance for Debit Card - Les Mainwaring</b>			<b>\$ -</b>	<b>\$ -</b>

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
404	08/05/2020	Horizon Power	LOC 80 JERDACUTTUP 07/02/2020 - 06/04/2020	1		1,787.63
INV 2100570202/04/2020		Horizon Power	LOT 694 BEACON DRIVE 03/02/2020 - 01/04/2020		829.95	
INV 2100575407/04/2020		Horizon Power	LOC 80 JERDACUTTUP 07/02/2020 - 06/04/2020		957.68	
405	14/05/2020	Horizon Power	HOPETOUN STREETLIGHTS - APRIL 2020	1		3,280.56
INV 136499	04/05/2020	Horizon Power	HOPETOUN STREETLIGHTS - APRIL 2020		3,280.56	
406	14/05/2020	Telstra	SATELLITE PHONES TO 21ST MAY 2020	1		367.74
INV T311 - 2322/04/2020		Telstra	SATELLITE PHONES TO 21ST MAY 2020		225.00	
INV K525129124/04/2020		Telstra	LITTLE BARRENS TELSTRA ACCOUNT TO 16 APRIL 2020		142.74	
407	22/05/2020	Horizon Power	MUNGLINUP PUBLIC TOILETS 07/03/2020 - 07/05/2020	1		220.57
INV 142028	08/05/2020	Horizon Power	MUNGLINUP PUBLIC TOILETS 07/03/2020 - 07/05/2020		220.57	
408	22/05/2020	Telstra	TELSTRA ACCOUNT TO 10 APRIL 2020	1		16,345.01
INV K817698118/04/2020		Telstra	TELSTRA ACCOUNT TO 10 APRIL 2020		15,495.67	
INV T311 - 2325/04/2020		Telstra	LAPTOP DATA PLANS X 8 TO 24 MAY 2020		405.00	
INV T311 - 1325/04/2020		Telstra	TIM / SMS SERVICE 26/03/2020 - 08/04/2020		444.34	
1035	01/05/2020	1 - BANK FEES	OBB RECORD FEE	1		12.05
1035	01/05/2020	1 - BANK FEES	MAINTENANCE FEES	1		60.00
1035	01/05/2020	1 - BANK FEES	ELECTRONIC TRANSACTION FEES	1		2.20
1035	01/05/2020	1 - BANK FEES	BPAY FEES	1		189.46
1035	04/05/2020	1 - BANK FEES	MERCHANT FEES	1		227.13
EFT11594	06/05/2020	Jason Nori	PARTIAL BOND REFUND FOR SHED	1		2,000.00
INV T912	06/05/2020	Jason Nori	PARTIAL BOND REFUND FOR SHED	1	2,000.00	

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11595	07/05/2020	Jane Morgan	FINAL TERMINATION PAYMENT AS PER DEED	1		11,526.67
INV DEED PA30/04/2020		Jane Morgan	FINAL TERMINATION PAYMENT AS PER DEED		11,526.67	
EFT11596	08/05/2020	4 Rivers Plumbing Gas & Civil Contracting	ANNUAL SEWER INSPECTION - PLUS VARIATION	1		3,577.50
INV 5322	22/04/2020	4 Rivers Plumbing Gas & Civil Contracting	ANNUAL SEWER INSPECTION - PLUS VARIATION		3,165.00	
INV 5329	23/04/2020	4 Rivers Plumbing Gas & Civil Contracting	INSTALL NEW GAS REGULATOR AND TEST POINT AT 18 CARLISLE ST		412.50	
EFT11597	08/05/2020	ASSA ABLOY	VARIOUS CUT KEYS	1		2,008.91
INV IN01676421/04/2020		ASSA ABLOY	VARIOUS CUT KEYS		2,008.91	
EFT11598	08/05/2020	BE Stearne & Co Pty Ltd	16 x FLYWIRE DOOR ROLLERS - MUNGLINUP REC PAVILION	1		120.00
INV 81203	24/04/2020	BE Stearne & Co Pty Ltd	16 x FLYWIRE DOOR ROLLERS - MUNGLINUP REC PAVILION		120.00	
EFT11599	08/05/2020	Bloomin Bush	2 X WREATHS FOR ANZAC DAY	1		140.00
INV 178	28/04/2020	Bloomin Bush	2 X WREATHS FOR ANZAC DAY		140.00	
EFT11600	08/05/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB W/E 03/05/2020	1		3,300.00
INV 1993	27/04/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB W/E 26/04/2020		528.00	
INV 2001	04/05/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB W/E 03/05/2020		2,772.00	
EFT11601	08/05/2020	Building Commision, Department of Mines, Industry Regulation and Safety	BSL RETURN - FEB & MARCH 2020	1		1,675.76
INV T2	08/05/2020	Building Commision, Department of Mines, Industry Regulation and Safety	BSL RETURN - FEB & MARCH 2020	1	1,675.76	
EFT11602	08/05/2020	CPC Engineering	8 X KEEPER PLATES	1		400.00
INV R12854-020/03/2020		CPC Engineering	8 X KEEPER PLATES		400.00	
EFT11603	08/05/2020	City of Albany	BUILDING SERVICE - APRIL 2020 - CERTIFICATE OF DESIGN COMPLIANCE	1		187.00

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 3

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
INV 88625	21/04/2020	City of Albany	BUILDING SERVICE - APRIL 2020 - CERTIFICATE OF DESIGN COMPLIANCE		187.00	
EFT11604	08/05/2020	Community Spirit Newspaper Inc	ADVERTISEMENT - CASUAL CHILDCARE EDUCATORS	1		540.00
INV 23582	23/04/2020	Community Spirit Newspaper Inc	ADVERTISEMENT - CASUAL CHILDCARE EDUCATORS		180.00	
INV 23585	23/04/2020	Community Spirit Newspaper Inc	ADVERTISEMENT - WATER CORPORATION - THINK BEFORE YOU FLUSH		180.00	
INV 23587	23/04/2020	Community Spirit Newspaper Inc	ADVERTISEMENT - COMMUNITY DEVELOPMENT FUNDING		180.00	
EFT11605	08/05/2020	Department of Parks and Wildlife	REFUND OF FACILITY HIRE FEES (M0375) DUE TO COVID-19	1		236.00
INV REFUND30/03/2020		Department of Parks and Wildlife	REFUND OF FACILITY HIRE FEES (M0375) DUE TO COVID-19		136.00	
INV T1590	04/05/2020	Department of Parks and Wildlife	BOND REFUND	1	100.00	
EFT11606	08/05/2020	Dept. of Primary Industries & Regional Development - Fisheries	BOND REFUND	1		100.00
INV T1440	04/05/2020	Dept. of Primary Industries & Regional Development - Fisheries	BOND REFUND	1	100.00	
EFT11607	08/05/2020	Esperance Appliance Centre (retravision)	SIMPSON 6.5KG DRYER FOR 27A CARLISLE ST	1		548.00
INV 6008282923/04/2020		Esperance Appliance Centre (retravision)	SIMPSON 6.5KG DRYER FOR 27A CARLISLE ST		548.00	
EFT11608	08/05/2020	FQM Australia Nickel Pty Ltd	BOND REFUND	1		100.00
INV T1473	04/05/2020	FQM Australia Nickel Pty Ltd	BOND REFUND	1	100.00	
EFT11609	08/05/2020	Farmers Centre (WA) Pty	VARIOUS PARTS & FITTINGS	1		465.08
INV 718268	23/04/2020	Farmers Centre (WA) Pty	VARIOUS PARTS & FITTINGS		465.08	
EFT11610	08/05/2020	Four Barrel Cafe & Restaurant	7 X CARE PACKAGES FOR SW STRIKE TEAM	1		929.25
INV KL4636920/11/2019		Four Barrel Cafe & Restaurant	CATERING FOR 11/11/19 - RCGM WORRKSHOP DRAFT REPORT X14 PEOPLE		250.00	
INV KL4637008/02/2020		Four Barrel Cafe & Restaurant	7 X CARE PACKAGES FOR SW STRIKE TEAM		350.00	



Date: 10/06/2020  
Time: 12:58:32PM

Shire of Ravensthorpe  
Creditors List of Accounts Paid - May 2020

USER: Eimear Guidera  
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV KL46371Q28/04/2020		Four Barrel Cafe & Restaurant	CATERING (PIZZA) FOR 11TH NOVEMBER 2019 - RCGM WORKSHOP DRAFT REPORT 14 PEOPLE		329.25	
EFT11611	08/05/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & DAVID GRAY	1		1,067.53
INV 76647	21/04/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & DAVID GRAY		1,067.53	
EFT11612	08/05/2020	Fulton Hogan	48 X 20 KGBAGS OF EZ STREET POTHOLE REPAIR MIX	1		1,795.20
INV 1388110308/04/2020		Fulton Hogan	48 X 20 KGBAGS OF EZ STREET POTHOLE REPAIR MIX		1,795.20	
EFT11613	08/05/2020	Hays Specialist Recruitment	CONTRACT - ACTING EA - KIM BRANSBY - W/K 26/04/2020	1		3,047.13
INV 9217663	29/04/2020	Hays Specialist Recruitment	CONTRACT - ACTING EA - KIM BRANSBY - W/K 26/04/2020		3,047.13	
EFT11614	08/05/2020	Hopetoun Community Resource Centre	REFUND OF FACILITY HIRE FEES (M0358) DUE TO COVID-19	1		12.75
INV REFUND16/04/2020		Hopetoun Community Resource Centre	REFUND OF FACILITY HIRE FEES (M0358) DUE TO COVID-19		12.75	
EFT11615	08/05/2020	Hopetoun Primary School	BOND REFUND	1		100.00
INV T1088	04/05/2020	Hopetoun Primary School	BOND REFUND	1	100.00	
EFT11616	08/05/2020	J&K Hopkins	OFFICE FURNITURE	1		6,606.00
INV 263817	03/04/2020	J&K Hopkins	OFFICE FURNITURE		6,606.00	
EFT11617	08/05/2020	James Robert Hinch	CHANGE OUT MIRROR - RA3582	1		370.00
INV 79	28/04/2020	James Robert Hinch	START FAULT - RA3710		85.00	
INV 80	28/04/2020	James Robert Hinch	CHANGE OUT MIRROR - RA3582		150.00	
INV 81	28/04/2020	James Robert Hinch	FIX UHF FAULT - RA285		135.00	
EFT11618	08/05/2020	Jessica Atherton	REFUND OF CHILDCARE FEES	1		100.00
INV REFUND30/04/2020		Jessica Atherton	REFUND OF CHILDCARE FEES		100.00	
EFT11619	08/05/2020	Karina Smallman	REFUND OF CHILDCARE FEES	1		58.59
INV REFUND28/04/2020		Karina Smallman	REFUND OF CHILDCARE FEES		58.59	

Date: 10/06/2020  
Time: 12:58:32PM

Shire of Ravensthorpe  
Creditors List of Accounts Paid - May 2020

USER: Eimear Guidera  
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11620	08/05/2020	Landgate	LAND ENQUIRY SEARCH FEES - JANUARY 2020	1		393.00
INV 986186	03/02/2020	Landgate	LAND ENQUIRY SEARCH FEES - JANUARY 2020		340.60	
INV 993186	03/03/2020	Landgate	LAND ENQUIRY SEARCH FEES - FEBRUARY 2020		52.40	
EFT11621	08/05/2020	Lloydey's Power Services	INSTALL POWER & LIGHTS IN NEW SHED, PATIO LIGHTS & BACKYARD FLOODLIGHT	1		3,574.10
INV 0364	30/04/2020	Lloydey's Power Services	INSTALL POWER & LIGHTS IN NEW SHED, PATIO LIGHTS & BACKYARD FLOODLIGHT		3,574.10	
EFT11622	08/05/2020	Lo-Go Appointments	RECRUITMENT - EXECUTIVE ASSISTANT - JANE MORGAN	1		7,150.00
INV 421384	20/01/2020	Lo-Go Appointments	RECRUITMENT - EXECUTIVE ASSISTANT - JANE MORGAN		4,950.00	
INV 421780	20/04/2020	Lo-Go Appointments	UNSUCCESSFUL RECRUITMENT EXECUTIVE ASSISTANT AND EXECUTIVE OFFICER		2,200.00	
EFT11624	08/05/2020	Moolyall Farms	HIRE OF MACHINERY - FIRE INCIDENT # 467486 - 15/02/2020	1		8,690.00
INV 63	24/02/2020	Moolyall Farms	HIRE OF MACHINERY - FIRE INCIDENT # 467486 - 15/02/2020		8,690.00	
EFT11625	08/05/2020	R And R Heavy Diesel Services	CARRY OUT 3500HR SERVICE - RA3762	1		4,882.55
INV 4063	24/03/2020	R And R Heavy Diesel Services	CARRY OUT 3500HR SERVICE - RA3762		1,701.79	
INV 4107	23/04/2020	R And R Heavy Diesel Services	CARRY OUT SERVICE 2605HR - RA285		614.90	
INV 4108	23/04/2020	R And R Heavy Diesel Services	REPLACE ELECTRONIC CONTROL MODULE & PTO SWITCH - RA3331		1,413.50	
INV 4106	23/04/2020	R And R Heavy Diesel Services	CARRY OUT 500HR SERVICE - RA3829		1,152.36	
EFT11626	08/05/2020	Ravensthorpe Agencies	2 X 20KG EP2 GRADE GREASE	1		848.54
INV 31550	15/04/2020	Ravensthorpe Agencies	2 X 20KG EP2 GRADE GREASE		391.60	
INV 31651	21/04/2020	Ravensthorpe Agencies	ASSORTED SPRAY NOZZLES		165.44	
INV 31663	21/04/2020	Ravensthorpe Agencies	1 XZ BOSCH BATTERY N100-S4		291.50	

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 6

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT11627	08/05/2020	Ravensthorpe Building Supplies	3 X TURBO VENTRA WIND DRIVEN WHIRLY BIRD & FREIGHT	1		720.85
INV 4366	27/04/2020	Ravensthorpe Building Supplies	3 X TURBO VENTRA WIND DRIVEN WHIRLY BIRD & FREIGHT		470.00	
INV 4395	28/04/2020	Ravensthorpe Building Supplies	PINE & SCREWS		250.85	
EFT11628	08/05/2020	Ravensthorpe Mechanical Services	CARRY OUT 30,000KM SERVICE AND FIX SPOTLIGHT - RA3860	1		534.41
INV 36626	17/02/2020	Ravensthorpe Mechanical Services	LARGE METAL PLUG & PSH72470BL-GLOBE		51.56	
INV 36460	27/03/2020	Ravensthorpe Mechanical Services	CARRY OUT 30,000KM SERVICE AND FIX SPOTLIGHT - RA3860		482.85	
EFT11629	08/05/2020	Rodney Clarence Daw	CBFCO TELSTRA REIMBURSEMENT TO 10 APRIL 2020	1		124.25
INV REIMBU	24/04/2020	Rodney Clarence Daw	CBFCO TELSTRA REIMBURSEMENT TO 10 APRIL 2020		124.25	
EFT11630	08/05/2020	Roselea Trading	Hopetoun Gym Rent	1		638.45
INV RENT	04/05/2020	Roselea Trading	Hopetoun Gym Rent		488.34	
INV RATES	04/05/2020	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT11631	08/05/2020	Sarah Cosgrove	REFUND OF CHILDCARE FEES	1		141.75
INV REFUND	28/04/2020	Sarah Cosgrove	REFUND OF CHILDCARE FEES		141.75	
EFT11632	08/05/2020	Shelley Hayes	REFUND OF CHILDCARE FEES	1		27.85
INV REFUND	06/05/2020	Shelley Hayes	REFUND OF CHILDCARE FEES		27.85	
EFT11633	08/05/2020	Shire of Ravensthorpe Social Club	Payroll deductions	1		45.00
INV DEDUCT	20/04/2020	Shire of Ravensthorpe Social Club	Payroll deductions		45.00	
EFT11634	08/05/2020	South Coast Foodservice	VARIOUS TOILET TISSUE & TOWEL	1		4,378.55
INV 4264651	17/03/2020	South Coast Foodservice	VARIOUS TOILET TISSUE & TOWEL		1,142.90	
INV 4264653	17/03/2020	South Coast Foodservice	VARIOUS TOILET TISSUE & TOWEL		2,023.89	
INV 4267438	07/04/2020	South Coast Foodservice	VARIOUS TOILET TISSUE & TOWEL		1,211.76	

