

Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Ravensthorpe will be held on Tuesday 17 November 2020 in Ravensthorpe Recreation Centre, Ravensthorpe commencing at 6.00pm.

Schedule

6.00pm Ordinary Council Meeting

Gavin Pollock
Chief Executive Officer

13 November 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
17 November 2020

MISSION STATEMENT

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

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

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

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

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

A handwritten signature in blue ink, appearing to read 'G. Pollock', written in a cursive style.

Gavin Pollock
Chief Executive Officer



SHIRE OF RAVENSTHORPE - QUESTIONS FROM THE PUBLIC

Name: _____

Residential Address: _____

Phone Number: _____ Meeting Date: _____

Signature: _____

Council Agenda Item Number: _____

*If applicable-see below**

Name of Organisation Representing: _____

If applicable

QUESTION

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

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

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

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



APPLICATION FOR LEAVE OF ABSENCE

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

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

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

Signed: _____ Date: _____



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

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

(2) _____

(3) Agenda item _____

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

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

(5) The nature of my interest is

(6) The extent of my interest is

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

DECLARATION BY:

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

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

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

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

5.60A – Financial Interest

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

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

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

5.60B – Proximity Interest

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

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

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

5.61 – Indirect financial interest

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

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

11 – Disclosure of interest

- (1). In this regulation –

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

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

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

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

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

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



Shire of Ravensthorpe

Notice of Ordinary Council Meetings

In accordance with the *Local Government Act 1995* and Administration Regulation 12 (I) it, is hereby notified that as from January 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	6.00pm
17 March 2020	Council Meeting	Munglinup Community Centre	6.00pm
21 April 2020	Council Meeting	Hopetoun Council Chambers	6.00pm
19 May 2020	Council Meeting	Ravensthorpe Council Chambers	6.00pm
16 June 2020	Council Meeting	Hopetoun Council Chambers	6.00pm
21 July 2020	Council Meeting	Ravensthorpe Council Chambers	6.00pm
18 August 2020	Council Meeting	Hopetoun Council Chambers	6.00pm
15 September 2020	Council Meeting	Ravensthorpe Council Chambers	6.00pm
20 October 2020	Council Meeting	Hopetoun Council Chambers	6.00pm
17 November 2020	Council Meeting	Ravensthorpe Council Chambers	6pm
15 December 2020	Council Meeting	Hopetoun Council Chambers	6.00pm

SHIRE OF RAVENSTHORPE

Agenda for the Ordinary Meeting of Council to be held in the Ravensthorpe Recreation Centre, Ravensthorpe on Tuesday 17 November 2020 – commencing at 6.00pm.

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1. Declaration of Opening / Announcements of Visitors

The Presiding Member to declare the meeting open.

2. Attendance / Apologies / Approved Leave of Absence

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

STAFF: Gavin Pollock (Chief Executive Officer)
Les Mainwaring (Director Corporate and Community Services)
Graham Steel (Director Technical Services)
Mark Ridgwell (Manager Governance and Compliance)
Kim Bransby (Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE:

Cr Julianne Belli (Deputy Shire President)

ABSENT:

MEMBER OF THE PUBLIC:

3. Announcements by the Presiding Member

4. Response to Previous Public Questions Taken on Notice

Nil.

5. Public Question Time

6. Petitions / Deputations / Presentations / Submissions

7. Applications for Leave of Absence

8. Disclosures of Interest

9. Confirmation of Minutes of Previous Meetings Held 20 October 2020

**9.1 Ordinary Council Meeting Minutes 20 October 2020
(Attachment Grey)**

Statutory Environment:

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

Voting Requirements:

Simple Majority.

Recommendation:

That the Minutes of the Ordinary Meeting of Council held in Council Chambers, Hopetoun on 20 October 2020 be confirmed as true and correct.

Moved: _____

Seconded: _____

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 Leighton
Proxy - Cr Goldfinch
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Cr Belli
Proxy - Cr Mudie
- Munglilup Community Group Delegate - Cr Leighton
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 Leighton
- 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 Community Collective | Delegate - Cr Leighton
Proxy - Cr Mudie |
| • Hopetoun Recreation Management (HDRA) | Delegate - Cr Dunlop
Proxy - Cr Goldfinch |
| • Ravensthorpe Historical Society | Delegate - Cr Goldfinch
Proxy - Cr Leighton |

12. Reports from Councillors

Cr Keith Dunlop (President)

- 22 October 2020 – Meeting Hopetoun School
- 10 November 2020 – Meeting Hopetoun District Recreation Association
- 11 November 2020 – Laying of Wreath for Remembrance Day Hopetoun

Cr Julianne Belli (Deputy President)

Nil.

