

# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 17 March 2020**

**Commencing at 6.00pm**

**Munglinup Community Centre,  
Munglinup**

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held at Munglinup Community Centre on Tuesday, 17 March 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>3</b>
<b>8.</b>	<b>Disclosures of Interest .....</b>	<b>3</b>
<b>9.</b>	<b>Confirmation of Minutes of Previous Meetings Held 18 February 2020.....</b>	<b>4</b>
9.1	Ordinary Council Meeting Minutes 18 February 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>12.</b>	<b>Report from Councillors .....</b>	<b>6</b>
<b>13</b>	<b>Office of the Chief Executive Officer.....</b>	<b>7</b>
13.1	Compliance Audit Return – 2019.....	7
13.2	Cocanarup Timber Reserve – Letter of Support .....	10
13.3	Hopetoun Oval Irrigation System – CSRFF Application.....	13
13.4	PEXA Authorisation and Verification of Identity .....	17
13.5	Teacher Accommodation Munglinup .....	20
<b>14.</b>	<b>Directorate of Corporate and Community Services .....</b>	<b>23</b>
14.1	Monthly Financial Report – 29 February 2020.....	23
14.2	Schedule of Account Payments – February 2020.....	25
<b>15.</b>	<b>Directorate of Technical Services .....</b>	<b>28</b>
<b>16.</b>	<b>Elected Members Motions of Which Previous Notice Has Been Given .....</b>	<b>28</b>
<b>17.</b>	<b>New Business or Urgent Business Introduced by Decision of the Meeting.....</b>	<b>28</b>
17.1	Elected Members .....	28
17.1.1	Corona Virus – COVID-19 Pandemic – Action Plan .....	28
17.2	Officers .....	31
<b>18.</b>	<b>Matters Behind Closed Doors.....</b>	<b>31</b>
<b>19.</b>	<b>Closure of Meeting .....</b>	<b>31</b>

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

The Presiding Member to declare the meeting open at 6.01pm.

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

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

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

APOLOGIES: Cr Julianne Belli (Deputy Shire President)  
Cr Graham Richardson

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC:

Gavin Gibson Rachael Gibson  
Cassidy Whiting Cate Fethers

**3. Announcements by the Presiding Member**

Cr Dunlop provided notice, a Memo with fifteen (15) action points from the Chief Executive Officer, Gavin Pollock, to be tabled and discussed at item 17.1 in relation to COVID-19.

**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**

Nil.

**9. Confirmation of Minutes of Previous Meetings Held 18 February 2020**

**9.1 Ordinary Council Meeting Minutes 18 February 2020 (Attachment Green)**

**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 Major**

**Res: 21/20**

**Decision:**

**That the Minutes of the Ordinary Meeting of Council held in the Council Chambers, Ravensthorpe on 18 February 2020 to be confirmed 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 - Cr Norman  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Cr Belli  
Proxy - Cr Norman
- Munglinup Community Group Delegate - Cr Norman  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - Cr Norman
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie

- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Fitzgerald Biosphere Implementation Group Delegate - Cr Richardson  
Proxy - Cr Mudie
- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy - Cr Goldfinch
- Ravensthorpe Historical Society Delegate - Cr Goldfinch  
Proxy - Cr Norman

## **12. Report from Councillors**

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

Cr Keith Dunlop advised he attended the Ravensthorpe Historical Society Museum meeting on 7 March 2020 and provided an outline of information discussed.

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

Nil.

### **Cr Ian Goldfinch**

Nil.

### **Cr Thomas Major**

Cr Thomas Major advised he attended the BFAC meeting on 10 March 2020 and provided an outline of information discussed.

### **Cr Mark Mudie**

Nil.

### **Cr Ken Norman**

Nil.

### **Cr Graham Richardson**

Nil.

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

### **13.1 Compliance Audit Return – 2019**

<b>File Reference:</b>	<b>GR AU1</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Director Corporate and Community Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 March 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Ravensthorpe Compliance Audit Return 2019 (Attachment Grey)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

This report recommends the adoption of the Local Government Compliance Audit Return for the period 1 January 2019 to 31 December 2019.

#### **Background:**

Section 7.13(i) of the Local Government Act 1995 requires that each local government completes a Compliance Audit Return for each calendar year for the period 1 January to 31 December.

The document is provided by the Department of Local Government, Sport and Cultural Industries (DLGSCI) in a prescribed manner and is designed to be a tool of self-assessment by local governments allowing identification of areas where compliance has been met or is not applicable for that particular year. It also provides guidance for improvement in instances of non-compliance.

The Audit Committee at its meeting held on the 17 March 2020 resolved:

*That the Audit Committee recommend to Council that;*

*Council adopt the Compliance Audit Return for the period 1 January 2019 to 31 December 2019 and that it be forwarded to the Department of Local Government, Sport and Cultural Industries after certification by the Shire President and Chief Executive Officer.*

#### **Comment:**

The Compliance Audit Return for 2019 includes 104 compliance questions (95 last year), which requires Yes or No answers, however where an item has not occurred during the calendar year a response of not applicable (N/A) is provided. The areas of compliance this year have focused on commercial enterprises by local governments, delegation of powers, disclosures of interest, disposal of property, elections, finance, integrated planning and reporting, employees, official conduct optional questions and tenders for providing goods and services.

The 2019 return has been completed in good faith to the best of available records and the knowledge of senior officers.

Instances of non-compliance have been detailed below with comments;

1. Has the local government adopted a Corporate Business Plan (In progress 2020).
2. Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year (In progress 2020).
3. Has the local government adopted a Strategic Community Plan (In progress 2020).
4. Has the local government reviewed the current strategic community plan (In progress 2020).
5. Has the local government developed an assets management plan that covers all asset classes (In progress 2020).

6. Has the local government developed a Long Term Financial Plan (In progress 2020).
7. Has the local government developed a Workforce Plan (In progress 2020).
8. Did the CEO review the appropriateness and effectiveness of the local governments financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2) (c) within 3 years prior to 31 December 2019 (Planned for 2020 given the disruption of 2019).
9. Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with local government (Audit) Regulation 17 within three years prior to 31 December 2019 (Planned for 2020 given disruption of 2019).
10. Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019 (Approved extension to 25 October 2019).

After the Compliance Audit return has been presented to Council, a certified copy of the return, signed by President and Chief Executive Officer, along with the relevant section of the minutes and any additional information detailing the contents of the return are to be submitted to the DLGSCI by 31 March of each year.

**Consultation:**

Chief Executive Officer  
Audit Committee

**Statutory Environment:**

Section 7.13 *Local Government Act 1995*.  
Regulations 14 & 15 *Local Government (Audit) Regulations 1996*.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

**Environmental:**

There are no significant Environmental items for consideration.

**Economic:**

There are no significant Economic items for consideration.

**Social:**

There are no significant Social items for consideration.

**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 Goldfinch**

**Res: 22/20**

**Decision:**

**That Council adopt the Compliance Audit Return 2019 for the period 1 January 2019 to 31 December 2019 and that it be forwarded to the Department of Local Government, Sport and Cultural Industries after certification by the Shire President and Chief Executive Officer.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## **13.2 Cocanarup Timber Reserve – Letter of Support**

<b>File Reference:</b>	<b>EM.PR.3</b>
<b>Location:</b>	<b>Cocanarup Timber Reserve</b>
<b>Applicant:</b>	<b>Cocanarup Conservation Alliance Inc.</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 March 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Presentation 4 February 2020, Conserving the Cocanarup – Kundip area and its Carnabys (Attachment Mustard)</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary:**

The Cocanarup Conservation Alliance Inc. (CCA) are seeking support from Council to have the Cocanarup Timber Reserve assessed and classed as an “A Class Reserve”.

### **Background:**

The CCA attended the Shire of Ravensthorpe Corporate Discussion meeting on the 4 February 2020 and provided a presentation regarding the value of the Cocanarup Timber Reserve.

As part of the presentation the CCA are seeking a letter of support from the Shire of Ravensthorpe in applying to the minister of lands to have the area classed as an “A Class Reserve”.

### **Comment:**

If the Cocanarup Timber Reserve is assessed and changed to an “A Class Reserve” this will prevent any mining activity in the reserve and may restrict any public or tourism access.

It is important that the Shire of Ravensthorpe is involved in all discussions regarding but not limited to the following items:

- Ongoing management and conservation controls or programs
- Road access to the reserve
- Firefighting and mitigation works
- Promotion and Tourism
- Future public amenities and infrastructure

### **Consultation:**

Full Council  
Executive Team  
Cocanarup Conservation Alliance Inc.

### **Statutory Environment:**

*Local Government Act 1995 and Lands Administration Act.*

### **Policy Implications:**

Nil.

### **Financial Implications:**

No identified financial implications at this stage.

### **Strategic Implications:**

The outcome needs to complement the sustainability of the environment and promote economic progression or tourism opportunities within the Shire of Ravensthorpe.

**Sustainability Implications:**

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

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

**Recommendation:**

**That Council;**

1. **Endorse the Chief Executive Officer providing a letter of support to the Cocanarup Conservation Alliance Inc. for the Cocanarup Timber Reserve being assessed for a potential “A Class Reserve”.**
2. **Requesting the Chief Executive Officer to express this is only a letter of support and the importance of the Shire of Ravensthorpe being involved in all discussions of possible approvals regarding but not limited to the following items:**
  - **Ongoing management and conservation controls or programs**
  - **Road access to the reserve**
  - **Firefighting and mitigation works**
  - **Promotion and Tourism**
  - **Future public amenities and infrastructure**

Cr Goldfinch requested the following amendment be made to point 1 of the recommendation that the resolution read:

- 1. Endorse the Chief Executive Officer providing a letter of support to the Cocanarup Conservation Alliance Inc. for the Cocanarup Timber Reserve and Cocanarup-Kundip area being assessed for a potential “A Class Reserve”.**

**Moved: Cr Goldfinch**

**Seconded: Cr Norman**

**Res: 23/20**

**Decision:**

**That Council:**

- 1. Endorse the Chief Executive Officer providing a letter of support to the Cocanarup Conservation Alliance Inc. for the Cocanarup Timber Reserve and Cocanarup-Kundip being assessed for a potential “A Class Reserve”.**
- 2. Requesting the Chief Executive Officer to express this is only a letter of support and the importance of the Shire of Ravensthorpe being involved in all discussions of possible approvals regarding but not limited to the following items:**
  - Ongoing management and conservation controls or programs**
  - Road access to the reserve**
  - Firefighting and mitigation works**
  - Promotion and Tourism**
  - Future public amenities and infrastructure**

**Voting Requirements: Absolute Majority**

**Carried: 5/0**

### **13.3 Hopetoun Oval Irrigation System – CSRFF Application**

**File Reference:** GS.PR.10 & A14129  
**Location:** Shire of Ravensthorpe – Hopetoun Sports Oval  
**Applicant:** Shire of Ravensthorpe  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 11 March 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous References:** Nil

#### **Summary:**

Council to consider endorsing the Chief Executive Officer to submit a funding application to the Department of Local Government, Sport & Cultural Industries (DLGSCI) under the Community Sporting & Recreation Facilities Fund (CSRFF) – Small Grants for one third funding towards the installation of an irrigation system at the Hopetoun Ovals.

#### **Background:**

The Hopetoun ovals (cricket/hockey and football ovals) are currently manually watered by a single travelling irrigator. This methodology consumes significant Shire resources as it takes five full days to water each oval per fortnight and a full time person is required to monitor and move the irrigator daily. Additionally, watering during the day is not an efficient use of water, as during the summer when the temperature is high, water is lost to evaporation before it is able to soak into the ground, and watering during extremely hot days causes grass leaf burn. With limited watering capacity due to oval use and the Shire’s current drought declared status, lawn coverage is minimal in patches, which is exacerbated through heavy use. Hopetoun Primary School, Southerners Sporting Club and Hopetoun Cricket Club have requested that the Shire consider alternative watering methods that may improve the consistency of the lawn and enhance the safety of users, whilst also being water efficient.

DLGSCI administers the CSRFF program, with the purpose of providing State Government financial assistance to Local Government Authorities and local community groups (up to one third of the total capital cost), to develop well-planned facilities for sport and recreation.

In order to assist with the evaluation of submissions and to ensure projects are viable and appropriate, DLGSCI has developed “Key Principles of Facility Provision”. Accordingly, each submission is to be assessed against those criteria.

Under the provision, Local Government Authorities are required to rate and prioritise submissions using the following guide:

RATE	DESCRIPTION
A	Well planned and needed by the municipality
B	Well planned and needed by the applicant
C	Needed by the municipality, more planning required
D	Needed by the applicant, more planning required
E	Idea has merit, more preliminary work needed
F	Not recommended

Each Local Government Authority is required to assess and prioritise the applications before forwarding all documentation to the Goldfields Office of the DLGSCI no later than Tuesday 31 March 2020.

Applications will be evaluated and ranked by relevant State Sporting Associations and the CSRFF Assessment Panel, prior to the outcome being announced by the Minister for Sport and Recreation. Funds for successful applications will become available mid 2020.

One (1) application was received for the current Small Grants round as follows:

*1. Shire of Ravensthorpe – Hopetoun Ovals Irrigation Installation*

**Comment:**

Recent consultation with Hopetoun Primary School, Southerners Sporting Club and Hopetoun Cricket Club confirms the need for automatic irrigation systems for the ovals. There are no other sporting grounds in Hopetoun and this infrastructure is heavily utilised by the local and regional communities throughout the year.

If the funding submission to DLGSCI is successful, DLGSCI will only allocate funding towards eligible project items that meet the DLGSCI priorities and objectives. The funding from DLGSCI is one third of the cost for these identified items, not one third of the total project cost and the Shire is required to commit the matching two thirds to DLGSCI's one third.

Applicants have the opportunity to seek a Development Bonus based on criteria including Geographical Location, Sustainability, Co-location and Increased Participation. If successful with the Development Bonus request, there is the potential to receive up to 50% of eligible item costs, however it is necessary for the applicant to confirm two thirds of total project costs, in the event the Development Bonus is not awarded.

**Consultation:**

Full Council  
Shire Executive Team  
Southerners Sporting Club  
Hopetoun Cricket Club  
Hopetoun Hockey Club  
Hopetoun Primary School  
Tammy King, Grants Empire  
Erin Bond, DLGSCI  
Environmental Industries

**Statutory Environment:**

*Local Government Act 1995.*

**Policy Implications:**

N/A.

**Financial Implications:**

Council is required to allocate a contribution towards this Project in the 2020/21 financial year. Although a Development Bonus is being sought, the funding program is typically oversubscribed and therefore funds are limited. Therefore, the sum of \$188,283 (ex gst) is to be allocated in the 2020/21 financial year, being two thirds of projects costs as per the CSRFF guidelines. In the event that the Development Bonus is successful, the Shire's contribution will be reduced accordingly.

It is anticipated that the sum of \$188,283 (ex gst) would be funded via the Shire allocation of \$1,000,000 allocated for application under the Drought Community Program – Extension announced on the 28 November 2019.

### Strategic Implications:

This Project and grant application align with the Shire’s Strategic Community Plan 2014-2024 as follows:

- Theme 3 – Adequate services and infrastructure to cater for the community.  
 Outcome 3.5 – Provision and maintenance of recreation and community resources.  
 Strategy 3.5.1 - Maintaining and improving recreational and community resource facilities in the Shire.

### Sustainability Implications:

#### Environmental:

The automatic irrigation system will increase water efficiency due to not having to be operational for five consecutive full days and losing water to evaporation.

#### Economic:

There are no known significant economic item for considerations.

#### Social:

There are significant social considerations as if the oval is not watered correctly this will result in a poor sports surface and will effect social sports in Hopetoun.

### 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: 24/20**

**Decision:**

**That Council:**

- 1. endorse a small grant application seeking \$141,212 (ex gst) under the Community Sporting & Recreation Facilities Fund for the Installation of Irrigation Systems at Hopetoun Ovals Project;**
- 2. rank the Installation of Irrigation Systems at Hopetoun Ovals Project as “A – Well planned and needed by municipality”;**
- 3. commit expenditure of \$188,283 (ex gst) towards the Installation of Irrigation Systems at Hopetoun Ovals Project in 2020/21; and**
- 4. endorse the Chief Executive Officer submitting an application to the Drought Community Program – Extension announced on the 28 November 2019 for the expenditure of \$188,283 (ex gst).**

**Voting Requirements: Simple Majority**

**Carried: 5/0**



### **13.4 PEXA Authorisation and Verification of Identity**

<b>File Reference:</b>	<b>LU.ZO.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Director Corporate and Community Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 March 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>McLeods Letter 29 March 2019 (Attachment Yellow)</b>
<b>Previous References:</b>	<b>Nil</b>

#### **Summary:**

To provide McLeods with a standing authority to lodge specific documents through the electronic lodgement network operator (PEXA).

#### **Background:**

PEXA is affiliated with Landgate and is a secure e-Conveyancing platform which enables lawyers, conveyancers and financial institutions to transact online.

Landgate announced that electronic conveyancing through PEXA was mandatory from 1 May 2018 for a number of Landgate documents such as Withdrawal of Caveats, Caveats and Transfers of Lands.

#### **Comment:**

In order for McLeods to transact electronically on our behalf they now require the Shire to complete a client authorisation form. The client authorisation form does not need to be signed under seal, however does require two signatures most appropriately the President and Chief Executive Officer.

Essentially by signing the client authorisation form the Shire is allowing McLeods to sign Withdrawal of Caveats, Caveats and Transfers of Land on instructions from the Shire. The paper forms of these documents will no longer be used and all information will be submitted through PEXA making paper documents redundant. On receipt of the Shire authorisation Fiona Grgich has been nominated from McLeods to deal with such matters and will have authority to electronically sign Shire's documents on its behalf.

We are proposing a Standing Authority with no revocation or expiry date where the Shire is permitting McLeods to sign Withdrawal of Caveats, Caveats and Transfers of Land on instruction, noting that the Shire has the option of revoking its authorisation at any time.

Furthermore PEXA requires the identity of the persons who sign the authority to be verified. As this additional requirement is now compulsory McLeods would like to verify the identity of the Shire's signatories in advance so that they are in a position to register documents on the Shire's behalf. For this purpose McLeods have proposed to appoint an identifier within the organisation and this has been proposed as the Director of Corporate and Communities to undertake identification verifications on behalf of McLeods.

The identification verification procedure is quite onerous requiring a passport and drivers licence however having a Standing Authority in place means that this will only have to be repeated when signatories change.

#### **Consultation:**

Nil.

#### **Statutory Environment:**

*Local Government Act 1995* – Section 9.49A Execution of Documents.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

**Environmental**

There are no known significant environmental considerations.

**Economic**

There are no known significant economic considerations.

**Social**

There are no known significant social considerations.

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 25/20**

**Decision:**

**That Council endorse:**

**Providing McLeods Barristers and Solicitors with a standing authority to lodge specific Landgate documents through the electronic lodgement network operator (PEXA), to be signed by the Shire President and Chief Executive Officer.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

### **13.5 Teacher Accommodation Munglinup**

**File Reference:** CP.AD.4 & 11944  
**Location:** Munglinup  
**Applicant:** Department of Communities  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 11 March 2020  
**Disclosure of Interest:** Nil  
**Attachments:** 1. Item 10.4.2, Teacher Accommodation Munglinup  
2. Site Location Map  
(Attachment Purple)  
**Previous Reference:** Item 10.4.2, Teacher Accommodation Munglinup, Ordinary Council Meeting, 18 September 2018

#### **Summary:**

The Department of Communities is requesting to purchase Free Hold Lot 64/17 Budjan Street Munglinup from the Shire of Ravensthorpe and build a new house for teacher accommodation.

#### **Background:**

At the Ordinary Council Meeting held on the 18 September 2018 the following council decision was endorsed;

<b>COUNCIL DECISION</b>	<b>ITEM 10.4.2</b>
Moved: Cr Smith	Seconded: Cr Major
That Council resolves to:	
1. Provide Lot 64 / 17 Budjan Street Munglinup, towards accommodation for teachers and education assistants working at the Munglinup Primary School subject to being able to negotiate a suitable arrangement with Government Regional Officer Housing.	
2. Provide the Munglinup Community Group with a letter of support from the Shire for the project and requests the Chief Executive Officer to work with the Munglinup Community Group during negotiations with Government Regional Officer Housing.	
Carried: 7/0	Res:115/2018

The Munglinup Community Group (MCG) and the Shire of Ravensthorpe (SOR) have been in communication with the Department of Communities since October 2019 to try and progress this project.

With ownership of Lot 64/17 Budjan Street Munglinup laying with the Shire of Ravensthorpe the Department of Communities had a number of difficulties with spending funds on property not owned by the State Government.

#### **Comment:**

An option to fast track the project is to sell Lot 64/17 Budjan Street Munglinup to the State Government so the Department of Communities can build the sought after Teachers Accommodation.

If the land was sold to the State Government the Shire of Ravensthorpe should enter into a binding agreement or place a caveat on the land to ensure it is only used for the intention of Teachers Accommodation.

As part of any sale of Shire of Ravensthorpe land an independent and accredited valuation will need to be obtained and the sale advertised for public comment.

**Consultation:**

State Government - Department of Communities  
 Shire of Ravensthorpe - Executive Team

**Statutory Environment:**

*Local Government Act 1995 and Lands Administration Act.*

**Policy Implications:**

Nil.

**Financial Implications:**

There would be a cost to the Shire for obtaining an independent and accredited valuation plus any advertising and land transfer fees. These cost would be of set with the income from the sale of Lot 64/17 Budjan Street Munglinup.

If the land is sold the Shire will no longer to maintain the land and is then able to attract GRV rate revenue for the property once the hose is built.

**Strategic Implications:**

The construction of a Teachers Accommodation in Munglinup will assist with the strategic objectives of developing the community socially and land development with new infrastructure.

**Sustainability Implications:**

**Environmental:** There are 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 social impacts for considerations.

**Risk Implications:**

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Norman**

**Res: 26/20**

**Decision:**

**That Council:**

- 1. Endorse the Chief Executive Officer obtaining an independent and accredited valuation for Lot 64/17 Budjan Street Munglinup.**
- 2. Endorse the Chief Executive Officer negotiating with the Department of Communities on obtaining the best sale price for Lot 64/17 Budjan Street Munglinup based on the independent and accredited valuation.**
- 3. Direct the Chief Executive Officer to present the best negotiated sale price back to Council for consideration before entering any advertising or contracts of sale for Lot 64/17 Budjan Street Munglinup.**

**Voting Requirements: Absolute Majority**

**Carried: 5/0**

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

### **14.1 Monthly Financial Report – 29 February 2020**

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe - Administration</b>
<b>Applicant:</b>	<b>Internal</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer:</b>	<b>Director of Corporate and Community Services</b>
<b>Date:</b>	<b>11 March 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for FEBRUARY 2020 (Attachment Blue)</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 February 2020 Monthly Financial Reports.

#### **Comment:**

The February 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:**

Nil.

#### **Environmental**

Not applicable to this specific recurring report.

**Economic**

Not applicable to this specific recurring report.

**Social**

Not applicable to this specific recurring report.

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Goldfinch**

**Seconded: Cr Mudie**

**Res: 27/20**

**Decision:**

**That Council receive the 29 February 2020 Monthly Financial Reports as presented.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**



## **14.2 Schedule of Account Payments – February 2020**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe - Administration  
**Applicant:** Internal  
**Author:** Finance Officer  
**Authorising Officer:** Director of Corporate and Community Services  
**Date:** 11 March 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 29 February 2020  
 Credit Card Transactions to 02 February 2020  
 Creditors List Accounts Paid- February 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:**

Table of payments for the period from the 01/07/2019 to 29/02/2020:

#### **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						0	
Apr						0	
May						0	
Jun						0	
<b>Total</b>	<b>100,687</b>	<b>5,518,429</b>	<b>768,123</b>	<b>67,797</b>	<b>6,319</b>	<b>6,461,355</b>	<b>2,034,015</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		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 Major**

**Res: 28/20**

**Decision:**

**That Council endorse:**

- 1. The payment of accounts for the month of February 2020 in pursuant to regulation 13 of the *Local Government (Financial Management) Regulations 1996*.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

**15. Directorate of Technical Services**

Nil.

**16. Elected Members Motions of Which Previous Notice Has Been Given**

Nil.

**17. New Business or Urgent Business Introduced by Decision of the Meeting**

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

**17.1 Elected Members**

**17.1.1 Corona Virus – COVID-19 Pandemic – Action Plan**

Cr Dunlop requested Council endorse a Memo with fifteen (15) actions outlined by the Chief Executive Officer, Gavin Pollock providing measures the Shire will undertake for the current Corona Virus (COVID-19) pandemic.

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 29/20**

**Decision:**

**That Council:**

- 1. Review to endorse a memo with fifteen (15) actions outlined by the Chief Executive Officer, Gavin Pollock providing measures the Shire will undertake for the current Corona Virus (COVID-19) pandemic.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

It is requested Council consider the following fifteen items to be implemented for the Shire and Staff:

**Recommendation:**

**That Council Endorse:**

- 1. All staff are required to action basic health hygiene at work and home by ensuring you wash your hands before eating or touching your face, mouth or eyes.**
- 2. If you have any flu like symptoms either being a coughs, runny noses, sneezing, temperature, sore throat or just feeling unwell please stay at home and see your doctor.**
- 3. The Shire will provide all staff with 10 paid COVID 19 Days in addition to any existing entitled sick or annual leave days. The COVID 19 Days will be backdated to commence from the 1 of March 2020 and run until the 30 June 2020.**

**Any sick leave taken during this time will automatically be deduced from your 10 COVID 19 Days. You can also assess the COVID 19 Days to stay at home to look**

**after your children or a family members. As per any normal leave taken you will need to complete a leave form when accessing your COVID 19 Days by ticking the other leave box.**

**This additional leave is provided in good faith as a matter of respect and trust with no doctors certificates required.**

- 4. If you are required to self-isolate for a period of 14 days the Shire will provide you with an additional 10 paid Isolation Days in addition to your 10 COVID 19 Days or entitled Sick and Annual Leave. To access your 10 Isolation Days you will need to provide a Doctors Certificate (or suitable evidence) and complete a leave form by ticking the other leave box. Please note this will not apply if you elect to travel overseas and return to Australia within the next 6 months.**
- 5. If you have Children in School or Daycare and they are required to be closed the Shire will provide you with the option to work from home. By working from home you are require to undertake a minimum of 2/3 of your normal daily work hours. The Shire will require you to access the Shire IT system via your own PC. The Shire will pay you your normal hours and hourly pay rate during this time as compensation for using your own office space and IT equipment.**

**This will most likely accommodate only Administration or Childcare Staff. If any other Staff are in this position I will look at providing other options to accommodate all staff in this situation.**

- 6. The Shire is arranging signage to be placed at the entrance of both our Administration Building, Visitor Centres, Childcare Centre's, Depots and Gyms advising everyone not to enter if you have any flu like symptoms either being a coughs, runny noses, sneezing, temperature, sore throat or just feeling unwell.**
- 7. Hand sanitiser units have been installed at both Administration Building, Childcare Centre's, Depots and a unit will soon be placed in the Ravensthorpe Visitor Centres. Please advise everyone entering your area to use the supplied hand sanitiser.**
- 8. All face to face meetings with the community, stakeholders or other agencies have now been suspended until further notice.**
- 9. All future staff meetings will be held in large rooms or outdoor areas to provide a minimum of 2 meters clear space.**
- 10. Any catering or morning teas will be kept to a minimum with all leftovers placed promptly in to a refrigerator.**
- 11. The traditional Australian Hand shake is required to be put on hold and replaced with a pat on the back or an elbow bump.**
- 12. Our respectful ANZAC Day event will not be held this year as a community event as announced by the RSL Australia.**
- 13. The Shire will be closing its Library Service effective of Friday the 20 March 2020 until further notice.**
- 14. Effective from Friday the 20 March 2020 the Shire of Ravensthorpe will be cancelling all existing facility bookings and providing a full refund of any bonds or deposits already paid. As from today No new bookings will be taken until further notice.**

**15. The Shire Gyms will be provided with self-cleaning supplies and signage for users to assist in maintaining a clean and hygiene friendly environment.**

**Moved: Cr Goldfinch**

**Seconded: Cr Mudie**

**Res: 30/20**

**Decision:**

**That Council endorse:**

- 1. All staff are required to action basic health hygiene at work and home by ensuring you wash your hands before eating or touching your face, mouth or eyes.**
- 2. If you have any flu like symptoms either being a coughs, runny noses, sneezing, temperature, sore throat or just feeling unwell please stay at home and see your doctor.**
- 3. The Shire will provide all staff with 10 paid COVID 19 Days in addition to any existing entitled sick or annual leave days. The COVID 19 Days will be backdated to commence from the 1 of March 2020 and run until the 30 June 2020.**

**Any sick leave taken during this time will automatically be deduced from your 10 COVID 19 Days. You can also assess the COVID 19 Days to stay at home to look after your children or a family members. As per any normal leave taken you will need to complete a leave form when accessing your COVID 19 Days by ticking the other leave box.**

**This additional leave is provided in good faith as a matter of respect and trust with no doctors certificates required.**

- 4. If you are required to self-isolate for a period of 14 days the Shire will provide you with an additional 10 paid Isolation Days in addition to your 10 COVID 19 Days or entitled Sick and Annual Leave. To access your 10 Isolation Days you will need to provide a Doctors Certificate (or suitable evidence) and complete a leave form by ticking the other leave box. Please note this will not apply if you elect to travel overseas and return to Australia within the next 6 months.**
- 5. If you have Children in School or Daycare and they are required to be closed the Shire will provide you with the option to work from home. By working from home you are require to undertake a minimum of 2/3 of your normal daily work hours. The Shire will require you to access the Shire IT system via your own PC. The Shire will pay you your normal hours and hourly pay rate during this time as compensation for using your own office space and IT equipment.**

**This will most likely accommodate only Administration or Childcare Staff. If any other Staff are in this position I will look at providing other options to accommodate all staff in this situation.**

- 6. The Shire is arranging signage to be placed at the entrance of both our Administration Building, Visitor Centres, Childcare Centre's, Depots and Gyms advising everyone not to enter if you have any flu like symptoms either being a coughs, runny noses, sneezing, temperature, sore throat or just feeling unwell.**
- 7. Hand sanitiser units have been installed at both Administration Building, Childcare Centre's, Depots and a unit will soon be placed in the Ravensthorpe Visitor Centres. Please advise everyone entering your area to use the supplied hand sanitiser.**

8. **All face to face meetings with the community, stakeholders or other agencies have now been suspended until further notice.**
9. **All future staff meetings will be held in large rooms or outdoor areas to provide a minimum of 2 meters clear space.**
10. **Any catering or morning teas will be kept to a minimum with all leftovers placed promptly in to a refrigerator.**
11. **The traditional Australian Hand shake is required to be put on hold and replaced with a pat on the back or an elbow bump.**
12. **Our respectful ANZAC Day event will not be held this year as a community event as announced by the RSL Australia.**
13. **The Shire will be closing its Library Service effective of Friday the 20 March 2020 until further notice.**
14. **Effective from Friday the 20 March 2020 the Shire of Ravensthorpe will be cancelling all existing facility bookings and providing a full refund of any bonds or deposits already paid. As from today No new bookings will be taken until further notice.**
15. **The Shire Gyms will be provided with self-cleaning supplies and signage for users to assist in maintaining a clean and hygiene friendly environment.**

Voting Requirements: Simple Majority

Carried: 5/0

#### **17.2 Officers**

Nil.