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11635	08/05/2020	Sukoluhle Chuma (Nkala)	REFUND OF CHILDCARE FEES	1		279.00
INV REFUND30/04/2020		Sukoluhle Chuma (Nkala)	REFUND OF CHILDCARE FEES		279.00	
EFT11636	08/05/2020	Toll Transport Pty Ltd	FREIGHT CHARGES - KOMATSU & JASON SIGNS	1		320.46
INV 0446-S30:12/04/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - KOMATSU & JASON SIGNS		232.83	
INV 0447-S30:19/04/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - KOMATSU & PACCAR		87.63	
EFT11637	08/05/2020	Waterman Irrigation	STANDPIPE REMOTE ACCESS CHARGE & SOFTWARE LICENCE 1/1/2020 TO 30/6/2020	1		448.53
INV SINV-13811/02/2020		Waterman Irrigation	STANDPIPE REMOTE ACCESS CHARGE & SOFTWARE LICENCE 1/1/2020 TO 30/6/2020		448.53	
EFT11638	08/05/2020	Wicked Welding & Fabrications Pty Ltd	FLASHING FOR AIRPORT SHED AS PER DRAWING FROM BILL AUBURN	1		50.00
INV 10821	23/04/2020	Wicked Welding & Fabrications Pty Ltd	FLASHING FOR AIRPORT SHED AS PER DRAWING FROM BILL AUBURN		50.00	
EFT11639	14/05/2020	4 Rivers Plumbing Gas & Civil Contracting	EXCAVATION OF ROW TO LOCATE ACCESS CHAMBERS BURIED	1		5,599.00
INV 5330	28/04/2020	4 Rivers Plumbing Gas & Civil Contracting	RECONNECT THE PLUMBING, CONNECT WATER & WASTE TO RELOCATED HOUSE		2,035.00	
INV 5338	30/04/2020	4 Rivers Plumbing Gas & Civil Contracting	EXCAVATION OF ROW TO LOCATE ACCESS CHAMBERS BURIED		3,564.00	
EFT11640	14/05/2020	Albany Lock Service	SALTO ELECTRONIC LOCKS X 3, LIMITER FOR 530 LATCHES X 2 & LOCKWOOD PRIMARY LOCK SC	1		2,532.15
INV 16827	30/04/2020	Albany Lock Service	SALTO ELECTRONIC LOCKS X 3, LIMITER FOR 530 LATCHES X 2 & LOCKWOOD PRIMARY LOCK SC		2,532.15	
EFT11641	14/05/2020	BE Stearne & Co Pty Ltd	DOOR REPAIRS TO 93 SPENCE STREET	1		260.00
INV 81355	30/04/2020	BE Stearne & Co Pty Ltd	DOOR REPAIRS TO 93 SPENCE STREET		260.00	
EFT11642	14/05/2020	Best Office Systems	HOPETOUN OFFICE - PRINTING READINGS - APRIL 2020	1		86.38
INV 571264	28/04/2020	Best Office Systems	HOPETOUN OFFICE - PRINTING READINGS - APRIL 2020		86.38	
EFT11643	14/05/2020	Bunnings	ASSORTED MATERIALS FOR HOPETOUN COMMUNITY CENTRE, FORESHORE & LANDFILL	1		524.80

Date: 10/06/2020  
Time: 12:58:32PM

Shire of Ravensthorpe  
Creditors List of Accounts Paid - May 2020

USER: Eimear Guidera  
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2022/008524/04/2020	24/04/2020	Bunnings	ASSORTED MATERIALS FOR HOPETOUN COMMUNITY CENTRE		134.02	
INV 2022/009725/04/2020	25/04/2020	Bunnings	ASSORTED MATERIALS FOR HOPETOUN COMMUNITY CENTRE, FORESHORE & LANDFILL		390.78	
EFT11644	14/05/2020	Esperance Ag Services	STAINLESS STEEL BOLTS AND NUTS FOR TOURIST MARKER SIGNS	1		97.50
INV 1-522741 24/04/2020	24/04/2020	Esperance Ag Services	STAINLESS STEEL BOLTS AND NUTS FOR TOURIST MARKER SIGNS		97.50	
EFT11645	14/05/2020	Esperance Communications	SERVICE/REPAIR ON RAVENSTHORPE CCTV - CAMERA NOT OSCILATING AND RECORDING	1		1,725.00
INV 5065711 01/05/2020	01/05/2020	Esperance Communications			1,725.00	
EFT11646	14/05/2020	Esperance Motor Group trading as Esperance Toyota	PURCHASE OF TOYOTA PRADO DSL KAKADU	1		13,975.65
INV 9484967 30/04/2020	30/04/2020	Esperance Motor Group trading as Esperance Toyota	PURCHASE OF TOYOTA PRADO DSL KAKADU		13,975.65	
EFT11647	14/05/2020	Fitz Gerald Strategies	PROGRESS PAYMENT TO NEGOTIATE AND REGISTER AN EBA FOR STAFF	1		3,299.50
INV 2042	30/04/2020	Fitz Gerald Strategies	PROGRESS PAYMENT TO NEGOTIATE AND REGISTER AN EBA FOR STAFF		2,500.00	
INV 2056	30/04/2020	Fitz Gerald Strategies	HR SERVICES		799.50	
EFT11648	14/05/2020	Glenwarra Development Services	PLANNING SERVICES FOR SUBDIVISION - 1 MOIR ROAD RAVENSTHORPE	1		687.50
INV 2020 - RA06/05/2020		Glenwarra Development Services	PLANNING SERVICES FOR SUBDIVISION - 1 MOIR ROAD RAVENSTHORPE		687.50	
EFT11649	14/05/2020	Hays Specialist Recruitment	APPOINTMENT OF STAFF MEMBER KIM BRANSBY	1		11,476.61
INV 9212689 29/04/2020	29/04/2020	Hays Specialist Recruitment	APPOINTMENT OF STAFF MEMBER KIM BRANSBY		11,476.61	
EFT11650	14/05/2020	Hopetoun Dance Group	BOND REFUND	1		20.00
INV T953	14/05/2020	Hopetoun Dance Group	BOND REFUND	1	20.00	
EFT11651	14/05/2020	Lite Industries Pty Ltd	BASE UNIT LOWER, STACKING UNITS, DECKING INTERNAL, SAFETY LID & FREIGHT	1		15,447.30

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 7200	30/04/2020	Lite Industries Pty Ltd	BASE UNIT LOWER, STACKING UNITS, DECKING INTERNAL, SAFETY LID & FREIGHT		15,447.30	
EFT11652	14/05/2020	Lithium Australia NL	BOND REFUND	1		20.00
INV T1414	11/05/2020	Lithium Australia NL	BOND REFUND	1	20.00	
EFT11653	14/05/2020	Lovegrove Turf Services	BUFFALO ROLL, PALLET PLAIN, ECO-PRIME RED 25KB & 4 X DYNAMIC LIFTER 25KG	1		1,680.00
INV 42003	23/04/2020	Lovegrove Turf Services	BUFFALO ROLL, PALLET PLAIN, ECO-PRIME RED 25KB & 4 X DYNAMIC LIFTER 25KG		1,680.00	
EFT11654	14/05/2020	Michaela Pritchard	REIMBURSEMENT FOR MILK & BISCUITS (FE DAW & SONS)	1		21.62
INV REIMBU112/05/2020	12/05/2020	Michaela Pritchard	REIMBURSEMENT FOR MILK & BISCUITS (FE DAW & SONS)		21.62	
EFT11655	14/05/2020	Perfect Computer Solutions Pty Ltd	3 X HP DESKTOP MINI, 8 X BENQ HEIGHT ADJUSTABLE 24" MONITORS AND 4 X WIRELESS KEYBOARDS	1		7,720.00
INV 25396	05/03/2020	Perfect Computer Solutions Pty Ltd	3 X HP DESKTOP MINI, 8 X BENQ HEIGHT ADJUSTABLE 24" MONITORS AND 4 X WIRELESS KEYBOARDS		7,040.00	
INV 25542	23/04/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS 16/04/2020 - 22/04/2020		425.00	
INV 25573	30/04/2020	Perfect Computer Solutions Pty Ltd	MONTHLY FEE - APRIL 2020		85.00	
INV 25568	30/04/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRE 28/04/2020 - 29/04/2020		170.00	
EFT11656	14/05/2020	Ravensthorpe Community Resource Centre	2019-2020 PROVISION OF LIBRARY AND CUSTOMER SERVICES - 4TH QUARTER	1		13,094.95
INV 1635	06/04/2020	Ravensthorpe Community Resource Centre	2019-2020 PROVISION OF LIBRARY AND CUSTOMER SERVICES - 4TH QUARTER		13,094.95	
EFT11657	14/05/2020	Seek Limited	SEEK ADVERTISING - EARLY CHILDHOOD EDUCATIONS - CASUAL POSITIONS	1		313.50
INV 9677796209/04/2020	09/04/2020	Seek Limited	SEEK ADVERTISING - EARLY CHILDHOOD EDUCATIONS - CASUAL POSITIONS		313.50	
EFT11658	14/05/2020	Shelley Hayes	BOND REFUND	1		20.00
INV T1549	11/05/2020	Shelley Hayes	BOND REFUND	1	20.00	

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 10

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT11659	14/05/2020	South Coast Foodservice	10 X D10FP534-60 FLOOR PAD 60CM RED NO.534	1		203.50
INV 4268611	24/04/2020	South Coast Foodservice	10 X D10FP534-60 FLOOR PAD 60CM RED NO.534		203.50	
EFT11660	14/05/2020	WA Reticulation Supplies	VARIOUS PARTS & FITTINGS	1		688.05
INV K4053	23/04/2020	WA Reticulation Supplies	VARIOUS PARTS & FITTINGS		688.05	
EFT11661	14/05/2020	WCP Civil	WANDRRA AGRN 743 CONTRACT 14/2017 - RETENTION RELEASE	1		50,412.18
INV 22808	07/05/2020	WCP Civil	WANDRRA AGRN 743 CONTRACT 14/2017 - RETENTION RELEASE		50,412.18	
EFT11662	14/05/2020	WINC Australia Pty Ltd	VARIOUS SUPPLIES THE CUB HOUSE - NET48347027	1		68.85
INV 9032247123/04/2020		WINC Australia Pty Ltd	VARIOUS SUPPLIES THE CUB HOUSE - NET48347027		54.11	
INV 9032265324/04/2020		WINC Australia Pty Ltd	VARIOUS SUPPLIES THE CUB HOUSE - NET48347027		14.74	
EFT11663	14/05/2020	Worth Kerbing	CONCRETE FOOTPATHS - 18 CARLISLE STREET	1		3,748.08
INV 1696	28/04/2020	Worth Kerbing	CONCRETE FOOTPATHS - 18 CARLISLE STREET		3,748.08	
EFT11664	15/05/2020	John Phillips Consulting	PROFESSIONAL SERVICES - CEO ANNUAL REVIEW 2020	1		2,200.00
INV 236	01/05/2020	John Phillips Consulting	PROFESSIONAL SERVICES - CEO ANNUAL REVIEW 2020		2,200.00	
EFT11665	22/05/2020	4 Rivers Plumbing Gas & Civil Contracting	SUPPLY AND INSTALL MATERIALS FOR STORM WATER - 30 KINGSMILL STREET	1		2,487.10
INV 5347	06/05/2020	4 Rivers Plumbing Gas & Civil Contracting	SUPPLY AND INSTALL MATERIALS FOR STORM WATER - 30 KINGSMILL STREET		2,145.00	
INV 5356	07/05/2020	4 Rivers Plumbing Gas & Civil Contracting	REPLACE GAS REGULATOR AT 4 DAW ST		342.10	
EFT11666	22/05/2020	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY 2019/2020 - DEBTORS	1		1,207.63
INV 64120	26/03/2020	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY 2019/2020 - DEBTORS		675.60	
INV 64953	30/04/2020	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY 2019/2020 - DEBTORS		55.00	
INV 65481	14/05/2020	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY 2019/2020 - DEBTORS		477.03	

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11667	22/05/2020	Allwest Plant Hire Australia Pty Ltd	DRY HIRE & MOBILISATION OF 25 TON SUMITOMO EXCAVATOR 02/04/2020 - 30/04/2020	1		10,924.65
INV 10826	30/04/2020	Allwest Plant Hire Australia Pty Ltd	DRY HIRE & MOBILISATION OF 25 TON SUMITOMO EXCAVATOR 02/04/2020 - 30/04/2020		10,924.65	
EFT11668	22/05/2020	Aussie Wide Carpet Cleaning	CLEAN ALL CARPETS IN HOPETOON COMMUNITY CENTRE	1		1,430.00
INV 0012	07/05/2020	Aussie Wide Carpet Cleaning	CLEAN ALL CARPETS IN HOPETOON COMMUNITY CENTRE		1,430.00	
EFT11669	22/05/2020	Australia Post	POSTAGE CHARGES - APRIL 2020	1		488.55
INV 6826842	03/05/2020	Australia Post	POSTAGE CHARGES - APRIL 2020		488.55	
EFT11670	22/05/2020	Australian Taxation Office (ATO)	BAS RETURN APRIL 2020	1		9,648.00
INV BAS APR21/05/2020		Australian Taxation Office (ATO)	BAS RETURN APRIL 2020		9,648.00	
EFT11671	22/05/2020	BP Australia Pty Ltd	BP FUEL CARDS - APRIL 2020	1		2,744.20
INV 1106795030/04/2020		BP Australia Pty Ltd	BP FUEL CARDS - APRIL 2020		2,744.20	
EFT11672	22/05/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB W/E 10/05/2020	1		2,508.00
INV 2005	10/05/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB W/E 10/05/2020		2,508.00	
EFT11673	22/05/2020	Building Commision, Department of Mines, Industry Regulation and Safety	BSL RETURN APRIL 2020	1		56.65
INV T2	19/05/2020	Building Commision, Department of Mines, Industry Regulation and Safety	BSL RETURN APRIL 2020	1	56.65	
EFT11674	22/05/2020	Caltex Energy WA	DIESEL 5,000L	1		4,845.50
INV SI40827005/05/2020		Caltex Energy WA	DIESEL 5,000L		4,845.50	
EFT11675	22/05/2020	City of Albany	BUILDING SERVICE - APRIL 2020 - 2 X CERTIFICATES OF DESIGN COMPLIANCE	1		374.00
INV 88642	01/05/2020	City of Albany	BUILDING SERVICE - APRIL 2020 - 2 X CERTIFICATES OF DESIGN COMPLIANCE		374.00	



Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11676	22/05/2020	Cleanaway Pty Ltd	WEEKLY FRONT LIFT BIN COLLECTION, STARVATION BAY CAMPSITE - APRIL 2020	1		231.00
INV 2157699630/04/2020		Cleanaway Pty Ltd	WEEKLY FRONT LIFT BIN COLLECTION, STARVATION BAY CAMPSITE - APRIL 2020		154.00	
INV 2157699530/04/2020		Cleanaway Pty Ltd	WEEKLY FRONT LIFT BIN COLLECTION, MASON BAY CAMPSITE - APRIL 2020		77.00	
EFT11677	22/05/2020	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 20/04/2020	1		1,835.38
INV BWR05/206/05/2020		Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 20/04/2020		1,835.38	
EFT11678	22/05/2020	Corsign WA	SLING OF GALV, 60MM STREET SIGN POLES X 37	1		1,390.07
INV 46199	20/04/2020	Corsign WA	SLING OF GALV, 60MM STREET SIGN POLES X 37		997.15	
INV 46198	24/04/2020	Corsign WA	VARIOUS SIGNS & BRACKETS		392.92	
EFT11679	22/05/2020	Deltone Solutions Pty Ltd	PRINTER CARTRIDGES FOR PAYROLL PRINTER	1		476.00
INV DTS-381411/05/2020		Deltone Solutions Pty Ltd	PRINTER CARTRIDGES FOR PAYROLL PRINTER		476.00	
EFT11680	22/05/2020	Department of Transport (Shire Licensing)	PLATE CHANGE 1GVC388 TO 0RA	1		16.75
INV 1092072605/05/2020		Department of Transport (Shire Licensing)	PLATE CHANGE 1GVC388 TO 0RA		16.75	
EFT11681	22/05/2020	Edge Planning and Property	PLANNING SERVICES - LESCHENAULTIA DRIVE SUBDIVISION	1		584.37
INV 1491	18/03/2020	Edge Planning and Property	PLANNING SERVICES - LESCHENAULTIA DRIVE SUBDIVISION		378.12	
INV 1534	08/05/2020	Edge Planning and Property	PLANNING SERVICES - LESCHENAULTIA DRIVE SUBDIVISION		206.25	
EFT11682	22/05/2020	Esperance Appliance Centre (retravision)	VARIOUS WHITE GOODS	1		4,096.00
INV 6008389713/05/2020		Esperance Appliance Centre (retravision)	VARIOUS WHITE GOODS		3,746.00	
INV 6008399215/05/2020		Esperance Appliance Centre (retravision)	FHAIER/HRF520BW - 517L WHITE BOTTOM MOUNT FRIDGE/FREEZER		350.00	
EFT11683	22/05/2020	Esperance Communications	INSPECTION & SERVICE OF HOPETOUN & RAVENSTHORPE TRANSMITTERS	1		598.26