Cr Ian Goldfinch

Nil.

Cr Sue Leighton

Nil.

Cr Thomas Major

- 31 October 2020 – Meeting with DFES regarding Local Government Grants Scheme
- 11 November 2020 – Laying of Wreath for Remembrance Day Ravensthorpe

Cr Mark Mudie

Nil.

Cr Graham Richardson

Nil.

13 Office of the Chief Executive Officer

13.1 2020 Delegated Authority Report and 2020 Policy Manual Reconfirmation

File Reference:	GR.LR.10
Location:	N/A
Applicant:	N/A
Author:	Manager Governance and Compliance
Authorising Officer	Chief Executive Officer
Date:	6 November 2020
Disclosure of Interest:	Nil
Attachments:	Draft 2020 Delegated Authority Register (Attachment 1) Shire of Ravensthorpe 2020 Policy Manual (Attachment 2) (Attachment Jade)
Previous Reference:	Nil

Summary:

This report recommends Council consider and endorse the review of the Shire of Ravensthorpe 2020 Delegated Authority Register. The objectives of the review are to:

- Ensure the Shire has effective and clear delegations;
- Are aligned to current legislation and allow for effective statutory authorisations; and
- Improve operational efficiency by ensuring decision making is scalable to Council's own decision making tolerances.

Background:

Under the Chief Executive Officers initiative to enhance good governance the Shire has been undertaking an organisational review of all governance related matters in liaison with Elected Members.

There are over 170 separate pieces of legislation in Western Australian law that assign a statutory power or duty to local government. Each power or duty described in legislation will require a local government to fulfil a mandatory duty or use a discretionary power to make a decision.

Parliament recognised that it would be unreasonable and impossible for every decision and every duty to be fulfilled by Council of each local government. Processes were therefore legislated to enable local governments to pass on decision making powers and duties to others.

Delegations by Council are an effective way to reduce red tape and improve customer satisfaction through prompt decision-making processes. Using the power of delegation appropriately assists local governments to deal with a wide range of operational matters that are minor, administrative in nature and potentially time consuming.

Certain safeguards are incorporated into delegations such as limiting the use of when a delegation can be exercised.

The *Bush Fires Act 1954* provides power under s.48 Delegation by local government. A delegation under this section does not include the power to sub delegate. Some specific sections of the Act delegate direct to the Shire President and the Chief Fire Control Officer.

Sections 5.16 and 5.42 of the *Local Government Act 1995* (the Act), prescribe that Council may delegate its powers or duties to a Committee of Council or the Chief Executive Officer (CEO).

Sections 5.17 and 5.43 of the Act respectively, outline the limitations on such delegations. The review of the Shire's existing delegations are presented in line with the below principles:

- Operational requirements and efficiencies; and
- Compliance and statutory decision-making requirements.

The outcome of this review is presented for Council to fulfil its obligation to review delegations at least once per financial year in accordance with sections 5.18 and 5.42 of the Act.

Comment:

A Delegation does not prevent the CEO from referring a matter to Council, and after the gathering of professional advice may decide a matter does require a decision of Council.

Delegations are to be read within the context of the Act and decisions are to be made within the limitations placed on the use of the power under the relevant section.

Consultation:

Elected Members.
Executive Team.

Statutory Environment:

Section 5.16, 5.17, 5.18, 5.43 and 5.46(2) of the *Local Government Act 1995*.

Bush Fires Act 1954.

Building Act 2011.

Cat Act 2011.

Dog Act 1976.

Food Act 2008.

Health (Miscellaneous Provisions) Act 1911 (specifically the Health (Asbestos Regs) 1992).

Planning and Development Act 2005.

Public Health Act 2016.

Policy Implications:

At the Ordinary Council Meetings in both July and August 2020, the Council reviewed and adopted its Policy Manual. Council policies and delegated authority are intrinsically linked. Often Council expressly states its intent in policy, and delegated authority is the action to be undertaken by Officers and is clearly linked via the Document Control Box at the bottom of each policy.

Financial Implications:

There are no financial implications associated with this report.

Strategic Implications:

There are no financial implications associated with this report.

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

Risk Matrix:

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute Majority.