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

Nil.

#### **19. Closure of Meeting**

The Presiding Member to declare the meeting closed 6.19pm.

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

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

Date: 21 April 2020



# **ATTACHMENTS**

**Council Meeting**

**Tuesday**

**17<sup>th</sup> March 2020**

**6.00pm**

**Munglinup Community Centre,  
Munglinup**



**ATTACHMENT**



# **MINUTES**

**Council Meeting  
Tuesday 18 February 2020**

**Council Chambers  
Ravensthorpe**

# Notice of Meeting



65 Morgans Street, Ravensthorpe  
Western Australia 6346  
Telephone: (08) 9839 0000  
Facsimile: (08) 9838 1282  
[shire@ravensthorpe.wa.gov.au](mailto:shire@ravensthorpe.wa.gov.au)

Dear Elected Member

The next Ordinary meeting of the Shire of Ravensthorpe will be held on Tuesday 18 February 2020 in the Council Chambers, Ravensthorpe commencing at 6.00pm.

## Schedule

6.00pm                      Ordinary Council Meeting

A handwritten signature in blue ink, appearing to be 'G. Pollock'.

Gavin Pollock  
**Chief Executive Officer**

14 February 2020

## **DISCLAIMER**

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

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

## **AGENDA**

Shire of Ravensthorpe  
Ordinary Council Meeting  
18 February 2020

## **MISSION STATEMENT**

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



## SHIRE OF RAVENSTHORPE

### DISCLAIMER

#### INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

##### **Please Note:**

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

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

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

##### **Meeting Procedures:**

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

##### **Council Meeting Information:**

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Inspection of Unconfirmed Minutes (Regulation 13).

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



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



## WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

### Shire of Ravensthorpe

### Notice of Ordinary Council Meetings

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

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

# SHIRE OF RAVENSTHORPE

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, Ravensthorpe on Tuesday 18 February 2020 – commencing at 6.10pm.

## Contents

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	7
2.	ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE .....	7
3.	ANNOUNCEMENTS BY THE PRESIDING MEMBER .....	7
4.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	7
5.	PUBLIC QUESTION TIME .....	7
6.	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	7
7.	APPLICATIONS FOR LEAVE OF ABSENCE .....	7
	7.1 Request for Leave of Absence – Cr Graham Richardson .....	7
	7.2 Request for Leave of Absence – Cr Ken Norman.....	8
	7.3 Request for Leave of Absence – Cr Mark Mundie .....	8
8.	DISCLOSURES OF INTEREST .....	8
9.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD 18 DECEMBER 2019.....	8
10.	REPORTS OF COMMITTEES OF COUNCIL .....	9
11.	REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES .....	9
12.	REPORTS FROM COUNCILLORS.....	10
13.	OFFICE OF THE CHIEF EXECUTIVE OFFICER.....	11
	13.1 Notification under section 70A Transfer of Land Act – 1893 .....	11
	13.2 Development Application - Lot 585 (16) Birdwood Street, Hopetoun .....	14
14.	DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES .....	24
	14.1 Monthly Financial Report – 31 January 2020.....	24
	14.2 Review of finance policy F1 credit and fuel cards .....	26
	14.3 Schedule of Account Payments – December 2019 .....	29
	14.4 Schedule of Account Payments – January 2020 .....	32
15.	DIRECTORATE OF TECHNICAL SERVICES.....	39
16.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	39
17.	NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING .....	39
	17.1 Elected Members .....	39
	17.2 Officers.....	39
18.	MATTERS BEHIND CLOSED DOORS .....	40
	18.1 Confidential Item - Hopetoun Caravan Park Lease.....	40
	18.2 Confidential Item - Tender 01-2019/20 Lease of Farmland Floater Road .....	41
	18.3 Tender 02-2019/20 Lease of Farmland – Ravensthorpe Airport .....	41
	18.4 Previously item 17.1.1 moved to Item 18.4 – Meeting Behind Closed Doors .....	42
19.	GENERAL BUSINESS.....	42
20.	CLOSURE OF MEETING .....	42

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

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

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

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

STAFF: Gavin Pollock (Chief Executive Officer)  
Les Mainwaring (Director Corporate and Community Services)  
Graham Steel (Director Technical Services)  
Jane Morgan (Executive Assistant)  
Peter Wilks (Senior Planning Officer, Esperance and Ravensthorpe)

APOLOGIES: Nil

ON LEAVE OF ABSENCE: Nil

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

**3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

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

**5. PUBLIC QUESTION TIME**

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

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

**7.1 Request for Leave of Absence – Cr Graham Richardson**

Request for leave of absence for Cr Richardson from 27 February 2020 to 29 February 2020, inclusive.

Moved: Cr Norman      Seconded: Cr Major      Res: 1/20

**Decision:**

**That the Council approves Cr Richardson application for leave of absence from the Ravensthorpe Shire Council from 27 February to 29 February 2020.**

Voting Requirements: Simple Majority      Carried: 7/0



## **7.2 Request for Leave of Absence – Cr Ken Norman**

Request for leave of absence for Cr Norman from 28 February 2020 to 3 March 2020, inclusive.

**Moved: Cr Richardson    Seconded: Cr Goldfinch**

**Res: 2/20**

### **Decision:**

**That the Council approves Cr Norman’s application for leave of absence from the Ravensthorpe Shire Council from 28 February to 3 March 2020, inclusive.**

**Voting Requirements:    Simple Majority**

**Carried: 7/0**

## **7.3 Request for Leave of Absence – Cr Mark Mundie**

Request for leave of absence for Cr Mundie from 13 March 2020 to 15 March 2020, inclusive.

**Moved: Cr Belli**

**Seconded: Cr Major**

**Res: 3/20**

### **Decision:**

**That the Council approves Cr Mudie’s application for leave of absence from the Ravensthorpe Shire Council from 13 March to 15 March 2020, inclusive.**

**Voting Requirements:    Simple Majority**

**Carried: 7/0**

## **8.    DISCLOSURES OF INTEREST**

**8.1**    Cr Goldfinch signed declaration in relation to Item 13.2.

Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.  
Nature of interest – resides at 26 Birdwood Street, Hopetoun.

**8.2**    CEO signed declaration in relation to Item 17.1.1

Financial Pursuant to Sections 5.60A of the *Local Government Act 1995*.  
Nature of interest – CEO review.

## **9.    CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD 18 DECEMBER 2019**

**9.1**    Ordinary Council Meeting Minutes - 18 December 2019 (ATTACHMENT GREEN)

### **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 Norman**

**Seconded: Cr Major**

**Res: 4/20**

### **Decision:**

**That the Minutes of the Ordinary Meeting of the Council of the Shire of Ravensthorpe held in the Council Chambers, Ravensthorpe on 18 December 2019 be confirmed as a true and accurate record.**

**Voting Requirements:    Simple Majority**

**Carried: 7/0**

## **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 - Cr Norman  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Cr Belli  
Proxy - Cr Norman
- Munglinup Community Group Delegate - Cr Norman  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - Cr Norman
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie

- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Fitzgerald Biosphere Implementation Group Delegate - Cr Richardson  
Proxy - Cr Mudie
- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy - Cr Goldfinch
- Ravensthorpe Historical Society Delegate - Cr Goldfinch  
Proxy - Cr Norman

## **12. REPORTS FROM COUNCILLORS**

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

Cr Keith Dunlop advised he attended the following events on behalf of the Shire

18 December 2019	Shire Council Meeting
31 January 2020	GVROC Meeting
31 January 2020	Annual General Meeting of Electors
04 February 2020	Community Engagement Workshop, Hopetoun
05 February 2020	Community Engagement Workshop, Ravensthorpe
06 February 2020	Community Engagement Workshop, Munglinup

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

Nil.

### **Cr Ian Goldfinch**

Nil.

### **Cr Thomas Major**

Nil.

### **Cr Mark Mudie**

Nil.

### **Cr Ken Norman**

Cr Ken Norman advised he attended the following events on behalf of the Shire

04 February 2020	Galaxy Community Consultation Group
------------------	-------------------------------------

### **Cr Graham Richardson**

Nil.

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

#### **13.1 Notification under section 70A Transfer of Land Act – 1893**

**File Reference:** A677  
**Location:** Lot 117 Hopetoun-Ravensthorpe Road, Ravensthorpe  
**Applicant:** Julia Marie Bell  
**Author:** Director Corporate and Community Services  
**Authorising Officer:** Chief Executive Officer  
**Date:** 23 January 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Correspondence from EW Gray Lawyer (ATTACHMENT GREY)  
**Previous References:** Nil

#### **Summary:**

Shire has been requested to endorse a Form N1 under seal which provides notification on the Title of a human burial site on land.

#### **Background:**

On 9 March 2012, the Applicant received approval from the then Minister for Local Government, for the burial of a family member outside of a proclaimed cemetery.

The burial site is located on Lot 117 Hopetoun-Ravensthorpe Road, Ravensthorpe.

#### **Comment:**

In order that the Applicant can inform prospective purchasers of a “Factor Affecting Use or Enjoyment of the Land” the intention is to register with Landgate a Notification under Section 70A of the Transfer of land Act 1893.

The Form N1 Notification requires attestation by the local government and signed under seal.

#### **Consultation:**

Nil

#### **Statutory Environment:**

Local Government Act 1995 Section 9.49A. Execution of documents

(1) A document is duly executed by a local government if —

- a) the common seal of the local government is affixed to it in accordance with subsections (2) and or
- b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.

(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.

(3) The common seal of the local government is to be affixed to a document in the presence of

- a) the mayor or president; and
- b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.

(4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

**Risk Matrix:**

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

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

**Moved: Cr Norman    Seconded: Cr Goldfinch**

**Res: 5 /20**

**Decision:**

**That Council endorse:**

**The President and Chief Executive Officer sign the Form N1 (Notification under S. 70A) document for Lot 117 Hopetoun-Ravensthorpe Road, Ravensthorpe and executing the Common Seal.**

**Voting Requirements:    Simple Majority**

**Carried: 7/0**

### **13.2 Development Application - Lot 585 (16) Birdwood Street, Hopetoun**

**File Reference:** A1034  
**Location:** Lot 585 (16) Birdwood Street, Hopetoun  
**Applicant:** Jason and Pauline Lister  
**Author:** Planning Services  
**Authorising Officer:** Chief Executive Officer  
**Date:** 7 February 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Plans  
Additional Information (ATTACHMENT BLUE)  
**Previous Reference:** Nil

#### **Summary:**

For Council to consider Development Application P19-38 for Extensions to an existing Dwelling, Outbuilding (Garage) and Outbuilding (Boat House) at Lot 585 (16) Birdwood Street, Hopetoun.

#### **Background:**

The Shire of Ravensthorpe received a Development Application for Extensions to an existing Dwelling, an Outbuilding (Garage) and an Outbuilding (Boat House) at Lot 585 (16) Birdwood Street, Hopetoun on 20 November 2019.

As the application proposed variations to the *Residential Design Codes* and Local Planning Policy: Outbuildings, the application was advertised to adjoining landowners and nearby landowners likely to be affected by the proposal. Advertising was undertaken between 4 December 2019 and 18 December 2019 with no objections or comments received during the advertising period.

#### **Site Description:**

Lot 585 (16) Birdwood Street is 900m<sup>2</sup> in area and is zoned Residential R10/20. The property is currently developed as a Single Dwelling.

#### **Assessment:**

While the extensions to the existing dwelling could be determined under delegated authority, the two outbuildings proposed (the Garage and Boat House) require the determination of Council under Local Planning Policy: Outbuildings.

As per Local Planning Scheme No. 6, the objectives of the Residential zone are as follows:

- To provide for a range of housing and a choice of residential densities to meet the needs of the community.
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.
- To provide for a range of non-residential uses, which are compatible with and complementary to residential development.

The following provisions are contained in the *Residential Design Codes* relating to outbuildings:

Deemed to Comply Criteria:

C3 - Outbuildings that:

- are not attached to a dwelling;
- are non-habitable;
- collectively do not exceed 60m<sup>2</sup> in area or 10 per cent in aggregate of the site area, whichever is the lesser;
- do not exceed a wall height of 2.4m;
- do not exceed ridge height of 4.2m;
- are not within the primary or secondary street setback area;

- do not reduce the amount of open space required in Table 1; and
- are set back in accordance with Tables 2a and 2b.

Design Principles:

P3 - Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.

The following provisions are contained in Local Planning Policy: Outbuildings pertaining to Outbuildings in the Residential zone:

- Outbuildings are required to comply with the requirements of the Residential Design Codes of WA or as varied by the criteria set out in Table 1 below.
- Outbuildings proposed for vacant Residential, Town Centre, Rural Small Holdings, Rural Conservation and General Agriculture zoned land require Council approval and will generally not be supported unless:

Building Permit has been issued for a Single House;

- Council will not permit residential habitation of a building approved as an outbuilding or shed on any land in the Shire of Ravensthorpe.
- In the Residential, Mixed Use and Rural Residential zones, the use of non-reflective materials is required.

Zoning	Maximum Wall Height	Maximum Ridge Height	Maximum floor area (aggregate)	Special Requirements
Residential	3.0metres 2.4m (where wall is < 1.0m from boundary	4.5metres 3.9m (where wall is < 1.0m from boundary	60 sq metres	<ul style="list-style-type: none"> <li>• Setbacks are to be in accordance with the Residential Design Codes of WA.</li> <li>• Any setback variation will be assessed on its individual merit and Council may consult with adjacent landowners.</li> <li>• Floor area is not to reduce the amount of open space required by Table 1 of the R-Codes.</li> <li>• Council will not support the construction of outbuilding/s in front of the main building line.</li> </ul>

Any variations to the policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.

Council will have regard for matters such as;

- The visibility of the proposed outbuilding(s) as viewed from a street, public space or neighbouring property;
- The need for removal of any native vegetation or major trees;
- Comments from affected neighbours/landowners;
- Preservation of useable on site open space areas;
- The ability for the outbuilding(s) to be screened by existing or proposed landscaping;
- Whether support for the application will set an undesirable precedent for similar sized surrounding lots;



- The impact of the development on streetscape and the character of the area;
- The objectives of the zone;
- All relevant general matters as set out in Clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2); and
- Any other matter considered relevant by the Council.

**Comment:**

There are two primary variations proposed that trigger a requirement for council consideration of the proposed Outbuildings.

The first variation is to the site area, with the applicant proposing 72 square metres of Outbuildings on the property where a maximum of 60 applies under Local Planning Policy: Outbuildings. It is the position of Planning Officers that this represents a relatively minor variation, and is acceptable in an area such as Birdwood Street.

The second variation is the position of the Boat House in front of the dwelling when Local Planning Policy: Outbuildings states: Council will not support the construction of outbuilding/s in front of the main building line. It is the position of Planning Officers that the proposed boat house will have a significant impact on visual amenity for adjoining and nearby residents due to the visually prominent position of the proposed structure and the dimensions of the proposed boat house.

Additional variations are also proposed, including a front setback variation for the Boat House from 7.5 metres to 4.4 metres, as well as wall and ridge height variations for the Boat House and Garage, and side boundary and cone of vision setbacks for the balcony extension however with a lack of objections from adjoining and nearby landowners these variations can be considered minor.

**Options:**

The following three options are presented to Council:

**Option 1** allows Council to approve the Extensions to the Dwelling and the Outbuilding (Garage) while also refusing the Outbuilding (Boat House). Option 1 is the officers recommendation as both the Dwelling extensions and the Outbuilding (Garage) can be approved without causing a significant negative impact on the amenity of the local area, with the Outbuilding (Boat House) likely to cause significant visual impact due to its highly prominent position in front of the dwelling and setback line, as well as the proposed dimensions. As such considering the Dwelling Extensions and Outbuilding (Garage) in isolation to the Outbuilding (Boat House) is considered an appropriate response.

**Option 2** allows Council to approve all aspects of the proposed development.

**Option 3** is for the refusal of all parts of the application.

**Option 1 – Approval of Extensions to Dwelling and rear Garage, and refusal of Boat House**

That Council resolve to approve Development Application P19-38 for Extensions to an existing Dwelling and an Outbuilding (Garage) at Lot 585 (16) Birdwood Street, 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. The approved Outbuilding (Garage) shall be used for purposes incidental and ancillary to the enjoyment of the dwelling on the land only, and shall not be used for human habitation, commercial or industrial uses.
3. During construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).

4. All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Ravensthorpe.
5. Vehicle parking, manoeuvring and circulation areas shall be suitably constructed, sealed (two coat, asphalt, concrete or brickpavers), drained and thereafter maintained.
6. A minimum of two (2) car parking bays are to be provided on-site in accordance with the requirements of Australian Standard AS2890.1:2004 Parking Facilities – Off-street Car Parking.
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.
8. The approved development must be connected to a reticulated water supply provided by a licensed water provider.
9. Before the approved development is occupied, the property must be connected to the reticulated sewerage system or effluent disposal system to the satisfaction of the Shire of Ravensthorpe (Health Services).
10. 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.
11. All fencing shall be in accordance with Shire of Ravensthorpe Local Planning Policy: Fencing.
12. The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.
13. The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.
14. Earthworks are to be in accordance with AS 3798 - Guidelines on Earthworks for Commercial and Residential Developments.
15. All retaining walls, earthworks and/or associated drainage shall be undertaken in accordance plans and specifications certified by a qualified Engineer as being consistent with standard engineering practices, as approved by the Shire of Ravensthorpe (Building Services/Asset Management Division).

ADVICE TO APPLICANT:

1. **THIS IS NOT A BUILDING PERMIT.** An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe (Building Services) prior to any works commencing on-site.
2. 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 developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.
4. 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.
5. The Department of Water 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 Environment and Regulation's website [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au) under air quality publications.

6. The approved development is required to comply with the following legislation (as amended from time to time):
  - *Health (Miscellaneous Provisions) Act 1911*
  - *Sewerage (Lighting, Ventilation & Construction) Regulations 1971*
  - *Health Act (Laundries and Bathrooms) Regulations 1971*

That Council resolve to refuse Development Application P19-38 for an Outbuilding (Boat House) at Lot 585 (16) Birdwood Street, Hopetoun on the following grounds:

- 1) The proposed development is not consistent with the provisions of Local Planning Policy: Outbuildings or Residential Design Codes.

### **Option 2 – Approval**

That Council resolve to approve Development Application P19-38 for Extensions to an existing Dwelling, Outbuilding (Garage) and Outbuilding (Boat House) at Lot 585 (16) Birdwood Street, 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. The approved Outbuilding (Garage) shall be used for purposes incidental and ancillary to the enjoyment of the dwelling on the land only, and shall not be used for human habitation, commercial or industrial uses.
3. During construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).
4. All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Ravensthorpe.
5. Vehicle parking, manoeuvring and circulation areas shall be suitably constructed, sealed (two coat, asphalt, concrete or brickpavers), drained and thereafter maintained.
6. A minimum of two (2) car parking bays are to be provided on-site in accordance with the requirements of Australian Standard AS2890.1:2004 Parking Facilities – Off-street Car Parking.
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.
8. The approved development must be connected to a reticulated water supply provided by a licensed water provider.
9. Before the approved development is occupied, the property must be connected to the reticulated sewerage system or effluent disposal system to the satisfaction of the Shire of Ravensthorpe (Health Services).
10. 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.
11. All fencing shall be in accordance with Shire of Ravensthorpe Local Planning Policy: Fencing.

12. The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.
13. The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.
14. Earthworks are to be in accordance with AS 3798 - Guidelines on Earthworks for Commercial and Residential Developments.
15. All retaining walls, earthworks and/or associated drainage shall be undertaken in accordance plans and specifications certified by a qualified Engineer as being consistent with standard engineering practices, as approved by the Shire of Ravensthorpe (Building Services/Asset Management Division).

ADVICE TO APPLICANT:

1. **THIS IS NOT A BUILDING PERMIT.** An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe (Building Services) prior to any works commencing on-site.
2. 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 developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.
4. 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.
5. The Department of Water 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 Environment and Regulation's website [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au) under air quality publications.
6. The approved development is required to comply with the following legislation (as amended from time to time):
  - *Health (Miscellaneous Provisions) Act 1911*
  - *Sewerage (Lighting, Ventilation & Construction) Regulations 1971*
  - *Health Act (Laundries and Bathrooms) Regulations 1971*

**Option 3 – Refuse**

That Council resolve to refuse Development Application P19-38 for Extensions to an existing Dwelling, Outbuilding (Garage) and Outbuilding (Boat House) at Lot 585 (16) Birdwood Street, Hopetoun on the following grounds:

- 1) The proposed development is not consistent with the provisions of Local Planning Policy: Outbuildings or Residential Design Codes.

**Consultation:**

The application was advertised to adjoining landowners, and several other landowners in proximity who would be affected by the proposal, between 4 December 2019 and 18 December 2019.

No comments or objections were received during the advertising period.

**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:**

Local Planning Policies are guidelines used to assist the local government in making decisions under the Local Planning Scheme and may address land use as well as development requirements. Although Local Planning Policies are not part of the Local Planning Scheme they must be consistent with, and cannot vary, the intent of the Local Planning Scheme provisions. In considering an application for Planning Approval, the local government must have regard to a Local Planning Policy as required under Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2.

**Financial Implications:**

Nil.

**Strategic Implications:**

The proposal is to do with the following theme of the Strategic Community Plan:  
Theme 1:

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

**Sustainability Implications:**

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

**Risk Implications:**

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

Risk Matrix

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

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

**Moved: Cr Norman**

**Seconded: Cr Goldfinch**

**Res: 6 /20**

**Decision:**

**That Council resolve to approve Development Application P19-38 for Extensions to an existing Dwelling and an Outbuilding (Garage) at Lot 585 (16) Birdwood Street, Hopetoun subject to the following conditions:**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

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. The approved Outbuilding (Garage) shall be used for purposes incidental and ancillary to the enjoyment of the dwelling on the land only, and shall not be used for human habitation, commercial or industrial uses.
3. During construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).
4. All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Ravensthorpe.
5. Vehicle parking, manoeuvring and circulation areas shall be suitably constructed, sealed (two coat, asphalt, concrete or brickpavers), drained and thereafter maintained.
6. A minimum of two (2) car parking bays are to be provided on-site in accordance with the requirements of Australian Standard AS2890.1:2004 Parking Facilities – Off-street Car Parking.

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.**
8. **The approved development must be connected to a reticulated water supply provided by a licensed water provider.**
9. **Before the approved development is occupied, the property must be connected to the reticulated sewerage system or effluent disposal system to the satisfaction of the Shire of Ravensthorpe (Health Services).**
10. **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.**
11. **All fencing shall be in accordance with Shire of Ravensthorpe Local Planning Policy: Fencing.**
12. **The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.**
13. **The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.**
14. **Earthworks are to be in accordance with AS 3798 - Guidelines on Earthworks for Commercial and Residential Developments.**
15. **All retaining walls, earthworks and/or associated drainage shall be undertaken in accordance plans and specifications certified by a qualified Engineer as being consistent with standard engineering practices, as approved by the Shire of Ravensthorpe (Building Services/Asset Management Division).**

**ADVICE TO APPLICANT:**

1. **THIS IS NOT A BUILDING PERMIT.** An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe (Building Services) prior to any works commencing on-site.
2. **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 developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.**
4. **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.**
5. **The Department of Water 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 Environment and Regulation's website [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au) under air quality publications.**
6. **The approved development is required to comply with the following legislation (as amended from time to time):**

- ***Health (Miscellaneous Provisions) Act 1911***
- ***Sewerage (Lighting, Ventilation & Construction) Regulations 1971***
- ***Health Act (Laundries and Bathrooms) Regulations 1971***

**Moved: Cr Belli**

**Seconded: Cr Mudie**

**Res: 7 /20**

**That Council resolve to refuse Development Application P19-38 for an Outbuilding (Boat House) at Lot 585 (16) Birdwood Street, Hopetoun on the following grounds:**

- 1) The proposed development is not consistent with the provisions of Local Planning Policy: Outbuildings or Residential Design Codes.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

**6.30pm, Councillor Goldfinch left Council Chambers and returned at 6.32pm.**



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

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

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe - Administration</b>
<b>Applicant:</b>	<b>Internal</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer:</b>	<b>Director Corporate and Community Services</b>
<b>Date:</b>	<b>12 February 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for DECEMBER 2019 and JANUARY 2020 (ATTACHMENT MUSTARD)</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 December 2019 and January 2020 Monthly Financial Reports.

#### **Comment:**

The December 2019 and January 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**

Not applicable to this specific recurring report.

#### **Economic**

Not applicable to this specific recurring report.

**Social**

Not applicable to this specific recurring report.

**Risk Implications:**

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

Risk Matrix

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

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

**Moved: Cr Norman**

**Seconded: Cr Major**

**Res: 8/20**

**Decision:**

**That Council receive the 31 December 2019 and 31 January 2020 Monthly Financial Reports as presented.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

## **14.2 Review of finance policy F1 credit and fuel cards**

<b>File Reference:</b>	<b>CM PO 1</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Director Corporate and Community Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>29 January 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Policy F1 Credit and Fuel Cards (ATTACHMENT ORANGE)</b>
<b>Previous References:</b>	<b>Nil</b>

### **Summary:**

Shire has reviewed the appropriateness and completeness of the allocation of credit cards and fuel cards to reflect the current staff structure of the Shire.

### **Background:**

It is good management practice to review policies at least once every 2 years and it was noted, that among other things, the existing Credit and Fuel Card policy no longer reflected the appropriate provision of resources to the current staff structure and operations of the Shire.

### **Comment:**

Specific changes to the Credit and Fuel Card policy are recommended as follows;

Corporate Credit Cards increase to maximum credit card facility from \$22,000 to \$26,000.

Add \$2,000 Manager of Childcare Services – new position covering two childcare centres with numbers expected to continue to expand with onset of mining activity. Childcare centres require many consumables in their operation and at present local supply of small consumables is restrictive without cash. This card will allow the manager to service both centres for local small supplies that cannot be accessed by purchase order.

Add \$2,000 Works Supervisor – to allow immediate response for small emergency works situations in the absence of the Director Technical Services.

Fuel Cards – Add and remove according the current staffing structure.

Remove Manager Airport Services & Manager Recreation and Community Services as positions no longer exist.

Add new positions Tourism Officer, Senior Ranger, Engineering Technical Officer and Administration Technical Officer.

### **Debit Card (New)**

Add Director Corporate and Community Services – Ravensthorpe is limited in ways to generate cash for float purposes and this debit card is for the purpose of providing a means to generate cash for various till floats or petty cash floats as and when required. Currently there is no facility to cash cheques in Ravensthorpe or source change for floats other than the Shire sponsored Automatic Teller machine. It is unsuitable to use credit cards for cash withdrawal as this immediately attracts interest charges and is not a use permitted under credit card policy. The intent is to hold one corporate debit card that can have money transferred at the time a float replenishment is required.

Any Debit Card usage is to be reported in the monthly payments report, similar to credit card reporting.

**Consultation:**

Nil.

**Statutory Environment:**

Local Government Act 1995, Section 2.7. Role of council

- (1) The council —
  - (a) governs the local government’s affairs; and
  - (b) is responsible for the performance of the local government’s functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government’s finances and resources; and
  - (b) determine the local government’s policies.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 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: 9/20**

**Decision:**

**That Council endorse:**

- 1. The adoption of the revised Finance Policy F1 Credit and Fuel Cards.**
- 2. The Chief Executive Officer requesting the issue of the required new credit cards and updating the policy manual with the revised Finance Policy F1 as per this report.**

**Voting Requirements: Simple Majority.**

**Carried: 7/0**

### **14.3 Schedule of Account Payments – December 2019**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe - Administration  
**Applicant:** Internal  
**Author:** Finance Officer  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 11 February 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 31 December 2019  
 Credit Card Transactions to 02 December 2019  
 (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 31/12/2019

**2019/2020**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	670	1,739,001	135,848	3,843	1,781	1,881,144	275,274
Aug	9,391	736,269	51,773	7,094	1,260	805,788	188,496
Sep	21,940	428,530	144,319	<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		853,820	242,169
Dec	14,227	373,429	50,545	17,620		455,821	349,953
Jan							
Feb							
Mar							
Apr							
May							
Jun							
<b>Total</b>	<b>53,343</b>	<b>4,183,664</b>	<b>482,850</b>	<b>38,995</b>	<b>6,319</b>	<b>4,765,171</b>	<b>1,180,755</b>
18/19	147,967	21,298,438	1,329,904	70,241	13,590	22,860,140	2,219,053
17/18	327,905	18,507,404	209,587	65,010	317,445	19,427,351	2,601,283

**Comment:**

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

**Consultation:**

Senior Finance Officer.

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

**Environmental**

Not applicable to this specific recurring report.

**Economic**

Not applicable to this specific recurring report.

**Social**

Not applicable to this specific recurring report.

**Risk Implications:**

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

**Risk Matrix**

Consequence		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 Belli**

**Seconded: Cr Major**

**Res: 10/20**

**Decision:**

**That Council endorse:**

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

**Voting Requirements: Simple Majority**

**Carried: 7/0**



**14.4 Schedule of Account Payments – January 2020**

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe - Administration</b>
<b>Applicant:</b>	<b>Internal</b>
<b>Author:</b>	<b>Finance Officer</b>
<b>Authorising Officer:</b>	<b>Director Corporate and Community Services</b>
<b>Date:</b>	<b>11 February 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Schedule of Payments to 31 January 2020 Credit Card Transactions to 02 January 2020 (ATTACHMENT PINK)</b>
<b>Previous Reference:</b>	<b>Nil</b>

**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 31/01/2020

**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		853,820	242,169
Dec	14,227	373,429	50,545	17,620		455,821	349,953
Jan	15,567	395,595	66,327	8,351		485,840	247,361
Feb							
Mar							
Apr							
May							
Jun							
<b>Total</b>	<b>53,343</b>	<b>4,183,664</b>	<b>482,850</b>	<b>38,995</b>	<b>6,319</b>	<b>4,765,171</b>	<b>1,180,755</b>
18/19	147,967	21,298,438	1,329,904	70,241	13,590	22,860,140	2,219,053
17/18	327,905	18,507,404	209,587	65,010	317,445	19,427,351	2,601,283

**Comment:**

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

**Consultation:**

Senior Finance Officer.