Date: 10/06/2020  
Time: 12:58:32PM

Shire of Ravensthorpe  
Creditors List of Accounts Paid - May 2020

USER: Eimear Guidera  
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 5065802	04/05/2020	Esperance Communications	INSPECTION & SERVICE OF HOPETOUN & RAVENSTHORPE TRANSMITTERS		598.26	
EFT11684	22/05/2020	Freight Lines Group	FREIGHT CHARGES - CORSIGN	1		199.91
INV 77032	24/04/2020	Freight Lines Group	FREIGHT CHARGES - CORSIGN		199.91	
EFT11685	22/05/2020	Fulton Hogan	48 X BAGS OF EZ STREET POTHOLE REPAIR ASPHALT	1		2,268.20
INV 1392154830/04/2020		Fulton Hogan	250 LITRES OF CRS 60/170 PLUS RECONDITIONED IBC		473.00	
INV 1392009030/04/2020		Fulton Hogan	48 X BAGS OF EZ STREET POTHOLE REPAIR ASPHALT		1,795.20	
EFT11686	22/05/2020	G.C. Sales	30 X 240LT DARK GREEN BINS & RED LIDS & 100 X BIN LID PINS	1		2,354.00
INV 12245	07/04/2020	G.C. Sales	30 X 240LT DARK GREEN BINS & RED LIDS & 100 X BIN LID PINS		2,354.00	
EFT11687	22/05/2020	Guardian Print & Graphics	WITH COMPLIMENT SLIPS X 500	1		155.00
INV 8566	30/04/2020	Guardian Print & Graphics	WITH COMPLIMENT SLIPS X 500		155.00	
EFT11688	22/05/2020	Hopetoun Community Church	BOND REFUND	1		67.00
INV REFUND04/05/2020		Hopetoun Community Church	REFUND OF FACILITY HIRE FEES DUE TO COVID-19		17.00	
INV T1262	18/05/2020	Hopetoun Community Church	BOND REFUND	1	50.00	
EFT11689	22/05/2020	ICS Group Auto Electrical Pty Ltd	REPAIR SERINCO EMERGENCY WARNING SYSTEM TO WEST RIVER 2.4B	1		728.59
INV 4927	28/04/2020	ICS Group Auto Electrical Pty Ltd	REPAIR SERINCO EMERGENCY WARNING SYSTEM TO WEST RIVER 2.4B		728.59	
EFT11690	22/05/2020	James Robert Hinch	SUPPLY AND FIT 2 LED BEACONS - RA3828	1		1,370.00
INV 89	05/05/2020	James Robert Hinch	FIX FUEL PUMP FAULT ON FUEL POD - RA3603		190.00	
INV 90	05/05/2020	James Robert Hinch	SUPPLY AND FIT 2 LED BEACONS - RA3828		680.00	
INV 61	05/05/2020	James Robert Hinch	ELECTRICAL FAULT WITH CASE TRACTOR, REPLACE PTO SWITCH - RA3354		500.00	
EFT11691	22/05/2020	Jason Sign Makers	VARIOUS SIGNS & BRACKETS WITH BOLTS, NUTS & WASHERS	1		1,486.39

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 14

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
INV 208048	01/05/2020	Jason Sign Makers	VARIOUS SIGNS & BRACKETS WITH BOLTS, NUTS & WASHERS		1,024.39	
INV 208110	04/05/2020	Jason Sign Makers	2 X SMOKERS CEASEFIRE ASHTRAYS		462.00	
EFT11692	22/05/2020	Landgate	RURAL UV GENERAL REVALUATION 2019/2020	1		8,548.40
INV 350810	28/08/2019	Landgate	GRV INTERIM VALS COUNTRY 15/12/2018 - 09/08/2019		92.20	
INV 350886	29/08/2019	Landgate	MINING TENEMENTS CHARGABLE 12/07/2019 - 08/08/2019		39.80	
INV 351480	25/09/2019	Landgate	MINING TENEMENTS CHARGABLE 09/08/2019 - 06/09/2019		39.80	
INV 354504	27/02/2020	Landgate	MINING TENEMENTS CHARGABLE 14/01/2020 - 03/02/2020		112.00	
INV 355453	09/04/2020	Landgate	RURAL UV GENERAL REVALUATION 2019/2020		8,264.60	
EFT11693	22/05/2020	Livingston Medical Pty Ltd	FULL EMPLOYMENT MEDICAL - MAEKARA BRATTEN - INCLUDING DRUG & ALCOHOL LAB TEST	1		1,023.00
INV 39092	04/05/2020	Livingston Medical Pty Ltd	FULL EMPLOYMENT MEDICAL - MAEKARA BRATTEN - INCLUDING DRUG & ALCOHOL LAB TEST		341.00	
INV 39091	04/05/2020	Livingston Medical Pty Ltd	FULL EMPLOYMENT MEDICAL - CAITLIN JANSSE - INCLUDING DRUG & ALCOHOL LAB TEST		341.00	
INV 39175	06/05/2020	Livingston Medical Pty Ltd	FULL EMPLOYMENT MEDICAL - KAYLA BIDDULPH - INCLUDING DRUG & ALCOHOL LAB TEST		341.00	
EFT11694	22/05/2020	Lo-Go Appointments	EXECUTIVE SUPPORT OFFICER - W/E 25/04/2020 & TRAVEL REIMBURSEMENT	1		2,920.28
INV 421860	05/05/2020	Lo-Go Appointments	EXECUTIVE SUPPORT OFFICER - W/E 25/04/2020 & TRAVEL REIMBURSEMENT		2,920.28	
EFT11695	22/05/2020	Localise Pty Ltd	COMMUNITY SURVEY - STATISTICALLY VALID REPRESENTATION	1		20,900.00
INV 1560	15/05/2020	Localise Pty Ltd	COMMUNITY SURVEY - STATISTICALLY VALID REPRESENTATION		20,900.00	
EFT11696	22/05/2020	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT - APRIL 2020	1		110.00
INV 051398	01/05/2020	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT - APRIL 2020		110.00	
EFT11697	22/05/2020	Meridian Agencies (Weistermann Family Trust)	VARIOUS STATIONARY	1		554.20
INV 629	01/05/2020	Meridian Agencies (Weistermann Family Trust)	2 X FILE CARRY CASES		59.98	

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 628	01/05/2020	Meridian Agencies (Weistermann Family Trust)	VARIOUS STATIONARY		494.22	
EFT11698	22/05/2020	Moore Stephens Pty Ltd	REGISTRATION FOR FINANCIAL REPORTING WORKSHOP 22 MAY 2020	1		1,782.00
INV 1031	08/04/2020	Moore Stephens Pty Ltd	REGISTRATION FOR FINANCIAL REPORTING WORKSHOP 22 MAY 2020		1,782.00	
EFT11699	22/05/2020	Munglinup Road House	MAINTENANCE / CLEANING OF MUNGLINUP PUBLIC FACILITIES - APRIL 2020	1		723.75
INV 204633	27/04/2020	Munglinup Road House	MAINTENANCE / CLEANING OF MUNGLINUP PUBLIC FACILITIES - APRIL 2020		600.00	
INV 204632	27/04/2020	Munglinup Road House			123.75	
EFT11700	22/05/2020	National Disability Insurance Agency NDIS	BOND REFUND	1		100.00
INV T1525	18/05/2020	National Disability Insurance Agency NDIS	BOND REFUND	1	100.00	
EFT11701	22/05/2020	Nutrien Ag Solutions Ravensthorpe	ROUNDUP ULTRA MAX, ESTERCIDE XTRA 68 & METSULFURON 600WG	1		3,704.12
INV 9027928506/04/2020		Nutrien Ag Solutions Ravensthorpe	40 X CYCL STEELY POST GALV 150CM & 40 X TRUT PATR POST CAP TOPPER		481.36	
INV 9027928506/04/2020		Nutrien Ag Solutions Ravensthorpe	ROUNDUP ULTRA MAX, ESTERCIDE XTRA 68 & METSULFURON 600WG		2,849.44	
INV 9028722628/04/2020		Nutrien Ag Solutions Ravensthorpe	WARA GALV FENCE DROPPERS		373.32	
EFT11702	22/05/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS 29/04/2020 - 06/05/2020	1		255.00
INV 25586	08/05/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS 29/04/2020 - 06/05/2020		212.50	
INV 25587	08/05/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE CUB HOUSE - 04/05/2020		42.50	
EFT11703	22/05/2020	R And R Heavy Diesel Services	STARTING FAULT ON STILH PETROL BLOWER	1		204.55
INV 4122	05/05/2020	R And R Heavy Diesel Services	STARTING FAULT ON STILH PETROL BLOWER		204.55	
EFT11704	22/05/2020	Ravensthorpe Community Bus	BUS HIRE FOR SENIORS XMAS PARTY - 11/12/2019	1		109.00
INV 29	07/05/2020	Ravensthorpe Community Bus	BUS HIRE FOR SENIORS XMAS PARTY - 11/12/2019		109.00	
EFT11705	22/05/2020	Ravensthorpe Mechanical Services	1 X 1765114-265/65R17LTAT771 120/117S MAXXIS	1		547.39

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 36484	31/03/2020	Ravensthorpe Mechanical Services	TYRE REPAIR 14-17 INCH		32.50	
INV 36688	31/03/2020	Ravensthorpe Mechanical Services	1 X 1765114-265/65R17LTAT771 120/117S MAXXIS		289.89	
INV 36687	06/05/2020	Ravensthorpe Mechanical Services	TYRE LABOUR - FITTING		225.00	
EFT11706	22/05/2020	Ravensthorpe Roadhouse Bp	17,439.42 L DIESEL - APRIL 2020	1		24,715.18
INV 0684	30/04/2020	Ravensthorpe Roadhouse Bp	17,439.42 L DIESEL - APRIL 2020		24,715.18	
EFT11707	22/05/2020	Signs Plus	NAME BADGES - SHELLEY & MEGHAN	1		33.60
INV 154622	06/04/2020	Signs Plus	NAME BADGES - SHELLEY & MEGHAN		33.60	
EFT11708	22/05/2020	Sophie Chambers	REFUND OF CHILDCARE FEES	1		129.96
INV REFUND12	05/2020	Sophie Chambers	REFUND OF CHILDCARE FEES		129.96	
EFT11709	22/05/2020	South Coast Foodservice	12 X HAND SANITIZER GEL 500ML	1		170.28
INV 4269393	05/05/2020	South Coast Foodservice	12 X HAND SANITIZER GEL 500ML		170.28	
EFT11710	22/05/2020	WA Tyre Recovery	COLLECTION OF TYRES FROM RAVENSTHORPE REGIONAL WASTE FACILITY	1		1,018.90
INV 1341	03/05/2020	WA Tyre Recovery	COLLECTION OF TYRES FROM RAVENSTHORPE REGIONAL WASTE FACILITY		1,018.90	
EFT11711	28/05/2020	4 Rivers Plumbing Gas & Civil Contracting	REPLACEMENT DRAINAGE SUMP LIDS IN FOOTPATH, CANNING DRIVE	1		7,670.96
INV 5366	30/04/2020	4 Rivers Plumbing Gas & Civil Contracting	PUMP OUT SEPTIC TANK 07/102019 & 6/04/2020		2,552.00	
INV 5364	12/05/2020	4 Rivers Plumbing Gas & Civil Contracting	REPLACEMENT DRAINAGE SUMP LIDS IN FOOTPATH, CANNING DRIVE		4,852.76	
INV 5370	14/05/2020	4 Rivers Plumbing Gas & Civil Contracting	SINK REPAIRS AT CUB HOUSE		266.20	
EFT11712	28/05/2020	ABCO Products PTY LTD	VARIOUS CLEANING PRODUCTS & FREIGHT	1		1,401.88
INV 549635	12/05/2020	ABCO Products PTY LTD	VARIOUS CLEANING PRODUCTS & FREIGHT		1,401.88	
EFT11713	28/05/2020	BE Stearne & Co Pty Ltd	GLAZING REPAIRS AT SHIRE BUILDINGS	1		2,190.00
INV 81907	15/05/2020	BE Stearne & Co Pty Ltd	GLAZING REPAIRS AT SHIRE BUILDINGS		2,190.00	

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11714	28/05/2020	Best Office Systems	PRINTING AND PHOTOCOPIES MAY 2020	1		724.91
INV 571930	13/05/2020	Best Office Systems	PRINTING AND PHOTOCOPIES MAY 2020		724.91	
EFT11715	28/05/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET BOB & BEV W/E 17/05/2020	1		1,683.00
INV 2010	18/05/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET BOB & BEV W/E 17/05/2020		1,683.00	
EFT11716	28/05/2020	Cleanaway Pty Ltd	COLLECTIONS FOR APRIL 2020	1		26,327.02
INV 2157750330/04/2020		Cleanaway Pty Ltd	COLLECTIONS FOR APRIL 2020		26,327.02	
EFT11717	28/05/2020	Esperance Co-operative Bulk Handling Ltd	BOND REFUNDS	1		440.00
INV T27	25/05/2020	Esperance Co-operative Bulk Handling Ltd	BOND REFUNDS	1	240.00	
INV T863	25/05/2020	Esperance Co-operative Bulk Handling Ltd	BOND REFUND	1	200.00	
EFT11718	28/05/2020	Frontline Fire & Rescue Equipment	FILTERS, DFES CLEANER/SANITISER 4L & 1L, PUMP DISPENSERS & SINK STICKERS	1		2,817.06
INV 67672	12/05/2020	Frontline Fire & Rescue Equipment	FILTERS, DFES CLEANER/SANITISER 4L & 1L, PUMP DISPENSERS & SINK STICKERS		2,817.06	
EFT11719	28/05/2020	Goldfields Voluntary Regional Organisation Of Councils (GVROC)	ANNUAL CONTRIBUTION 2019/2020	1		11,000.00
INV 0142	17/05/2020	Goldfields Voluntary Regional Organisation Of Councils (GVROC)	ANNUAL CONTRIBUTION 2019/2020		11,000.00	
EFT11720	28/05/2020	Guardian Print & Graphics	1 X 3000 WINDOW FACED DLX ENVELOPES FOR RATES ONLY	1		385.00
INV 8600	15/05/2020	Guardian Print & Graphics	1 X 3000 WINDOW FACED DLX ENVELOPES FOR RATES ONLY		385.00	
EFT11721	28/05/2020	Hallams Cartage Contractors	HIRE OF SEMI SIDE TIPPER FOR CARTING LIMESTONE TO SOUTHERN OCEAN ROAD	1		14,910.50
INV 3179	19/05/2020	Hallams Cartage Contractors	HIRE OF SEMI SIDE TIPPER FOR CARTING LIMESTONE TO SOUTHERN OCEAN ROAD		13,810.50	
INV 3182	21/05/2020	Hallams Cartage Contractors	CHLORINATE & FLUSH AIRPORT WATER TANK & REFILL WITH POTABLE WATER		1,100.00	