Recommendation:

That Council by an Absolute Majority decision;

- 1. Adopts the Shire of Ravensthorpe 2020 Delegated Authority Register as detailed in Attachment 1; and**
- 2. Reconfirms the Shire of Ravensthorpe 2020 Policy Manual as detailed in Attachment 2.**

Moved: _____

Seconded: _____

13.2 Chief Executive Officer Annual Leave and Appointment of Acting Chief Executive Officer

File Reference: PL.ES.172
Location: Shire of Ravensthorpe
Applicant: Chief Executive Officer
Author: Chief Executive Officer
Authorising Officer: Chief Executive Officer
Date: 4 November 2020
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Nil

Summary:

Council to consider the Chief Executive Officer's request for annual leave from Saturday, 19 December 2020 to Sunday 10 January 2021 and the appointment of Mr Les Mainwaring as Acting Chief Executive Officer for this period of leave.

Background:

The Chief Executive Officer has discussed the appointment of an Acting Chief Executive Officer with Mr Les Mainwaring and the Executive Team. Mr Mainwaring has agreed to undertake the position of Acting Chief Executive Officer if agreeable to Council while the Chief Executive Officer is on annual leave.

Comment:

A remuneration salary will be offered to Mr Les Mainwaring within the Band 3 reward package range prescribed by the Salaries and Allowances Tribunal under Section 7A of the Salaries and Allowances Act.

Consultation:

Shire President.
Deputy President.
Executive Team.

Statutory Environment:

Section 5.36 of the *Local Government Act 1995* provides that:

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied with the provisions of the proposed employment contract.
- (3) A person is not to be employed by a local government in any other position unless the CEO —
 - (a) Believes that the person is suitably qualified for the position; and
 - (b) is satisfied with the proposed arrangements relating to the person's employment.
- (4) Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement into contain such information with respect to the position as is prescribed.
- (5A) Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.
- (5) For the avoidance of doubt, subsection (4) does not impose requirement to advertise a position before the renewal of contract referred to in section 5.39.

Regulation 18 of the Local Government (Administration) Regulations provides that:

- (1) If a position of CEO, or of senior employee, of a local government becomes vacant, the local government is to advertise the position —
 - (a) on a notice board exhibited to the public at the local government’s offices, if the position is —
 - (i) to be filled on a part time basis by a person who is also employed by another local government; or
 - (ii) an acting position for a term not exceeding one year;
 - or
 - (b) otherwise, in a newspaper circulating generally throughout the State.
- (2) An advertisement referred to in sub regulation (1) is to contain —
 - (a) the details of the remuneration and benefits offered;
 - (b) details of the place where applications for the position are to be submitted;
 - (c) the date and time for the closing of applications for the position;
 - (d) the duration of the proposed contract;
 - (e) contact details for a person who can provide further information about the position; and
 - (f) any other information that the local government considers is relevant.

Policy Implications:

Nil.

Financial Implications:

Nil effect on the 2020/21 budget as a provision for high duties has been allowed for in the budget process.

Strategic Implications:

The appointment of an Acting Chief Executive Officer will meet the requirements of the *Local Government Act 1996*.

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.

Voting Requirements:

Absolut Majority.

Recommendation:

That Council Endorse;

- 1. The Chief Executive Officer's request for annual leave from Saturday 19 December 2020 to Sunday 10 January 2021 and the appointment of Mr Les Mainwaring as Acting Chief Executive Officer for this period of annual leave.**
- 2. The Chief Executive Officer offering Mr Les Mainwaring a remuneration salary for the period of stated annual leave within the Band 3 prescribed range of the Salaries and Allowances Tribunal under Section 7A of the Salaries and Allowances Tribunal under Section 7A of the Salaries and Allowances Act 1975.**

Moved: _____

Seconded: _____

13.3 Variation to December 2020 Ordinary Council Meeting Date

File Reference:	GR.ME.8
Location:	N/A
Applicant:	Chief Executive Officer
Author:	Manager Governance and Compliance
Authorising Officer	Chief Executive Officer
Date:	6 November 2020
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Item 13.2 – Council Meeting Dates 2020 – Ordinary Council Meeting – 19 November 2019

Summary:

Council is requested to consider changing the date of the December Ordinary Meeting of Council from Tuesday 15 December to Monday 14 December 2020 at 6.00pm at the Hopetoun Council Chambers, Shire of Ravensthorpe.

Background:

Council at its meeting held on 19 November 2019 determined the 2020 Ordinary Council Meeting schedule. It has been identified that the published December Ordinary Council meeting date will conflict with the Ravensthorpe District High School Graduation and Christmas Concert school performance.

It is expected that the Shire President, Councillors and Executive Staff of the Shire will attend this event.

Comment:

That Council endorse changing the meeting date from Tuesday 15 December to Monday 14 December 2020.

Consultation:

Elected Members.
Executive Team.

Statutory Environment:

“Local Government (Administration) Regulations 1996

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

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

are to be held in the next 12 months.

(2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1).”