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

**Environmental**

Not applicable to this specific recurring report.

**Economic**

Not applicable to this specific recurring report.

**Social**

Not applicable to this specific recurring report.

**Risk Implications:**

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

Risk Matrix

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

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

**Moved: Cr Richardson Seconded: Cr Major**

**Res 11/20**

**Decision:**

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

**Voting Requirements: Simple Majority**

**Carried: 7/0**

## **14.5 Budget Review 2019/2020 as at 31 December 2019**

<b>File Reference:</b>	<b>GR.RE.2</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Chief Executive Officer</b>
<b>Author:</b>	<b>Director Corporate and Community Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 February 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Statement of Budget Review – 31 December 2019 (ATTACHMENT BLACK)</b>
<b>Previous References:</b>	<b>Ordinary Meeting of Council held on the 18 December 2019 - Item 14.3</b>

### **Summary:**

This item is the statutory half yearly budget review and gives an indication and projection of the end of year financial position as at the review date. Based on current revenue and expenditure analysis and review of capital projects Council is projected to forecast a budgeted carry forward of a small surplus of \$150,035 as at 30 June 2020.

### **Background:**

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

There was a preliminary budget review undertaken by the Director of Corporate and Community using figures to 9 December 2019 and presented to council at the Ordinary Council Meeting 18 December 2019.

This statutory budget review was undertaken by the Director of Corporate and Community for the period ending 31 December 2019. The attached Budget Review Summary Report details the review undertaken and the results are hereby submitted to be received by Council.

### **Comment:**

The projections contained within the reports are based on estimates to the best of the knowledge of staff, which has involved a process of consulting with current accounts, forecasted expenditures and current budgets. These estimates do not guarantee that the 2019/2020 projected results will match the end of year result as there are many external influences that can have a bearing on Council's capacity or expenditure timing between now and 30 June 2020.

The budget review is presented by program of activity and a nature and type basis, with a summary of significant findings of \$10,000 and over as follows:

#### **Rate Revenue – Unfavourable \$3,000**

No significant items.

#### **Operating grants, subsidies and contributions – Unfavourable \$74,500**

Unfavourable: We've corrected a \$30,000 wind up contribution from Little Barrens that was counted twice. There has also been a lower than expected contribution of \$25,000 for participants of the Economic and Study,

#### **Fees and Charges – Unfavourable \$155,000**

Favourable: An increase in tip site gate fees of \$10,000; increase in sewerage related controlled waste income of \$12,000 and an additional estimated revenue from ground leases of \$30,000.

Unfavourable: Little Barrens income has been revised down by \$47,000 and aerodrome fees are revised down \$150,000 given corrections to income calculations.

Interest Earnings – Unfavourable \$20,000

Unfavourable: The later raising of rates, lower interest rates and restricted cash from recoverable WANDDRA funds has resulted in a lower estimate interest earning by \$20,000.

Other Revenue – Unfavourable \$45,000

Favourable: The Cub House will achieve additional rebate revenue of \$20,000.

Unfavourable: Galaxy gym revenue of \$67,000 has revised as an in-kind contribution.

Employee Costs – Favourable \$181,500

Favourable: There have been further savings across a number of work programs due to staff vacancies in the early part of the year or the timing of new positions being appointed, specifically Rangers \$13,000, Little Barrens \$20,000, The Cub House \$16,000, Works rental allowances \$10,000, Administration \$56,000, Little Barrens super \$11,000, Works Admin super \$20,000, Administration super \$13,000, also a lower estimate of outside protective clothing \$10,000.

Materials and Contracts – Favourable \$39,500

Favourable: Lower than expected cost for the preparation of the long term financial plan \$15,000; Lower than expected IT related subscriptions for the medical service \$15,000; Decreased Hopetoun recycling collection costs \$10,000; Reduced estimate on coastal infrastructure improvements \$10,000; Revision of Munglinup Library services \$21,000; Lower than expected Building Services cost \$10,000; Lower estimate on OSH activities \$11,000; Lower than expected IT Software training fees \$20,000 and Savings on Goldfields Records Project \$16,000.

Unfavourable: Increased cost of meeting and function catering expenses \$10,000; Additional cost of 5 yearly GRV Valuation expenses \$30,000; Additional estimate on preparation of Community Strategic Plan \$19,000 and Community Survey \$11,000 offset by other plan savings; Contract Ranger services during vacancies \$17,000 offset by savings in wages; Revised estimate on service of Munglinup Toilets \$12,000; Additional costs of pathworks and shade at Jubilee Park \$10,000, Increased estimate of Munglinup Parks services \$11,000 and Increased cost of Specialist Consultant Services for precinct application, leases, financial services and fuel tax review \$19,000.

Utility Charges – Unfavourable \$29,000

Unfavourable: Increased cost of telephone SMS cost of Harvest Fire Ban messaging \$12,000 and ongoing costs of upgraded telecommunications costs of data, bandwidth, NBN and 4G installations \$10,000.

Insurance Expenses – Unfavourable \$5,000

No significant items.

Other Expenses – Unfavourable \$4,000

Unfavourable: Increased bank charges from overdraft upgrade and on-going credit card merchant fees \$11,000.

Purchase Property Plant and Equipment – Favourable \$3,100

Favourable: Administration Office Toilet upgrade on hold \$10,000

Purchase and Construction of Infrastructure – Favourable \$111,000

Favourable: Savings on completion of Mallee Road construction materials reuse and contract services \$103,000.

**Consultation**

Executive Team.

**Statutory Environment:**

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

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

*\*Absolute majority required.*

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

**Policy Implications:**

Nil.

**Financial Implications:**

The proposed budget revisions identify an end of year forecast surplus of \$150,035.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

**Environmental**

There are no known significant environmental considerations.

**Economic**

There are no known significant economic considerations.

**Social**

There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (4)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence		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 Norman      Seconded: Cr Richardson      Res 12/20**

**Decision:**

- 1. Adopt the statutory half yearly budget review, as presented, for the period ended 31 December 2019 and endorse amending the budget and line items according to the attached review schedule for a forecast surplus of \$150,035.**
- 2. Request the Chief Executive Officer forward the results of the statutory budget review to the Department of Local Government Sport and Cultural Industries prior to 31 March 2020.**

**Voting Requirements: Absolute Majority      Carried: 7/0**

**15. DIRECTORATE OF TECHNICAL SERVICES**

Nil.

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

Nil.

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

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

**17.1 Elected Members**

**17.1.1 Cr Dunlop, Chief Executive Officer Performance Review, Independent Facilitator.**

**Moved: Cr Belli                      Seconded: Cr Major    Res: 13/20**

**Decision:**

**To accept this item being moved to Item 18.4.**

**Voting Requirements:    Absolute Majority    Carried: 7/0**

**17.1.2 Cr Norman attended the Galaxy Community Consultation Group.**

**Moved: Cr Belli                      Seconded: Cr Major    Res: 14/20**

**Decision:**

**That Council direct the Chief Executive Officer to contact Galaxy and ask for the Community Consultation Group terms of reference be reviewed, to include the Shire President as a Council Representative on the Group.**

**Voting Requirements:    Absolute Majority    Carried: 7/0**

**17.2 Officers**

Nil.



**18. MATTERS BEHIND CLOSED DOORS**

**Moved: Cr Belli**

**Seconded: Cr Goldfinch**

**Res: 15/20**

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 applied

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

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

**18.1 Confidential Item - Hopetoun Caravan Park Lease**

**File Reference: A741**  
**Location: Hopetoun Caravan Park – Hopetoun**  
**Applicant: N/A**  
**Author: Chief Executive Officer**  
**Authorising Officer: Chief Executive Officer**  
**Date: 12 February 2020**  
**Disclosure of Interest: Nil**  
**Attachments: Nil**  
**Previous Reference: Ordinary Meeting of Council held on the 18 November 2010 – Item 10.4.6**

**Moved: Cr Belli**

**Seconded: Cr Goldfinch**

**Res: 16/20**

**Decision:**

**That Council:**

- A. Endorse the Chief Executive Officer negotiating and facilitating a new 21 year lease with any prospective purchaser once the Hopetoun Caravan Park is under offer.
- B. Endorse the Chief Executive Officer advising any prospective purchaser seeking a new lease agreement that the following conditions need to be addressed and included:
  1. Inclusion of a Business Plan with the presentation of supporting financials.
  2. A list of Caravan Park improvements and upgrades supported by the Business Plan including a delivery timeline and implementation plan.
  3. Set Key Performance Indicators (KPI's) to measure the items identified in Point 2.
  4. Requirement of a Bank Guarantee to ensure the items identified in point 1 and 2 are delivered as per any new lease agreement.
- C. Request the Chief Executive Officer to present any proposed new lease agreement back to Council for consideration before the surrender of the existing lease.

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

**18.2 Confidential Item - Tender 01-2019/20 Lease of Farmland Floater Road**

**File Reference:** CA.TE.1  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 12 February 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Draft ground lease  
Deposited Plan 414403  
Tender submissions (ATTACHMENT WHITE)  
**Previous References:** Nil

**Moved:** Cr Norman      **Seconded:** Cr Mudie      **Res:** 17/20

**Decision:**

1. Accept the tender of Merhavia Farms for the land shown as Lot 302 and Lot 303 on Deposit plan 414403 as outlined within this report.
2. Authorise the Chief Executive Officer to negotiate a farmland lease document with the successful tenderer.
3. Endorse the Shire President and Chief Executive Officer to sign any required documentation relating to this matter and execute the common seal as required.

**Voting Requirements:** Absolute Majority      **Carried:** 7/0

**18.3 Tender 02-2019/20 Lease of Farmland – Ravensthorpe Airport**

**File Reference:** CA.TE.1  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 12 February 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Draft ground lease  
Tender submissions (ATTACHMENT LIGHT GREEN)  
**Previous References:** Nil

**Moved:** Cr Norman      **Seconded:** Cr Goldfinch      **Res:**18/20

**Decision:**

**That Council:**

1. Accept the tender of Pasaz Enterprises Pty Limited as outlined within this report.
2. Authorise the Chief Executive Officer to negotiate a farmland lease document with the successful tenderer.
3. Endorse the Shire President and Chief Executive Officer to sign any required documentation relating to this matter and execute the common seal as required.

**Voting Requirements:** Absolute Majority      **Carried:** 7/0

7.17pm DCCS - Les Mainwaring, DTS - Graham Steel and EA - Jane Morgan left the meeting and did not return.

**18.4 Previously item 17.1.1 moved to Item 18.4 – Meeting Behind Closed Doors**

**Moved: Cr Mudie**

**Seconded: Cr Belli**

**Res: 19/20**

**Cr Dunlop, Chief Executive Officer Performance Review, Independent Facilitator.**

**Decision:**

**That Council endorses:**

- 1. John Phillips Consulting to undertake the Chief Executive Officer 2020 Annual Performance Review.**
- 2. The Chief Executive Officer performance review committee to review the tabled proposal and to finalise the document objectives with the Chief Executive Officer and Council.**
- 3. Authorise the Chief Executive Officer to negotiate a farmland lease with the successful tenderer.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

**Moved: Cr Norman**

**Seconded: Cr Richardson**

**Res: 20/20**

**Council decision: Move out from behind closed doors and the meeting be declared back open to the public.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

**19. GENERAL BUSINESS**

Nil.

**20. CLOSURE OF MEETING**

The Presiding Member to declare the meeting closed at 7.28pm.

# ATTACHMENT



## Ravensthorpe - Compliance Audit Return 2019

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A		Les Mainwaring
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A		Les Mainwaring
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A		Les Mainwaring
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		Les Mainwaring
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Les Mainwaring



<b>Delegation of Power / Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A	No delegations to committee	Les Mainwaring
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		Les Mainwaring
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		Les Mainwaring
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Les Mainwaring
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	N/A		Les Mainwaring
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Les Mainwaring
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		Les Mainwaring
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Les Mainwaring
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Les Mainwaring
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes		Les Mainwaring
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		Les Mainwaring
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes		Les Mainwaring
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		Les Mainwaring

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Les Mainwaring
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Les Mainwaring



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		Les Mainwaring
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A		Les Mainwaring
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		Les Mainwaring
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes		Les Mainwaring
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes		Les Mainwaring
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Les Mainwaring
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		Les Mainwaring
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes		Les Mainwaring
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Les Mainwaring
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes		Les Mainwaring
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes		Les Mainwaring
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	N/A		Les Mainwaring
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes		Les Mainwaring



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

No	Reference	Question	Response	Comments	Respondent
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Les Mainwaring
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes		Les Mainwaring
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	N/A		Les Mainwaring
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Les Mainwaring

**Disposal of Property**

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	N/A		Les Mainwaring
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Les Mainwaring

**Elections**

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	No	Already existing	Les Mainwaring
2	Elect Reg 30G(3) & (4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	No	Nothing in register to remove	Les Mainwaring





<b>Finance</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Les Mainwaring	
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Les Mainwaring	
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	N/A	OAG	Les Mainwaring	
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	N/A	OAG	Les Mainwaring	
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Les Mainwaring	
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes		Les Mainwaring	
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes		Les Mainwaring	
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	Yes		Les Mainwaring	
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Les Mainwaring	
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Les Mainwaring	
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Les Mainwaring	



No	Reference	Question	Response	Comments	Respondent
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Les Mainwaring
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes	OAG	Les Mainwaring
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes	OAG	Les Mainwaring

### Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	No	Community consultation has taken place in early 2020	Les Mainwaring
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	No	Community consultation has taken place in early 2020	Les Mainwaring
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	No	Community consultation has taken place in early 2020	Les Mainwaring
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments.  Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	No	Community consultation has taken place in early 2020	Les Mainwaring
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	No	Community consultation has taken place in early 2020	Les Mainwaring
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	No	Community consultation has taken place in early 2020	Les Mainwaring
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	No	Community consultation has taken place in early 2020	Les Mainwaring



<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes	OCM 15.11.18 Item 13.1.1	Les Mainwaring
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	Yes		Les Mainwaring
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	Yes		Les Mainwaring
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	Yes		Les Mainwaring
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	Yes		Les Mainwaring



<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A		Les Mainwaring
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes		Les Mainwaring
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		Les Mainwaring
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes		Les Mainwaring
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes		Les Mainwaring
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes		Les Mainwaring



<b>Optional Questions</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	No	Planned 2020	Les Mainwaring
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	No	Planned 2020	Les Mainwaring
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes		Les Mainwaring
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	No	Approved extension 25.10.19	Les Mainwaring

<b>Tenders for Providing Goods and Services</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		Les Mainwaring
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	N/A		Les Mainwaring
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Les Mainwaring
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Les Mainwaring



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

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	Yes		Les Mainwaring
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Les Mainwaring
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		Les Mainwaring
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Les Mainwaring
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Les Mainwaring
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Les Mainwaring
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	Yes		Les Mainwaring
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A		Les Mainwaring
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A		Les Mainwaring
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A		Les Mainwaring
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	N/A		Les Mainwaring
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	N/A		Les Mainwaring
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A		Les Mainwaring



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

No	Reference	Question	Response	Comments	Respondent
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A		Les Mainwaring
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A		Les Mainwaring
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A		Les Mainwaring
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Les Mainwaring
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A		Les Mainwaring
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A		Les Mainwaring
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	N/A		Les Mainwaring
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes		Les Mainwaring
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes		Les Mainwaring



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

No	Reference	Question	Response	Comments	Respondent
27	F&G Reg 11A	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	Yes		Les Mainwaring

I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, Ravensthorpe

\_\_\_\_\_  
Signed CEO, Ravensthorpe



# ATTACHMENT

# Conserving the Cocanarup – Kundip area - and its Carnaby's

*And introducing the Cocanarup Conservation Alliance Inc.*



*Protecting and promoting the environmental and cultural integrity of the Ravensthorpe region*

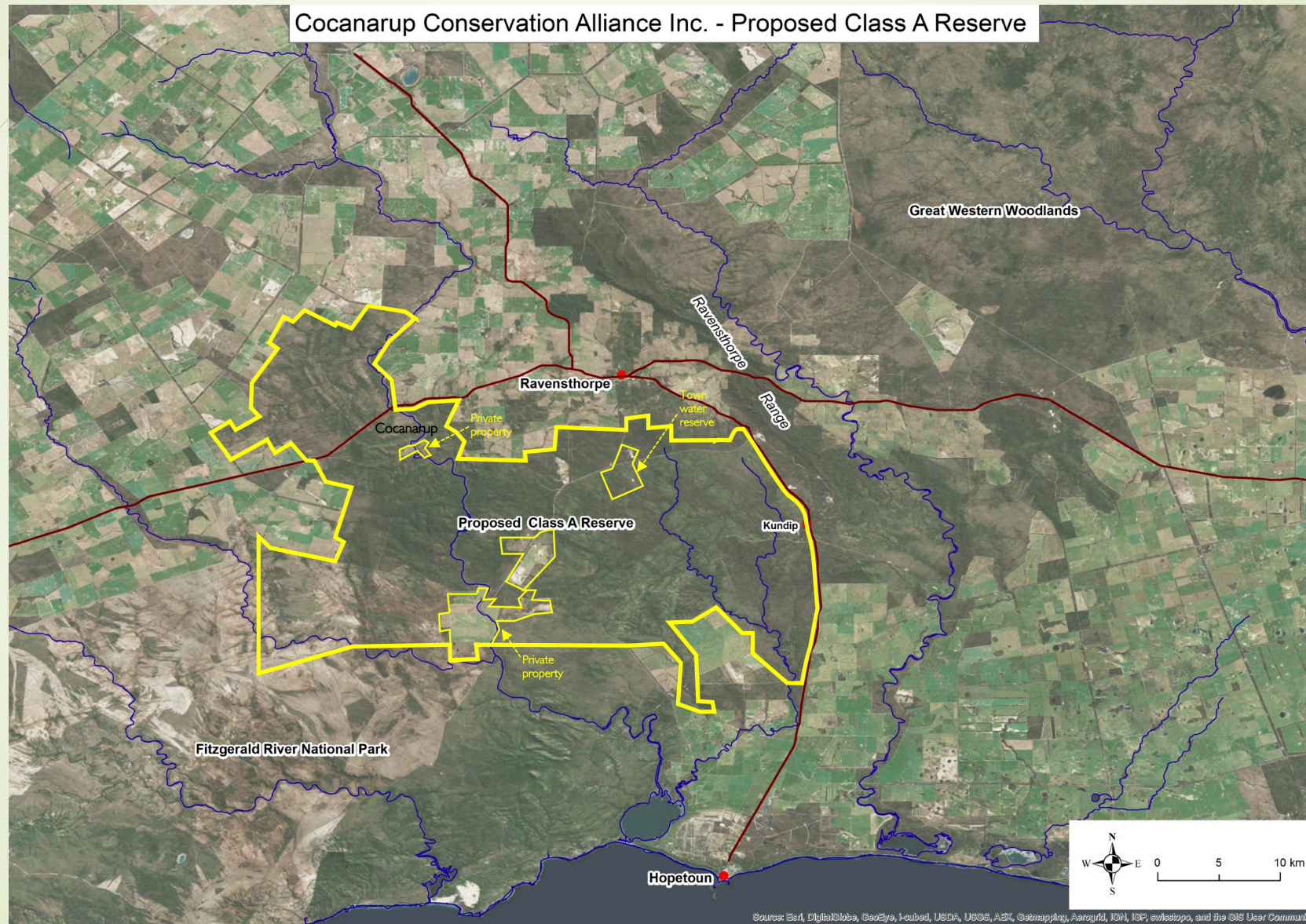


## About the Cocanarup Conservation Alliance Inc.

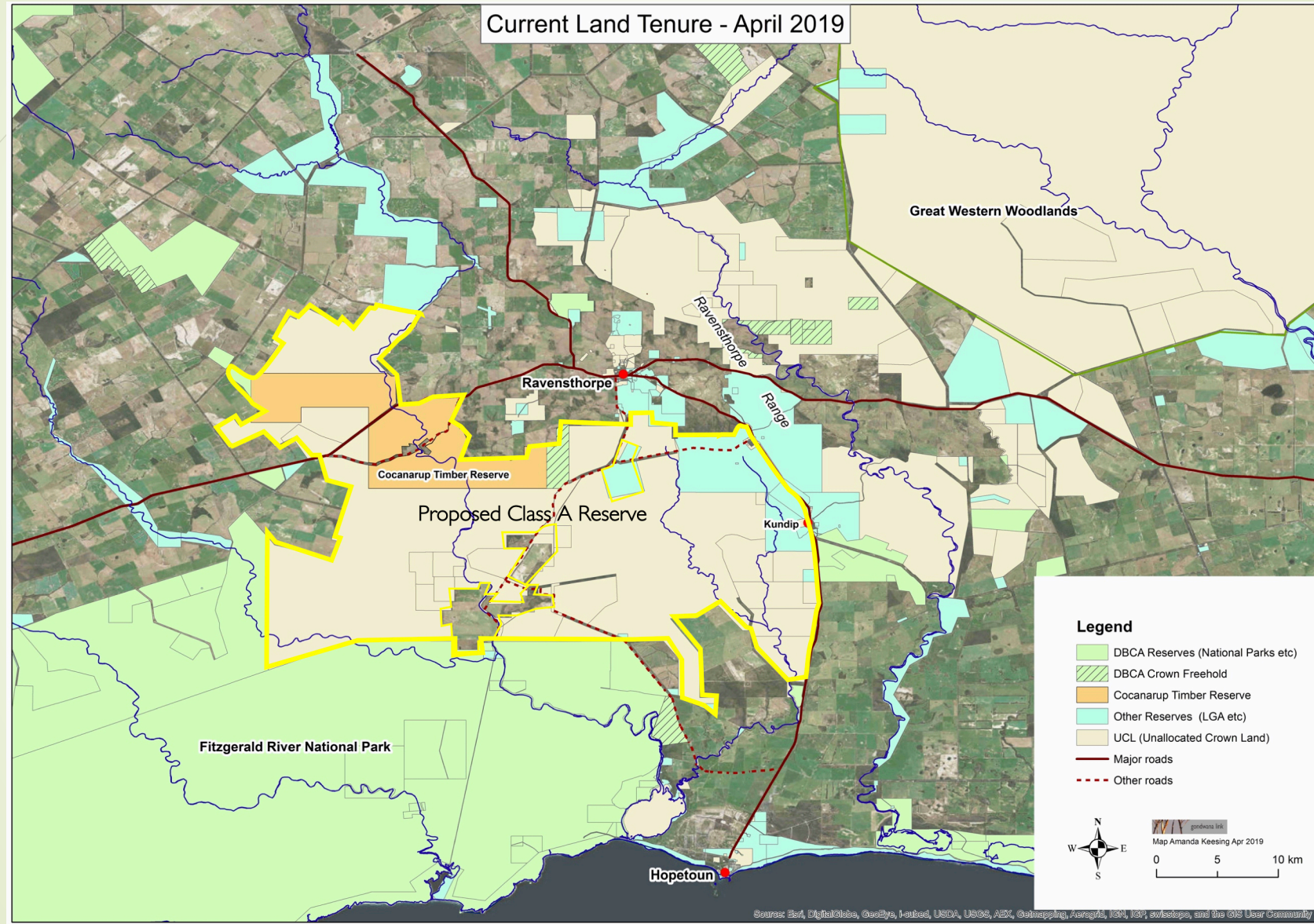
- Born of community concern about exploration in Cocanarup in 2017
- Became an incorporated organisation May 15<sup>th</sup>, 2019
- Developed the comprehensive CCA website
- Lobbied for a moratorium on exploration activity and met mining companies
- Lodged a full submission to Government for the “Cocanarup – Kundip Class A Reserve”
- Membership is currently 90 individuals and 12 organisations – and growing



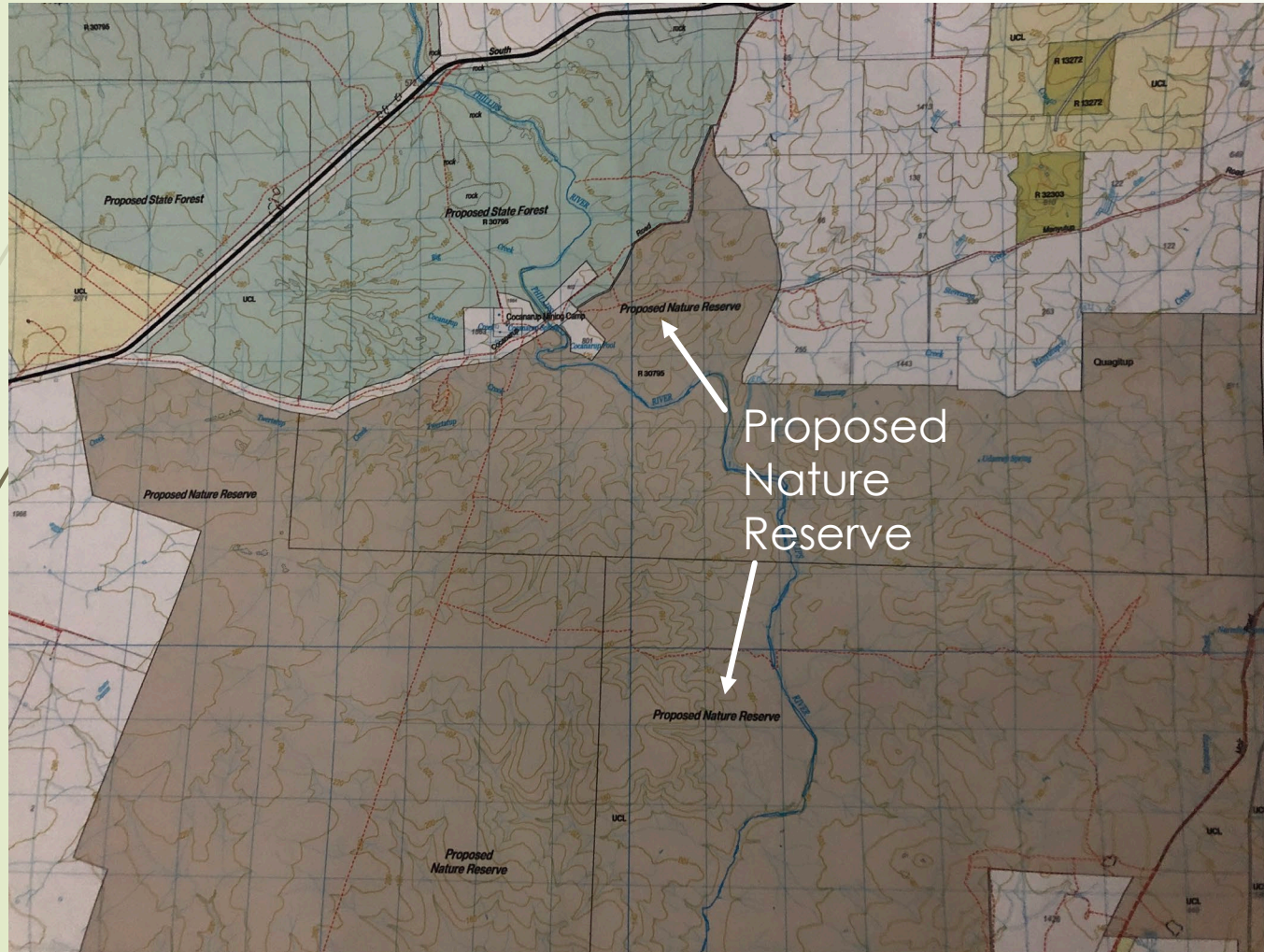
# The proposed Cocanarup - Kundip Class A Reserve



# Current tenure proposed Cocanarup - Kundip Class A Reserve



It may be mostly UCL now  
- but what should it really be?