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11722	28/05/2020	Hopetoun Community Resource Centre	2019-2020 Q3 & Q4 PROVISION OF LIBRARY AND CUSTOMER SERVICES	1		28,042.25
INV 1065	13/05/2020	Hopetoun Community Resource Centre	HIRE OF PUBLIC ADDRESS SYSTEM FOR CULHAM INLET CAUSEWAY RE-OPENING		20.00	
INV CDF 19/214/05/2020	19/05/2020	Hopetoun Community Resource Centre	COMMUNITY DEVELOPMENT FUND 19/20 - LIVE MUSIC AT COLOUR RUN		3,000.00	
INV 1067	19/05/2020	Hopetoun Community Resource Centre	2019-2020 Q3 & Q4 PROVISION OF LIBRARY AND CUSTOMER SERVICES		25,022.25	
EFT11723	28/05/2020	Hopetoun Painting Service	PAINT FRONT OF THE RAVENSTHORPE GOLF & BOWLING CLUB BUILDING	1		1,166.00
INV 1170	18/05/2020	Hopetoun Painting Service	PAINT FRONT OF THE RAVENSTHORPE GOLF & BOWLING CLUB BUILDING		1,166.00	
EFT11724	28/05/2020	Hopetoun Progress Association Inc	BOND REFUNDS	1		500.00
INV T587	25/05/2020	Hopetoun Progress Association Inc	BOND REFUNDS	1	500.00	
EFT11725	28/05/2020	Hopetoun Tyres & Batteries	14 X TYRES & LABOUR	1		8,043.20
INV 0101	15/05/2020	Hopetoun Tyres & Batteries	14 X TYRES & LABOUR		6,329.40	
INV 0102	19/05/2020	Hopetoun Tyres & Batteries	PUNCTURE REPAIRS		266.20	
INV 0103	19/05/2020	Hopetoun Tyres & Batteries	4 X GT 265/60R18HT@SUV - RA3860		1,210.00	
INV 0123	20/05/2020	Hopetoun Tyres & Batteries	REPAIR OF RIGHT BACK TYRE - RA3751		49.50	
INV 0122	20/05/2020	Hopetoun Tyres & Batteries	HINO EURO 5 2848 AURO-5 REPAIR - RA3751		132.00	
INV 0121	20/05/2020	Hopetoun Tyres & Batteries	TRAILER SIDE TIPPER TYRE REPAIR - RA1421		56.10	
EFT11726	28/05/2020	James Robert Hinch	FIX DIFF LOCK FAULT - RA3751	1		100.00
INV 96	15/05/2020	James Robert Hinch	FIX DIFF LOCK FAULT - RA3751		100.00	
EFT11727	28/05/2020	Kindyhub Pty Ltd	KINDYHUB APP - MONTHLY SUBSCRIPTION - MAY 2020	1		23.10
INV INV-KH113/05/2020	13/05/2020	Kindyhub Pty Ltd	KINDYHUB APP - MONTHLY SUBSCRIPTION - MAY 2020		6.60	
INV INV-KH113/05/2020	13/05/2020	Kindyhub Pty Ltd	KINDYHUB APP - MONTHLY SUBSCRIPTION - MAY 2020		16.50	
EFT11728	28/05/2020	Kleenheat Gas Pty Ltd (wesfarmers)	YEARLY FACILITY FEES - HAMERSLEY INLET	1		158.40

Date: 10/06/2020  
 Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
 PAGE: 19

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
INV 4293354	01/05/2020	Kleenheat Gas Pty Ltd (wesfarmers)	YEARLY FACILITY FEES - HAMERSLEY INLET		158.40	
EFT11729	28/05/2020	Lloydey's Power Services	INSTALL POWER POINT FOR AUTO DOOR AT HOPETOUN SENIOR CITIZEN CENTRE	1		409.00
INV 385	17/05/2020	Lloydey's Power Services	INSTALL POWER POINT FOR AUTO DOOR AT HOPETOUN SENIOR CITIZEN CENTRE		310.00	
INV 384	17/05/2020	Lloydey's Power Services	DISCONNECTION / RECONNECTION OF WALL URN AT THE REC CENTER		99.00	
EFT11730	28/05/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 16/05/2020	1		3,233.34
INV 421924	19/05/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 16/05/2020		3,233.34	
EFT11731	28/05/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRE 30/04/2020 - 04/05/2020	1		425.00
INV 25601	14/05/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS 08/05/2020 - 11/05/2020		170.00	
INV 25600	14/05/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRE 30/04/2020 - 04/05/2020		255.00	
EFT11732	28/05/2020	R And R Heavy Diesel Services	24,000 KM SERVICE ON CAT PRIME MOVER - RA3188	1		1,829.15
INV 4125	13/05/2020	R And R Heavy Diesel Services	24,000 KM SERVICE ON CAT PRIME MOVER - RA3188		1,237.94	
INV 4126	13/05/2020	R And R Heavy Diesel Services	SERVICE AND INSPECTION ON SMALL TORO MODEL 74720		591.21	
EFT11733	28/05/2020	Ravensthorpe Agricultural Initiative Network Inc	BOND REFUNDS	1		620.00
INV T125	28/05/2020	Ravensthorpe Agricultural Initiative Network Inc	BOND REFUNDS	1	620.00	
EFT11734	28/05/2020	Ravensthorpe Mechanical Services	FABRICATE HYDRAULIC HOSE FOR BOMAG ROLLER	1		258.45
INV 36721	11/05/2020	Ravensthorpe Mechanical Services	FABRICATE HYDRAULIC HOSE FOR BOMAG ROLLER		258.45	
EFT11735	28/05/2020	Ravensthorpe Palace Motor Hotel	ACCOMODATION AND MEALS FOR DFES	1		4,501.00
INV 6552	01/05/2020	Ravensthorpe Palace Motor Hotel	ACCOMODATION AND MEALS FOR DFES		3,168.00	
INV 6553	01/05/2020	Ravensthorpe Palace Motor Hotel	ACCOMODATION AND MEALS FOR DFES		1,333.00	



Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11736	28/05/2020	Selena Olliver T/A Ravy Country Kitchen	CATERING FOR SNAKE HANDLING COURSE 30/01/2020 AT \$18PP	1		217.80
INV 49	23/01/2020	Selena Olliver T/A Ravy Country Kitchen	CATERING FOR SNAKE HANDLING COURSE 30/01/2020 AT \$18PP		217.80	
EFT11737	28/05/2020	Signs Plus	NAME BADGES - SHELLEY & MEGHAN	1		33.60
INV 154622A	06/04/2020	Signs Plus	NAME BADGES - SHELLEY & MEGHAN		33.60	
EFT11738	28/05/2020	South Coast Foodservice	14 X PURELL HAND SANITIZER GEL 1.2LT	1		840.07
INV 4270006	12/05/2020	South Coast Foodservice	14 X PURELL HAND SANITIZER GEL 1.2LT		454.30	
INV 4270005	12/05/2020	South Coast Foodservice	6 X OXIVIR® TB WIPES X 160		254.10	
INV 4270561	19/05/2020	South Coast Foodservice	LIVI FACIAL TISSUE 2PLY 100'S & 200'S		131.67	
EFT11739	28/05/2020	State Library of Western Australia	2019/20 DELIVERY COSTS FOR INTER LIBRARY LOANS	1		635.32
INV RI02583308/05/2020	05/2020	State Library of Western Australia	2019/20 DELIVERY COSTS FOR INTER LIBRARY LOANS		635.32	
EFT11740	28/05/2020	WINC Australia Pty Ltd	NET47993449 VARIOUS SUPPLIES LITTLE BARRENS CHILDCARE	1		1,136.83
INV 9031669509/03/2020	03/2020	WINC Australia Pty Ltd	NET47993449 VARIOUS SUPPLIES LITTLE BARRENS CHILDCARE		497.09	
INV 9032436611/05/2020	05/2020	WINC Australia Pty Ltd	VARIOUS SUPPLIES NET48507336 THE CUB HOUSE		18.24	
INV 9032436611/05/2020	05/2020	WINC Australia Pty Ltd	VARIOUS SUPPLIES NET48499268 LITTLE BARRENS		490.39	
INV 9032433111/05/2020	05/2020	WINC Australia Pty Ltd	VARIOUS SUPPLIES NET48507336 THE CUB HOUSE		52.29	
INV 9032529419/05/2020	05/2020	WINC Australia Pty Ltd	VARIOUS SUPPLIES NET48507336 THE CUB HOUSE		60.83	
INV 9032546420/05/2020	05/2020	WINC Australia Pty Ltd	VARIOUS SUPPLIES THE CUB HOUSE - NET48347027		17.99	
EFT11741	28/05/2020	Will Chalk Carpentry	MUNGLINUP BOWLS GROUND FENCE REPLACEMENT FROM STORM DAMAGE	1		10,972.50
INV 310	18/05/2020	Will Chalk Carpentry	MUNGLINUP BOWLS GROUND FENCE REPLACEMENT FROM STORM DAMAGE		10,972.50	
DD5260.1	04/05/2020	WA Local Government Super Plan	Payroll deductions	1		9,657.91
INV SUPER	04/05/2020	WA Local Government Super Plan	Superannuation contributions	1	7,580.42	

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 21

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
INV DEDUCT04/05/2020		WA Local Government Super Plan	Payroll deductions	1	210.00	
INV DEDUCT04/05/2020		WA Local Government Super Plan	Payroll deductions	1	170.78	
INV DEDUCT04/05/2020		WA Local Government Super Plan	Payroll deductions	1	1,069.15	
INV DEDUCT04/05/2020		WA Local Government Super Plan	Payroll deductions	1	262.17	
INV DEDUCT04/05/2020		WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT04/05/2020		WA Local Government Super Plan	Payroll deductions	1	292.31	
DD5260.2	04/05/2020	BT Super	Superannuation contributions	1		483.76
INV SUPER	04/05/2020	BT Super	Superannuation contributions	1	483.76	
DD5260.3	04/05/2020	Rest Superannuation	Superannuation contributions	1		561.20
INV SUPER	04/05/2020	Rest Superannuation	Superannuation contributions	1	561.20	
DD5260.4	04/05/2020	BUSSQ	Payroll deductions	1		382.83
INV SUPER	04/05/2020	BUSSQ	Superannuation contributions	1	284.67	
INV DEDUCT04/05/2020		BUSSQ	Payroll deductions	1	98.16	
DD5260.5	04/05/2020	ANZ Smart Choice Super	Superannuation contributions	1		180.50
INV SUPER	04/05/2020	ANZ Smart Choice Super	Superannuation contributions	1	180.50	
DD5260.6	04/05/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1		401.92
INV SUPER	04/05/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	401.92	
DD5260.7	04/05/2020	GuildSuper	Superannuation contributions	1		180.50
INV SUPER	04/05/2020	GuildSuper	Superannuation contributions	1	180.50	
DD5260.8	04/05/2020	Australian Super Pty Ltd	Superannuation contributions	1		245.48
INV SUPER	04/05/2020	Australian Super Pty Ltd	Superannuation contributions	1	245.48	
DD5260.9	04/05/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		2,427.15

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 22

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
INV SUPER	04/05/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,047.77	
INV DEDUCT	04/05/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	50.00	
INV DEDUCT	04/05/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	329.38	
DD5284.1	18/05/2020	WA Local Government Super Plan	Payroll deductions	1		9,632.47
INV SUPER	18/05/2020	WA Local Government Super Plan	Superannuation contributions	1	7,592.04	
INV DEDUCT	18/05/2020	WA Local Government Super Plan	Payroll deductions	1	210.00	
INV DEDUCT	18/05/2020	WA Local Government Super Plan	Payroll deductions	1	171.26	
INV DEDUCT	18/05/2020	WA Local Government Super Plan	Payroll deductions	1	995.39	
INV DEDUCT	18/05/2020	WA Local Government Super Plan	Payroll deductions	1	62.06	
INV DEDUCT	18/05/2020	WA Local Government Super Plan	Payroll deductions	1	215.92	
INV DEDUCT	18/05/2020	WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT	18/05/2020	WA Local Government Super Plan	Payroll deductions	1	292.31	
INV DEDUCT	18/05/2020	WA Local Government Super Plan	Payroll deductions	1	20.41	
DD5284.2	18/05/2020	BT Super	Superannuation contributions	1		485.18
INV SUPER	18/05/2020	BT Super	Superannuation contributions	1	485.18	
DD5284.3	18/05/2020	Rest Superannuation	Superannuation contributions	1		584.29
INV SUPER	18/05/2020	Rest Superannuation	Superannuation contributions	1	584.29	
DD5284.4	18/05/2020	BUSSQ	Payroll deductions	1		372.77
INV SUPER	18/05/2020	BUSSQ	Superannuation contributions	1	277.19	
INV DEDUCT	18/05/2020	BUSSQ	Payroll deductions	1	95.58	
DD5284.5	18/05/2020	ANZ Smart Choice Super	Superannuation contributions	1		180.50
INV SUPER	18/05/2020	ANZ Smart Choice Super	Superannuation contributions	1	180.50	
DD5284.6	18/05/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		571.16

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 23

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
INV SUPER	18/05/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	486.54	
INV DEDUCT	18/05/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	84.62	
DD5284.7	18/05/2020	GuildSuper	Superannuation contributions	1		180.50
INV SUPER	18/05/2020	GuildSuper	Superannuation contributions	1	180.50	
DD5284.8	18/05/2020	Australian Super Pty Ltd	Superannuation contributions	1		245.48
INV SUPER	18/05/2020	Australian Super Pty Ltd	Superannuation contributions	1	245.48	
DD5284.9	18/05/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		2,527.59
INV SUPER	18/05/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,135.59	
INV DEDUCT	18/05/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	50.00	
INV DEDUCT	18/05/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	342.00	
DD5297.1	21/05/2020	BANKWEST Corporate Mastercard	APRIL 2020 STATEMENT	1		4,923.32
INV APRIL	2021/05/2020	BANKWEST Corporate Mastercard	APRIL 2020 STATEMENT	1	4,923.32	
DD5298.1	31/05/2020	Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY - MAY 2020	1		16.75
INV MAY	20231/05/2020	Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY - MAY 2020	1	16.75	
DD5298.2	31/05/2020	Synergy	PAYMENT BY AUTHORITY MAY 2020	1		2,283.13
INV MAY	20231/05/2020	Synergy	PAYMENT BY AUTHORITY MAY 2020	1	2,283.13	
DD5298.3	31/05/2020	Water Corporation	PAYMENT BY AUTHORITY MAY 2020	1		4,205.86
INV MAY	20231/05/2020	Water Corporation	PAYMENT BY AUTHORITY MAY 2020	1	4,205.86	
DD5298.4	15/05/2020	SG Fleet	LEASE RENTALS MAY 2020	1		13,496.72
INV AUSG002	15/05/2020	SG Fleet	LEASE RENTALS MAY 2020	1	13,496.72	
DD5298.5	01/05/2020	Westnet Pty Ltd	ACCOUNT PAYMENT BY AUTHORITY MAY 2020	1		553.65
INV MAY	20201/05/2020	Westnet Pty Ltd	ACCOUNT PAYMENT BY AUTHORITY MAY 2020	1	553.65	

Date: 10/06/2020  
Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
PAGE: 24