Policy Implications:

Council has an established a policy determining the meeting schedule for Council Meetings – “G2 – Meetings of Council”. Proposed in the 2020 review of Delegated Authority is ability for the Chief Executive Officer to set and vary Ordinary Council Meeting dates.

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.

Voting Requirements:

Simple Majority.

Recommendation:

That Council;

- 1. Change the date of the Ordinary Meeting of Council to be held on Tuesday 15 December 2020 to Monday 14 December 2020 at the Council Chambers, Hopetoun commencing at 6.00pm; and**
- 2. Authorises the Chief Executive Officer to undertake Local Public Notice of the revised date in accordance with Regulation 12(2) of the Local Government (Administration) Regulations 1996.**

Moved: _____

Seconded: _____

13.4 Ravensthorpe Bushfire Advisory Committee Meeting Minutes – September 2020

File Reference: GR.SL.32
Location: Shire of Ravensthorpe
Applicant: Nil
Author: Community Emergency Services Officer
Authorising Officer: Chief Executive Officer
Date: 5 November 2020
Disclosure of Interest: Nil
Attachments: BFAC Minutes – September 2020 (Attachment Orange)
Previous Reference: Nil

Summary:

The Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC) recently held its meeting on 15 September 2020. Council is requested to consider the minutes and make the appropriate resolutions as recommended by the BAFC.

Background:

The following matters were considered at the BFAC meeting held on 15 September 2020;

Confirmation of new Fire Control Officers:

Council is requested to endorse the following volunteers as Fire Control Officers (FCO) for the Shire of Ravensthorpe after the successful completion of FCO training;

Mr Ben Liddle (Munglinup BFB).

Mr Malcom Grant (East Ravensthorpe BFB).

It is proposed that future appointments will be undertaken under Delegated Authority by the Chief Executive Officer.

Consideration of Council Bush Fire Policies:

The following policies which were presented to the Committee for their feedback and input.

- *LO1 Bush Fire Control – Camping and Cooking Fires:*
The Committee recommended the policy remain unchanged.

The Committee recommended the Shire to provide additional cement concrete rings at Masons & Starvation Bay campgrounds and for them to be pinned down so they cannot be moved around.

Officer Comment – Noted and will be supported.

- *LO2 Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC):*
The Committee recommended the policy be amended to read “Membership of the Committee will comprise of all gazetted Fire Control Officers for the Shire of Ravensthorpe who shall have voting rights as well as key stakeholders to the group who are non-voting members.”

The Committee recommended the Annual General Meeting (AGM) to say “AGM is to be held on the 1st Tuesday of March”.

The Committee recommended the Meetings to say: “The committee to meet on the 1st Tuesday in September”.

Officer Comment – The amendment to the membership structure is supported, other amendments are not required and can be dealt with administratively.

- **LO3 Bush Fire Control – Burning Restrictions**

The Committee seeks that the Burning on Sunday and Burning Permit Exemptions policies include where burning is allowed that it clearly reflect the minimum requirements as mentioned within the Fire Break Notice for burning under 0.1 of a hectare, being;

Where burning is to occur the landowner/occupier must obey the following conditions;

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

Officer Comment – Noted and amendment supported.

General Business Actions:

- Recommend the Shire sending a letter to the Department Fire Emergency Services (DFES) requesting for a second hand appliance be allocated to North Ravensthorpe BFB and East Ravensthorpe BFB (Formerly Bandalup BFB) as a short term solution, until both Brigades can receive a new appliance via LGGs/ESL build program.

Officer Comment – Noted and will be supported.

- Recommend the Shire to erect additional “no camp fires” sign at Elverdton Rd gravel pit and Carlingup Rd parking bay. Provide advertising of no camp fires permitted on wikicampers and associated camping pages.

Officer Comment – Noted and will be supported.

- The Bush Fire Advisory Committee has requested the Shire to purchase a flame thrower to be utilised for Bushfire mitigation and suppression activities. The cost of a flame thrower unit can range from \$2,500 (basic – acufire drip unit) to \$12,500 (flame thrower unit similar to what the Department of Parks & Wildlife utilise).

Officer Comment – Noted and will be listed for consideration in the 2021/22 Shire of Ravensthorpe budget submission process.

Comment:

The Shire of Ravensthorpe BFAC is a valued group that promote and encourage volunteerism and to make the Shire of Ravensthorpe a safe community by managing the risks associated with fire.

Consultation:

Chief Bushfire Control Officer.
Bushfire Advisory Committee Members.
Department of Fire & Emergency Services.

Statutory Environment:

Bushfires Act 1954.
Shire of Ravensthorpe Bushfire Brigades Local Law 2010.