## DBCA's view:

1. 1992 South Coast Region Management Plan: *Proposed Nature Reserve*
2. DBCA's own current field maps (see left)
3. DBCA Regional Manager: "Class A Reserve at least as far north as Highway" (April 2019)



## So, why should it be “Class A Reserve”?

The largest stand of intact and  
mature salmon gum woodland in  
the agricultural area (+/- 1000ha)





## Carnaby's survival equation

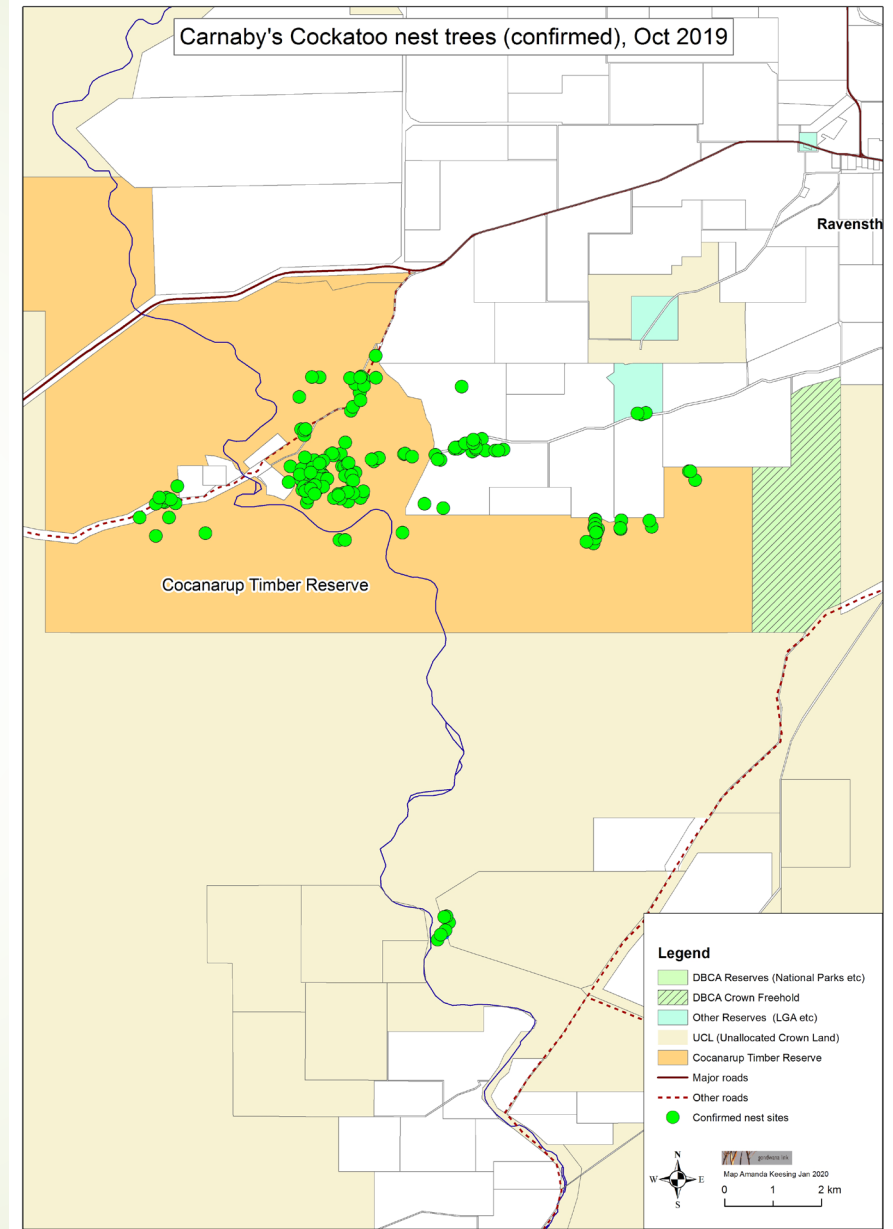
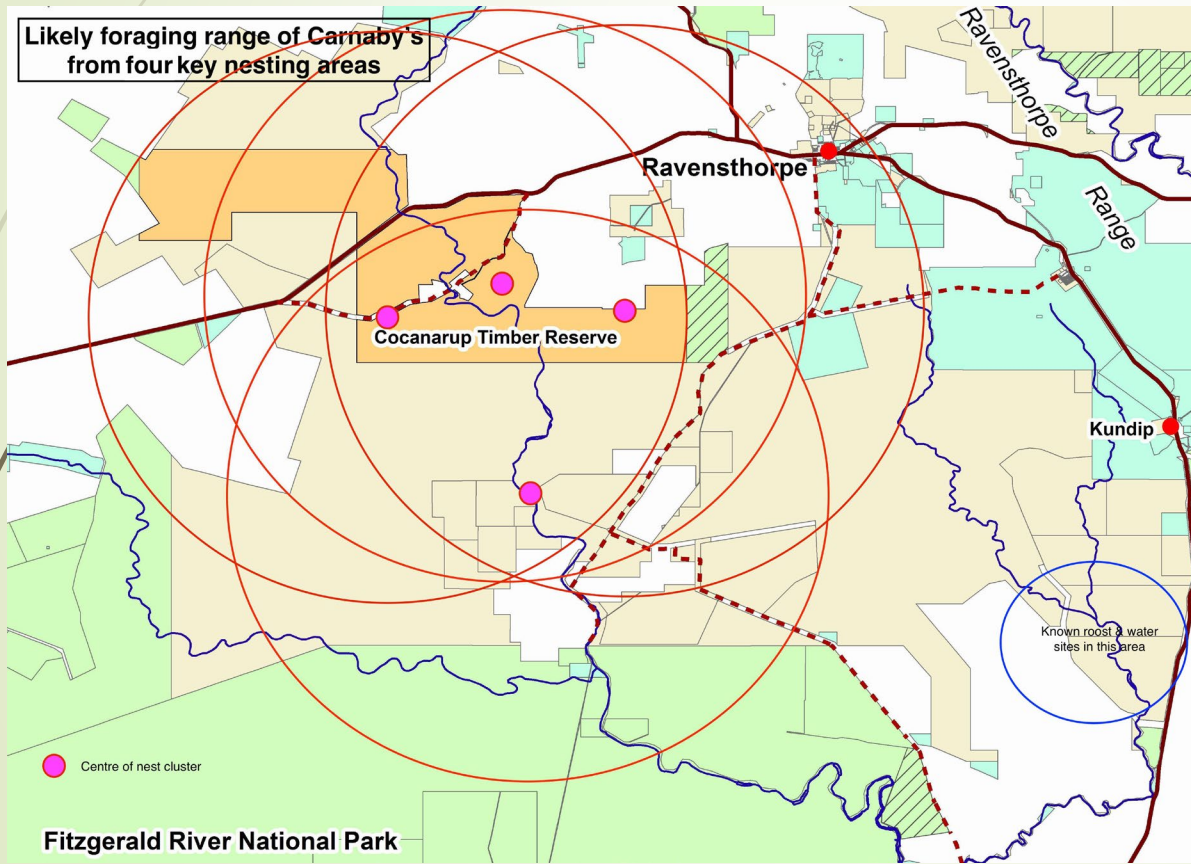
- Mature salmon gums & nest hollows
- Adequate food, water & roost sites
  - Happy Carnaby's
  - Healthy chicks
- Survival of the population & species





# Nest tree locations

## Foraging & roosting zones





A home for other endangered critters too...





Diversity comes in all shapes and sizes, from the small scale...





... to the  
much, much  
larger.

*“A river is  
more than  
an amenity,  
it is a  
treasure.”*

Oliver  
Wendell  
Holmes



# We were not the first to value this landscape

- Cartacup Pool
- Jackilup Creek
- Cocanarup Spring
- Twertatup Creek
- Udarrup Spring
- Manyutup Creek
- Quagitup
- Norndup Spring
- Kybalup Creek
- Carracarrup Pool
- Yarracarrup Creek
- Cowerdup





*"Now our ancestors' restless spirits can rest peacefully..."*



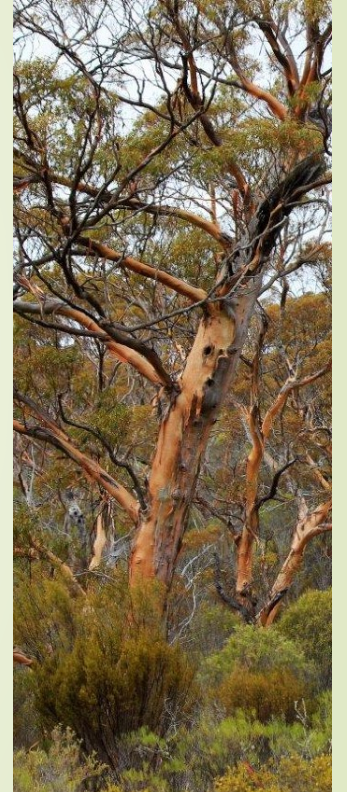


And whitefellas, too...



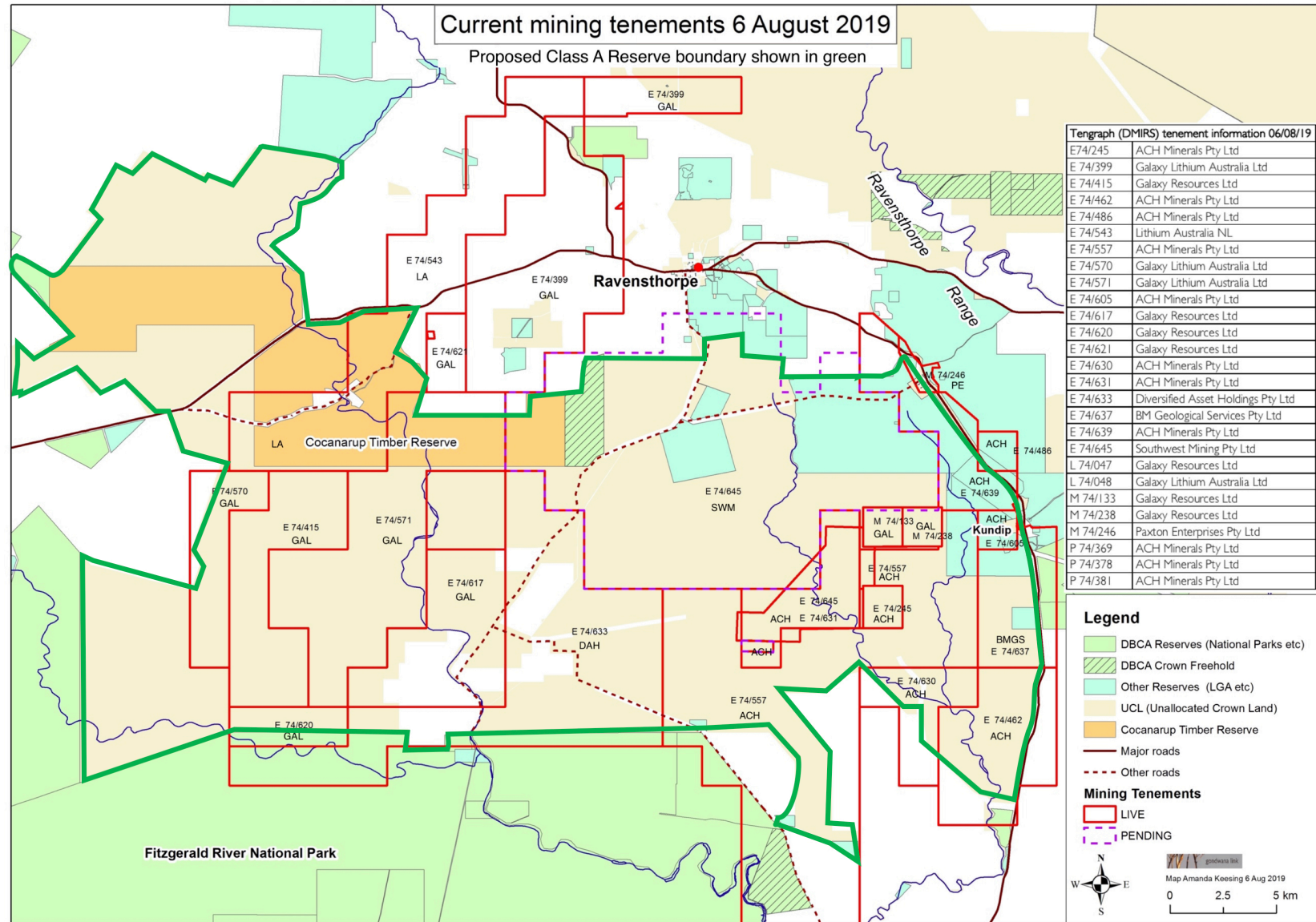
# So, we celebrate the many values of the Cocanarup – Kundip area

- Its diversity of landscape, geology, vegetation and fauna – and its sheer size
- Its remarkable intactness – and the big-picture connections it provides
- Its crucial role as a nest, forage and roost site for endangered Carnaby's
- Its hosting of populations of other endangered / vulnerable species
- Its place in Noongar culture, from millennia before European settlement
- Its place in European settlement history – and the history of our Shire
- Its place in our community as an outlet for recreation – and re-creation
- These are just some of the values that have led to the area repeatedly being listed as “Proposed Nature Reserve” for more than 25 years now



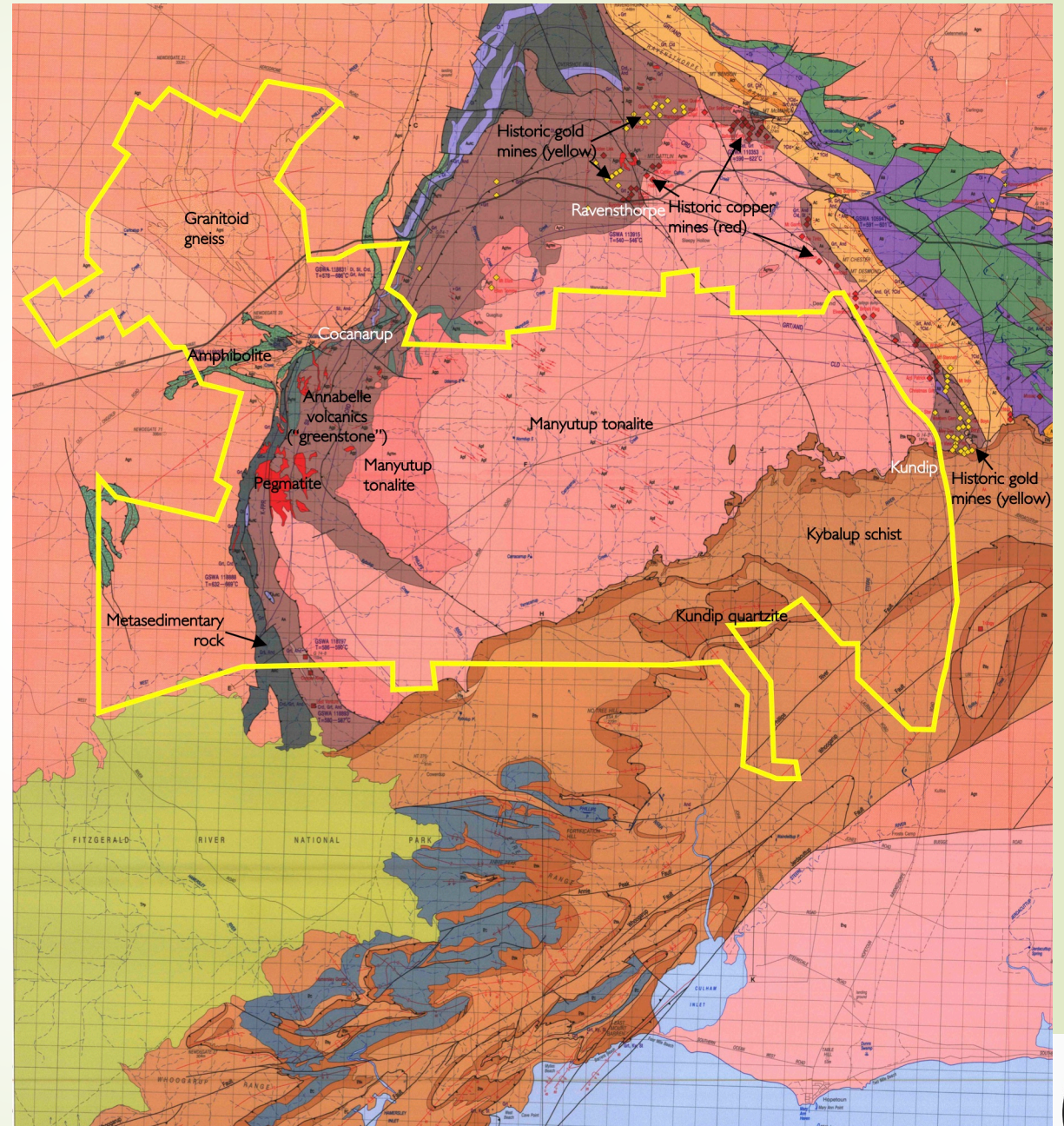


# But others see potential value in it too...



A historical perspective of “mineral prospectivity”

And some basic geology of the area



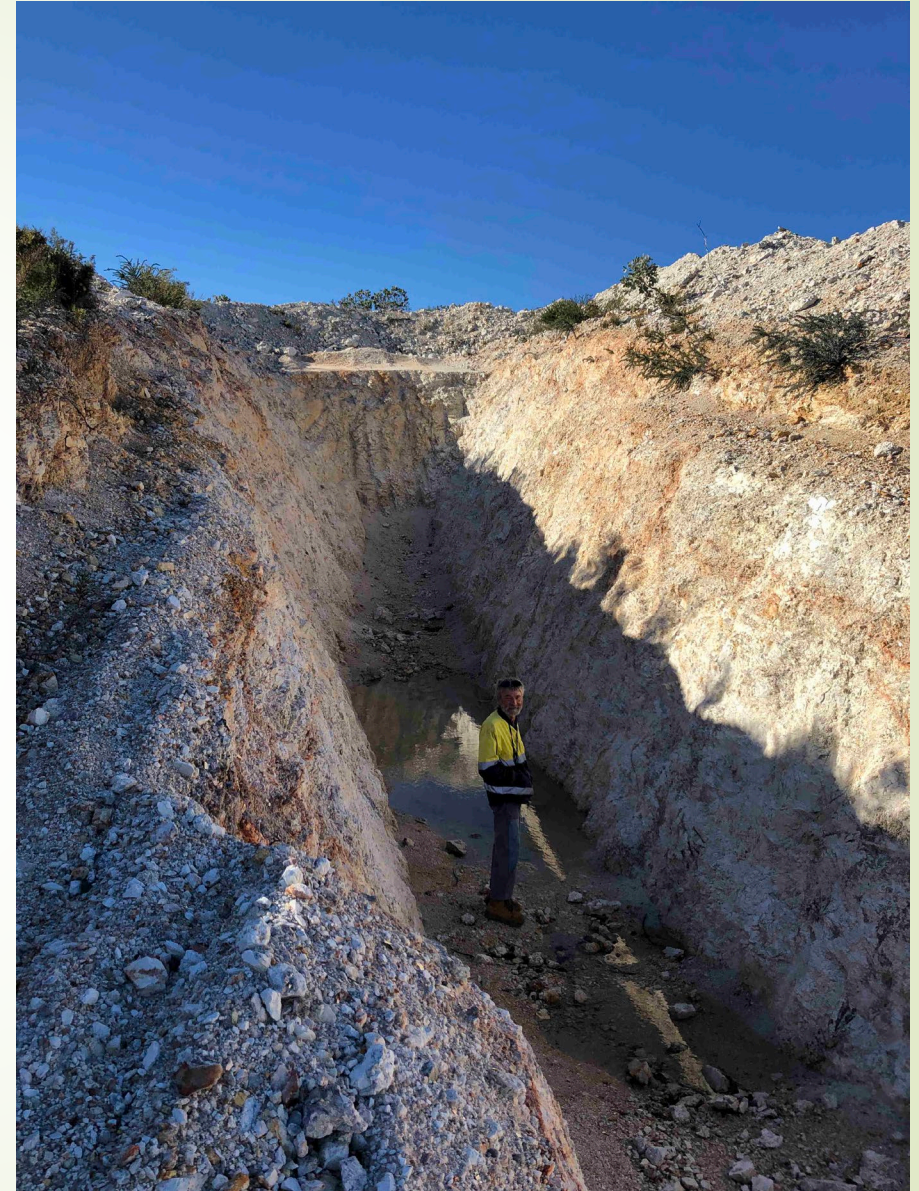


Exploration activity, 2017,  
Deep Purple & Bakers Hill  
North-east prospects





... and west of the river,  
Horseshoe prospect,  
also 2017





Despite this, mining is not “the enemy”

- ▶ We accept that mining is part of life, business and industry – and has been a part of this region for decades
- ▶ We acknowledge that some people - and some businesses - in the Shire benefit from mining

However

- ▶ We believe that the KNOWN natural and cultural values of the area significantly outweigh the POTENTIAL mineral values – and that it therefore should be set aside for conservation

# So, what have the politicians said?

- ▶ Minister Dawson's response to BirdLife Australia letter (Jan 2019)

Minister's response (excerpt): *"I have asked the Department of Biodiversity, Conservation and Attractions (DBCA) to investigate reservation of this area for conservation under the Conservation and Land Management Act 1984."*

- ▶ Premier's response to our early communications (Apr 2019)

*"Please be assured that this government will ensure that any development in this area is only undertaken if the important values can be adequately protected."*

- ▶ Minister Dawson's response to BirdLife Australia (July 2019)

*"There is clearly substantial interest in this matter from the community, with this office having received numerous letters on the issue."*

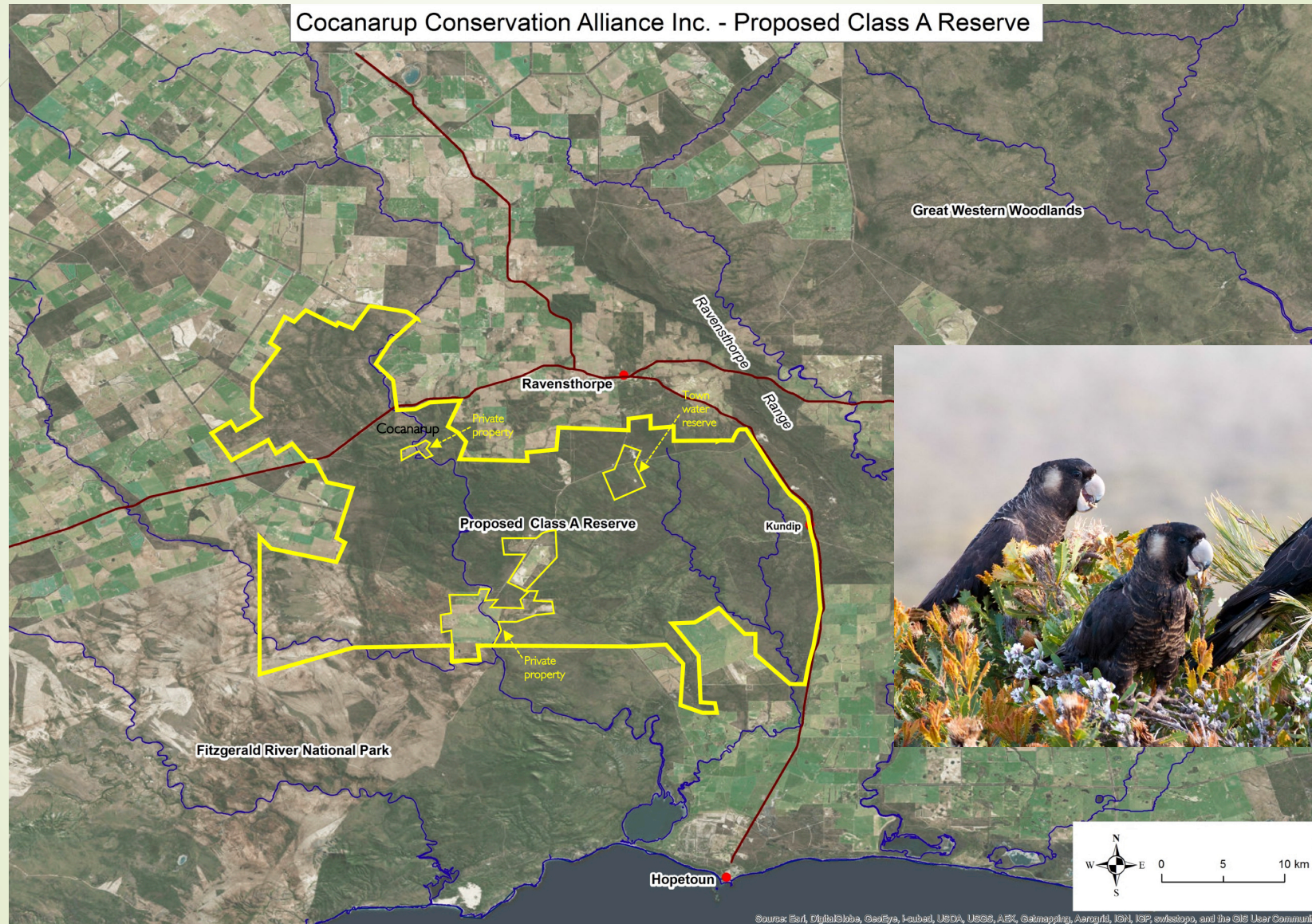


# Plan For Our Parks – the way forward

- A State Government initiative to add 5 million hectares to the conservation estate in 5 years
- Within this process CCA has lodged a 56 page “Proposal for the Cocanarup – Kundip Class A Reserve”
- Assessments are currently being undertaken by an interdepartmental panel of senior bureaucrats
- Recommendations will be made to Cabinet in coming months
- Now is the time for maximum support.



# A reminder of the long-term goal



Source: Esri, DigitalGlobe, GeoEye, iSat, USDA, USGS, AeroGRID, IGN, IGP, swisstopo, and the GIS User Community







Okay, now what? □



*Protecting and promoting the environmental and cultural integrity of the Ravensthorpe region*

**ATTACHMENT**



Our Ref

Your Ref

FG:ACB:MCLE:220

29 March 2018

Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

***By email & post: [shire@ravensthorpe.wa.gov.au](mailto:shire@ravensthorpe.wa.gov.au)***

Dear Sir/Madam

### **PEXA Authorisation and Verification of Identity**

As you may be aware, specific documents such as Withdrawal of Caveats, Caveats and Transfer of Lands are now required to be lodged through the electronic lodgement network operator (**PEXA**).

PEXA is affiliated with Landgate and is a secure e-Conveyancing platform which enables lawyers, conveyancers and financial institutions to transact online. Landgate documents that are lodged electronically occur in real time. This means that a purchaser/caveator's interest will be registered against the title immediately at settlement rather than days or weeks after as it takes currently due to Landgate examination and processing.

PEXA is already used by all of the major banks and the majority of lawyers and conveyancers in Western Australia. Landgate has announced that electronic conveyancing through PEXA will be mandatory on **1 May 2018** for a number of Landgate documents. At this stage the Shire should only be concerned about Withdrawal of Caveats, Caveats and Transfers of Lands. We will keep the Shire updated regarding Landgate's requirements and will address other documents on a case by case basis.

In addition to the standard Landgate document lodgement fees, PEXA charge a fee per document. In most cases the additional PEXA fees will be:

Transfer of Land (one title) - \$112.64  
Withdrawal of Caveat (one title) - \$15.84  
Caveat (one title) - \$15.84

If more than one lot is being transferred or the Withdrawal of Caveat and Caveat are part of a financial settlement PEXA charges additional fees. In most circumstances the Withdrawal of Caveat and Caveat fees will be paid by the landowner upfront into our trust account.

In order for our firm to transact electronically on the Shire's behalf we require the Shire to complete a client authorisation form.



**McLEODS**  
BARRISTERS & SOLICITORS

Stirling Law Chambers  
220 Stirling Highway  
Claremont WA 6010  
Tel (08) 9383 3133  
Fax (08) 9383 4935  
Email: [mcleods@mcleods.com.au](mailto:mcleods@mcleods.com.au)

We have **enclosed** the terms of the client authorisation form but would like to explain further as it is important that the Shire understands what it is authorising McLeods to do on its behalf. At present for the Shire to buy or sell land/property we require the Shire to sign a Transfer of Land document. Similarly, the Shire signs all Withdrawal of Caveat documents. On receipt of the signed documents from the Shire we attend Landgate in Perth and lodge the documents for registration.

Essentially, by signing the client authorisation form the Shire is allowing McLeods to sign these documents on its behalf. The Shire will no longer be required to sign Transfer of Land and Withdrawal of Caveat documents. In fact these Landgate forms will no longer be used as in most circumstances all information is submitted through PEXA making paper documents redundant. On receipt of the Shire authorisation Fiona Grgich of our firm will have the authority to electronically sign the Shire's documents on its behalf.

The Shire has a number of options when it comes to what type of authorisation it wishes to grant our firm. It is also important to note that the Shire has the right to revoke its authorisation at any time. Here is an outline of the Shire's options:

#### **Option 1 – Standing Authority**

By selecting Standing Authority with no revocation or expiry date the Shire is permitting McLeods to sign all Caveat, Withdrawal of Caveat and/or Transfer documents on its behalf without the need for further authorisation from the Shire.

#### **Option 2 – Standing Authority with expiry date**

By selecting Standing Authority and entering a date in which the authority expires the Shire is permitting McLeods to sign all Caveat, Withdrawal of Caveat and/or Transfer documents on its behalf without the need for further authorisation from the Shire until the expiry date at which time we will need to request additional authorisation.

#### **Option 3 – Specific Authority**

By selecting Specific Authority the Shire is only providing its authorisation for a Withdrawal of Caveat, Caveat and/or Transfer of Land associated with a particular matter. The Shire should choose this option if it wishes to complete a client authorisation for each individual matter as they arise.

Should the Shire choose to provide a Standing Authority (without expiration) we confirm that we will seek confirmation from the Shire by email or phone before electronically executing documents on its behalf.

PEXA requires the identity of the person who signs the authority to be verified. Due to fraud cases linked to identity theft, Landgate has updated its verification of identity practice and is now requiring lawyers and conveyancers to verify the identity of their clients prior to registering any Withdrawal of Caveat and Caveat document. This is in addition to any transfer of land which has been compulsory for some time now.

As this additional requirement is now compulsory we would like to verify the identity of the Shire's signatories in advance so that we are in a position to register withdrawal of caveat, caveat or transfer of land documents on the Shire's behalf when matters arise. We are required to register the Shire's documents together with a statement signed by Fiona Grgich declaring that she has identified the Shire.

As it is inconvenient and costly to our clients for our firm to visually identify local government signatories it is more appropriate for us to appoint an identifier. The identifier must be someone we trust and know and Fiona has advised that she would like the personal assistant to the CEO to do the identifying on her behalf. If you would prefer that another officer be appointed as an identifier could you please let me know, I will seek approval from Fiona and amend our documents.

As the Shire's signatories have the authority to sign Landgate documents and have signed the most recent document on the Shire's behalf we will require their identities to be verified. Please note that further verifications may be required in the future as authorised signatories at the Shire change. We will routinely review documents signed by the Shire to ensure that we hold the appropriate proof of identity. To accurately verify their entities and comply with Landgate's practices please follow the following procedure:

- (a) They will need to provide their current passport & Australian driver's licence/or Australian proof of age card;
- (b) you should take a copy of the original identity documents, sign your name and date each photocopy stating that it is a true copy of the original (please provide us with a copy of this for our records);
- (c) you will need to meet face to face with the signatories to ensure that you are satisfied that they appear to have similar facial characteristics as those depicted in the identity documents provided to you;
- (d) you should witness the execution of a document to ensure that their signatures match that on the identity documents; and
- (e) once you are satisfied that they have been visually identified please complete, date and sign the **attached** Identifier's Certificate and email a copy to us.

If they do not have a passport and/or driver's licence please refer to the table below for options:

Table 2 – Verification conducted Inside Australia

Category	Minimum Document Requirements
1	1. Australian Passport <u>plus</u> 2. Australian Drivers Licence <u>or</u> Australian Proof of Age Card with Photo
2	1. Australian Passport <u>plus</u> 2. Birth <u>or</u> Citizenship <u>or</u> Descent Certificate <u>or</u> Resident Visa (with change of name or marriage certificate if necessary) <u>plus</u> 3. Medicare <u>or</u> Centrelink <u>or</u> Department of Veterans Affairs (DVA) Card
3	1. Australian Drivers Licence <u>or</u> Australian Proof of Age Card with Photo <u>plus</u> 2. Birth <u>or</u> Citizenship <u>or</u> Descent Certificate <u>or</u> Resident Visa (with change of name or marriage certificate if necessary) <u>plus</u> 3. Medicare <u>or</u> Centrelink <u>or</u> Department of Veterans Affairs (DVA) Card
4	1. Declaration of Identity <u>plus</u> 2. Birth <u>or</u> Citizenship <u>or</u> Descent Certificate <u>or</u> Resident Visa (with change of name or marriage certificate if necessary) <u>plus</u> 3. Medicare <u>or</u> Centrelink <u>or</u> Department of Veterans Affairs (DVA) Card
5	1. Foreign Passport <u>plus</u> 2. Visa <u>plus</u> 3. Current Rates Notice for the property issued by the local government <u>and</u> drivers licence (if verification conducted in Australia)



**Note:**

*If the land owner does not have a current Rates Notice, a letter from the relevant local government stating the name of the land owner (s) as recorded on the local government records will suffice.*

We understand that these requirements are particularly onerous. Unfortunately, we must satisfy each of these requirements in order for PEXA and Landgate to allow the electronic signing and registration of documents.