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD5260.10	04/05/2020	Colonial First State	Superannuation contributions	1		389.14
INV DEDUCT	04/05/2020	Colonial First State	Payroll deductions	1	57.65	
INV SUPER	04/05/2020	Colonial First State	Superannuation contributions	1	331.49	
DD5260.11	04/05/2020	MLC MasterKey Business Super	Superannuation contributions	1		561.23
INV DEDUCT	04/05/2020	MLC MasterKey Business Super	Payroll deductions	1	50.08	
INV SUPER	04/05/2020	MLC MasterKey Business Super	Superannuation contributions	1	511.15	
DD5260.12	04/05/2020	Hesta Superannuation	Superannuation contributions	1		146.43
INV DEDUCT	04/05/2020	Hesta Superannuation	Payroll deductions	1	30.51	
INV SUPER	04/05/2020	Hesta Superannuation	Superannuation contributions	1	115.92	
DD5260.13	04/05/2020	MLC Superannuation	Superannuation contributions	1		56.27
INV SUPER	04/05/2020	MLC Superannuation	Superannuation contributions	1	56.27	
DD5260.14	04/05/2020	AMP Super	Superannuation contributions	1		64.74
INV SUPER	04/05/2020	AMP Super	Superannuation contributions	1	64.74	
DD5260.15	04/05/2020	BT Super for Life	Superannuation contributions	1		371.76
INV SUPER	04/05/2020	BT Super for Life	Superannuation contributions	1	371.76	
DD5260.16	04/05/2020	Care Super Pty Ltd	Superannuation contributions	1		171.47
INV SUPER	04/05/2020	Care Super Pty Ltd	Superannuation contributions	1	171.47	
DD5284.10	18/05/2020	Colonial First State	Superannuation contributions	1		409.57
INV DEDUCT	18/05/2020	Colonial First State	Payroll deductions	1	60.68	
INV SUPER	18/05/2020	Colonial First State	Superannuation contributions	1	348.89	
DD5284.11	18/05/2020	MLC MasterKey Business Super	Superannuation contributions	1		561.23
INV DEDUCT	18/05/2020	MLC MasterKey Business Super	Payroll deductions	1	50.08	

Date: 10/06/2020  
 Time: 12:58:32PM

**Shire of Ravensthorpe**  
**Creditors List of Accounts Paid - May 2020**

USER: Eimear Guidera  
 PAGE: 25

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
INV SUPER	18/05/2020	MLC MasterKey Business Super	Superannuation contributions	1	511.15	
DD5284.12	18/05/2020	MLC Superannuation	Superannuation contributions	1		56.50
INV SUPER	18/05/2020	MLC Superannuation	Superannuation contributions	1	56.50	
DD5284.13	18/05/2020	AMP Super	Superannuation contributions	1		59.09
INV SUPER	18/05/2020	AMP Super	Superannuation contributions	1	59.09	
DD5284.14	18/05/2020	BT Super for Life	Superannuation contributions	1		396.28
INV SUPER	18/05/2020	BT Super for Life	Superannuation contributions	1	396.28	
DD5284.15	18/05/2020	Care Super Pty Ltd	Superannuation contributions	1		172.73
INV SUPER	18/05/2020	Care Super Pty Ltd	Superannuation contributions	1	172.73	
DD5284.16	18/05/2020	Hesta Superannuation	Superannuation contributions	1		146.43
INV SUPER	18/05/2020	Hesta Superannuation	Superannuation contributions	1	146.43	

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	Municipal Bank Account	<b>545,832.77</b>
<b>TOTAL</b>		<b>545,832.77</b>

**ATTACHMENT**



**Shire of Ravensthorpe**

**Bush Fire Advisory Committee**

**AGM MINUTES**

**For meeting held on Tuesday 10<sup>th</sup> March 2020 at 5pm in the**

**Ravensthorpe Entertainment Centre**



**AGM MINUTES**  
**Tuesday 10<sup>th</sup> March 2020 at 5pm**  
**Ravensthorpe Entertainment Centre**

**1. Attendance**

Mr Rodney Daw	Chief Bush Fire Control Officer
Mr Gavin Gibson	Deputy Chief Bush Fire Control Officer
Mr Bernard Fetherstonhaugh	Deputy Chief Bush Fire Control Officer
Mr Rian Duncan	West River BFB
Mr Keith Rowe	Ravensthorpe Town BFB
Mr Kye Chambers	North Ravensthorpe BFB
Mr Andrew Chambers	North Ravensthorpe BFB
Mr Andy Daw	Bandalup BFB
Mr Chad Tuckett	North Ravensthorpe BFB
Mr Reece Laycock	North Ravensthorpe BFB
Mr Gary Webster	Cocanarup BFB
Cr Tom Major	SoR - Councillor Representative
Mr Graham Steel	SoR - Director of Technical Services
Mr Ashley Peczka	SoR - Community Emergency Services Officer
Mr Steve Petersen	DFES - Area Officer Esperance
Mr Jack Cosgrove	Parks & Wildlife - Senior Operations Officer

**2. Apologies**

Mr Luke Webster	Cocanarup BFB
Mr Richard Norrish	Mt Short BFB
Mr Brett Kershaw	West River BFB
Mr Stott Redman	Hopetoun Rural BFB
Mr Paul Bell	Jerdacuttup BFB
Mr Andrew Venning	Hopetoun Rural BFB
Mr Malcom Tilbrook	North Ravensthorpe BFB
Mr Gavin Pollock	SoR - Chief Executive Officer

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

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Gavin Gibson**

**Seconded: Mr Rian Duncan**

**The minutes of the Bushfire Advisory Committee AGM held on Tuesday 11<sup>th</sup> June 2019 to be confirmed as a true and correct record of proceedings.**

**Carried**

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

**4. Election of Chairman**

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

**5. Election of Deputy Chairman**

Mr Keith Rowe nominated Mr Bernard Fetherstonhaugh. 2<sup>nd</sup> by Mr Gary Webster.

Mr Bernard Fetherstonhaugh was elected unopposed

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

Mr Bernard Fetherstonhaugh nominated Mr Rodney Daw. 2<sup>nd</sup> by Mr Reece Laycock

Mr Rodney Daw was elected unopposed

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

**Deputy #1**

Mr Andrew Daw nominated Mr Gavin Gibson. 2<sup>nd</sup> by Mr Bernard Fetherstonhaugh

Mr Gavin Gibson was elected unopposed

**Deputy #2**

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

Mr Bernard Fetherstonhaugh was elected unopposed

**8. Nomination Fire Weather Officers**

The following were nominated as Fire Weather Officers

Mr Rodney Daw

Mr Gavin Gibson

Mr Bernard Fetherstonhaugh

Mr Andrew Chambers

Mr Peter Kuiper

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Rod Daw**

**Seconded: Mr Rian Duncan**

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

**Carried**

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

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

- Mr Mark Mudie – West River BFB (replacing Dick Kuiper)
- Mr Courtney Foulds - Hopetoun Rural BFB (replacing Michael Hughes)
- Miss Michaela Pritchard – Shire Senior Ranger (permit issuing officer only)
- Mr Beau Shepherd – Shire Ranger (permit issuing officer only)

Remaining Fire Control Officer as per the attached sheet

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Rodney Daw**

**Seconded: Mr Rian Duncan**

**1) Accept nomination of Mr Mark Mudie to replace Mr Dick Kuiper.**

**2) Subject to Mr Courtney Foulds completing a Fire Control Officer Course to endorse nomination as Fire Control Officer to replace Mr Michael Hughes**

**3) Accept nomination of Miss Michaela Pritchard and Mr Beau Shepherd as Fire Control Officers with restricted powers to Permit Issuing Officer within town sites**

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

**Carried**



## SHIRE OF RAVENSTHORPE

### 2020/21 FIRE CONTROL OFFICERS RADIO & CONTACT DETIALS

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

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

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Andrew Chambers**

**Seconded: Mr Andy Daw**

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

**Carried**

- 11. General Business**  
**Nil**

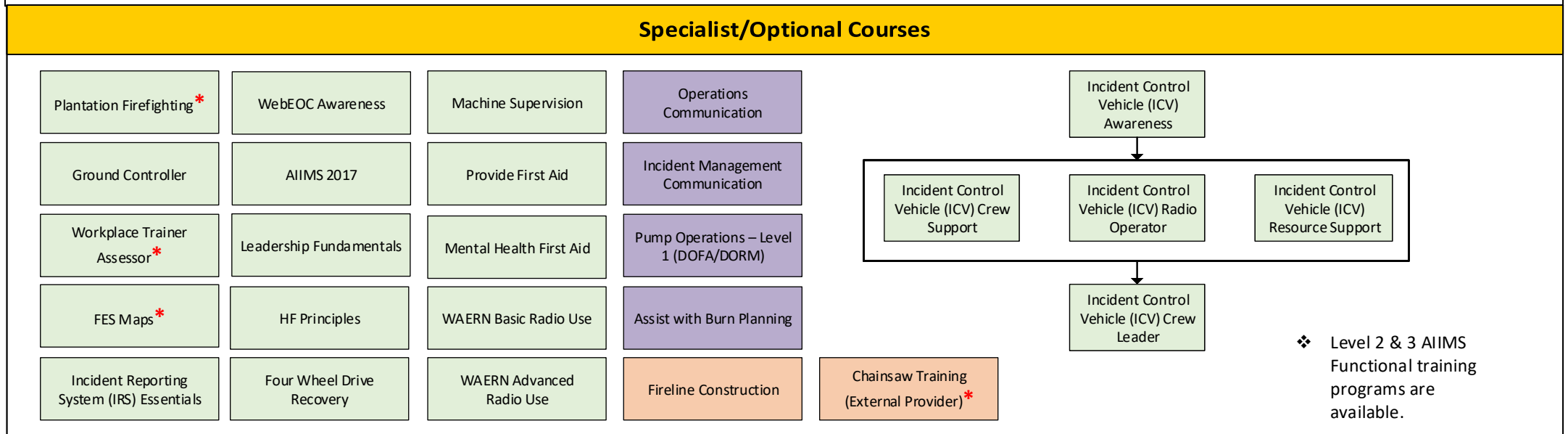
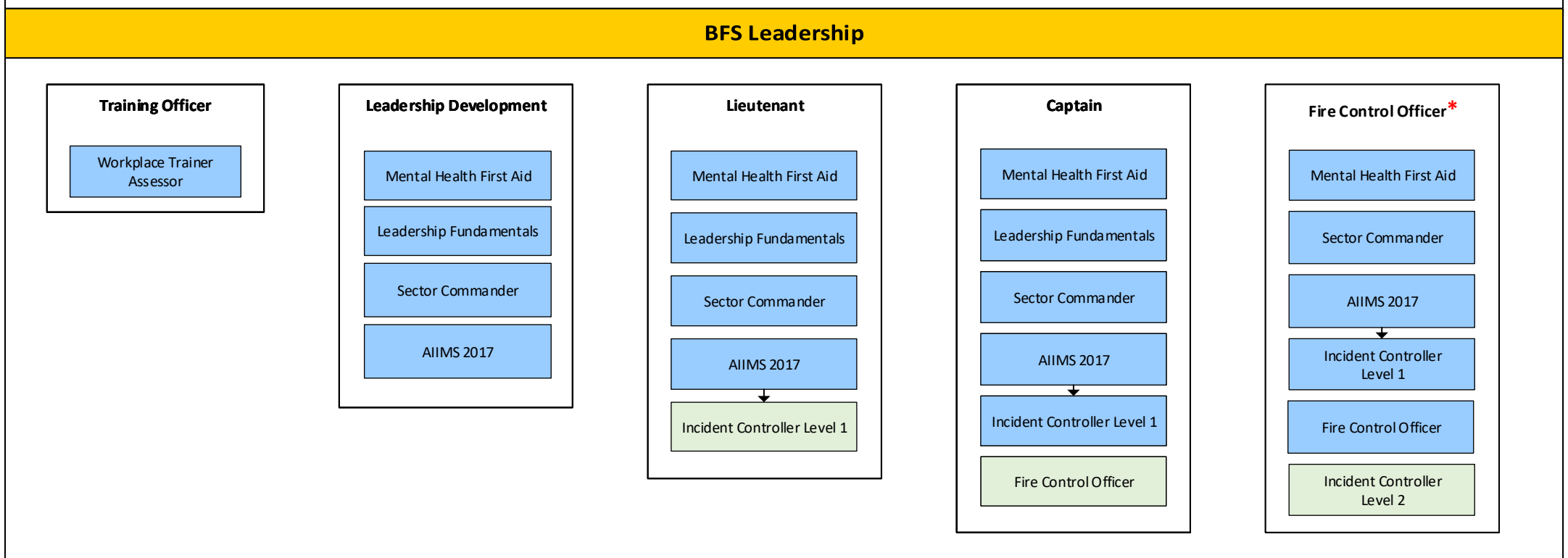
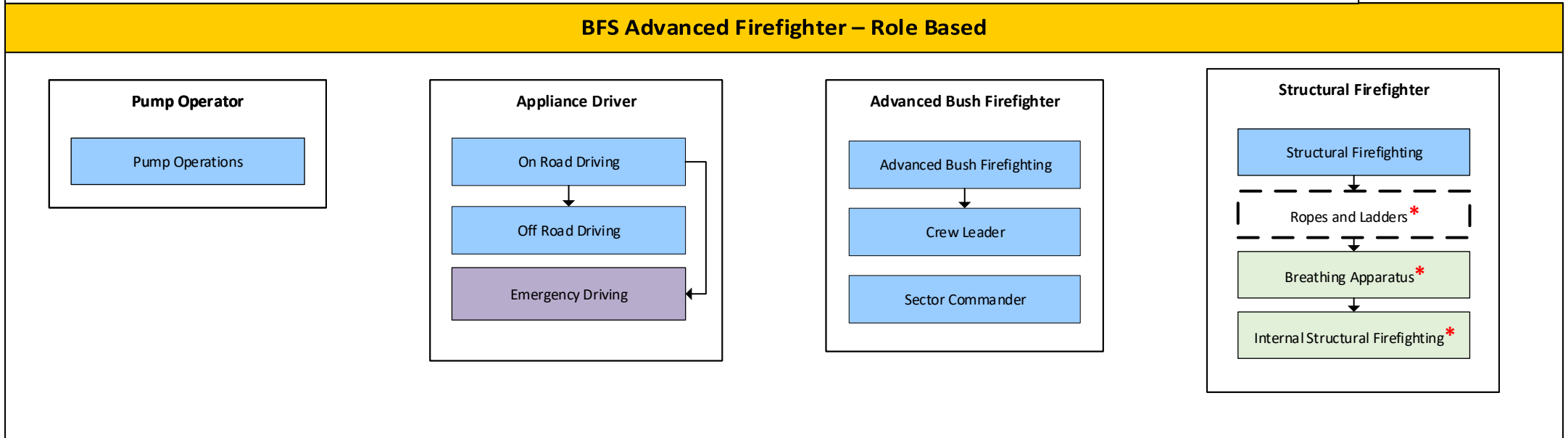
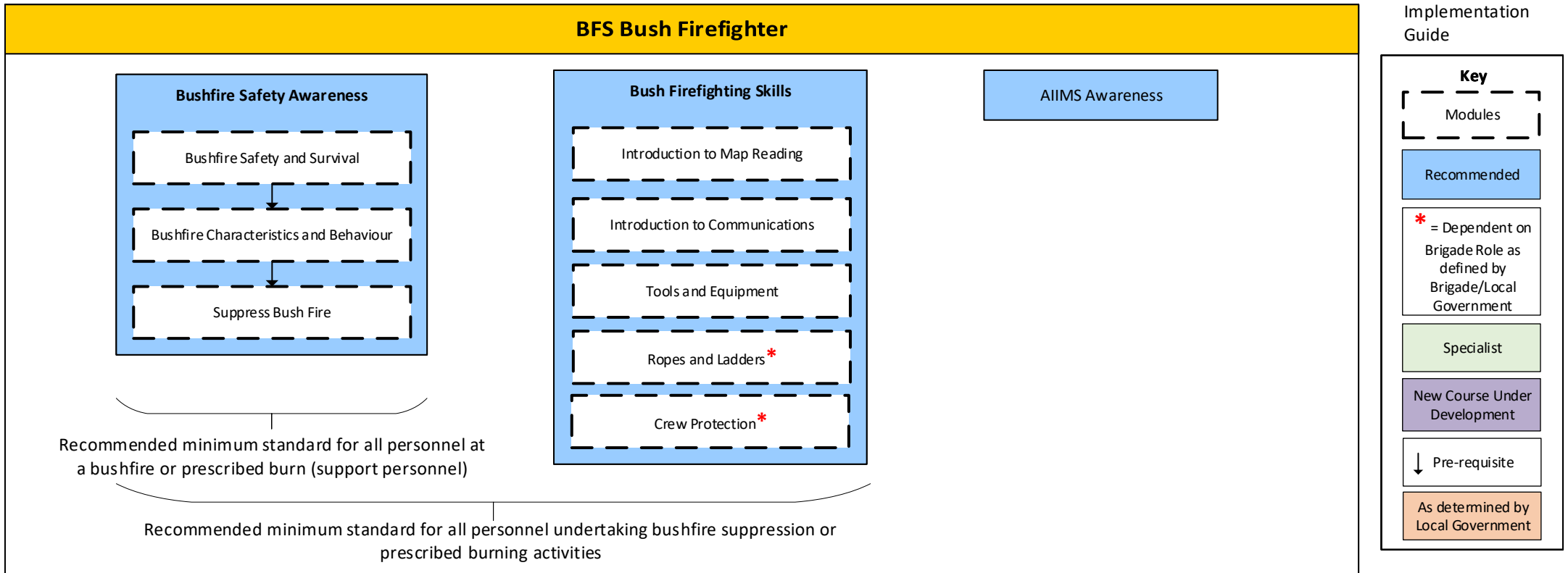
**Meeting Closed @ 5:25pm**

# ATTACHMENT

# Bush Fire Service Training Program

Local induction to be completed at Brigade/Local Government level. If no local induction exists, the DFES Volunteer Firefighter Induction may be used.

❖ This diagram is to be read in conjunction with the Training Program Implementation Guide





# Implementation Guide

## Volunteer Bush Fire Service WA

### Bush Firefighter Training Program



## Training Programs Principles

---

Training Programs are a role-based training framework designed for progressive and safe training.

Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

A Training Program may include Training Streams related to specific response or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. You may participate in more than one Training Stream simultaneously.

The Training Streams are designed to provide:

- **Ease of targeting brigade profile requirements**  
*Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs*
- **Flexibility**  
*Allow volunteers more flexibility in their training; and*
- **Choice**  
*Be easy to understand and complete.*

You are encouraged to complete the Bush Firefighter Training Program and the Advanced Bush Firefighting Training Stream prior to enrolling on any of the BFB Leadership Training Stream courses.

## Training Programs Entry

---

You will automatically be enrolled on the Bush Firefighter Training Program, once you have completed a volunteer membership application and have a DFES volunteer number.

## Training Prerequisites

---

DFES and the Association of Volunteer Bush Fire Brigades WA acknowledge that it is better that volunteers complete the courses in the specified order; however, course cancellations do happen and can affect a volunteer's attempts to complete a Training Program or Training Stream.

Volunteers can complete courses within specific Training Streams out of the specified order, unless otherwise illustrated in the Training Program with an arrow.

## Completion Requirements

---

To complete the Bush Firefighter Training Program, you will need to complete all the courses listed on the Training Program.

## Training Programs Progress – Next Steps

---

Once you have completed the Bush Firefighter Training Program Training Program, you will be automatically enrolled on the Advanced Firefighter Training Program.

## Associated Roles

---

When you have completed this Training Program, you will have the skills and competencies required to be present on the fire ground under supervision.

## Recommended Timeframe

---

It is up to your Local Government to establish the requirements that apply to your brigade. DFES recommends that volunteers complete the Bush Firefighter Training Program in three (3) to eighteen (18) months.

Brigades/Local Governments may specify other rules and regulations around the timeframe to complete training, depending on your circumstance.

## Recognition

---

Contact the Academy at [academy@dfes.wa.gov.au](mailto:academy@dfes.wa.gov.au) for further details if you would like to enquire about the Recognition of Current Competencies (RCC) process. This process may be used to recognise your existing skills, knowledge and experience in a course.

## Additional Approvals

---

Training course applications can be submitted via eAcademy or through your Local Government.

In addition to your Brigade Supervisor, applications need to be approved by:

- *The applicable Local Government manager for your Brigade (nominally your Local Government's Training Coordinator, Chief Bush Fire Control Officer or Community Emergency Services Manager).*

## Training Program Changes/Review

---

The nominated Training Program Manager, in consultation with the Association of Volunteer Bush Fire Brigades WA, reviews this Training Program annually.

Changes to the Training Programs and Training Streams will be incorporated in the transition notes below. Enrolled students will be notified if action is required.



## Current Training Program Contacts

---

The Training Program Owner is Deputy Commissioner Operations.

Questions regarding this Training Program can be directed to the Training Program Manager, Superintendent Operational Delivery.

## Training Program Consultation Stakeholder Groups

---

Major changes to this Training Program will only be finalised after documented consultation with the following stakeholder groups;

- *Association of Volunteer Bush Fire Brigades WA Executive Committee*
- *Volunteer BFB Training Advisory Group*
- *Training Programs Review Committee*

## Transition Notes

---

Change	Date
All personnel who are in progress on or have completed VFF1 will be placed on the BFB Bush Firefighter Training Program.	July 2019

## Amendment Table

---

Change	Date
Initial release	December 2018
<b>Revision</b> – eAcademy Support Team	August 2019
Update to reflect entry point	November 2019



# Implementation Guide

## Volunteer Bush Fire Service WA

### Advanced Firefighter – Role Based Training Program



## Training Programs Principles

---

Training Programs is a role-based training framework designed for progressive and safe training.

Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

A Training Program may include Training Streams related to specific response roles or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. You may participate in more than one Training Stream simultaneously.

The Training Streams are designed to provide:

- **Ease of targeting brigade profile requirements**  
*Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs*
- **Flexibility**  
*Allow volunteers more flexibility in their training; and*
- **Choice**  
*Be easy to understand and complete.*

You are encouraged to complete the Bush Firefighter Training Program and the Advanced Bush Firefighting Training Stream prior to enrolling on any of the Leadership Training Stream courses.

## Training Programs Entry

---

You will automatically be enrolled on the Advanced Firefighter Training Program upon your completion of the Bush Firefighter Training Program.

## Training Prerequisites

---

DFES and the Association of Volunteer Bush Fire Brigades WA acknowledge that it is better that volunteers complete the courses in the specified order; however, course cancellations do happen and can affect a volunteer's attempts to complete a Training Program or Training Stream.

Volunteers can complete courses within specific Training Streams out of the specified order, unless otherwise illustrated in the Training Program with an arrow.

## Completion Requirements

---

To complete the Advanced Firefighter – Role Based Training Program, you will need to complete all the courses listed on the applicable Training Stream/s relevant to your role.

## Training Programs Progress – Next Steps

---

You can apply for the Leadership Training Program upon your enrolment on the Advanced Firefighter Training Program.

## Associated Roles

---

When you have completed this Training Program, you will have the skills and competencies required to be present on the fire ground with limited supervision.

## Recommended Timeframe

---

It is up to your Local Government to establish the requirements that apply to your brigade. DFES recommends that volunteers complete each Training Stream within the Advanced Firefighter – Role Based Training Program in up to two (2) years.

Brigades/Local Governments may specify other rules and regulations around the timeframe to complete training, depending on your circumstance.

## Recognition

---

Contact the Academy at [academy@dfes.wa.gov.au](mailto:academy@dfes.wa.gov.au) for further details if you would like to enquire about the Recognition of Current Competencies (RCC) process. This process may be used to recognise your existing skills, knowledge and experience in a course.

## Additional Approvals

---

Training Course applications can be submitted via eAcademy or through your Local Government.

In addition to your Brigade Supervisor, applications need to be approved by:

- *The applicable Local Government manager for your Brigade (nominally your Local Government's Training Coordinator, Chief Bush Fire Control Officer or Community Emergency Services Manager).*

## Training Program Changes/Review

---

The nominated Training Program Manager, in consultation with the Association of Volunteer Bush Fire Brigades WA, reviews this Training Program annually.

Changes to the Training Programs and Training Streams will be incorporated in the transition notes below and enrolled students will be notified if action is required.

## Current Training Program Contacts

---

The Training Program Owner is Deputy Commissioner Operations.

Questions regarding this Training Program can be directed to the Training Program Manager – Superintendent Operational Delivery.

## Training Program Consultation Stakeholder Groups

---

Major changes to this Training Program will only be finalised after documented consultation with the following stakeholder groups;

- *Association of Volunteer Bush Fire Brigades WA Executive Committee*
- *Volunteer BFB Training Advisory Group*
- *Training Programs Review Committee*

## Transition Notes

---

Change	Date
All personnel who are progressing on or have VFF2 Pathway will be placed on the Advanced Firefighter Training Program.	July 2019
All personnel who are progressing on or have VFF3 Pathway will be placed on the Advanced Firefighter Training Program.	July 2019
All personnel who are progressing on or have VFF4 Pathway will be placed on the Advanced Firefighter Training Program.	July 2019
All personnel who are progressing on or have VFF5 Pathway will be placed on the Advanced Firefighter Training Program.	July 2019

## Amendment Table

---

Change	Date
Initial release	December 2018
<b>Revision</b> – eAcademy Support Team	August 2019



# Implementation Guide

## Volunteer Bush Fire Service WA

### Leadership Training Program



## Training Program Principles

---

Training Programs are a role-based training framework designed for progressive and safe training.

A Training Program may include multiple Training Streams related to specific response or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. You may participate in more than one Training Stream simultaneously.

These Training Streams are designed to provide:

- **Ease of targeting brigade profile requirements**  
*Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs*
- **Flexibility**  
*Allow volunteers more flexibility in their training; and*
- **Choice**  
*Be easy to understand and complete.*

Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

## Training Program Entry

---

You must apply to be enrolled on the BFS Leadership Training Program. Approval from your Brigade Captain or Training Manager, and a relevant District Officer, Area Officer or Community Emergency Services Manager (DFES Staff) is required.

You will be notified via email when your Training Program application is approved and confirmed. The Training Program and associated Training Streams will then appear on your eAcademy record.

## Training Prerequisites

---

You are encouraged to complete the Bush Firefighter Training Program and the Advanced Bush Firefighting Training Stream prior to enrolling on any of the BFB Leadership Training Stream courses.

DFES and the Association of Volunteer Bush Fire Brigades WA acknowledge that it is better that you complete training courses in the specified order; however, it is understood that course cancellations do happen and can affect your attempts to complete a Training Program or Training Stream.

You can complete courses within Training Streams out of the specified order, unless otherwise illustrated in the Training Program Diagram with an arrow.

## Completion Requirements

---

To complete the Leadership Training Program, you will need to complete all the courses listed on the applicable Training Stream/s relevant to your role.

## Associated Roles

---

When you have completed this training, you will have the skills and competencies required to perform the BFB Officer (Role Specific) role.

## Recommended Timeframe

---

It is up to your Local Government to establish the requirements that apply to your brigade. DFES recommends that volunteers complete each Leadership Training Stream within three (3) years.

Brigades/Local Governments may specify other rules and regulations around the timeframe to complete training, depending on your particular circumstances.

## Recognition

---

Contact the Academy at [academy@dfes.wa.gov.au](mailto:academy@dfes.wa.gov.au) for further details if you would like to enquire about the Recognition of Current Competencies (RCC) process. This process may be used to recognise your existing skills, knowledge and experience in a course.

## Additional Approvals

---

Training Program and Training Course applications can be submitted via eAcademy or through your Local Government.

In addition to your Brigade Supervisor, applications need to be approved by:

- *The applicable Local Government manager for your Brigade (nominally your Local Government's Training Coordinator, Chief Bush Fire Control Officer or Community Emergency Services Manager)*

## Training Program Changes/Review

---

The nominated Training Program Manager, in consultation with the Association of Volunteer Bush Fire Brigades WA, reviews this Training Program annually.

Changes to the Training Program will be incorporated in the transition guide. Enrolled students will be notified if action is required.

## Training Program Contacts

---

The Training Program Owner is Deputy Commissioner Operations.

Questions regarding this Training Program can be directed to the Training Program Manager, Superintendent Operational Delivery.

## **Training Program Consultation Stakeholder Groups**

---

Major changes to this Training Program will only be finalised after documented consultation with the following stakeholder groups;

- *Association of Volunteer Bush Fire Brigades WA Executive Committee*
- *Volunteer BFB Training and Advisory Group*
- *Training Program Review Committee*

## **Transition Notes**

---

<b>Change</b>	<b>Date</b>
All personnel who are in progress on or have completed VFF6 Pathway will be placed on the Leadership Training Program.	July 2019

## **Amendment Table**

---

<b>Change</b>	<b>Date</b>
Initial release	October 2018
<b>Revision</b> – eAcademy Support Team	August 2019
Corrections – eAcademy Support Team	November 2019



**Shire of Ravensthorpe  
Bush Fire Advisory Committee**

**MINUTES**

**Held on Tuesday 10<sup>th</sup> March 2020  
at the Ravensthorpe Entertainment Centre  
starting 5:00pm (approx.)**



**SHIRE OF RAVENSTHORPE  
BUSHFIRE ADVISORY COMMITTEE MEETING  
TUESDAY 10<sup>th</sup> MARCH 2020  
VENUE: RAVENSTHORPE ENTERTAINMENT CENTRE**

---

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

**2. ATTENDANCE**

Mr Rodney Daw	Chief Bush Fire Control Officer
Mr Gavin Gibson	Deputy Chief Bush Fire Control Officer
Mr Bernard Fetherstonhaugh	Deputy Chief Bush Fire Control Officer
Mr Rian Duncan	West River BFB
Mr Keith Rowe	Ravensthorpe Town BFB
Mr Kye Chambers	North Ravensthorpe BFB
Mr Andrew Chambers	North Ravensthorpe BFB
Mr Andy Daw	Bandalup BFB
Mr Chad Tuckett	North Ravensthorpe BFB
Mr Reece Laycock	North Ravensthorpe BFB
Mr Gary Webster	Cocanarup BFB
Cr Tom Major	SoR - Councillor Representative
Mr Graham Steel	SoR - Director of Technical Services
Mr Ashley Peczka	SoR - Community Emergency Services Officer
Mr Steve Petersen	DFES - Area Officer Esperance
Mr Jack Cosgrove	Parks & Wildlife - Senior Operations Officer

**3. APOLOGIES**

Mr Luke Webster	Cocanarup BFB
Mr Richard Norrish	Mt Short BFB
Mr Brett Kershaw	West River BFB
Mr Stott Redman	Hopetoun Rural BFB
Mr Paul Bell	Jerdacuttup BFB
Mr Andrew Venning	Hopetoun Rural BFB
Mr Malcom Tilbrook	North Ravensthorpe BFB
Mr Gavin Pollock	SoR - Chief Executive Officer

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

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Gavin Gibson**

**Seconded: Mr Rian Duncan**

**The minutes of the Bushfire Advisory Committee held on Tuesday 3<sup>rd</sup> September 2019 to be confirmed as a true and correct record of proceedings.**

**Carried**

**5. BUSINESS ARISING FROM MINUTES**

**6. CORRESPONDENCE**

6.1 General Circular 150/2019 – Update legislative review of the emergency services act

6.2 General Circular 185/2019 – Esperance Bushfire Coronial Report

6.3 General Circular 189/2019 – Operational Fleet Project (December update)

- 6.4 General Circular 190/2019 – eAcademy 2.0 & Volunteer Training Programs Release
- 6.5 General Circular 13/2020 – Are they Triple OK
- 6.6 General Circular 23/2020 – WA Fire & Emergency Services Conference
- 6.7 Operational Circular 67/2019 – Aerial Firefighting Fleet 2019/20
- 6.8 Operational Circular 73/2019 – Light Tanker Remote Fuel System
- 6.9 Operational Circular 80/2019 – Discontinuance of Scott Promask & Filters
- 6.10 Operational Circular 81/2019 – AVL Monthly Testing
- 6.11 Operational Circular 01/2020 – Crew Safety during Blackout operations
- 6.12 Operational Circular 10/2020 – Testing of Foam Systems on Fire Appliances
- 6.13 Operational Circular 13/2020 – New General & Emergency Driving Standard Operating Procedures
- 6.14 Safety Circular 01/2020 – Sitting of Appliances and Crew Safety
- 6.15 Safety Circular 02/2020 – Emergency Care & Ambulance Attendance for injured or unwell personnel
- 6.16 Public Notice – Extension to Prohibitive Burning Period
- 6.17 Email Out - Simon Williams - Jerdacuttup BFB FCO - Resignation
- 6.18 Email Out - Incident Numbers
- 6.19 Email Out - Missing items from firefighting appliances
- 6.20 Email Out - Damage to Farmer Response Units

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

**7.1 CBFCO Report - as tabled**

**7.2 DPAW Report - as tabled**

**7.3 CESO Report - as tabled**

**7.4 DFES Report - as tabled**

**8. BFAC ITEMS SUBMITTED**

**8.1 - Quick Debrief of recent Fires**

Review of both Forrestania Bushfire Complex and Ravensthorpe Lightning Event-  
*What did we do well?*

- Excellent roll up of volunteers.
- Shire did great work in setting up, information being sent out.