We look forward to the receipt of the Shire's further instructions.

Should you wish to discuss the any of the above, please do not hesitate to contact Fiona Grgich or Anita Brocklehurst of this office.

Yours faithfully



**Fiona Grgich**  
**Partner**

Contact: Fiona Grgich  
Email: [fgrgich@mcleods.com.au](mailto:fgrgich@mcleods.com.au)

Enc. Client Authorisation Form  
Terms of Client Authorisation  
Identifiers Certificate



## IDENTIFIER'S CERTIFICATE

I, [Identifier's Name], care of the [Local Government], [Address], Western Australia hereby certify that:

- (a) This identification relates to [Full Name] of care of the [Local Government], [Address], Western Australia.
- (b) The identification was carried out on [Date] in [Suburb], Western Australia.
- (c) The identification documents as listed below were produced to me and appear to be genuine originals.
- (d) The person being identified appears to have similar facial characteristics as the person in the photographs included in the original identity documents referred to in item (c) above.
- (e) The Verification of Identity has been conducted in accordance with the Western Australian Commissioner of Titles and Registrar of Titles Joint Practice for Verification of Identity.

Dated this day

Identifier's Signature: .....

Contact Telephone Number: [Local Government's contact number]

List of identification documents produced (see item (c) above):

Description of Identity documents to be stated and copy of Passport and Drivers Licence to be attached to Certificate.

1. Australian Passport
2. Driver's Licence

When this form is signed, the Representative is authorised to act for the Client in a Conveyancing Transaction(s).

Privacy Collection Statement: The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

Representative Reference:

CLIENT DETAILS

	CLIENT 1	CLIENT 2
NAME	_____	_____
ACN/ARBN	_____	_____
ADDRESS	_____	_____

TRANSACTION DETAILS

AUTHORITY TYPE     SPECIFIC AUTHORITY     STANDING AUTHORITY     BATCH AUTHORITY

(set out conveyancing transaction details below)    ends on revocation or expiration date: \_\_\_/\_\_\_/\_\_\_    (attach details of conveyancing transaction(s))

(tick relevant conveyancing transaction(s) below)

	CONVEYANCING TRANSACTION(S) 1	CONVEYANCING TRANSACTION(S) 2
PROPERTY ADDRESS	_____	_____
LAND TITLE REFERENCE(S) (and/or property description)	_____	_____
CONVEYANCING TRANSACTION(S)	<input type="checkbox"/> TRANSFER <input type="checkbox"/> MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> PRIORITY/ SETTLEMENT NOTICE <input type="checkbox"/> DISCHARGE/ RELEASE OF MORTGAGE <input type="checkbox"/> WITHDRAWAL OF CAVEAT <input type="checkbox"/> OTHER	<input type="checkbox"/> TRANSFER <input type="checkbox"/> MORTGAGE <input type="checkbox"/> CAVEAT <input type="checkbox"/> PRIORITY/ SETTLEMENT NOTICE <input type="checkbox"/> DISCHARGE/ RELEASE OF MORTGAGE <input type="checkbox"/> WITHDRAWAL OF CAVEAT <input type="checkbox"/> OTHER
ADDITIONAL INSTRUCTIONS	_____	

CLIENT AUTHORISATION AND SIGNING

	CLIENT 1 / CLIENT AGENT 1	CLIENT 2 / CLIENT AGENT 2
I CERTIFY that:	(a) I am the Client or Client Agent; and (b) I have the legal authority to instruct the Representative in relation to the Conveyancing Transaction(s); and (c) If I am acting as a Client Agent that I have no notice of the revocation of my authority to act on behalf of the Client.	
I AUTHORISE the Representative to act on my behalf, or where I am a Client Agent to act on behalf of the Client, in accordance with the terms of this Client Authorisation and any Participation Rules and any Prescribed Requirement to:	(a) sign Documents on my behalf as required for the Conveyancing Transaction(s); and (b) submit or authorise submission of Documents for lodgment with the relevant Land Registry; and (c) authorise any financial settlement involved in the Conveyancing Transaction(s); and (d) do anything else necessary to complete the Conveyancing Transaction(s).	
	_____ DATE / / <b>SIGN HERE</b>	_____ DATE / / <b>SIGN HERE</b>
	CLIENT/CLIENT AGENT NAME _____ CAPACITY _____ AUSTRALIAN CONSULAR OFFICE WITNESS (if applicable) NAME _____ DATE _____	CLIENT/CLIENT AGENT NAME _____ CAPACITY _____ AUSTRALIAN CONSULAR OFFICE WITNESS (if applicable) NAME _____ DATE _____

REPRESENTATIVE DETAILS AND SIGNING

	REPRESENTATIVE	REPRESENTATIVE AGENT (if applicable)
NAME	Fiona Grgich (McLeods Barristers & Solicitors)	_____
ACN/ARBN	28 199 679 234	_____
ADDRESS	220 Stirling Highway CLAREMONT WA 6010	_____
I/We CERTIFY that reasonable steps have been taken to ensure that this Client Authorisation was signed by each of the Persons named above as Client or Client Agent.		
SIGNATURE OF REPRESENTATIVE OR REPRESENTATIVE AGENT IF APPLICABLE:	_____	
	_____ DATE / / <b>SIGN HERE</b>	_____ DATE / / <b>SIGN HERE</b>
	SIGNATORY NAME: Fiona Grgich CAPACITY: Partner	SIGNATORY NAME: CAPACITY:

## **Terms of this Client Authorisation**

### **1 What is Authorised**

The Client authorises the Representative to act on behalf of the Client in accordance with the terms of this Client Authorisation and any Participation Rules and any Prescribed Requirement to:

- (a) sign Documents on the Client's behalf as required for the Conveyancing Transaction(s); and
- (b) submit or authorise submission of Documents for lodgment with the relevant Land Registry; and
- (c) authorise any financial settlement involved in the Conveyancing Transaction(s); and
- (d) do anything else necessary to complete the Conveyancing Transaction(s).

The Client acknowledges that the Client is bound by any Documents required in connection with a Conveyancing Transaction that the Representative signs on the Client's behalf in accordance with this Client Authorisation.

### **2 Mortgagees**

Where:

- (a) the Representative represents the Client in the Client's capacity as mortgagee; and
- (b) the Client represents to the Representative that the Client has taken reasonable steps to verify the identity of the mortgagor

the Client indemnifies the Representative for any loss resulting from the Client's failure to take reasonable steps to verify the identity of the mortgagor.

### **3 Revocation**

This Client Authorisation may be revoked by either the Client or the Representative giving notice in writing to the other that they wish to end this Client Authorisation.

### **4 Privacy and Client Information**

The Client acknowledges that information relating to the Client that is required to complete a Conveyancing Transaction, including the Client's Personal Information, may be collected by and disclosed to the Duty Authority, the ELNO, the Land Registry, the Registrar and third parties (who may be located overseas) involved in the completion of the Conveyancing Transaction or the processing of it, and consents to the collection and disclosure of that information to any of those recipients, including to those who are overseas. For further information about the collection and disclosure of your Personal Information, refer to the relevant party's privacy policy.

### **5 Applicable Law**

This Client Authorisation is governed by the law in force in the Jurisdiction in which the Property is situated. The Client and the Representative submit to the non-exclusive jurisdiction of the courts of that place.

### **6 Meaning of Words Used in this Client Authorisation**

In this Client Authorisation, capitalised terms have the meaning set out below:

**Australian Legal Practitioner** has the meaning given to it in the relevant legislation of the Jurisdiction in which the property is situated and in South Australia is a legal practitioner for the purposes of the *Legal Practitioners Act 1981 (SA)*.

**Batch Authority** means an authority for the Representative to act for the Client in a batch of Conveyancing Transactions details of which are attached to this Client Authorisation.

**Capacity** means the role of the signatory (for example an attorney or a director of a company).

**Caveat** means a Document giving notice of a claim to an interest in land that may have the effect of an injunction to stop the registration of a Registry Instrument or other Document in the Titles Register.

**Client** means the Person or Persons named in this Client Authorisation.

**Client Agent** means a Person authorised to act as the Client's agent but does not include the Representative acting solely in this role.

**Conveyancing Transaction** has the meaning given to it in the ECNL.

**Discharge/Release of Mortgage** means a Document that discharges or releases a Mortgage.

**Document** has the meaning given to it in the ECNL.

**Duty Authority** means the State Revenue Office of the Jurisdiction in which the property is situated.

**ECNL** means the Electronic Conveyancing National Law as adopted or implemented in a Jurisdiction by the application law, as amended from time to time.

**ELNO** means Electronic Lodgment Network Operator and has the meaning given to it in the ECNL.

**Identity Agent** means a Person who is an agent of either a Representative, or a mortgagee represented by a Representative, and who:

- (a) the Representative or mortgagee reasonably believes is reputable, competent and appropriately insured; and
- (b) is authorised by the Representative or mortgagee to conduct verification of identity on behalf of the Representative or mortgagee in accordance with the Verification of Identity Standard.

**Jurisdiction** means an Australian State or Territory.

**Land Registry** means the agency of a State or Territory responsible for maintaining the Jurisdiction's Titles Register.

**Land Title Reference** means the relevant Land Registry's unique identifier(s) for the property.

**Law Practice** has the meaning given to it in the relevant legislation of the Jurisdiction in which the land the subject of the Conveyancing Transaction is situated.

**Licensed Conveyancer** means a Person licensed or registered under the relevant legislation of the Jurisdiction in which the property is situated and in Western Australia is a real estate settlement agent for the purposes of the *Settlement Agents Act 1981 (WA)*.

**Mortgage** means a Document by which a Person charges an estate or interest in land as security.

**Participation Rules**, as amended from time to time, has the meaning given to it in the ECNL.

**Person** has the meaning given to it in the ECNL.

**Personal Information** has the meaning given to it in the *Privacy Act 1988 (Cth)*.

**Prescribed Requirement** means any Published requirement of the Registrar that Representatives are required to comply with.

**Priority/Settlement Notice** means a notice (other than a Caveat) which prevents (subject to specified exceptions) registration or recording in the Titles Register of a Registry Instrument or other Document affecting land or an interest in land until the notice lapses or is withdrawn, removed or cancelled.

**Publish** means, for any information, to publish the information on the Registrar's website.

**Registrar** has the meaning given to it in the ECNL.

**Registry Instrument** has the meaning given to it in the ECNL.

**Representative** is the Australian Legal Practitioner, Law Practice or Licensed Conveyancer named in this Client Authorisation who acts on behalf of the Client and under the relevant legislation of the Jurisdiction in which the property is situated can conduct a Conveyancing Transaction.

**Representative Agent** means a Person authorised by a Representative to act as the Representative's agent. For the avoidance of doubt this can include an Identity Agent.

**Specific Authority** means an authority for the Representative to act for the Client in completing the Conveyancing Transactions described in this Client Authorisation.

**Standing Authority** means an authority for the Representative to act for the Client as described in this Client Authorisation for the period of time set out in this Client Authorisation.

**Titles Register** has the meaning given to it in the ECNL.

**Transfer** includes the preparation of all Documents required to effect a purchase or sale of land or any other transfer of land, and the liaison with, where relevant, any mortgagee or proposed mortgagee.

**Withdrawal of Caveat** means a Document which removes a Caveat.

**ATTACHMENT 1****10.4.2 TEACHER ACCOMODATION MUNGLINUP****File Ref:**

<b>Applicant:</b>	Munglinup Community Group (MCG)
<b>Location:</b>	Munglinup
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	7 May, 2018
<b>Author:</b>	Darren Kennedy – Acting Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	10.4.2 – Letter from MCG

---

**Summary:** To recommend that Council contribute Lot 64 / 17 Budjan Street Munglinup towards overcoming the acute teacher accommodation shortage in Munglinup.

**Background:** As per the letter received from the MCG, there is currently no available teacher accommodation within the Munglinup townsite. This has resulted in teachers having to commute large distances each day from alternative Government Regional Officer Housing (GROH) in Ravensthorpe and Cascades.

This presents a fatigue safety issue and limits the ability of the teachers to become part of the Munglinup community.

MCG have been lobbying GROH for some time. The option of renting a property has proved impossible as there are no properties available that meet the strict GROH requirements.

The preferred long term solution is to have an additional GROH house in Munglinup. This presents another obstacle to overcome as there is a lack of land within the townsite and none owned by GROH that could be developed.

The Shire owns one freehold vacant block in Munglinup located opposite the Munglinup Primary school oval. The origins or purpose of the Shire ownership of this block are unknown. The MCG have approached the Shire to provide this block for GROH accommodation and if

approved by Council will lobby GROH for the placement of a suitable transportable on this site.



**Comment:** The subject block has no known defined Council purpose. Assisting the MCG and the broader Munglinup community overcome this occupational health and safety issue is well aligned to the Shire’s key strategic theme of vibrant, supportive and socially connected communities.

Without adequate housing the ability to attract staff is compromised and this in turn threatens the viability of the school. The Munglinup Graphite project and the potential impact this may have on available land and the demand for education is not able to be quantified. On the assumption that there will be some increase proactively dealing with the current issue would appear to be a prudent step by the MCG and Council.

If Council are supportive in providing the block, Shire staff will need to work with the MCG to progress discussions at a strategic level with GROH. Both Peter Rundle MLA and Colin De Grussa MLC have offered to provide assistance to MCG in this area along with letters of support as has the District Office of Education.

**Consultation:**

Education District Office (To provide letter of support)

Munglinup community through MCG

Peter Rundle & Colin De Grussa

**Statutory Obligations:**

No statutory obligations at this point.

Depending on the negotiations with GROH, Section 3.58 Disposing of Property under the *Local Government Act 1995* will need to be considered if GROH require the property in freehold or leasehold.

If freehold is required by GROH advice around the Shire lodging a caveat would be sought to ensure the land was transferred back to the Shire in the event it was no longer required for GROH.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Nil at this stage. Shire is not being asked for a financial contribution other than the provision of land. The blocks current market value has not been determined and could be considered an opportunity cost.

**Strategic Implications:**

Strategic Community Plan: Theme 1: A healthy, strong and connected community that is actively engaged and involved;

Outcome 1.2 - "Vibrant & attractive townsite".

**Sustainability Implications:**

- **Environmental:**

The current GROH arrangement for teachers other than the Principal poses a potential OH&S issue that is favourably improved by this proposal.

- **Economic:**

Additional residential property in the Munglinup townsite would result in a small economic benefit to the Munglinup community.

- **Social:**

Having teachers able to reside in the Munglinup community would have a positive social impact.



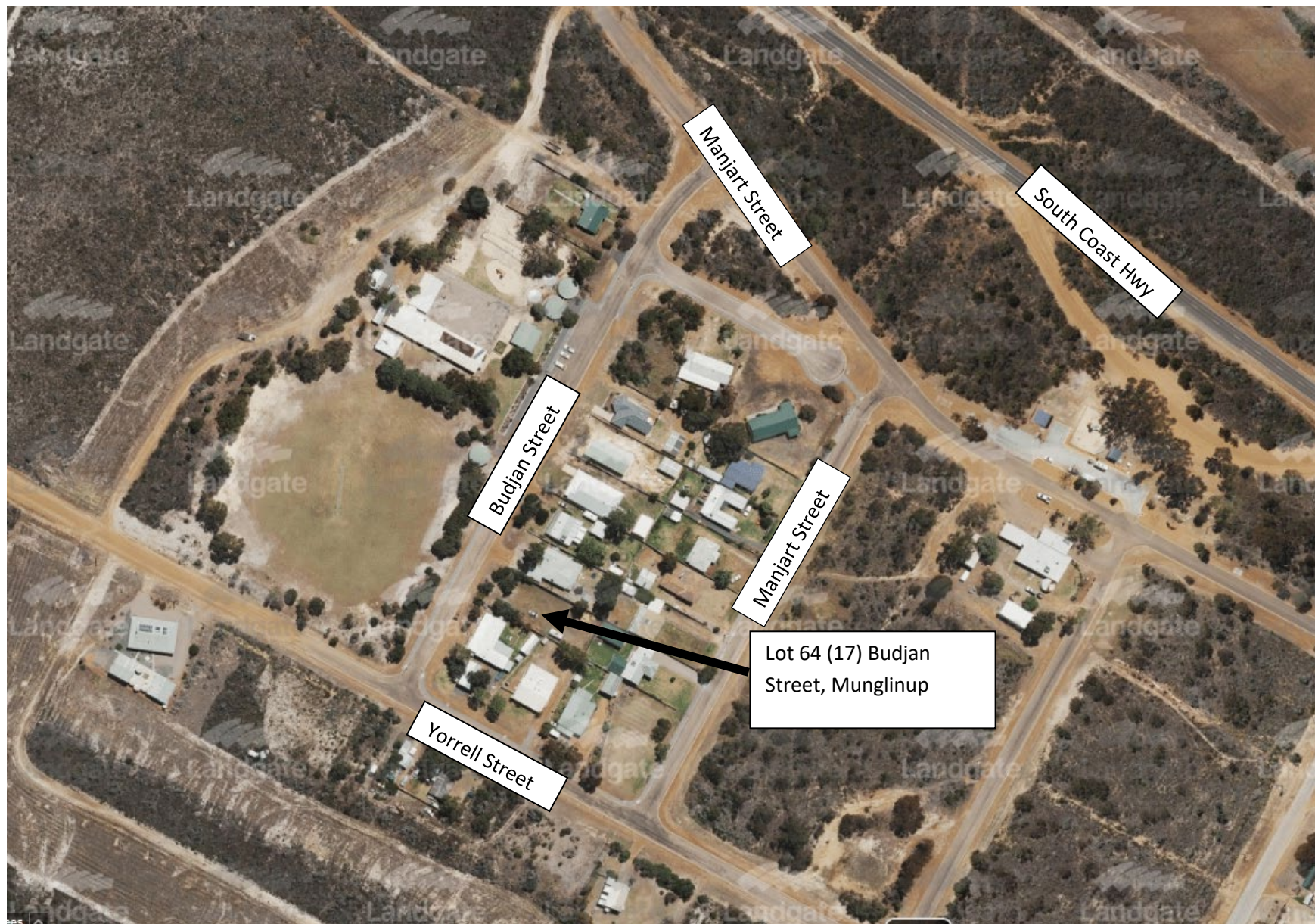
**Voting Requirements:**

Simple majority

COUNCIL DECISION	ITEM 10.4.2
Moved: Cr Smith	Seconded: Cr Major
That Council resolves to:	
1. Provide Lot 64 / 17 Budgan Street Munglinup, towards accommodation for teachers and education assistants working at the Munglinup Primary School subject to being able to negotiate a suitable arrangement with Government Regional Officer Housing.	
2. Provide the Munglinup Community Group with a letter of support from the Shire for the project and requests the Chief Executive Officer to work with the Munglinup Community Group during negotiations with Government Regional Officer Housing.	
Carried: 7/0	Res:115/2018

# ATTACHMENT

Lot 64 (17) Budjan Street, Munglinup



# ATTACHMENT

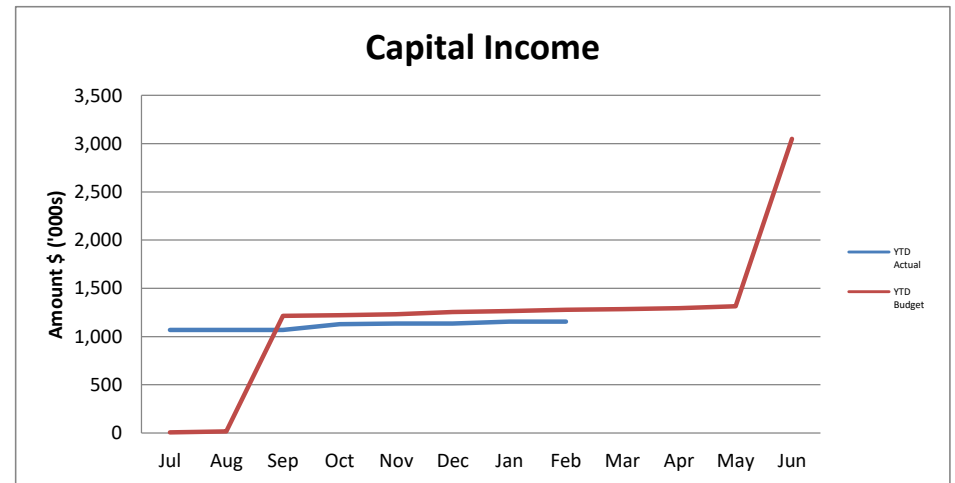
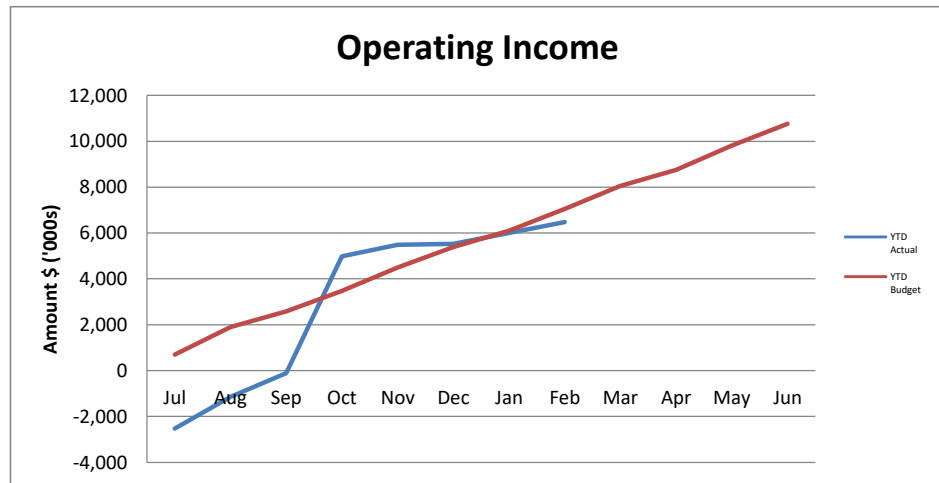
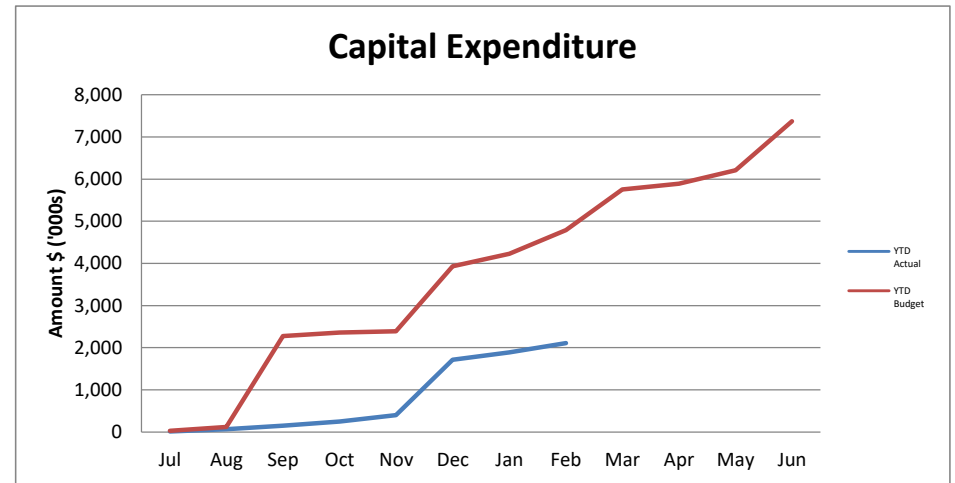
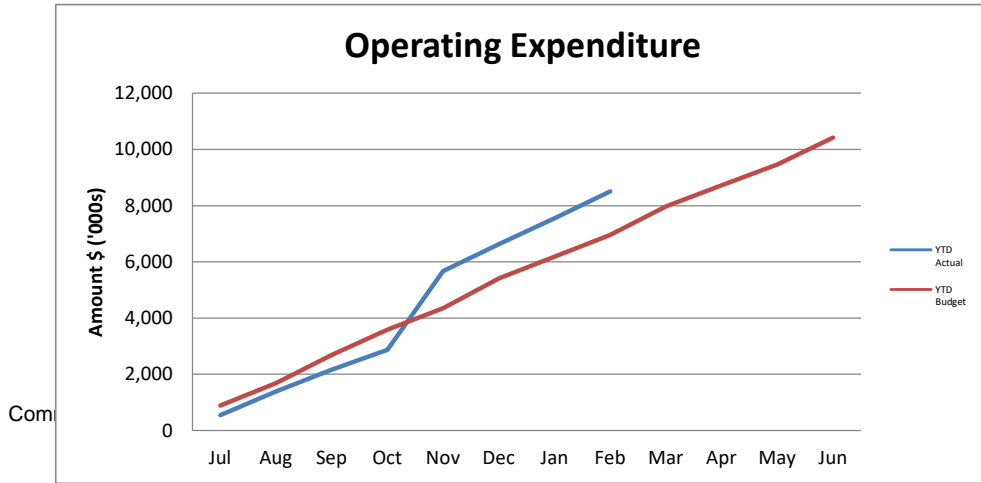


**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 29 FEBRUARY 2020**

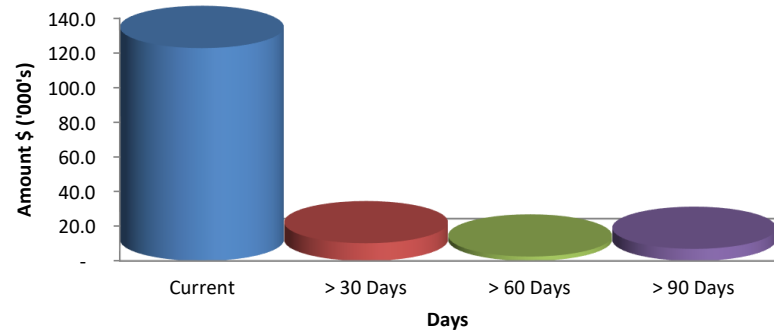
**TABLE OF CONTENTS**

	<b>Page</b>
Graphical Analysis	2-3
Statement of Financial Activity	4
Report on Significant Variances	5
Notes to and Forming Part of the Statement	
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

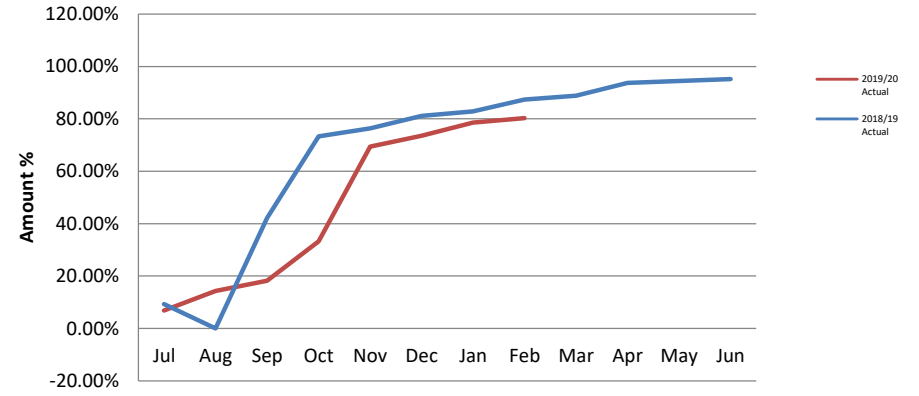
# Income and Expenditure Graphs to 29 February 2020



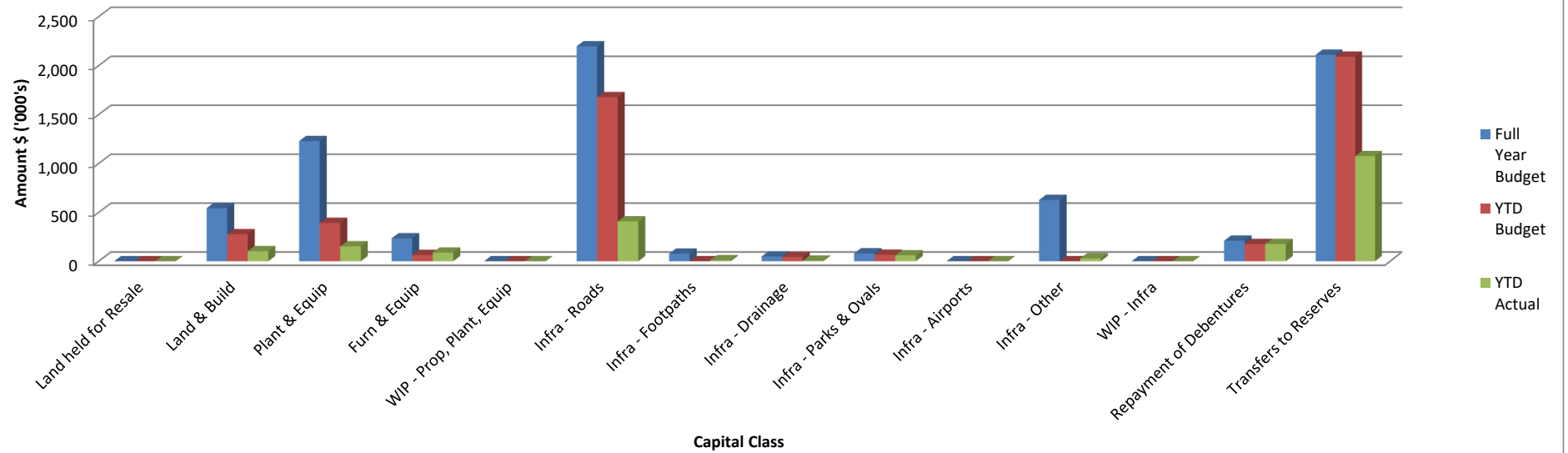
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