*Where do we need improving?:*

- Laurina Rd fire notification approved for heavy machinery was delayed.
- Machine availability – Graham Hobbs, was available and didn't receive a phone call.
- Forrestania Fire being controlled by IMT situated in Hyden, late alerting Shire of Ravensthorpe – require better communications.
- Highlighted Shire needs for a Bush Fire radio in equipment.
- Telstra tower outages during the bushfire for 3-4 day, in particular Stennards Lake.

**8.2 - Review of Fire Break Notice**

Mr Ashley Peczka asked the committee if there was anything that need to changed or amended within the Fire Break Notice?

At this stage, the following points are to be added;

- Minimum water requirements for header in paddocks.
- Update Fire Control Officer contact details.

FCO's to get back to the Shire if there are any further changes required.

### **8.3 - Review of Minimum Training Standards**

Mr Ashley Peczka advised the committee our current minimum training standards for our Bush Fire Volunteers as required by the committee is;

- Introduction to Bushfire Fire Fighting
- AIMS Awareness

DFES have released new Bushfire Training modules and from 1 July 2020 will see the Introduction of Bushfire Fire Fighting (IBFF), Introduction to Fire Fighting (IFF) and Bushfire Fire Fighting (BFF) will become obsolete, requiring the committee reconsider our minimum training standards.

Modular training can be delivered over a course of nights or over a whole day to assist in flexible learning practices based upon the availability of volunteers. Those volunteers currently hold Introduction to Bushfire Fire Fighting course will be RPL'd across to Bushfire Safety Awareness module of units. Volunteers currently hold Introduction to Fire Fighting (IFF) and Bushfire Fire Fighting (BFF) will be RPL'd for the whole BFS Bush Firefighter

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

**Moved: Mr Rod Daw**

**Seconded: Mr Gary Webster**

**Recommend the Shire of Ravensthorpe adjust the training standards for Bush Fire Volunteers to the new Bushfire training modules, where volunteers will need to complete the modules listed under the BFS Bush Firefighter.**

**Carried**

### **8.4 - Mitigation Burning**

Mr Ashley Peczka discussed the various mitigation burns programmed via the Mitigation Activity Fund (MAF) work for brigades to be part of. The committee was asked to nominate and advise by the 31 March, what burns they would like to assist with and what month would be better suited the availability of volunteers.

### **8.5 - Firey's Fortnight**

Mr Rod Daw would like brigades and volunteers to set aside a fortnight in June to carry out various winter hazard reduction activities around the Shire.

Brigades are to identify areas of concern, whether that is roadside burning, bush blocks, etc. Identified areas will need to be provided to Rod by 31 March 2020, for identified locations to be checked referred by Parks & Wildlife.

### **8.6 - ROAC's coordinated approach to LGGS**

Mr Ashley Peczka advised the committee a proposal was submitted by the City of Albany to the Regional Operations Advisory Committee (ROAC) instead of individual Local Governments bidding against it each other for Capital Grants, Appliance and Equipment that each Local Government prioritises their individual needs. ROAC can combine all the priority requests for a collaborative approach at a regional level, in partnership of other Lower Great Southern Local Governments to help push these priority needs as a regional focus to DFES.

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Reece Laycock**

**Seconded: Mr Andrew Chambers**

**Recommend the Shire of Ravensthorpe to support the concept of working in collaboration with the Great Southern Regional Operational Advisory Committee and Lower Great Southern Local Governments for future Resource to Risk Capital Funding and Resource request.**

**Carried**

**8.7 - Bandalup BFB request to change response boundaries and brigade name**

Mr Andy Daw requested to the committee for the Bandalup Brigade be realigned to the eastern side of the Ravensthorpe Town Boundary. The brigade has discussed with the Cocanarup Brigade executives in shifting brigade boundary to take in the Ravensthorpe Ranges estate as part for them to increase their membership base.

Mr Andy Daw also requested to the committee for the Bandalup Bush Fire Brigade to change the brigade name to East Ravensthorpe Bush Fire Brigade. This is to increase the knowledge as to where the brigade is located and increase their changes in obtaining resources and equipment if decision makers know their location more easily.

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Andrew Daw**

**Seconded: Mr Rodney Daw**

**1) To realign Brigade western boundary to the eastern side of the Town Boundary**

**2) Bandalup Bush Fire Brigade to change brigade name to be known as East Ravensthorpe Bush Fire Brigade**

**Carried**

**9. GENERAL BUSINESS**

**9.1 - Extension of Clarke Rd from Beatty Rd to Canney Rd**

Mr Ashley Peczka advised the committee a meeting held with the North Ravensthorpe Community after the recent Forrestania Bushfire Complex where it was discussed if the Shire could grade Clarke Rd track from Beatty Rd to Canney Rd to be more trafficable for future emergencies. We are hoping that works can be covered as part of the Bushfire complex.

**9.2 – Harvest Area's**

Mr Andrew Chambers enquired he has land in Harvest Area 5, can he have a voice to weather conditions and harvest bans for Area 5. Mr Rod Daw advised Andy if he has land located in the area and no other representative from area 5 available.

**10. MEETING CLOSED**

**Meeting closed @ 20:15hrs**

*Shire of*  
**RAVENSTHORPE**

**FIRE BREAK NOTICE**

**2020/2021**

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

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

This notice sets out the actions that you must take to prepare your property for the fire season. As a measure for preventing the spread or extension of a bush fire which may occur, all owners and occupiers of the land within the Shire's district are required before the **12th day of October 2020** to clear firebreaks or to take measures in accordance with this Notice and **maintain those firebreaks and measures in accordance with this Notice up to and including the 27th day of April 2021.**

It is the responsibility of ALL landowners/occupiers within the Shire of Ravensthorpe to read and fully understand his/her requirements mentioned within this Notice. Please store this notice in a safe place for future reference.

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

**FOR ALL FIRE & EMERGENCIES**  
**000**

**HARVEST BAN HOTLINE**  
**08 9839 0035**

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

**BUSHFIRE EMERGENCY**  
**UHF CHANNEL 5**



# SHIRE OF RAVENSTHORPE HARVEST BAN AREAS



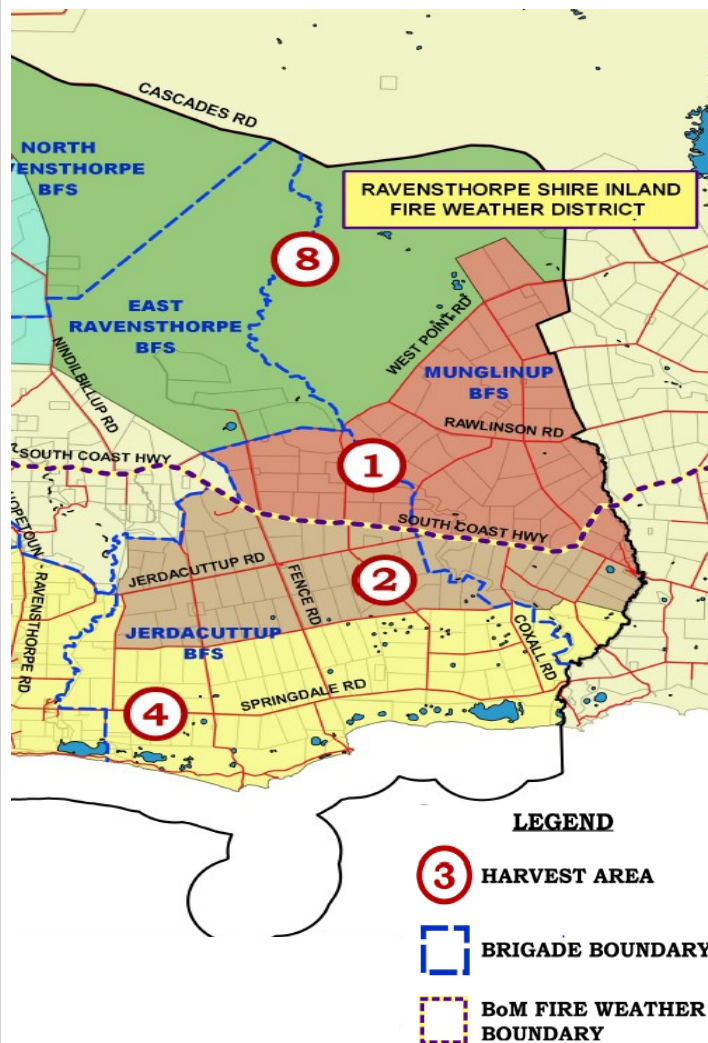
ABC  
Local Radio



## HARVEST & VEHICLE MOVEMENT BAN / FIRE BAN INFORMATION

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

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



## 1. RESTRICTED & PROHIBITED BURNING TIMES

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

ALL AREA'S - SHIRE OF RAVENSTHORPE	
1 <sup>ST</sup> July - 31 <sup>ST</sup> October 2020	Restricted Burning Time, Permits required
1 <sup>ST</sup> November - 31 <sup>ST</sup> January	<b>PROHIBITED BURNING</b>
1 <sup>ST</sup> February - 30 <sup>TH</sup> June 2021	Restricted Burning Time, Permits required

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

- Burning is **PROHIBITED** on the following Public Holiday dates, within the Restricted Burning Time;
  - \* Queens Birthday: 28<sup>th</sup> September 2020
  - \* Labour Day: 1<sup>st</sup> March 2021
  - \* Easter: 2<sup>nd</sup> - 4<sup>th</sup> April 2021
  - \* Anzac Day: 25<sup>th</sup> & 26<sup>th</sup> April 2021
- Burning is **PROHIBITED** on Sundays, except between 1<sup>ST</sup> March to 19<sup>TH</sup> September every year.

## 2. OTHER IMPORTANT DATES

1 <sup>ST</sup> September 2020	Applications for individual Bushfire Management Plan - <b>Last Day!</b>
1 <sup>ST</sup> October 2020	Applications for Variation to the Fire Control Notice - <b>Last Day!</b>
12 <sup>TH</sup> - 14 <sup>TH</sup> October 2020	<b><u>FIRE BREAK INSPECTION</u></b> Date for when properties are inspected for compliance to this Fire Break Notice
12 <sup>TH</sup> October 2020 - 27 <sup>TH</sup> April 2021	<b><u>FIRE BREAK COMPLIANCE PERIOD</u></b> Properties must be maintained to the requirements of this Fire Break Notice.

**ARE YOU  
BUSHFIRE  
READY?**





### 3. BURNING REQUIREMENTS

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

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

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

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

### 4. CAMPING & COOKING FIRES

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

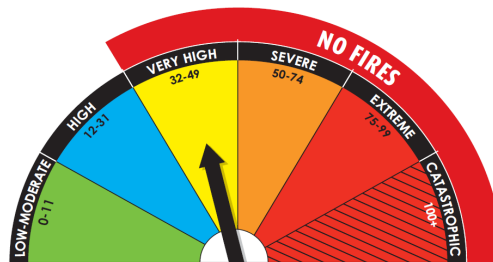
Lighting of fires in the open air in the Shire of Ravensthorpe, for the purpose of camping and cooking, is permitted during the period 30<sup>TH</sup> April to 19<sup>TH</sup> September, without a permit to burn.

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

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



## FIRE DANGER RATING INFORMATION



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



## EMERGENCY ALERTS & BUSHFIRE WARNINGS



ADVICE

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

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

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



WATCH  
AND ACT

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

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

Bushfire Watch & Act are broadcasted via ABC Radio every two hours unless the situation changes



EMERGENCY  
WARNING

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

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

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



ALL CLEAR

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

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



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

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

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

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

- a. Where the area of land is 3,000m<sup>2</sup> or less,
  - i. Reduce **fire fuel\*** from the whole of land such that fuel loads are maintained to a maximum of **2 tonnes per hectare\***. Isolated trees and managed shrubs may generally be retained.
- b. Where the area of land exceeds 3,000m<sup>2</sup>,
  - i. Establish and maintain an **Asset Protection Zone\*** around all habitable buildings;
  - ii. Grassed areas (dry or reticulated) to be maintained to a maximum height of 100mm; and
  - iii. A 3 metre wide **bare earth firebreak\*** shall be constructed and maintained inside ALL external boundaries where practicable. Located around fuel storage tanks, sheds, gas cylinders and within 6 metres of haystacks (see diagram 5.1). Haystacks cannot be situated on the external boundary.
- c. Where a **Bushfire Management Plan\*** which relates to the property has been adopted by Council, clear firebreaks and take measures in accordance with that **Bushfire Management Plan\*** as an alternative to the standard requirements listed in this Notice.
- d. Where the land has been cleared for the purpose of development and the land remains vacant must be maintained in that cleared state.

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

**Diagram 5.1;**  
3 metre wide Bare Earth  
Fire Break.



## 6. RURAL AREAS

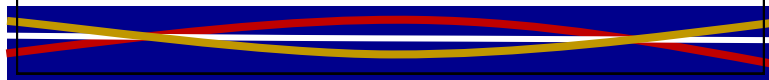
*(please refer to the definition section of this notice for words marked with '\*')*

Applies to all land zoned as Rural, you must;

- a. Any rural land abutting or adjacent to land zoned as Rural Residential, Urban, industrial or Commercial must have a 3 metre wide **bare earth firebreak\*** constructed and maintained inside ALL external boundaries. Breaks should also have a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access (refer to diagram 6.1); or,
- b. Any Rural Land, Rural Conservation, Rural Small Holdings less than 100Ha;
  - i. Areas of unmanaged pasture or grassland must have a 3 metre wide **bare earth firebreak\*** constructed and maintained inside ALL external boundaries. (refer to diagram 5.1);
  - ii. Breaks to provide a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access. (refer to diagram 6.1); and,
  - iii. Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, that can provide unrestricted access to emergency service vehicles (refer to Section 14: Driveways)
- c. A 3 metre wide **bare earth firebreak\*** shall be located around fuel storage tanks, sheds, gas cylinders and within 6 metres of haystacks. Haystacks cannot be situated on the external boundary.

**Diagram 6.1;**

3 metre wide Bare Earth  
Fire Break with 5 metre  
vertical clearance



## 7. RURAL RESIDENTIAL:

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

Applies to all land zoned Rural Residential which includes areas known as Blue-Vista, Dunns Swamp, Krystal Park, Lakes Entrance, Seaview Estate, Steeredale Estate and Whale Bay Estate, you must;

- a. Clear either a 3 metre wide **bare earth firebreak\*** or a 3 metre wide mulched/slashed fire break immediately inside on ALL external boundaries. Breaks should also have a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access. (refer to diagram 6.1 & diagram 7.1);
- b. Parkland clearing must be carried out in all open paddocks and along the boundary of the property. Clearing means that all dead vegetation and **flammable material\*** (excluding approved crops, pasture areas and living tress/shrubs) are removed;
- c. Unmanaged pasture and grasslands must be maintained to height no greater than 100 millimetres (refer to diagram 7.2);
- d. A 3 metre wide **bare earth firebreak\*** shall be located around fuel storage tanks, sheds, gas cylinders and within 6 metres of haystacks. Haystacks cannot be situated on the external boundary;
- e. Establish and maintain a Low Fuel Zone (parkland cleared) 1 metre wide, around Power Infrastructure e.g. Metre Box, Poles and Underground Power Domes;
- f. Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, that can provide unrestricted access to emergency service vehicles; (refer to Section 14: Driveways for more details);
- g. Properties to establish & maintain a **Asset Protection Zone\*** around all habitable buildings (refer to Section 10: Asset Protection Zone); and,

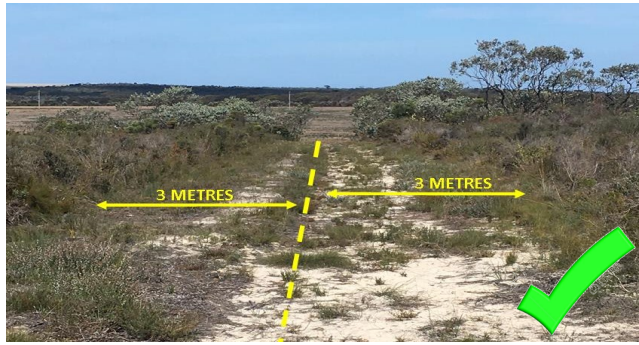


h. Where a **Bushfire Management Plan\*** which relates to the property has been adopted by Council, clear firebreaks and take measures in accordance with that Bushfire Management Plan as an alternative to the standard requirement listed in this Notice.

**NOTE:** Where any conditions listed in Requirement 7a, 7b and 7f are impractical for site-specific, topographical or environmental reasons on a property, the Shire may approve a **Bushfire Management Plan\*** or **Variation\*** in place of the standard requirement (refer to section 13 of this Notice).



**Diagram 7.1;**  
3 metre mulched  
firebreaks



**Diagram 7.2;**  
Unmanaged pasture /  
grassland maintained  
no greater than 10cm



## 8. PLANTATIONS:

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

All Plantations MUST;

- a. Maintain a 15 metre wide **bare earth firebreak\*** inside all external boundaries with a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access; and,
- b. Have an approved **Bushfire Management Plan\*** with the Shire of Ravensthorpe; or
- c. Plantations are to abide by the Guidelines for Plantation Fire Protection developed by the Department of Fire & Emergency Services.

## 9. USE OF ENGINES, VEHICLES, PLANT OR MACHINERY LIKELY TO CAUSE BUSH FIRE:

The Shire's Fire Control Officer is of the opinion that harvesting machines, headers, stubble mulchers, hay bailers and track raking/chaining, other than clover harvesters, are likely to cause a bush fire, or would be conducive to the spread of a bush fire, during the prohibited and restricted burning times.

Accordingly, the Shire of Ravensthorpe hereby prohibits pursuant to *Regulation 38A(1) Bush Fires Regulation 1954*:

- a. The use of harvesting machines, headers, stubble mulchers hay bailers and track raking/chaining, other than clover harvesters, during the prohibited and restricted burning times unless, in the paddock being harvested/mulched/raked or adjacent to the entrance of the paddock being harvested/mulched/raked, there are sufficient mobile fire fighting units, or;
- b. A minimum of 400lt fire fighting water must be available per harvesting machine, header, stubble mulchers, hay bailers, track raking/chaining operating within the same paddock.

Note: Shire of Ravensthorpe advises all primary producers and their workers should be registered to the Shire's Harvest Ban SMS system prior to operating any engines, vehicles, plant or machinery during the prohibited and restricted periods to receive Harvest & Vehicle Movement Ban alerts.



[www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)



Providing you with information and community warnings about emergencies, Fire Danger Ratings and declared Total Fire Bans

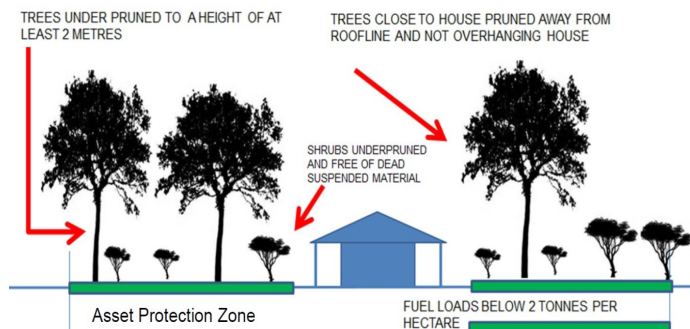
Alerts and warnings about fires, floods, storms, earthquakes, cyclones, hazardous material incidents and more



## 10. ASSET PROTECTION ZONE (APZ)

Asset Protection Zone (formally Building Protection Zone) is a low fuel area immediately surrounding a building. These requirements are designed to reduce the fire's intensity and minimise the likelihood of flame contact with buildings. APZ gives more protection to families should a fire threaten suddenly and they cannot leave;

- a. The width of an APZ is to be a minimum of 20m, increasing by 10m per 10 degree in slope and located within the boundaries of the lot on which the building is situated;
- b. Fine fuels are to be reduced to and maintained at **two tonnes per hectare\***;
- c. All grasses within the APZ are to be maintained to a height no greater than 100mm;
- d. Trees (>5m in height) at maturity should be a minimum of 6 metres from the building, branches should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground, canopies should be at least 5 metres apart and coverage should be less than 15%;
- e. Shrubs (0.5m to 5m in height) should not be located under trees or within 3m of buildings or planted in clumps of >5 metres square in area;
- f. Ground covers (<0.5m in height) can be planted under trees but must be maintained to remove dead material and any part within 2 metres of a building;
- g. Firewood piles to be stored in a safe distance away from buildings and no greater than 1m in height; and,
- h. Fences and sheds within the APZ are constructed using non-combustible materials (e.g. iron, brick, limestone).



*Imagery of an 20 metre Asset Protection Zone*

**FIRE MITIGATION AND PREPAREDNESS  
IS A SHARED RESPONSIBILITY**

## 11. CONTRACTOR LIST

Below is a list of local contractors, in no specific order, available for landowners/occupiers to choose from and to engage with to assist in preparing your property.

HOPETOUN BASED	
Belli Mini Earthworks - Greg Belli	0427 027 003
Southern Mulching Services - Lindsay Freegard	0407 443 244
Hopetoun Slashing Services - Kevin Hallam	0429 049 114
Hopetoun Tree Services - Scott Munday	0499 768 251
Indiji Flora - Tim Nolan	0408 919 213
KD Roy Contracting - Keith Roy	0412 435 459
Venos Dingo Service - Andrew Venning	0427 383 522
RAVENSTHORPE BASED	
Four Rivers Plumbing - Peter Smith	0407 358 983
GD Walker - Gary Walker	0429 155 351
GE & JJ Fairhead - Geoff Fairhead	0429 389 023
I & K Dickinson - Ian Dickinson	0428 381 259
Ravensthorpe Bulk Haulage - Wayne Daw	0427 381 497
RE & EE Colvin - Ron Colvin	0428 381 180

### PLEASE NOTE:

The Shire of Ravensthorpe accepts no responsibility either implied or inferred for any works carried out by the above contractors. The engagement of a contractor is between the landowner/occupier and the contractor; therefore the landowner/occupiers is the legal identity responsible in making sure contractors carry out the required works in accordance to this notice.



## 12. NON COMPLIANCE

Pursuant to *Section 33(3)(4)(5)* of the Bushfires Act 1954, failure to comply to the requirements mentioned within this notice, by the required compliance dates will result in the following;

- a. A Category 1 Notice (Warning Notice): providing an additional 14 calendar days for the property to comply to this notice. Failure to comply to this notice will result in;
- b. A Category 2 Notice (Infringement Notice): a \$250.00 infringement will be issued to the landowner, with an additional 7 calendar days for the property to comply to this notice. Failure to comply to this notice will result in; and,
- c. A Category 3 Notice (Works Order): Shire will engage an available contractor on your behalf and authorise the contractor to enter the property to carry out the required works in accordance with this Fire Break Notice.

*Note: A Category 2 Notice can be issued instead of a Category 1 if the authorised inspecting officer of the Shire of Ravensthorpe deems it appropriate.*

Landowner/occupiers issued with a Category 2 Notice (Infringement Notice) have 28 days to arrange payment with the Shire, otherwise infringement notices may be referred to Department of Justice Fines Enforcement Registry for follow up payment, which can lead to the suspension of your Drivers Licence.

A Category 3 Notice (Works Order) can be issued at anytime throughout the compliance period, for properties not maintained to the requirements within the Fire Break Notice. As such the Shire of Ravensthorpe will recover ALL cost incurred against the landowner as permissible under the Bush Fires Act 1954.

INFRINGEMENT	PENALTY
s33: Failure of owner or occupier of land to comply with a notice (Fire Break Notice)	\$250.00
S25: Offences relating to lighting of fires in the open air. (campfires, etc. during prohibited and restricted burning period)	\$250.00
s24E: Offences relating to fires in the open air during a Total Fire Ban.	\$1,000.00
s18: Offences relating burning to the bush. (Burning without a fire permit)	\$250.00
r15B: Failure to comply with conditions of a fire permit.	\$250.00
r38A(3): Operating or using engines, vehicles plant or machinery contrary to notice or direction. (Harvest & Vehicle Movement Ban)	\$500.00

### 13. APPLICATION TO VARY REQUEST

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

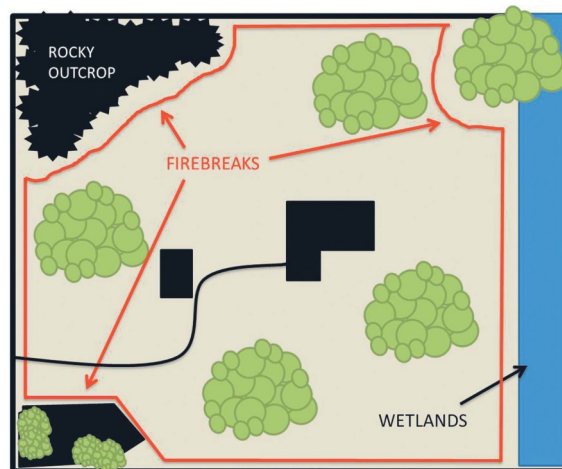
(a) **Variations;**

If it is impracticable for any reason to clear firebreaks or to take measures in accordance with this Notice, you may apply to the Shire in writing before the **1st October** each year for permission to provide firebreaks in alternative locations or take alternative measures to prevent the outbreak or spread of a bush fire. If permission is not granted in writing by the Shire, you shall comply with the requirements of this Notice.

The requirement for an **Asset Protection Zone\*** may be varied by Council on application. Where it is not practical for an existing dwelling to provide a 20 metre **Asset Protection Zone\*** a landowner may apply for a variation to the Firebreak Notice. In considering any such request regard will be given to;

- (i) The topography of the site or privacy issues;
- (ii) Potential environmental impacts; and,
- (iii) Provision of alternative low or managed fuel zones.

The Shire may approve variations to the Asset Protection Zone for a period not more than 5 years.



EXAMPLE OF A FIREBREAK VARIATION



(b) **Bushfire Management Plan;**

As an alternative to lodging a request for a variation, a landowner may have a site-specific **Bushfire Management Plan\*** prepared by a **Bushfire Planning Practitioner\*** that fully complies with the requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7) and associated Guidelines. This **Bushfire Management Plan\*** is to be approved by the Shire of Ravensthorpe.

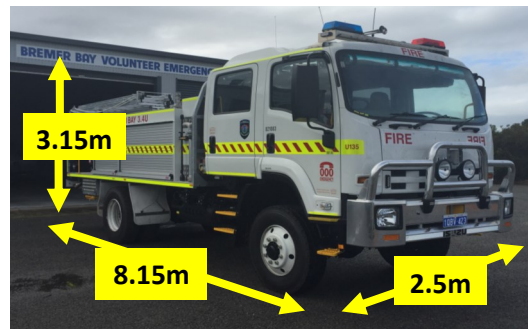
Proposals for a **Bushfire Management Plan\*** (BMP) must be provided to the Shire no later than **1st September** for permission to provide alternative fire mitigation measures on the land;

- (i) If a BMP has been approved by the Shire, it will thereafter replace and totally extinguish the landowner's obligations to otherwise implement the standard regulations as described in the Fire Regulation Notice, appropriate to the zoning of the property; or,
- (ii) If a BMP has not been approved then the standard Regulations must be implemented by the due dates.

**Note:** *A number of properties developed since 2015 will have an adopted BMP as part of their existing planning approval.*

#### 14. DRIVEWAYS

Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, that can provide unrestricted access to emergency service vehicles gaining entrance and trans-versing your property during an emergency.



## 15. DEFINITIONS

- (a) **Asset Protection Zone;** refer to Section 10
- (b) **Bare Earth Fire Breaks;** A strip of land that has been cleared of all trees, bushes, grasses and any other object or thing or flammable vegetation material leaving clear bare mineral earth - Achievable by ploughing, grading or early spraying.
- (c) **Bushfire Management Plan (BMP);** is a document that sets out short, medium and long-term risk management strategies for the life of the development. It is to be prepared by an accredited Bushfire Planning Practitioner in accordance with the requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7) and associated Guidelines.
- (d) **Bushfire Planning Practitioner;** A person who holds, Level Two or Level Three accreditation under the Western Australia Bushfire Accreditation Framework.
- (e) **Flammable Material;** Any material that is easily ignited, capable of burning and of carrying a fire.
- (f) **Tonnes per Hectare;**
- 2 tonnes per hectare = 200 grams (2 handfuls) **fire fuel** per square metre
  - 8 tonnes per hectare = 800 grams (8 handfuls) **fire fuel** per square metre



*Pictured: The recommended level of leaf litter for 1 square metre within the Asset Protection Zone. As a guide this equates to 2 heaped hand fulls of leaf litter spread evenly over 1 square metre.*

(g) **Fire Fuel;** any combustible material, dead or alive, in isolation or clusters or aggregation with other combustible materials that, in the opinion of an authorised officer of the Shire of Ravensthorpe, is likely to fuel a bushfire. Including but not limited to;

- Heavy leaf litter on the ground, dead leaves in gutters, fallen branches and any combustible vegetation in clusters. Of particular concern are combustible materials suspended off the ground;
- All dry grasses exceeding a height of 100mm; and,
- Any tree within the APZ or branch of a tree that may fall onto a building which in the opinion of an authorised officer of the Shire of Ravensthorpe constitutes an unacceptable fire risk.

It does not include;

- Vegetable gardens, tended lawns, landscaped gardens (including deciduous or ornamental planted trees), isolated planted shrubs, established natural or planted trees that, in the opinion of an authorised officer of the Shire of Ravensthorpe, do not constitute an unacceptable fire risk;
- Well compacted dead vegetative material e.g. mulch, that in the opinion of an authorised officer of the Shire of Ravensthorpe does not constitute an unacceptable fire risk.



## **BECOME A EMERGENCY SERVICES VOLUNTEER TODAY!**

“Our communities are served by dedicated group of emergency services volunteers, who require your help today!

There is a role to suit everyone and training is available.”



Contact the Community Emergency Services Officer at the Shire of Ravensthorpe  
on 08 9839 0000 for more details or how to join.



**REAR COVER PAGE**

FIRE CONTROL OFFICER CONTACT DETAILS			
<b>FOR ALL FIRE &amp; EMERGENCIES</b>		<b>000</b>	
<b>SHIRE OF RAVENSTHORPE</b>		<b>08 9839 0000</b>	
<b>HARVEST BAN HOTLINE</b>		<b>08 9839 0035</b>	
Chief Bush Fire Control Officer - Rod Daw		0429 396 010	
Community Emergency Services Officer - Ashley Peczka		0438 498 221	
Shire Ranger*		0427 264 377 0427 977 489	
EAST RAVEY BFS	Andy Daw M: 0429 396 031	MUNGLINUP BFS	Gavin Gibson M: 0427 751 062
	Devon Burton M: 0408 144 117		Barnes Fetherstonhaugh M: 0427 751 089
COCANARUP BFS	Luke Webster M: 0427 381 454	NORTH RAVENSTHORPE BFS	Andrew Bott M: 0427 751 074
	Keith Rowe M: 0428 381 231		Andy Chambers M: 0429 380 084
HOPETOUN RURAL BFS	Stott Redman M: 0429 351 475	RAVY VFRS	Malcom Tilbrook M: 0428 389 010
	Courtney Foulds M: 0423 819 270		Reece Laycock M: 0428 380 094
	Andrew Venning* M: 0427 383 552		Kye Chambers M: 0427 380 084
JERDACUTTUP BFS	Paul Bell M: 0429 075 118	WEST RIVER BFS	Chad Tuckett M: 0429 109 591
	Doug Bray M: 0429 396 026		Peter Kuiper M: 0428 357 043
	James Mollet M: 0429 396 035		Brett Kershaw M: 0427 356 053
MT SHORT BFS	Brad Clarke M: 0427 381 082	WEST RIVER BFS	Mark Mudie M: 0428 356 064
	Peter Belli M: 0427 381 122		Rian Duncan M: 0428 324 400
	Richard Norrish M: 0427 507 561		

\* Fire Permit Issuing Officer only