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

FOR THE PERIOD ENDED 29 FEBRUARY 2020

	NOTE	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	FEBRUARY 2019 Y-T-D Budget \$	FEBRUARY 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	21,164	26,350	5,186	124.50%
General Purpose Funding		1,113,442	1,097,442	834,588	819,423	(15,165)	98.18%
Law, Order, Public Safety		411,700	387,700	339,493	299,323	(40,170)	88.17%
Health		14,000	16,000	10,667	16,559	5,892	155.24%
Education and Welfare		569,150	500,650	363,144	308,115	(55,029)	84.85%
Housing		5,200	5,200	3,299	3,600	301	109.12%
Community Amenities		864,800	875,800	614,434	639,635	25,201	104.10%
Recreation and Culture		165,300	113,300	86,715	52,963	(33,752)	61.08%
Transport		2,703,659	2,585,659	1,327,049	(342,162)	(1,669,211)	(25.78%) ▼
Economic Services		256,500	252,500	175,752	113,660	(62,092)	64.67%
Other Property and Services		453,500	460,500	309,247	69,650	(239,597)	22.52% ▲
		6,561,751	6,324,251	4,085,552	2,007,116	(2,078,436)	49.13%
<b>(Expenses)/(Applications)</b>							
Governance		(795,891)	(830,891)	(543,062)	(491,730)	51,332	(90.55%)
General Purpose Funding		(256,753)	(290,753)	(193,821)	(163,103)	30,718	(84.15%)
Law, Order, Public Safety		(915,429)	(910,429)	(591,825)	(629,686)	(37,861)	(106.40%)
Health		(366,844)	(342,344)	(212,863)	(217,777)	(4,914)	(102.31%)
Education and Welfare		(1,013,701)	(880,701)	(592,248)	(536,479)	55,769	(90.58%)
Housing		(283,393)	(283,393)	(193,034)	(176,551)	16,483	(91.46%)
Community Amenities		(1,654,272)	(1,686,272)	(1,088,722)	(950,892)	137,830	(87.34%) ▲
Recreation & Culture		(1,760,575)	(1,762,575)	(1,162,651)	(1,070,244)	92,407	(92.05%)
Transport		(2,412,274)	(2,444,774)	(1,656,610)	(3,373,288)	(1,716,678)	(203.63%) ▲
Economic Services		(501,327)	(459,327)	(303,100)	(279,893)	23,207	(92.34%)
Other Property and Services		(672,946)	(536,946)	(433,218)	(619,892)	(186,674)	(143.09%) ▲
		(10,633,405)	(10,428,405)	(6,971,154)	(8,509,535)	(1,538,381)	(122.07%)
<b>Net Operating Result Excluding Rates</b>		<b>(4,071,654)</b>	<b>(4,104,154)</b>	<b>(2,885,602)</b>	<b>(6,502,419)</b>	<b>(3,616,817)</b>	<b>225.34%</b>
<b>Adjustments for Non-Cash</b>							
<b>(Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	2	30,695	30,695	30,186	55,794	25,608	(184.83%)
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	1,319,099	3,048,554	1,729,455	(231.11%) ▲
<b>Capital Revenue and (Expenditure)</b>							
Purchase of Land and Buildings	1	(533,062)	(542,962)	(276,356)	(102,632)	173,724	(37.14%) ▲
Purchase of Furniture & Equipment	1	(203,000)	(234,000)	(63,992)	(88,239)	(24,247)	(137.89%)
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)	(1,676,981)	(407,779)	1,269,202	(24.32%) ▲
Purchase of Infrastructure Assets - Footpaths	1	(77,000)	(77,000)	0	(9,904)	(9,904)	0.00%
Purchase of Infrastructure Assets - Drainage	1	(49,000)	(49,000)	(43,500)	(5,291)	38,209	(12.16%)
Purchase of Infrastructure Assets - Parks & Ovals	1	(80,840)	(80,840)	(66,440)	(60,400)	6,040	(90.91%)
Purchase of Infrastructure Assets - Airports	1	(12,244)	(12,244)	0	(18,052)	(18,052)	0.00%
Purchase of Infrastructure Assets - Other	1	(627,000)	(627,000)	0	(29,610)	(29,610)	0.00%
Proceeds from Disposal of Assets	2	239,000	239,000	48,328	65,455	17,127	(135.44%)
Repayment of Leases	2	0	0	0	0	0	0.00%
Repayment of Debentures	3	(209,795)	(209,795)	(176,520)	(176,150)	370	(99.79%)
Transfers to Restricted Assets (Reserves)	4	(2,110,000)	(2,110,000)	(2,090,000)	(1,074,804)	1,015,196	(51.43%) ▲
Transfers from Restricted Asset (Reserves)	4	2,811,431	2,811,431	1,229,228	1,070,000	(159,228)	(87.05%) ▼
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	(6,606)	2,128,836	2,135,442	32225.79%
<b>Amount Raised from Rates</b>		<b>(4,452,865)</b>	<b>(4,449,864)</b>	<b>(2,966,403)</b>	<b>(4,445,299)</b>	<b>(1,478,896)</b>	<b>149.85%</b>

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

**Material Variances Symbol**

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



## Purpose

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

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

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

## **REPORTABLE OPERATING REVENUE VARIATIONS**

### **04 - Governance**

Timing - Budget Review split over year while full income received in January

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

Bushfire Mitigation Grant Funding not yet received

Other Fire Prevention Grant funding not yet received as YTD Budget

### **07 - Health**

Number of Health related Registrations/Licenses exceeding projections

Full YTD Revenue received however budget is spread across Financial Year

### **08 - Education and Welfare**

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

### **11 - Recreation and Culture**

Timing Issue with Ravensthorpe Gym Funding yet to be received

### **12 - Transport**

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

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

### **13 - Economic Services**

Funding for Water Deficiency Grant not yet received

### **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 forecast until May

### **10 - Community Amenities**

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

### **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**

Timing Issue with large amounts of leave taken over the holiday period with budget split equally over the whole year

## **REPORTABLE NON-CASH VARIATIONS**

Depreciation higher than budgeted due to Infrastructure Revaluation

## **REPORTABLE CAPITAL EXPENSE VARIATIONS**

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

## **REPORTABLE CAPITAL INCOME VARIATIONS**

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



## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 29 FEBRUARY 2020

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	FEBRUARY 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>				
<u>Fire Prevention &amp; Control</u>				
Water Bomber Tank Upgrade	24,000	24,000	0	0
Land Sub-Division Hopetoun	41,500	41,500	0	0
<u>Law &amp; Order</u>				
19/20 Purchase Toyota Hilux Senior Ranger	50,000	50,000	50,000	0
<b>Health</b>				
<u>Doctors &amp; Other Health</u>				
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>				
<u>Senior Citizens</u>				
Automatic Sliding Door	8,742	14,742	9,824	14,844
<b>Housing</b>				
<u>Staff Housing</u>				
30 Kingsmill Street, Ravensthorpe	87,000	87,000	0	3,409
18 Carlisle St Housing Upgrade	22,600	35,600	22,440	37,110
93 Spence St Housing Upgrade	18,000	18,000	0	0
Lot 79 Esplanade Hopetoun Housing Upgrade	17,620	12,720	2,928	4,412
<u>Other Housing</u>				
<b>Community Amenities</b>				
<u>Sanitation - Household Refuse</u>				
Hopetoun Transfer Station	12,000	12,000	0	0
Ravensthorpe Regional Landfill	250,000	250,000	0	0
2019/20 Purchase Plant - Sewerage	29,000	29,000	29,000	3,980
<b>Recreation and Culture</b>				
<u>Other Recreation &amp; Sport</u>				
Ravensthorpe Hand Gun Club - Range	20,000	20,000	0	10,000
Hopetoun Rec Centre - Timber Sealing And	18,400	18,400	0	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	0	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	0	0
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	0
<u>Other Culture</u>				
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	3,793
Mills Road Construction	52,000	52,000	52,000	43,855
Mallee Road Construction	240,000	137,000	6,912	173,178
Streetscape Morgan Street Stage 3	40,000	40,000	0	12,351
Gravel Pit Reinstatement	50,000	50,000	50,000	0
Gravel Pit Development	30,000	22,000	22,019	0

**Roads Mrwa V Of G Constr**

Jerdacuttup Road - Stabilise Pavement &	210,000	210,000	0	0
Springdale Road - Bitumen Reseal (Rrg)	139,050	139,050	0	0
Hamersley Drive Bitumen Reseal (Rrg)	135,000	135,000	135,000	0
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	89,176
----------------------------------	---------	---------	---------	--------

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 29 FEBRUARY 2020

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	FEBRUARY 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	85,425
<b>Drainage Construction</b>				
2019/20 Canning Blvd, Drainage Sump Lid	5,500	5,500	0	0
2019/20 Coxall Road Culvert Replace	30,000	30,000	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	0	0
Esplanade Pathway Construction	45,000	45,000	0	9,904
<b>Purchase Land - Roadworks And Depots</b>				
Purchase Depot Block - 1 Moir Road	205,000	205,000	205,000	4,237
<b>Purchase Furniture &amp; Equipment - Roads And Depots</b>				
Depot Office And Workshop Improvements	83,000	83,000	0	14,459
<b>Road Plant Purchases</b>				
2019/20 Tri Axle Float	160,000	160,000	0	0
2019/20 Prime Mover	300,000	300,000	0	0
2019/20 Multi Tyre Roler	200,000	200,000	0	0
<b>Aerodromes</b>				
Runway Reseal	12,244	12,244	0	18,052
<b>Economic Services</b>				
<b><u>Rural Services</u></b>				
State Barrier Fence	275,000	275,000	0	0
Water Deficiency Program - Dept Of Water	90,000	90,000	0	29,610
<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	36,664	55,835
2019/20 Single Cab - Cleaners	65,000	65,000	43,328	0
2019/20 Duel Cab - Works Supervisor	50,000	50,000	33,328	52,113
<b><u>Administration</u></b>				
2019/20 4X4 Executive Wagon (Ceo)	95,000	95,000	95,000	0
Computer Upgrades	29,000	35,000	23,328	37,266
Computer Upgrades	0	13,000	8,664	12,800
Computer Upgrades	0	12,000	8,000	12,500
Office Furniture And Painting	24,000	24,000	24,000	5,042
Records Sea Container	20,000	25,800	3,864	25,800
Admin Kitchen Upgrade - Ravensthorpe	7,900	7,900	0	2,819
Admin Toilet Upgrade - Ravensthorpe	10,000	0	0	0
	<u>5,118,246</u>	<u>5,048,146</u>	<u>2,519,589</u>	<u>874,755</u>
<b><u>By Class</u></b>				
Land	205,000	205,000	205,000	4,237
Buildings	328,062	337,962	71,356	98,395
Furniture & Equipment	203,000	234,000	63,992	88,239
Plant & Equipment	1,229,000	1,229,000	392,320	152,848
Infrastructure - Roads	2,307,100	2,196,100	1,676,981	407,779
Infrastructure - Footpaths	77,000	77,000	0	9,904
Infrastructure - Drainage	49,000	49,000	43,500	5,291
Infrastructure - Parks & Ovals	80,840	80,840	66,440	60,400
Infrastructure - Airports	12,244	12,244	0	18,052
Infrastructure - Other	627,000	627,000	0	29,610
	<u>5,118,246</u>	<u>5,048,146</u>	<u>2,519,589</u>	<u>874,755</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 29 FEBRUARY 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
<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>							0.00	0
Toyota Prado (CEO)	P710B	P710B	68,700.00		75,000.00		6,300.00	0.00
<b>Public Works Overheads</b>								
Toyota Kluger GXL (DTS)	P683A	P683A	14,800.00		20,000.00		5,200.00	(18,181.82)
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	103,067.10	239,000.00	65,454.54	(30,695.00)	(55,794.38)

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Plant &amp; Equipment</b>								
Toyota Hilux Ranger	AP717	P697	32,480.00	0.00	17,000.00	0.00	(15,480.00)	0.00
Holden Captiva (FCTA)	P665	P665	12,825.00	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	0.00	75,000.00	0.00	6,300.00	0.00
Toyota Hilux (Works Supervisor)	AP716	P698	34,165.00	0.00	17,000.00	0.00	(17,165.00)	0.00
Mitsubishi Triton (Cleaner)	P705	P704	0.00	0.00	10,000.00	0.00	10,000.00	0.00
John Deere Loader	0 P657	P586	0.00	90,563.36	0.00	58,636.36	0.00	-31,927.00
			269,695.00	103,067.10	239,000.00	65,454.54	(30,695)	(55,794.38)

**Summary**

Profit on Asset Disposals	66,500.00	0.00
Loss on Asset Disposals	(97,195.00)	(55,794.38)
	<u>(30,695.00)</u>	<u>(55,794.38)</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 29 FEBRUARY 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	8,160	222,334	230,632	9,505	3,655
<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	24,735	107,877	133,228	8,310	3,160
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	176,150	1,484,573	1,518,218	75,860	45,320

(\*) 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 29 FEBRUARY 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	612
Amount Used / Transfer from Reserve	(873,000)	0
	<u>566,913</u>	<u>435,430</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	26,973	26,973
Amount Set Aside / Transfer to Reserve	316	38
Amount Used / Transfer from Reserve	(15,000)	0
	<u>12,289</u>	<u>27,011</u>
<b>(c) Building Reserve</b>		
Opening Balance	1,532,899	1,532,899
Amount Set Aside / Transfer to Reserve	1,087,962	1,072,157
Amount Used / Transfer from Reserve	(1,574,640)	(1,070,000)
	<u>1,046,221</u>	<u>1,535,056</u>
<b>(d) Road &amp; Footpath Reserve</b>		
Opening Balance	426,545	426,545
Amount Set Aside / Transfer to Reserve	4,998	600
Amount Used / Transfer from Reserve	(77,000)	0
	<u>354,543</u>	<u>427,145</u>
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	44,534	44,534
Amount Set Aside / Transfer to Reserve	522	63
Amount Used / Transfer from Reserve	0	0
	<u>45,056</u>	<u>44,597</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	547
Amount Used / Transfer from Reserve	(12,244)	0
	<u>381,268</u>	<u>389,502</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	300,701	300,701
Amount Set Aside / Transfer to Reserve	3,523	423
Amount Used / Transfer from Reserve	(41,000)	0
	<u>263,224</u>	<u>301,124</u>



## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 29 FEBRUARY 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	304
Amount Used / Transfer from Reserve	(218,547)	0
	<u>0</u>	<u>216,320</u>
<b>(j) Leave Reserve</b>		
Opening Balance	42,329	42,329
Amount Set Aside / Transfer to Reserve	496	60
Amount Used / Transfer from Reserve	0	0
	<u>42,825</u>	<u>42,389</u>
<b>Total Cash Backed Reserves</b>	<u><b>2,712,339</b></u>	<u><b>3,418,574</b></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	612
Emergency Farm Water Reserve	316	38
Building Reserve	1,087,962	1,072,157
Road & Footpath Reserve	4,998	600
Swimming Pool Upgrade Reserve	522	63
UHF Repeater Reserve	0	0
Airport Reserve	4,557	547
Waste & Sewerage Reserve	3,523	423
State Barrier Fence Reserve	2,531	304
Leave Reserve	496	60
	<u><b>2,110,000</b></u>	<u><b>1,074,804</b></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><b>(2,811,431)</b></u>	<u><b>(1,070,000)</b></u>
<b>Total Transfer to/(from) Reserves</b>	<u><b>(701,431)</b></u>	<u><b>4,804</b></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 29 FEBRUARY 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 29 FEBRUARY 2020**

	<b>2018/19 B/Fwd Per 2019/20 Budget \$</b>	<b>2018/19 B/Fwd Per Financial Report \$</b>	<b>FEBRUARY 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)	1,100,703
Cash - Restricted Unspent Grants	77,100	77,100	77,100
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	3,413,771	3,413,771	3,418,576
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	210,163	210,163	982,749
Sundry Debtors	246,994	246,079	142,683
Provision for Doubtful Debts	0	0	0
Gst Receivable	182,324	182,324	43,864
Accrued Income/Payments In Advance	3,711,625	3,710,159	9,416
Payments in Advance	0	0	0
Inventories	2,704	2,704	31,652
	<u>7,256,359</u>	<u>7,377,477</u>	<u>5,806,743</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(701,563)	(701,563)	(20,978)
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)	(17,623)
Payroll Creditors	(59,697)	(58,845)	(70,830)
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)	(149,900)
Current Employee Benefits Provision	(377,707)	(396,543)	(396,543)
Current Loan Liability	0	(209,799)	(33,649)
	<u>(2,244,431)</u>	<u>(2,599,793)</u>	<u>(791,129)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>5,011,928</b>	<b>4,777,684</b>	<b>5,015,614</b>
Less: Cash - Reserves - Restricted	(3,413,771)	(3,413,771)	(3,418,576)
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	33,649
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>2,128,836</u></b>

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 29 FEBRUARY 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			199,096	202,796
UV - Other	0.008567	332	232,219,000	1,989,420		4,433	1,993,853	1,988,420
Non-Rateable						(5,052)	(5,052)	
<b>Sub-Totals</b>		1,245	248,308,418	4,002,222	0	(619)	4,001,603	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			4,445,303	4,452,864
Ex Gratia Rates		check after rates raised					49,234	49,234
Rates Written Off								
<b>Total Rates</b>							4,494,537	4,502,098

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

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

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

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 29 FEBRUARY 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 29 FEBRUARY 2020

8. OPERATING STATEMENT BY PROGRAM

	FEBRUARY 2019 Actual \$	2019/20 Adopted Budget \$	2018/19 Actual \$
<b>OPERATING REVENUES</b>			
Governance	26,350	4,500	348
General Purpose Funding	5,264,726	5,566,306	6,349,368
Law, Order, Public Safety	299,323	411,700	432,118
Health	16,559	14,000	4,483
Education and Welfare	308,115	569,150	150,921
Housing	3,600	5,200	19,560
Community Amenities	639,635	864,800	580,990
Recreation and Culture	52,963	165,300	403,268
Transport	(342,162)	2,703,659	14,318,963
Economic Services	113,660	256,500	141,697
Other Property and Services	87,832	453,500	498,922
<b>TOTAL OPERATING REVENUE</b>	<b>6,470,601</b>	<b>11,014,615</b>	<b>22,900,638</b>
<b>OPERATING EXPENSES</b>			
Governance	(491,730)	(795,891)	(646,140)
General Purpose Funding	(163,103)	(256,753)	(273,718)
Law, Order, Public Safety	(629,686)	(915,429)	(876,034)
Health	(217,777)	(366,844)	(294,153)
Education and Welfare	(536,479)	(1,013,701)	(383,344)
Housing	(176,551)	(283,393)	(222,945)
Community Amenities	(950,892)	(1,654,272)	(1,282,416)
Recreation & Culture	(1,070,244)	(1,760,575)	(1,536,384)
Transport	(3,373,288)	(2,412,274)	(14,947,452)
Economic Services	(279,893)	(501,327)	(297,426)
Other Property and Services	(619,892)	(672,946)	(1,087,658)
<b>TOTAL OPERATING EXPENSE</b>	<b>(8,509,535)</b>	<b>(10,633,405)</b>	<b>(21,847,670)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(2,038,934)</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 29 FEBRUARY 2020**

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

	<b>FEBRUARY</b>	<b>2019/20</b>	<b>2018/19</b>
	<b>2019</b>	<b>Adopted</b>	<b>Actual</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>OPERATING REVENUES</b>			
Rates	4,494,538	4,502,098	4,333,698
Operating Grants, Subsidies and Contributions	480,015	1,719,017	15,473,635
Non-Operating Grants, Subsidies and Contributions	280,356	2,295,500	1,293,000
Fees and Charges	922,814	1,532,700	1,047,286
Service Charges	0	0	0
Interest Earnings	51,566	97,000	90,036
Profit on Asset Disposals	0	66,500	0
Proceeds on Disposal of Assets	83,636	239,000	204,273
Realisation on Disposal of Assets	(65,455)	(239,000)	(204,273)
Other Revenue	223,131	801,800	662,982
<b>TOTAL OPERATING REVENUE</b>	<b>6,470,601</b>	<b>11,014,615</b>	<b>22,900,637</b>
<b>OPERATING EXPENSES</b>			
Employee Costs	(2,596,456)	(4,502,324)	(3,603,540)
Materials and Contracts	(2,194,900)	(3,316,348)	(15,183,417)
Utility Charges	(139,368)	(220,270)	(209,986)
Depreciation on Non-Current Assets	(3,048,554)	(1,978,847)	(1,970,794)
Interest Expenses	(45,320)	(75,860)	(125,828)
Insurance Expenses	(222,435)	(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	(224,889)	(224,800)	(353,549)
<b>TOTAL OPERATING EXPENSE</b>	<b>(8,509,535)</b>	<b>(10,633,406)</b>	<b>(21,847,671)</b>
<b>CHANGE IN NET ASSETS</b>			
<b>RESULTING FROM OPERATIONS</b>	<b><u>(2,038,934)</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 29 FEBRUARY 2020**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>FEBRUARY 2019 Actual \$</b>	<b>2018/19 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	4,596,379	3,026,048
Trade and Other Receivables	1,178,713	4,348,726
Inventories	31,652	2,704
<b>TOTAL CURRENT ASSETS</b>	<b>5,806,744</b>	<b>7,377,478</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	26,395	26,395
Inventories	0	0
Property, Plant and Equipment	33,293,475	34,023,038
Infrastructure	123,044,307	124,591,608
<b>TOTAL NON-CURRENT ASSETS</b>	<b>156,364,177</b>	<b>158,641,041</b>
<b>TOTAL ASSETS</b>	<b>162,170,921</b>	<b>166,018,519</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	259,331	1,891,846
Right of Use Asset	101,606	101,606
Long Term Borrowings	33,649	209,799
Provisions	396,543	396,543
<b>TOTAL CURRENT LIABILITIES</b>	<b>791,129</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>3,232,145</b>	<b>5,040,810</b>
<b>NET ASSETS</b>	<b>158,938,776</b>	<b>160,977,709</b>
Retained Surplus	37,611,589	39,655,329
Reserves - Cash Backed	3,418,576	3,413,771
Revaluation Surplus	117,908,609	117,908,609
<b>TOTAL EQUITY</b>	<b>158,938,775</b>	<b>160,977,709</b>



**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**10. FINANCIAL RATIOS**

	<b>2019 YTD</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Current Ratio	5.86	1.76	3.01	1.64
Operating Surplus Ratio	2.65	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**

**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						0	
Apr						0	
May						0	
Jun						0	
<b>Total</b>	<b>100,687</b>	<b>5,518,429</b>	<b>768,123</b>	<b>67,797</b>	<b>6,319</b>	<b>6,461,355</b>	<b>2,034,015</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>

**\* Sept credit card correct figure = \$12,335**

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

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

**03 January 2020 - 02 February 2020  
Business Credit Card - Gavin Pollock**

Date	Payment to	Description	Amount	GST
3-Jan	Puma Roadhouse, York	Fuel ORA	\$ 68.46	6.22
4-Jan	Kmart, Armadale	Crackers - Council Christmas party	\$ 10.00	0.91
13-Jan	FE Daw, Ravensthorpe	Milk	\$ 12.81	0.00
16-Jan	Hopetoun Fuel Service	Fuel ORA	\$ 150.46	13.68
19-Jan	Corrigin Roadhouse	Fuel ORA	\$ 118.41	10.76
20-Jan	FE Daw, Ravensthorpe	UHT milk & fresh milk	\$ 40.96	3.72
20-Jan	Orbit Fitness, Cannington	Water tank for rowing machine in Hopetoun Gym	\$ 882.00	80.18
20-Jan	Esperance Beeline Florists	Flowers for Chenae Cooper on birth of daughter	\$ 115.00	10.45
22-Jan	Totally Workwear	Safety shoes for Bernice McLean	\$ 118.95	10.81
28-Jan	Harvey Norman, Armadale	Sirius Metal Vented R/hood - 18 Carlisle Street	\$ 189.00	17.18
30-Jan	Pier Hotel, Esperance	Refreshments - GVROC meeting	\$ 15.10	1.37
30-Jan	Pier Hotel, Esperance	Refreshments - GVROC meeting	\$ 103.80	9.44
<b>Total Purchases for G. Pollock</b>			<b>\$ 1,824.95</b>	<b>164.74</b>

\*GST F

**Business Credit Card - Leslie Mainwaring**

Date	Payment to	Description	Amount	GST
22-Jan	Intercheck Global Pty Ltd	Police clearance - Beau Shepherd	\$ 49.90	4.54
22-Jan	Intercheck Global Pty Ltd	Police clearance - Michaela Pritchard	\$ 49.90	4.54
23-Jan	Department of Communities	Application for service temporary waiver	\$ 111.00	0.00
31-Jan	Blue Pod Coffee	Coffee pods for admin office	\$ 650.00	0.00

\*GST N

\*GST F

<b>Total Purchases for L. Mainwaring</b>	<b>\$ 860.80</b>	<b>9.07</b>
--	------------------	-------------

**Business Credit Card - Graham Steel**

Date	Payment to	Description	Amount	GST
30-Jan	FE Daw, Ravensthorpe	Refreshments for snake handling training	\$ 27.51	2.50
30-Jan	FE Daw, Ravensthorpe	Refreshments for snake handling training	\$ 12.29	0.00
31-Jan	Bankwest	Reward fee - Corporate fee	\$ 39.00	0.00
31-Jan	Ardess Nursery, Albany	Native plant for Australian Citizenship	\$ 20.50	1.86

\*GST F

<b>Total Purchases for G. Steel</b>	<b>\$ 99.30</b>	<b>4.36</b>
-------------------------------------	-----------------	-------------

**Business Credit Card - Ashley Peczka**

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>	<b>GST</b>
16-Jan	Ravensthorpe Hotel	Meals for fire volunteers	\$ 46.00	4.18

<b>Total Purchases for A. Peczka</b>	<b>\$ 46.00</b>	<b>\$ 4.18</b>
--------------------------------------	-----------------	----------------

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

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>	<b>GST</b>

<b>Total</b>	<b>\$ 2,831.05</b>	<b>\$ 182.36</b>
--------------	--------------------	------------------

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid - February 2020**

USER: Eimear Guidera  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
393	07/02/2020	Bandalup Bushfire Brigade	REIMBURSEMENT FOR REFRESHMENTS AND FOOD	1		253.71
INV REIMBU112/12/2019		Bandalup Bushfire Brigade	REIMBURSEMENT FOR REFRESHMENTS AND FOOD		253.71	
394	07/02/2020	Telstra	TELSTRA ACCOUNT TO 10 JAN 2020	1		17,296.25
INV P341441018/01/2020		Telstra	TELSTRA ACCOUNT TO 10 JAN 2020		14,034.09	
INV T311 - 2322/01/2020		Telstra	SATELLITE PHONES TO 21 FEBRUARY 2020		225.00	
INV P276725624/01/2020		Telstra	LITTLE BARRENS TELSTRA ACCOUNT TO 16 JANUARY		116.08	
INV T311 - 1325/01/2020		Telstra	TIM / SMS SERVICE 24/12/2019 - 23/01/2020		2,921.08	
1032	03/02/2020	1 - BANK FEES	MERCHANT FEES	1		410.00
1032	03/02/2020	1 - BANK FEES	OBB RECORD FEE	1		20.00
1032	03/02/2020	1 - BANK FEES	MAINTENANCE FEES	1		60.00
1032	03/02/2020	1 - BANK FEES	ELECTRONIC TRANSACTION FEES	1		4.20
1032	03/02/2020	1 - BANK FEES	BPAY FEES	1		359.29
EFT11203	07/02/2020	Best Office Systems	HOPETOUN OFFICE - PRINTING READINGS - JANUARY 2020	1		40.87
INV 567352	23/01/2020	Best Office Systems	HOPETOUN OFFICE - PRINTING READINGS - JANUARY 2020		40.87	
EFT11204	07/02/2020	CJD Equipment	2 X KIT 1261842 FOR TRUCK AIRBAGS	1		773.22
INV 1982965	24/01/2020	CJD Equipment	2 X KIT 1261842 FOR TRUCK AIRBAGS		561.40	
INV 1983886	28/01/2020	CJD Equipment	4 X AXLE RESTRAINT STRAPS		211.82	
EFT11205	07/02/2020	Cartlee Group Pty Ltd	3 X HALO MICROCHIP SCANNER & DELIVERY FEE	1		412.50
INV 99	13/01/2020	Cartlee Group Pty Ltd	3 X HALO MICROCHIP SCANNER & DELIVERY FEE		412.50	
EFT11206	07/02/2020	City of Albany	BUILDING SERVICE - CERT OF DESIGN COMPLIANCE # 163983	1		484.00

Date: 11/03/2020  
Time: 9:14:53AM

Shire of Ravensthorpe  
Creditors list of Accounts Paid - February 2020

USER: Eimear Guidera  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 87724	23/01/2020	City of Albany	BUILDING SERVICE - CERT OF DESIGN COMPLIANCE # 163983		187.00	
INV 87725	23/01/2020	City of Albany	BUILDING SURVEYING SERVICE FOR LITTLE BARRENS CHILDCARE CENTRE		110.00	
INV 87735	30/01/2020	City of Albany	BUILDING SERVICE - CERT OF DESIGN COMPLIANCE # 163997		187.00	
EFT11207	07/02/2020	Cleanaway Pty Ltd	COLLECTIONS FOR NOVEMBER 2019	1		39,150.32
INV 2155668730/11/2019		Cleanaway Pty Ltd	COLLECTIONS FOR NOVEMBER 2019		19,575.16	
INV 2156105231/12/2019		Cleanaway Pty Ltd	COLLECTIONS FOR DECEMBER 2019		19,575.16	
EFT11208	07/02/2020	Hays Specialist Recruitment	TEMPORARY EXECUTIVE ASSISTANT POSITION - W/E 26/01/2020	1		4,698.35
INV 8965916	22/01/2020	Hays Specialist Recruitment	TEMPORARY EXECUTIVE ASSISTANT POSITION - W/E 19/01/2020		2,166.11	
INV 8981507	29/01/2020	Hays Specialist Recruitment	TEMPORARY EXECUTIVE ASSISTANT POSITION - W/E 26/01/2020		2,532.24	
EFT11209	07/02/2020	Helen Coleman	BOND REFUND	1		40.00
INV T1457	07/02/2020	Helen Coleman	BOND REFUND	1	20.00	
INV T1490	07/02/2020	Helen Coleman	BOND REFUND	1	20.00	
EFT11210	07/02/2020	Hopetoun Community Resource Centre	2 X DOCUMENT FRAMES FOR AUSTRALIA DAY CITIZENSHIP CEREMONY 2020	1		40.00
INV 1048	30/01/2020	Hopetoun Community Resource Centre	2 X DOCUMENT FRAMES FOR AUSTRALIA DAY CITIZENSHIP CEREMONY 2020		40.00	
EFT11211	07/02/2020	Hopetoun Tyres & Batteries	4 X 255/70R22.5 TYRES FOR TRI AXLE LOW LOADER	1		1,685.20
INV 0006	29/01/2020	Hopetoun Tyres & Batteries	DIN65L MF BATTERY		261.80	
INV 0006A	29/01/2020	Hopetoun Tyres & Batteries	4 X 255/70R22.5 TYRES FOR TRI AXLE LOW LOADER		1,423.40	
EFT11212	07/02/2020	Joseph Ukalovich	BOND REFUND	1		20.00
INV T1566	07/02/2020	Joseph Ukalovich	BOND REFUND	1	20.00	
EFT11213	07/02/2020	Joshua Coverley	BOND REFUND	1		20.00

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Acconts Paid - February 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 T1567	07/02/2020	Joshua Coverley	BOND REFUND	1	20.00	
EFT11214	07/02/2020	Kleenwest Distributors	VARIOUS CLEANING SUPPLIES	1		215.93
INV 43451	30/01/2020	Kleenwest Distributors	VARIOUS CLEANING SUPPLIES		215.93	
EFT11215	07/02/2020	Lawry's Electrical Solutions	HIRE OF EWP & REPAIR STRUCTURAL STEEL CROSS MEMBER ON SHADE SAIL STRUCTURE	1		1,089.00
INV 1695	24/12/2019	Lawry's Electrical Solutions	HIRE OF EWP & REPAIR STRUCTURAL STEEL CROSS MEMBER ON SHADE SAIL STRUCTURE		1,089.00	
EFT11216	07/02/2020	Les Mainwaring	REIMBURSEMENT FOR CPA MEMBERSHIP 01/01/2020 - 31/12/2020 (CPA AUSTRALIA)	1		720.00
INV REIMBU03/02/2020		Les Mainwaring	REIMBURSEMENT FOR CPA MEMBERSHIP 01/01/2020 - 31/12/2020 (CPA AUSTRALIA)		720.00	
EFT11217	07/02/2020	Lloydey's Power Services	INSTALL EMERGENCY LIGHT IN THE RAVENSTHORPE RECREATION CENTRE NEW GYM	1		342.94
INV 294	22/01/2020	Lloydey's Power Services	INSTALL EMERGENCY LIGHT IN THE RAVENSTHORPE RECREATION CENTRE NEW GYM		342.94	
EFT11218	07/02/2020	McLeods Barristers & Solicitors	PREPARATION OF A TEMPLATE LEASE DOCUMENT (FARMLAND)	1		126.83
INV 111959	29/01/2020	McLeods Barristers & Solicitors	PREPARATION OF A TEMPLATE LEASE DOCUMENT (FARMLAND)		126.83	
EFT11219	07/02/2020	Paula Murawska	BOND REFUND	1		20.00
INV T1515	07/02/2020	Paula Murawska	BOND REFUND	1	20.00	
EFT11220	07/02/2020	Perfect Computer Solutions	IT SUPPORT COSTS 23/01/2020 & MONTHLY FEE JANUARY 2020	1		382.50
INV 25311	30/01/2020	Perfect Computer Solutions	IT SUPPORT COSTS 23/01/2020 & MONTHLY FEE JANUARY 2020		382.50	
EFT11221	07/02/2020	Ravensthorpe Building Supplies	6 X 10 LTR SEASOL & 2 X FISKAS PRUNER	1		542.04
INV 2366	24/01/2020	Ravensthorpe Building Supplies	6 X 10 LTR SEASOL & 2 X FISKAS PRUNER		542.04	
EFT11222	07/02/2020	Ravensthorpe Handgun Club W38	CONTRIBUTION FOR THE RAVENSTHORPE GUN CLUB RANGE UPGRADE AS PER 2019/20 BUDGET	1		10,000.00



Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid - February 2020**

USER: Eimear Guidera  
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1001	30/01/2020	Ravensthorpe Handgun Club W38	CONTRIBUTION FOR THE RAVENSTHORPE GUN CLUB RANGE UPGRADE AS PER 2019/20 BUDGET		10,000.00	
EFT11223	07/02/2020	Ravensthorpe Mechanical Services	BATTERY FOR VEHICLE N70ZZLMF	1		192.00
INV 36042	28/01/2020	Ravensthorpe Mechanical Services	BATTERY FOR VEHICLE N70ZZLMF		192.00	
EFT11224	07/02/2020	Ravensthorpe Tigers Football & Sporting Club	DONATION TO TIGERS - FACE PAINTING AND BAR STAFF	1		560.00
INV 202003	30/01/2020	Ravensthorpe Tigers Football & Sporting Club	DONATION TO TIGERS - FACE PAINTING AND BAR STAFF		560.00	
EFT11225	07/02/2020	Roselea Trading	Hopetoun Gym Rent	1		638.45
INV RENT	04/02/2020	Roselea Trading	Hopetoun Gym Rent		488.34	
INV RATES	04/02/2020	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT11226	07/02/2020	Sea Containers WA	TRANSPORTATION OF NEW RECORDS SEA CONTAINER FROM PERTH TO RAVENSTHORPE	1		4,785.00
INV 44214	22/01/2020	Sea Containers WA	TRANSPORTATION OF NEW RECORDS SEA CONTAINER FROM PERTH TO RAVENSTHORPE		4,785.00	
EFT11227	07/02/2020	Shire of Ravensthorpe Social Club	Payroll deductions	1		90.00
INV DEDUCT27/01/2020		Shire of Ravensthorpe Social Club	Payroll deductions		90.00	
EFT11228	07/02/2020	Sigma Chemicals	LIQUID CHLORINE 200LTR, DRUM POLY, PALLET, COMPARATOR DPD NO 1 TAB/ STRIP	1		550.00
INV CN 4550423/10/2019		Sigma Chemicals	CREDIT - DRUM POLY		-231.00	
INV 135835/028/01/2020		Sigma Chemicals	LIQUID CHLORINE 200LTR, DRUM POLY, PALLET, COMPARATOR DPD NO 1 TAB/ STRIP		1,430.00	
INV CN 4676428/01/2020		Sigma Chemicals	CREDIT - PALLET & DRUM POLY		-396.00	
INV CN 4678229/01/2020		Sigma Chemicals	CREDIT - PALLET & DRUM POLY		-253.00	
EFT11229	07/02/2020	Snakes Harmful & Harmless	SNAKE AWARENESS/MANAGEMENT TRAINING 30TH JANUARY 2020	1		2,696.00
INV 2883	01/02/2020	Snakes Harmful & Harmless	SNAKE AWARENESS/MANAGEMENT TRAINING 30TH JANUARY 2020		2,300.00	
INV 2884	01/02/2020	Snakes Harmful & Harmless	2 X STANDARD SNAKE CATCHING KIT		396.00	

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid - February 2020**

USER: Eimear Guidera  
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11230	07/02/2020	South Coast Foodservice	TOILET ROLL, HAND SOAP 20L, HAND SOAP 5L, MOP HEAD COTTON	1		1,379.50
INV 4259385	21/01/2020	South Coast Foodservice	TOILET ROLL, HAND SOAP 20L, HAND SOAP 5L, MOP HEAD COTTON		705.77	
INV 4259375	21/01/2020	South Coast Foodservice	TOILET ROLL JUMBO & OPTIMAX TOWEL		673.73	
EFT11231	07/02/2020	Tyrepower Esperance	SUPPLY AND FIT 2 COOPER DISCOVERER ATT TYRES	1		540.00
INV 109795	31/01/2020	Tyrepower Esperance	SUPPLY AND FIT 2 COOPER DISCOVERER ATT TYRES		540.00	
EFT11232	07/02/2020	Windspray Arts	BOND REFUND	1		400.00
INV T1168	07/02/2020	Windspray Arts	BOND REFUND	1	400.00	
EFT11233	07/02/2020	Worth Kerbing	INSTALLATION OF KERBING, ESPLANADE EAST	1		7,210.50
INV 1685	24/01/2020	Worth Kerbing	50 METRES OF KERB LAYING TO ISLAND ON MORGANS STREET IN FRONT OF SHELL SERVICE STATION		1,952.50	
INV Q943	24/01/2020	Worth Kerbing	INSTALLATION OF KERBING, ESPLANADE EAST		5,258.00	
EFT11234	13/02/2020	4 Rivers Plumbing & Gas	INSPECT AND PUMP OUT SEPTICS AT THE CUB HOUSE	1		1,620.30
INV 5152	04/02/2020	4 Rivers Plumbing & Gas	INSPECT AND PUMP OUT SEPTICS AT THE CUB HOUSE		1,620.30	
EFT11235	13/02/2020	Caitlin Shields	BOND REFUND	1		20.00
INV T1514	13/02/2020	Caitlin Shields	BOND REFUND	1	20.00	
EFT11236	13/02/2020	Caltex Energy WA	DIESEL 20,400L	1		28,534.70
INV SI40291322/01/2020		Caltex Energy WA	DIESEL 20,400L		28,534.70	
EFT11237	13/02/2020	Cleanaway Pty Ltd	WEEKLY FRONT LIFT BIN COLLECTION, STARVATION BAY CAMPSITE - JANUARY 2020	1		1,540.00
INV 2156231131/01/2020		Cleanaway Pty Ltd	WEEKLY FRONT LIFT BIN COLLECTION, MASON BAY CAMPSITE - JANUARY 2020		539.00	
INV 2156231231/01/2020		Cleanaway Pty Ltd	WEEKLY FRONT LIFT BIN COLLECTION, STARVATION BAY CAMPSITE - JANUARY 2020		1,001.00	
EFT11238	13/02/2020	Dick's Electronics Esperance	VAST TWIN TUNER & LED SMART TV	1		678.00

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid - February 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>
INV 13057	31/01/2020	Dick's Electronics Esperance	VAST TWIN TUNER & LED SMART TV		678.00	
EFT11239	13/02/2020	Esperance Communications	INSTALL BFB RADIOS & MAINTANENCE OF BFB BASE RADIO FOR DEPOT	1		1,180.50
INV 5062186	03/02/2020	Esperance Communications	INSTALL BFB RADIOS & MAINTANENCE OF BFB BASE RADIO FOR DEPOT		1,180.50	
EFT11240	13/02/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - AIRPORT	1		2,148.20
INV 07271	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - ADMIN BUILDING, MORGUE, BUS SHED		83.60	
INV 07287	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - HOPETOUN RECREATION PAVILION		46.20	
INV 07295	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - HOPETOUN SENIOR CITIZENS		52.80	
INV 07316	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - HOPETOUN WORKS DEPOT		22.00	
INV 07270	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - JERDACUTTUP HALL		101.20	
INV 07272	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - LITTLE BARRENS CHILDCARE CENTRE HOPETOUN		109.80	
INV 07309	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - MEN IN SHEDS BUILDING		90.10	
INV 07290	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - MUNGLINUP RECREATION PAVILLION		124.80	
INV 07282	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - NORTH RAVENSTHORPE HALL		39.60	
INV 07292	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - RAVENSTHORPE DOCTORS SURGERY		22.00	
INV 07285	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - RAVENSTHORPE GOLF & BOWLING CLUB		53.90	
INV 07281	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - AIRPORT		176.00	
INV 07294	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - RAVENSTHORPE MUSEUM		44.00	
INV 07310	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - RAVENSTHORPE RECREATION CENTRE		139.70	
INV 07293	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - RAVENSTHORPE SENIOR CITIZENS		39.60	

Date: 11/03/2020  
Time: 9:14:53AM

Shire of Ravensthorpe  
Creditors list of Accounts Paid - February 2020

USER: Eimear Guidera  
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 07286	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - RAVENSTHORPE SWIMMING POOL		33.00	
INV 07284	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - RAVENSTHORPE TENNIS PAVILION		39.60	
INV 07276	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - RAVENSTHORPE TOWN HALL		90.10	
INV 07317	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - RAVENSTHORPE WORKS DEPOT		140.80	
INV 07273	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - RAVENSTHORPE YOUTH CLUB 63 MORGANS ST		33.00	
INV 07308	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - RAVENSTHORPE CRC		51.60	
INV 07289	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - HOPETOUN BOWLING CLUB		22.00	
INV 07274	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - CUB HOUSE CHILDCARE RAVENSTHORPE		72.60	
INV 07311	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - RAVENSTHORPE GYM		24.20	
INV 07291	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - MUNGLINUP GOLF CLUB		50.60	
INV 07275	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - DUNN ART BUILDING		44.00	
INV 07283	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - FITZGERALD HALL		39.60	
INV 07277	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - GUN CLUB		50.60	
INV 07278	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - HOPETOUN COMMUNITY CENTRE		172.60	
INV 07279	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - HOPETOUN DOCTORS SURGERY		46.20	
INV 07280	28/01/2020	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT - HOPETOUN GOLF CLUB		92.40	
EFT11241	13/02/2020	Esperance Motor Group trading as Esperance Toyota	20000 KM SERVICE AND ELECTRICAL FAULT REPAIR	1		433.98
INV JC14029705/02/2020		Esperance Motor Group trading as Esperance Toyota	20000 KM SERVICE AND ELECTRICAL FAULT REPAIR		433.98	

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Acconts Paid - February 2020**

USER: Eimear Guidera  
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11242	13/02/2020	Hopetoun Community Resource Centre	WHITE BOARD HIRE FOR HOPETOUN COMMUNITY FORUM	1		10.00
INV 1050	04/02/2020	Hopetoun Community Resource Centre	WHITE BOARD HIRE FOR HOPETOUN COMMUNITY FORUM		10.00	
EFT11243	13/02/2020	Hopetoun Iga	SETTLEMENT OF ON-HOLD ACCOUNT - JANUARY 2020	1		99.73
INV JAN 202031/01/2020		Hopetoun Iga	SETTLEMENT OF ON-HOLD ACCOUNT - JANUARY 2020		99.73	
EFT11244	13/02/2020	Hopetoun Men In Sheds Incorporated	WEEKEND RELIEF MANNING OF THE HOPETOUN TRANSFER STATION AUGUST - JANUARY 2020	1		1,200.00
INV 279	31/01/2020	Hopetoun Men In Sheds Incorporated	WEEKEND RELIEF MANNING OF THE HOPETOUN TRANSFER STATION AUGUST - JANUARY 2020		800.00	
INV 280	31/01/2020	Hopetoun Men In Sheds Incorporated	AUSTRALIA DAY LONG WEEKEND RELIEF TIP ATTENDANT		400.00	
EFT11245	13/02/2020	Localise	FACE TO FACE COMMUNITY ENGAGMENT	1		8,325.50
INV 1546	10/02/2020	Localise			8,325.50	
EFT11246	13/02/2020	MG & JL Williams	INSTALL NEW LOCKS AT THE RAVENSTHORPE SWIMMING POOL ABLUTIONS	1		475.00
INV 2798	04/02/2020	MG & JL Williams	INSTALL NEW LOCKS AT THE RAVENSTHORPE SWIMMING POOL ABLUTIONS		475.00	
EFT11247	13/02/2020	Meridian Agencies (Weistermann Family Trust)	BATTERIES, POST IT NOTES, PENS, TUBECLIPS, WHITEBOARD, MAGNETS, ARCHIVE BOXES,TAB DIVIDERS	1		759.94
INV 456	05/02/2020	Meridian Agencies (Weistermann Family Trust)	JANUARY 2020 ACCOUNT		52.02	
INV 454	05/02/2020	Meridian Agencies (Weistermann Family Trust)	2020 DIARIES, SHEET PROTECTORS, THERMAL ROLLS		128.66	
INV 455	05/02/2020	Meridian Agencies (Weistermann Family Trust)	BATTERIES, POST IT NOTES, PENS, TUBECLIPS, WHITEBOARD, MAGNETS, ARCHIVE BOXES,TAB DIVIDERS		579.26	
EFT11248	13/02/2020	R and R Heavy Diesel Services	REPAIRS TO SPEED SENSORS - RA3582	1		1,278.37
INV 3972	03/02/2020	R and R Heavy Diesel Services	SERVICE OF RA41		513.87	
INV 3971	03/02/2020	R and R Heavy Diesel Services	REPAIRS TO SPEED SENSORS - RA3582		764.50	

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid - February 2020**

USER: Eimear Guidera  
PAGE: 9

<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>
EFT11249	13/02/2020	Ravensthorpe Mechanical Services	BRAKE AIR HOSE & HEATER HOSE	1		43.68
INV 36079	31/01/2020	Ravensthorpe Mechanical Services	BRAKE AIR HOSE & HEATER HOSE		43.68	
EFT11250	13/02/2020	Ravensthorpe Youth Club Inc	QUARTERLY PAYMENT - JAN TO MARCH 2020	1		1,250.00
INV 61	30/01/2020	Ravensthorpe Youth Club Inc	QUARTERLY PAYMENT - JAN TO MARCH 2020		1,250.00	
EFT11251	13/02/2020	Shire of Ravensthorpe Social Club	Payroll deductions	1		90.00
INV DEDUCT10	02/2020	Shire of Ravensthorpe Social Club	Payroll deductions		90.00	
EFT11253	21/02/2020	4 Rivers Plumbing & Gas	PUMP OUT GREASE TRAP AT RAVENSTHORPE TOWN HALL	1		451.00
INV 5166	11/02/2020	4 Rivers Plumbing & Gas	PUMP OUT GREASE TRAP AT RAVENSTHORPE TOWN HALL		451.00	
EFT11254	21/02/2020	Allwest Plant Hire Australia Pty Ltd	HIRE OF MULTI TYRE ROLLER FROM 9/01/2020 TO 22/01/2020	1		2,420.00
INV 10091	29/01/2020	Allwest Plant Hire Australia Pty Ltd	HIRE OF MULTI TYRE ROLLER FROM 9/01/2020 TO 22/01/2020		2,420.00	
EFT11255	21/02/2020	Armadale Mower World	BAR ROLLARMATIC MINI, CHAIN LOOP, BLADE & PRO CORE	1		580.70
INV 51051#4	28/01/2020	Armadale Mower World	BAR ROLLARMATIC MINI, CHAIN LOOP, BLADE & PRO CORE		580.70	
EFT11256	21/02/2020	Australia Post	POSTAGE CHARGES - JANUARY 2020	1		10.55
INV 1009295603	02/2020	Australia Post	POSTAGE CHARGES - JANUARY 2020		10.55	
EFT11257	21/02/2020	Australian Taxation Office (ATO)	BAS RETURN JANUARY 2020	1		61,544.00
INV JAN 202020	02/2020	Australian Taxation Office (ATO)	BAS RETURN JANUARY 2020		61,544.00	
EFT11258	21/02/2020	BE Stearne & Co Pty Ltd	PVC SLIP-FIX REPAIR COULING, PVC COUPLING, PURPLE PRIMER & PVC GREEN CEMENT	1		194.25
INV 78392	03/02/2020	BE Stearne & Co Pty Ltd	PVC SLIP-FIX REPAIR COULING, PVC COUPLING, PURPLE PRIMER & PVC GREEN CEMENT		194.25	
EFT11259	21/02/2020	BP Australia Pty Ltd	BP FUEL CARDS - JANUARY 2020	1		4,543.11

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid - February 2020**

USER: Eimear Guidera  
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1092880131/01/2020		BP Australia Pty Ltd	BP FUEL CARDS - JANUARY 2020		4,543.11	
EFT11260	21/02/2020	Bills Doors & Servicing	SERVICE AUTO DOOR AT RAVENSTHORPE SHIRE OFFICE & HOPETOUN COMMUNITY CENTRE	1		660.00
INV 258	15/01/2020	Bills Doors & Servicing	SERVICE AUTO DOOR AT RAVENSTHORPE SHIRE OFFICE & HOPETOUN COMMUNITY CENTRE		660.00	
EFT11261	21/02/2020	CJD Equipment	DAF HEADLIGHT ITEM 1725272	1		368.29
INV 1988054	05/02/2020	CJD Equipment	1 X RADIATOR CAP PART NO 1867861		54.45	
INV 1991048	11/02/2020	CJD Equipment	DAF HEADLIGHT ITEM 1725272		313.84	
EFT11262	21/02/2020	Christine's Kitchen Pty Ltd	BREAKFAST AND LUNCH FOR FIRE CREW ON WEDNESDAY 12.02.2020 - FIRE 466665	1		1,043.95
INV 0082	13/02/2020	Christine's Kitchen Pty Ltd	3 X FRUIT PLATTERS AND 2 X ROAST DINNERS FOR HOPETOUN COMMUNITY WORKSHOP 04/02/2020		290.00	
INV 0081	13/02/2020	Christine's Kitchen Pty Ltd	BREAKFAST AND LUNCH FOR FIRE CREW ON WEDNESDAY 12.02.2020 - FIRE 466665		753.95	
EFT11263	21/02/2020	Cleanaway Pty Ltd	COLLECTIONS FOR JANUARY 2020	1		22,175.63
INV 2156533231/01/2020		Cleanaway Pty Ltd	COLLECTIONS FOR JANUARY 2020		22,175.63	
EFT11264	21/02/2020	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 28/01/2020	1		1,835.38
INV BWR02/206/02/2020		Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 28/01/2020		1,835.38	
EFT11265	21/02/2020	Day and Nite Maintenance	4 X NEW TYRES FOR RANGER VEHICLE - RA3280	1		4,481.40
INV 203	05/11/2019	Day and Nite Maintenance	65000KM SERVICE - RA222		646.80	
INV 204	14/01/2020	Day and Nite Maintenance	CARRY OUT 20000KM SERVICE TO FUSO CANTER - RA206		918.50	
INV 205	14/01/2020	Day and Nite Maintenance	50000KM SERVICE & 2 X NEW TYRES - RA025		1,326.60	
INV 208	17/01/2020	Day and Nite Maintenance	4 X NEW TYRES FOR RANGER VEHICLE - RA3280		1,369.50	
INV 207	17/01/2020	Day and Nite Maintenance	REPAIRS TO KOMATSU GRADER - RA3762		220.00	
EFT11266	21/02/2020	Department of Transport (Shire Licensing)	PLATE CHANGE 1GLQ258 TO RA3860	1		27.70
INV 1073331513/02/2020		Department of Transport (Shire Licensing)	PLATE CHANGE 1GLQ258 TO RA3860		27.70	

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid - February 2020**

USER: Eimear Guidera  
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11267	21/02/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE	1		729.30
INV 07315	30/01/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE		77.00	
INV 07319	30/01/2020	Esperance Fire Services	FIRE EXTINGUISHER SERVICE		652.30	
EFT11268	21/02/2020	FE Daw & Sons	ACCOUNT CHARGES FOR JANUARY 2020	1		134.54
INV JAN 202031/01/2020		FE Daw & Sons	ACCOUNT CHARGES FOR JANUARY 2020		134.54	
EFT11269	21/02/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & ALL WEST PLANT HIRE	1		1,784.85
INV 71403	27/01/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & ALL WEST PLANT HIRE		1,784.85	
EFT11270	21/02/2020	Fulton Hogan	48 X BAGS OF EZ STREET ASPHALT - BLACK	1		1,795.20
INV 1368480006/02/2020		Fulton Hogan	48 X BAGS OF EZ STREET ASPHALT - BLACK		1,795.20	
EFT11271	21/02/2020	Grants Empire	DEVELOP COMMUNITIES COMBATING PESTS & WEED IMPACTS DURING DROUGHT PROGRAM 2 OF 2	1		2,640.00
INV 1863	06/02/2020	Grants Empire	DEVELOP COMMUNITIES COMBATING PESTS & WEED IMPACTS DURING DROUGHT PROGRAM 2 OF 2		2,640.00	
EFT11272	21/02/2020	Hays Specialist Recruitment	TEMPORARY EXECUTIVE ASSISTANT POSITION - W/E 02/02/2022	1		488.14
INV 9001378	05/02/2020	Hays Specialist Recruitment	TEMPORARY EXECUTIVE ASSISTANT POSITION - W/E 02/02/2022		488.14	
EFT11273	21/02/2020	Hopetoun Community Resource Centre	TOURISM FUNDING FOR HOPETOUN CRC TOURISM SERVICES - JULY - DECEMBER 2019	1		5,500.00
INV 1054	12/02/2020	Hopetoun Community Resource Centre	TOURISM FUNDING FOR HOPETOUN CRC TOURISM SERVICES - JULY - DECEMBER 2019		5,500.00	
EFT11274	21/02/2020	Hopetoun Plumbing and Gas	BATHROOM REPAIR WORKS & PUMP REPLACEMENT & MODIFICATION AT AIRPORT	1		3,855.50
INV 2142	11/02/2020	Hopetoun Plumbing and Gas	BATHROOM REPAIR WORKS & PUMP REPLACEMENT & MODIFICATION AT AIRPORT		3,855.50	
EFT11275	21/02/2020	James Robert Hinch	CASE TRACTOR REPAIR LED BEACON	1		1,740.00



Date: 11/03/2020  
 Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Acconts Paid - February 2020**

USER: Eimear Guidera  
 PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV0010	22/01/2020	James Robert Hinch	CHECK START FAULT, REPLACE BATTERY, TEST FOR DRAIN AND CHARGE		125.00	
INV INV0011	22/01/2020	James Robert Hinch	CASE TRACTOR REPAIR LED BEACON		500.00	
INV INV0012	22/01/2020	James Robert Hinch	REPAIR ELECTRIC WINDOW		350.00	
INV INV0025	15/02/2020	James Robert Hinch	FIX SIDE LIGHTS ON TRAILER		325.00	
INV INV0026	15/02/2020	James Robert Hinch	FIX SIDE LIGHTS AND BRAKE LIGHTS ON TRAILER		440.00	
EFT11276	21/02/2020	Jason Signmakers	10 X SCHOOL BUS STOP SIGNS & 20 X SIGN MOUNTING BRACKETS	1		656.00
INV 205379	05/02/2020	Jason Signmakers	HOPETOUN COMMUNITY CENTRE SIGN		101.92	
INV 205441	06/02/2020	Jason Signmakers	10 X SCHOOL BUS STOP SIGNS & 20 X SIGN MOUNTING BRACKETS		554.08	
EFT11277	21/02/2020	Nutrien Ag Solutions	4 X SILVAN SPRAYER 8LTR & 48 X SAFETY GLASSES TEXAS SMOKE	1		716.32
INV 9025444822	22/01/2020	Nutrien Ag Solutions	4 X SILVAN SPRAYER 8LTR & 48 X SAFETY GLASSES TEXAS SMOKE		716.32	
EFT11278	21/02/2020	Lloydey's Power Services	INSTALL LED LIGHT IN VISITORS CHANGE ROOM AND SUPPLY 6 X EXTERNAL LIGHT GLOBES	1		398.40
INV 0306	07/02/2020	Lloydey's Power Services	INSTALL NEW LIGHT FITTING IN LAUNDRY OF 27C CARLISLE ST UNIT		158.40	
INV 0302	07/02/2020	Lloydey's Power Services	INSTALL LED LIGHT IN VISITORS CHANGE ROOM AND SUPPLY 6 X EXTERNAL LIGHT GLOBES		240.00	
EFT11279	21/02/2020	Matthews Smash Repairs	INSURANCE EXCESS FOR RA3280 CLAIM # 6012519	1		500.01
INV 11696/2	10/02/2020	Matthews Smash Repairs	INSURANCE EXCESS FOR RA3280 CLAIM # 6012519		500.01	
EFT11280	21/02/2020	McLeods Barristers & Solicitors	PROFESSIONAL FEES FOR THE PREPARATION OF AUDIT INFORMATION 2019	1		176.00
INV 111880	21/01/2020	McLeods Barristers & Solicitors	PROFESSIONAL FEES FOR THE PREPARATION OF AUDIT INFORMATION 2019		176.00	
EFT11281	21/02/2020	MedTech Healthcare	MONTHLY SITE SUPPORT - FEBRUARY 2020	1		110.00
INV 050807	01/02/2020	MedTech Healthcare	MONTHLY SITE SUPPORT - FEBRUARY 2020		110.00	

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Acconts Paid - February 2020**

USER: Eimear Guidera  
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11282	21/02/2020	Michael Christopher	BOND REFUND	1		20.00
INV T1581	21/02/2020	Michael Christopher	BOND REFUND	1	20.00	
EFT11283	21/02/2020	Munglinup Roadhouse	MAINTENANCE / CLEANING MUNGLINUP PUBLIC FACILITIES - JANUARY 2020	1		2,447.50
INV 184396	06/01/2020	Munglinup Roadhouse	MAINTENANCE OF THE MUNGLINUP LANDFILL SITE - 2 HRS - JANUARY 2020		165.00	
INV 0018943630/01/2020		Munglinup Roadhouse	MAINTENANCE / CLEANING MUNGLINUP PUBLIC FACILITIES - JANUARY 2020		1,705.00	
INV 189437	30/01/2020	Munglinup Roadhouse	MAINTENANCE OF THE MUNGLINUP LANDFILL SITE - 7 HRS - JANUARY 2020		577.50	
EFT11284	21/02/2020	Palmer Earthmoving Pty Ltd T/As Palmer Civil Construction	WANDRRA AGRN 743: CONTRACT 17/2017 - RETENTION RELEASE	1		24,679.93
INV 2507	13/09/2019	Palmer Earthmoving Pty Ltd T/As Palmer Civil Construction	WANDRRA AGRN 743: CONTRACT 17/2017 - RETENTION RELEASE		24,679.93	
EFT11285	21/02/2020	Perfect Computer Solutions	IT SUPPORT COSTS - TRAVEL TO HOPETOUN & LABOUR 04/02/2020 - 05/02/2020	1		2,677.50
INV 25327	06/02/2020	Perfect Computer Solutions	IT SUPPORT COSTS - TRAVEL TO HOPETOUN & LABOUR 04/02/2020 - 05/02/2020		2,507.50	
INV 25328	06/02/2020	Perfect Computer Solutions	IT SUPPORT COSTS 30/01/2020 - 04/02/2020		170.00	
EFT11286	21/02/2020	Ravensthorpe Agencies	1 x STEELBLUE SHOES (NEEDED FOR A FIRE FIGHTER)	1		199.00
INV 30458	10/02/2020	Ravensthorpe Agencies	1 x STEELBLUE SHOES (NEEDED FOR A FIRE FIGHTER)		199.00	
EFT11287	21/02/2020	Rokibul Islam	BOND REFUND	1		40.00
INV T878	21/02/2020	Rokibul Islam	BOND REFUND	1	20.00	
INV T1395	21/02/2020	Rokibul Islam	BOND REFUND	1	20.00	
EFT11288	21/02/2020	Sarah Rodigari	BOND REFUND	1		20.00
INV T1560	21/02/2020	Sarah Rodigari	BOND REFUND	1	20.00	
EFT11289	21/02/2020	Shire of Esperance	PLANNING SERVICES - JANUARY 2020	1		5,274.50
INV 74074	05/02/2020	Shire of Esperance	PLANNING SERVICES - JANUARY 2020		5,274.50	

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid - February 2020**

USER: Eimear Guidera  
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11290	21/02/2020	Sunny Industrial Brushware	POWERBOSS 9 MAINBROOM 48" LONG	1		1,708.96
INV 21213	17/01/2020	Sunny Industrial Brushware	POWERBOSS SW62/SW72 13" O/DIA SIDE BROOM & BOOT CLEANER		640.64	
INV 21222	22/01/2020	Sunny Industrial Brushware	POWERBOSS 9 MAINBROOM 48" LONG		1,068.32	
EFT11291	21/02/2020	The Roast N Grill Cafe	FOOD FOR FIRE CREWS FROM SATURDAY 08.02.2020 TO THURSDAY 13.02.2020 - FIRE 466665	1		1,602.70
INV 98	05/02/2020	The Roast N Grill Cafe	COMMUNITY WORKSHOP RAVENSTHORPE 05/02/2020 - FRUIT PLATTERS		82.50	
INV 17	12/02/2020	The Roast N Grill Cafe	FOOD FOR FIRE CREWS FROM SATURDAY 08.02.2020 TO THURSDAY 13.02.2020 - FIRE 466665		1,520.20	
EFT11292	21/02/2020	Toll Transport Pty Ltd	FREIGHT CHARGES - CUTTING EDGE, CJD & PATHWEST	1		1,828.79
INV 0439-S3026/01/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - CUTTING EDGE, CJD & PATHWEST		1,828.79	
EFT11293	21/02/2020	WA Tyre Recovery	TYRE COLLECTION FROM MUNGLINUP TIP SITE	1		278.07
INV 1239	02/02/2020	WA Tyre Recovery	TYRE COLLECTION FROM MUNGLINUP TIP SITE		278.07	
EFT11294	21/02/2020	WINC Australia Pty Ltd	NET47750027 - VARIOUS CONSUMABLES - CUB HOUSE	1		3,042.02
INV 9028361702/09/2019		WINC Australia Pty Ltd	VARIOUS SUPPLIES - LITTLE BARRENS - NET ORDER 47112348		93.01	
INV 9028351102/09/2019		WINC Australia Pty Ltd	VARIOUS SUPPLIES - LITTLE BARRENS - NET ORDER 47112348		3.31	
INV 9028362102/09/2019		WINC Australia Pty Ltd	VARIOUS OFFICE SUPPLIES AS PER QUOTED ORDER NET47052000		31.46	
INV 9028436909/09/2019		WINC Australia Pty Ltd	VARIOUS SUPPLIES - LITTLE BARRENS - NET ORDER 47112348		267.77	
INV 9028443009/09/2019		WINC Australia Pty Ltd	VARIOUS SUPPLIES - LITTLE BARRENS - NET ORDER 47112348		17.05	
INV 9028464610/09/2019		WINC Australia Pty Ltd	VARIOUS SUPPLIES - LITTLE BARRENS - NET ORDER 47112348		7.37	
INV 9028480111/09/2019		WINC Australia Pty Ltd	VARIOUS SUPPLIES - LITTLE BARRENS - NET ORDER 47112348		20.15	
INV 9028501312/09/2019		WINC Australia Pty Ltd	VARIOUS SUPPLIES - LITTLE BARRENS - NET ORDER 47112348		23.71	

Date: 11/03/2020  
Time: 9:14:53AM

Shire of Ravensthorpe  
Creditors list of Accounts Paid - February 2020

USER: Eimear Guidera  
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9028500512/09/2019		WINC Australia Pty Ltd	VARIOUS OFFICE SUPPLIES AS PER QUOTED ORDER NET47052000		25.28	
INV 9028653125/09/2019		WINC Australia Pty Ltd	VARIOUS OFFICE SUPPLIES AS PER QUOTED ORDER NET47069890		49.26	
INV 9028695027/09/2019		WINC Australia Pty Ltd	VARIOUS OFFICE SUPPLIES AS PER QUOTED ORDER NET46982888		242.74	
INV 9028762904/10/2019		WINC Australia Pty Ltd	VARIOUS SUPPLIES - LITTLE BARRENS - NET ORDER 47112348		38.40	
INV 9028822310/10/2019		WINC Australia Pty Ltd	VARIOUS OFFICE SUPPLIES AS PER QUOTED ORDER NET47052000		20.77	
INV 9028885415/10/2019		WINC Australia Pty Ltd	ORDER NET47358505 VARIOUS CONSUMABLES - LITTLE BARRENS		232.82	
INV 9028891116/10/2019		WINC Australia Pty Ltd	ORDER NET47358505 VARIOUS CONSUMABLES - LITTLE BARRENS		33.78	
INV 9028971922/10/2019		WINC Australia Pty Ltd	VARIOUS OFFICE SUPPLIES AS PER QUOTED ORDER NET46982888		50.77	
INV 9029014124/10/2019		WINC Australia Pty Ltd	ORDER NET47358505 VARIOUS CONSUMABLES - LITTLE BARRENS		41.89	
INV 9029132301/11/2019		WINC Australia Pty Ltd	VARIOUS OFFICE SUPPLIES AS PER QUOTED ORDER NET47069890		38.09	
INV 9029180005/11/2019		WINC Australia Pty Ltd	VARIOUS SUPPLIES - LITTLE BARRENS - NET ORDER 47112348		15.38	
INV 9029317212/11/2019		WINC Australia Pty Ltd	ORDER NET47358505 VARIOUS CONSUMABLES - LITTLE BARRENS		20.33	
INV 9029323312/11/2019		WINC Australia Pty Ltd	ORDER NET47511670 - VARIOUS CONSUMABLES CUB HOUSE		198.67	
INV 9029327313/11/2019		WINC Australia Pty Ltd	ORDER NET47511670 - VARIOUS CONSUMABLES CUB HOUSE		37.46	
INV 9029647022/11/2019		WINC Australia Pty Ltd	ORDER NET47511670 - VARIOUS CONSUMABLES CUB HOUSE		6.53	
INV 9029683125/11/2019		WINC Australia Pty Ltd	ORDER NET47511670 - VARIOUS CONSUMABLES CUB HOUSE		31.17	
INV 9029701126/11/2019		WINC Australia Pty Ltd	ORDER NET47472905 - VARIOUS CONSUMABLES LITTLE BARRENS		17.42	
INV 9030582218/12/2019		WINC Australia Pty Ltd	ORDER NO: NET47598807 VARIOUS CONSUMABLES LITTLE BARRENS		414.29	

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Acconts Paid - February 2020**

USER: Eimear Guidera  
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9030620621/12/2019		WINC Australia Pty Ltd	ORDER NO: NET47598807 VARIOUS CONSUMABLES LITTLE BARRENS		83.44	
INV 9030639023/12/2019		WINC Australia Pty Ltd	ORDER NO: NET47598807 VARIOUS CONSUMABLES LITTLE BARRENS		64.50	
INV 9030728006/01/2020		WINC Australia Pty Ltd	NET47741930 - VARIOUS CONSUMABLES - CUB HOUSE		104.39	
INV 9030733807/01/2020		WINC Australia Pty Ltd	NET47741930 - VARIOUS CONSUMABLES - CUB HOUSE		76.56	
INV 9030746207/01/2020		WINC Australia Pty Ltd	NET47750027 - VARIOUS CONSUMABLES - CUB HOUSE		531.75	
INV 9030852814/01/2020		WINC Australia Pty Ltd	NET47753216 - VARIOUS CONSUMABLES LITTLE BARRENS		202.50	
EFT11295	21/02/2020	WSP Australia Pty Limited	WSP CONSULTANT AERODROME RESEAL DEFECTS FOLLOW UP WORKS	1		15,943.40
INV 6404817601/11/2019		WSP Australia Pty Limited	WSP CONSULTANT AERODROME RESEAL DEFECTS FOLLOW UP WORKS		15,943.40	
EFT11296	21/02/2020	WSP Opus Australia Pty Ltd	AGRN 743 WANDRRA 2017 ASSISTANCE 01/05/2019 - 30/06/2019	1		86,558.78
INV 6404963725/11/2019		WSP Opus Australia Pty Ltd	AGRN 743 WANDRRA 2017 ASSISTANCE 01/05/2019 - 30/06/2019		49,210.81	
INV 6404978226/11/2019		WSP Opus Australia Pty Ltd	AGRN 743 WANDRRA 2017 ASSISTANCE 01/07/2019 - 25/10/2019		37,347.97	
EFT11297	21/02/2020	Will Chalk Carpentry	MATERIALS: 6X11M SHED	1		21,261.50
INV 297	11/02/2020	Will Chalk Carpentry			21,261.50	
EFT11298	28/02/2020	Best Office Systems	PRINTING AND PHOTOCOPIES - FEBRUARY 2020	1		1,432.73
INV 568199	13/02/2020	Best Office Systems	PRINTING AND PHOTOCOPIES - FEBRUARY 2020		1,432.73	
EFT11299	28/02/2020	Bob Waddell & Associates Pty Ltd	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB W/E 16/02/2020 & TRAVEL	1		9,732.80
INV 1946	16/02/2020	Bob Waddell & Associates Pty Ltd	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB W/E 16/02/2020 & TRAVEL		4,980.80	
INV 1949	23/02/2020	Bob Waddell & Associates Pty Ltd	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB W/E 23/02/2020		4,752.00	
EFT11300	28/02/2020	Bunnings Group Ltd	ASSORTED MATERIALS FOR MAINTENANCE WORKS AT THE CUB HOUSE CHILD CARE CENTRE	1		453.25

Date: 11/03/2020  
 Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Acconts Paid - February 2020**

USER: Eimear Guidera  
 PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2022/008	15/02/2020	Bunnings Group Ltd	ASSORTED MATERIALS FOR MAINTENANCE WORKS AT THE CUB HOUSE CHILD CARE CENTRE		453.25	
EFT11301	28/02/2020	Caltex Energy WA	DIESEL 23,906L	1		31,842.56
INV SI404388	19/02/2020	Caltex Energy WA	DIESEL 23,906L		31,842.56	
EFT11302	28/02/2020	Christine's Kitchen Pty Ltd	50 X LUNCHESES & DRINKS - LAURINA RD FIREFIGHTERS 16.02.2020	1		892.50
INV 0084	16/02/2020	Christine's Kitchen Pty Ltd	50 X LUNCHESES & DRINKS - LAURINA RD FIREFIGHTERS 16.02.2020		892.50	
EFT11303	28/02/2020	Corporate Living CANVALE PTY LTD	SUPPLY & DELIVER (20) DISCOVER TASK CHAIRS - LESS \$1000 DEPOSIT	1		9,912.00
INV 1979	17/01/2020	Corporate Living CANVALE PTY LTD	SUPPLY & DELIVER (20) DISCOVER TASK CHAIRS - LESS \$1000 DEPOSIT		9,912.00	
EFT11304	28/02/2020	Department of Fire and Emergency Services (Previously FESA)	2019/2020 ESL QUARTER 3	1		44,985.68
INV 150308	21/02/2020	Department of Fire and Emergency Services (Previously FESA)	2019/2020 ESL QUARTER 3		44,985.68	
EFT11305	28/02/2020	Dick's Electronics Esperance	SUPPLY AND INSTALL ANTENNA AND SIGNAL BOOSTER EQUIPMENT AT THE AIRPORT	1		1,816.50
INV 4981000012	12/02/2020	Dick's Electronics Esperance	SUPPLY AND INSTALL ANTENNA AND SIGNAL BOOSTER EQUIPMENT AT THE AIRPORT		1,816.50	
EFT11306	28/02/2020	Esperance Ag Services	BOW SHACKLE, TYRE REPAIR KIT, AIR LINE + FITTINGS, CAM LOCK & EXTENSION CORD	1		404.40
INV 1-516741	22/01/2020	Esperance Ag Services	BOW SHACKLE, TYRE REPAIR KIT, AIR LINE + FITTINGS, CAM LOCK & EXTENSION CORD		404.40	
EFT11307	28/02/2020	Essential Resources	EDUCATIONAL REFERENCE MATERIALS - CUB HOUSE & LITTLE BARRENS	1		153.84
INV 899927	29/01/2020	Essential Resources	EDUCATIONAL REFERENCE MATERIALS - CUB HOUSE & LITTLE BARRENS		153.84	
EFT11308	28/02/2020	Farmers Centre Pty Ltd	VARIOUS VEHICLE PARTS	1		142.93
INV 717676	14/02/2020	Farmers Centre Pty Ltd	VARIOUS VEHICLE PARTS		142.93	

Date: 11/03/2020  
Time: 9:14:53AM

Shire of Ravensthorpe  
Creditors list of Accounts Paid - February 2020

USER: Eimear Guidera  
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11309	28/02/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & FULTON HOGAN	1		906.20
INV 72635	14/02/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & FULTON HOGAN		906.20	
EFT11310	28/02/2020	Hopetoun Painting Service	PREPARE & PAINT ALL PASSAGEWAY CEILINGS WALLS SKIRTINGS & DOORS & FRAMES	1		3,432.00
INV 1155	23/02/2020	Hopetoun Painting Service	PREPARE & PAINT ALL PASSAGEWAY CEILINGS WALLS SKIRTINGS & DOORS & FRAMES		3,432.00	
EFT11311	28/02/2020	Hopetoun Tyres & Batteries	TYRE FOR HOPETOON RURAL FIRE TRUCK	1		385.00
INV 0031	24/02/2020	Hopetoun Tyres & Batteries	TYRE FOR HOPETOON RURAL FIRE TRUCK		385.00	
EFT11312	28/02/2020	Kindyhub Pty Ltd	KINDYHUB APP - MONTHLY SUBSCRIPTION - FEBRUARY 2020	1		59.40
INV KH11875	13/02/2020	Kindyhub Pty Ltd	KINDYHUB APP - MONTHLY SUBSCRIPTION - FEBRUARY 2020		37.40	
INV KH11876	13/02/2020	Kindyhub Pty Ltd	KINDYHUB APP - MONTHLY SUBSCRIPTION - FEBRUARY 2020		22.00	
EFT11313	28/02/2020	Perfect Computer Solutions	IT SUPPORT COSTS 05/02/2020 - 06/02/2020	1		680.00
INV 25345	13/02/2020	Perfect Computer Solutions	IT SUPPORT COSTS FOR THE MEDICAL CENTRE 30/01/20 - 06/02/20		170.00	
INV 25346	13/02/2020	Perfect Computer Solutions	IT SUPPORT COSTS 05/02/2020 - 06/02/2020		255.00	
INV 25361	20/02/2020	Perfect Computer Solutions	IT SUPPORT COSTS FOR LITTLE BARRENS - 12/02/2020		85.00	
INV 25362	20/02/2020	Perfect Computer Solutions	IT SUPPORT COSTS FOR THE MEDICAL CENTRE - 06/02/2020		170.00	
EFT11314	28/02/2020	R and R Heavy Diesel Services	CARRY OUT INSPECTION AND MAJOR SERVICE OF AIRPORT TUG MOTOR	1		2,749.03
INV 3994	13/02/2020	R and R Heavy Diesel Services	DIAGNOSE DERATE FAULT - HINO PRIME MOVER		1,138.50	
INV 4001	18/02/2020	R and R Heavy Diesel Services	CARRY OUT INSPECTION AND MAJOR SERVICE OF AIRPORT TUG MOTOR		1,610.53	
EFT11315	28/02/2020	Ravensthorpe Agencies	40MM TWIN IMPELLER FIRE FIGHTER	1		627.00
INV 30520	14/02/2020	Ravensthorpe Agencies	40MM TWIN IMPELLER FIRE FIGHTER		627.00	

Date: 11/03/2020  
Time: 9:14:53AM

Shire of Ravensthorpe  
Creditors list of Accounts Paid - February 2020

USER: Eimear Guidera  
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11316	28/02/2020	Ravensthorpe Building Supplies	K27030 KINGCHROME SOCKET SET 26 PIECE	1		198.22
INV 3560	17/02/2020	Ravensthorpe Building Supplies	K27030 KINGCHROME SOCKET SET 26 PIECE		198.22	
EFT11317	28/02/2020	Ravensthorpe Mechanical Services	REPAIR HYDRAULIC HOSE ON D6 DOZER INCLUDING TRAVEL TO SITE AND HYDRAULIC OIL	1		1,491.08
INV 36149	11/02/2020	Ravensthorpe Mechanical Services	REPAIR HYDRAULIC HOSE ON D6 DOZER INCLUDING TRAVEL TO SITE AND HYDRAULIC OIL		1,491.08	
EFT11318	28/02/2020	Ravensthorpe Regional Arts Council	BOND REFUND	1		50.00
INV T870	28/02/2020	Ravensthorpe Regional Arts Council	BOND REFUND	1	50.00	
EFT11319	28/02/2020	Ravensthorpe Roadhouse	FOOD FOR FIRE CREWS FROM SATURDAY 08.02.2020 TO THURSDAY 13.02.2020	1		977.65
INV 0648	18/02/2020	Ravensthorpe Roadhouse	FOOD FOR FIRE CREWS FROM SATURDAY 08.02.2020 TO THURSDAY 13.02.2020		977.65	
EFT11320	28/02/2020	Ravensthorpe State Emergency Service	ESL PAYMENT - QUARTER 3 19/20	1		12,000.00
INV 45	24/01/2020	Ravensthorpe State Emergency Service	ESL PAYMENT - QUARTER 3 19/20		6,000.00	
INV 44	24/01/2020	Ravensthorpe State Emergency Service	ESL PAYMENT - QUARTER 2 19/20		6,000.00	
EFT11321	28/02/2020	Recharge-IT	4X PRINTER CARTRIDGES FOR BROTHER PRINTER	1		352.00
INV 0161027218/02/2020		Recharge-IT	4X PRINTER CARTRIDGES FOR BROTHER PRINTER		352.00	
EFT11322	28/02/2020	Rodney Clarence Daw	CBFO TELSTRA REIMBURSEMENT TO 10 FEB 2020	1		300.92
INV REIMUR24/01/2020		Rodney Clarence Daw	CBFO TELSTRA REIMBURSEMENT TO 10 JAN 2020		138.14	
INV REIMBU21/02/2020		Rodney Clarence Daw	CBFO TELSTRA REIMBURSEMENT TO 10 FEB 2020		162.78	
EFT11323	28/02/2020	Roger Mansell	BOND REFUND	1		20.00
INV T1539	28/02/2020	Roger Mansell	BOND REFUND	1	20.00	
EFT11324	28/02/2020	Solar Water Pumps Sales & Service Pty Ltd	SUPPLY AND INSTALL HERITAGE TANK AND SOLAR POWERED PUMP UNIT AT FITZGERALD DAM	1		16,650.00
INV 2355	11/02/2020	Solar Water Pumps Sales & Service Pty Ltd	SUPPLY AND INSTALL HERITAGE TANK AND SOLAR POWERED PUMP UNIT AT FITZGERALD DAM		16,650.00	



Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid - February 2020**

USER: Eimear Guidera  
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11325	28/02/2020	Stagg's Mechanical Repairs	PERFORM WHEEL ALIGNMENT - RA225	1		88.00
INV 14473	14/02/2020	Stagg's Mechanical Repairs	PERFORM WHEEL ALIGNMENT - RA225		88.00	
EFT11326	28/02/2020	StrataGreen	PD280 EARTHCARE WATER CRYSTALS 25KG	1		627.88
INV 118164	18/02/2020	StrataGreen	PD280 EARTHCARE WATER CRYSTALS 25KG		627.88	
EFT11327	28/02/2020	The Roast N Grill Cafe	40 X VOLUNTEER MEALS - NORTH RAVY BUSHFIRE 15.02.2020	1		817.80
INV 19	15/02/2020	The Roast N Grill Cafe	40 X VOLUNTEER MEALS - NORTH RAVY BUSHFIRE 15.02.2020		616.00	
INV 20	16/02/2020	The Roast N Grill Cafe	ROUNDS OF WRAPS & MIXED MEAT/SALAD SANDWICHES - NORTH RAVY FIREFIGHTERS 16/02/2020		201.80	
EFT11328	28/02/2020	WA Tyre Recovery	REMAINING BALANCE OF INV-1239	1		2,780.68
INV 1239	02/02/2020	WA Tyre Recovery	REMAINING BALANCE OF INV-1239		2,780.68	
EFT11329	28/02/2020	WINC Australia Pty Ltd	VARIOUS CHILDCARE CONSUMABLES	1		102.74
INV 9031337613/02/2020		WINC Australia Pty Ltd	VARIOUS CHILDCARE CONSUMABLES		9.12	
INV 9031339913/02/2020		WINC Australia Pty Ltd	VARIOUS CHILDCARE CONSUMABLES		93.62	
DD5148.1	10/02/2020	WA Local Government Super Plan	Payroll deductions	1		9,604.24
INV SUPER	10/02/2020	WA Local Government Super Plan	Superannuation contributions	1	7,763.69	
INV DEDUCT	10/02/2020	WA Local Government Super Plan	Payroll deductions	1	210.00	
INV DEDUCT	10/02/2020	WA Local Government Super Plan	Payroll deductions	1	173.60	
INV DEDUCT	10/02/2020	WA Local Government Super Plan	Payroll deductions	1	1,097.45	
INV DEDUCT	10/02/2020	WA Local Government Super Plan	Payroll deductions	1	69.71	
INV DEDUCT	10/02/2020	WA Local Government Super Plan	Payroll deductions	1	216.71	
INV DEDUCT	10/02/2020	WA Local Government Super Plan	Payroll deductions	1	73.08	
DD5148.2	10/02/2020	Rest Superannuation	Superannuation contributions	1		694.86
INV SUPER	10/02/2020	Rest Superannuation	Superannuation contributions	1	694.86	

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Acconts Paid - February 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>
DD5148.3	10/02/2020	BUSSQ	Payroll deductions	1		467.10
INV SUPER	10/02/2020	BUSSQ	Superannuation contributions	1	347.33	
INV DEDUCT	10/02/2020	BUSSQ	Payroll deductions	1	119.77	
DD5148.4	10/02/2020	BT Super	Superannuation contributions	1		197.58
INV SUPER	10/02/2020	BT Super	Superannuation contributions	1	197.58	
DD5148.5	10/02/2020	ANZ Smart Choice Super	Superannuation contributions	1		180.50
INV SUPER	10/02/2020	ANZ Smart Choice Super	Superannuation contributions	1	180.50	
DD5148.6	10/02/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1		401.92
INV SUPER	10/02/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	401.92	
DD5148.7	10/02/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,311.58
INV DEDUCT	10/02/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	494.34	
INV SUPER	10/02/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,767.24	
INV DEDUCT	10/02/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	50.00	
DD5148.8	10/02/2020	Colonial First State	Superannuation contributions	1		389.14
INV DEDUCT	10/02/2020	Colonial First State	Payroll deductions	1	57.65	
INV SUPER	10/02/2020	Colonial First State	Superannuation contributions	1	331.49	
DD5148.9	10/02/2020	MLC MasterKey Business Super	Superannuation contributions	1		491.85
INV DEDUCT	10/02/2020	MLC MasterKey Business Super	Payroll deductions	1	48.93	
INV SUPER	10/02/2020	MLC MasterKey Business Super	Superannuation contributions	1	442.92	
DD5166.1	24/02/2020	BANKWEST Corporate Mastercard	JANUARY 2020 STATEMENT	1		2,831.05
INV JAN 2020	24/02/2020	BANKWEST Corporate Mastercard	JANUARY 2020 STATEMENT	1	2,831.05	
DD5168.1	24/02/2020	WA Local Government Super Plan	Payroll deductions	1		9,768.75

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid - February 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	24/02/2020	WA Local Government Super Plan	Superannuation contributions	1	7,890.44	
INV DEDUCT	24/02/2020	WA Local Government Super Plan	Payroll deductions	1	210.00	
INV DEDUCT	24/02/2020	WA Local Government Super Plan	Payroll deductions	1	178.05	
INV DEDUCT	24/02/2020	WA Local Government Super Plan	Payroll deductions	1	1,108.55	
INV DEDUCT	24/02/2020	WA Local Government Super Plan	Payroll deductions	1	88.66	
INV DEDUCT	24/02/2020	WA Local Government Super Plan	Payroll deductions	1	219.97	
INV DEDUCT	24/02/2020	WA Local Government Super Plan	Payroll deductions	1	73.08	
DD5168.2	24/02/2020	Rest Superannuation	Superannuation contributions	1		747.52
INV SUPER	24/02/2020	Rest Superannuation	Superannuation contributions	1	747.52	
DD5168.3	24/02/2020	BUSSQ	Payroll deductions	1		459.80
INV SUPER	24/02/2020	BUSSQ	Superannuation contributions	1	341.90	
INV DEDUCT	24/02/2020	BUSSQ	Payroll deductions	1	117.90	
DD5168.4	24/02/2020	BT Super	Superannuation contributions	1		187.72
INV SUPER	24/02/2020	BT Super	Superannuation contributions	1	187.72	
DD5168.5	24/02/2020	ANZ Smart Choice Super	Superannuation contributions	1		180.50
INV SUPER	24/02/2020	ANZ Smart Choice Super	Superannuation contributions	1	180.50	
DD5168.6	24/02/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1		401.92
INV SUPER	24/02/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	401.92	
DD5168.7	24/02/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,342.94
INV DEDUCT	24/02/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	497.45	
INV SUPER	24/02/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,795.49	
INV DEDUCT	24/02/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	50.00	

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid - February 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>
DD5168.8	24/02/2020	Colonial First State	Superannuation contributions	1		389.14
INV DEDUCT	24/02/2020	Colonial First State	Payroll deductions	1	57.65	
INV SUPER	24/02/2020	Colonial First State	Superannuation contributions	1	331.49	
DD5168.9	24/02/2020	MLC MasterKey Business Super	Superannuation contributions	1		589.37
INV DEDUCT	24/02/2020	MLC MasterKey Business Super	Payroll deductions	1	50.08	
INV SUPER	24/02/2020	MLC MasterKey Business Super	Superannuation contributions	1	539.29	
DD5177.1	28/02/2020	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - FEBRUARY 2020	1		36,375.75
INV FEB 2020	28/02/2020	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - FEBRUARY 2020	1	36,375.75	
DD5177.2	28/02/2020	Synergy	PAYMENT BY AUTHORITY - FEBRUARY 2020	1		9,607.84
INV FEB 2020	28/02/2020	Synergy	PAYMENT BY AUTHORITY - FEBRUARY 2020	1	9,607.84	
DD5177.3	28/02/2020	Horizon Power	PAYMENT BY AUTHORITY - FEBRUARY 2020	1		7,202.59
INV FEB 2020	28/02/2020	Horizon Power	PAYMENT BY AUTHORITY - FEBRUARY 2020	1	7,202.59	
DD5177.4	28/02/2020	Water Corporation	PAYMENT BY AUTHORITY - FEBRUARY 2020	1		4,174.31
INV FEB 2020	28/02/2020	Water Corporation	PAYMENT BY AUTHORITY - FEBRUARY 2020	1	4,174.31	
DD5177.5	17/02/2020	SG Fleet	LEASE RENTALS FEBRUARY 2020	1		13,496.72
INV AUSG0021	17/02/2020	SG Fleet	LEASE RENTALS FEBRUARY 2020	1	13,496.72	
DD5177.6	03/02/2020	Westnet Pty Ltd	ACCOUNT PAYMENT BY AUTHORITY FEBRUARY 2020	1		404.15
INV 1169411703	03/02/2020	Westnet Pty Ltd	ACCOUNT PAYMENT BY AUTHORITY FEBRUARY 2020	1	404.15	
DD5177.7	06/02/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - FEBRUARY 2020	1		38,924.84
INV WATC F106	06/02/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - FEBRUARY 2020	1	38,924.84	
DD5177.8	10/02/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - FEBRUARY 2020	1		33,710.68
INV WATC FH0	10/02/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - FEBRUARY 2020	1	33,710.68	

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Acconts Paid - February 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>
DD5177.9	17/02/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - FEBRUARY 2020	1		23,650.96
INV WATC FH7/02/2020		WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - FEBRUARY 2020	1	23,650.96	
DD5148.10	10/02/2020	Hesta Superannuation	Superannuation contributions	1		190.35
INV DEDUCT10/02/2020		Hesta Superannuation	Payroll deductions	1	32.82	
INV SUPER	10/02/2020	Hesta Superannuation	Superannuation contributions	1	157.53	
DD5148.11	10/02/2020	MLC Superannuation	Superannuation contributions	1		71.88
INV SUPER	10/02/2020	MLC Superannuation	Superannuation contributions	1	71.88	
DD5148.12	10/02/2020	AMP Super	Superannuation contributions	1		59.39
INV SUPER	10/02/2020	AMP Super	Superannuation contributions	1	59.39	
DD5148.13	10/02/2020	BT Super for Life	Superannuation contributions	1		635.51
INV SUPER	10/02/2020	BT Super for Life	Superannuation contributions	1	635.51	
DD5148.14	10/02/2020	Care Super Pty Ltd	Superannuation contributions	1		173.06
INV SUPER	10/02/2020	Care Super Pty Ltd	Superannuation contributions	1	173.06	
DD5168.10	24/02/2020	Hesta Superannuation	Superannuation contributions	1		159.49
INV DEDUCT24/02/2020		Hesta Superannuation	Payroll deductions	1	27.50	
INV SUPER	24/02/2020	Hesta Superannuation	Superannuation contributions	1	131.99	
DD5168.11	24/02/2020	MLC Superannuation	Superannuation contributions	1		50.22
INV SUPER	24/02/2020	MLC Superannuation	Superannuation contributions	1	50.22	
DD5168.12	24/02/2020	AMP Super	Superannuation contributions	1		59.06
INV SUPER	24/02/2020	AMP Super	Superannuation contributions	1	59.06	
DD5168.13	24/02/2020	BT Super for Life	Superannuation contributions	1		617.47

Date: 11/03/2020  
Time: 9:14:53AM

**Shire of Ravensthorpe**  
**Creditors list of Acconts Paid - February 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	24/02/2020	BT Super for Life	Superannuation contributions	1	617.47	
DD5168.14	24/02/2020	Care Super Pty Ltd	Superannuation contributions	1		179.93
INV SUPER	24/02/2020	Care Super Pty Ltd	Superannuation contributions	1	179.93	

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	Municipal Bank Account	<b>788,525.84</b>
<b>TOTAL</b>		<b>788,525.84</b>