Policy Implications:

LO2 Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC).

Financial Implications:

Nil.

Strategic Implications:

Nil.

Sustainability Implications:

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

Risk Implications:

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

Risk Matrix

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

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

Voting Requirements:

Simple Majority.

Recommendation:

That Council;

1. **Receive the Minutes of the Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC) meeting minutes held on 15 September 2020 as detailed in Attachment Orange;**

- 2. Endorse the following volunteers as Fire Control Officers (FCO) for the Shire of Ravensthorpe, after the successful completion of recent FCO course;**
 - **Mr Ben Liddle (Munglinup BFB); and**
 - **Mr Malcom Grant (East Ravensthorpe BFB).**

- 3. Note the requested amendments to Council Policy LO2 Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC) and LO3 Bush Fire Control – Burning Restrictions as detailed in this report and detailed in Attachment Orange.**

- 4. Request the Chief Executive Officer to present the revised policies to Council for consideration as requested by the BFAC in point 3 of the recommendation.**

Moved: _____

Seconded: _____

13.5 Management Agreement – Community Housing – 29 Dunn Street, Ravensthorpe

File Reference: A11696
Location: 29 Dunn Street, Ravensthorpe
Applicant: N/A
Author: Manager Governance and Compliance
Authorising Officer: Chief Executive Officer
Date: 13 November 2020
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Item 5.3, Management Agreement – Community Housing – 29 Dunn Street, Ravensthorpe, Special Council Meeting, 7 July 2020

Summary:

This report recommends Council consider authorising the Chief Executive Officer to be granted Delegated Authority to formally conclude the periodic expired agreement with Advance Housing for the management of Community Housing at 29 Dunn Street, Ravensthorpe.

This report also recommends Council note the undertaking of associated work improvements to bring the three (3) units up to the Shire's standards, after which an Expression of Interest will be undertaken for a new Management Agreement for community housing with all prospective providers invited to make a submission.

Background:

In 2001 the Ravensthorpe Residential Care Facilities Committee in association with the Shire of Ravensthorpe and the Department of Housing and Works developed a Joint Venture for aged residential housing at 29 Dunn Street, Ravensthorpe.

The driver for this development was a recognised deficiency in the number of aged care accommodation within the Ravensthorpe townsite and that valued community members were forced to move to Hopetoun, Esperance or Albany which in some cases meant families were forced to travel great distances to visit their loved ones.

Initially the three (3) unit accommodation was managed by the Shire of Ravensthorpe but in February 2014 a Management Agreement was undertaken between the Great Southern Community Housing Association Inc (now called Advance Housing) for the period 1 March 2014 to 28 February 2019.

The Management Agreement outlined the responsibilities between both Advance Housing and the Shire of Ravensthorpe. In summary Advance Housing would manage the three (3) tenancies in accordance with the *Residential Tenancies Act 1987* and ensuring compliance with the reporting and compliance requirements of the Department of Housing as it relates to community housing on behalf of the Shire of Ravensthorpe.

Whilst initially the accommodation was dedicated to aged care tenancies the provision to allow low income applicants (maximum of one unit only) was included in the agreement so long as the tenant(s) complied with the National Rental Affordability Scheme Income Limits.

At the Special Meeting of Council held on 7 July 2020, Council resolved;

“Moved: Cr Major

Seconded: Cr Richardson

Res: 78/20

That Council grants Delegated Authority to the Chief Executive Officer to review, negotiate and enter into an agreement for the management of Community Housing at 29 Dunn Street, Ravensthorpe.

Voting Requirements: Absolute Majority

Carried: 6/0”

Currently all three (3) units are vacant and in need appropriate maintenance and repairs to bring them up to the Shire’s and compliance standards. After careful consideration it has been determined that the best option is to formally conclude the periodic agreement with Advance Housing for the management of Community Housing at 29 Dunn Street, Ravensthorpe.

The conclusion of the Management Agreement will see any unspent funds held in Trust by Advance Housing for maintenance of these units to be returned to the Shire. The Shire will then initiate works to bring the units up to a desired state. Once satisfied that the tenancies are ready for community housing an Expression of Interest for a new Management Agreement with an external operator will commence.

It is important to note that the formal conclusion of the Management Agreement with Advance Housing is in no way to be seen as a poor reflection on their service but rather the situation of having no current tenancies and that the condition of the buildings (which are nearing 20 years of age) provides a great opportunity to reset and look to extend the buildings life as well as maximising the community benefit of the accommodation on offer.

To this point the Chief Executive Officer has been in liaison with relevant State Government officials in seeing how the units can best be provided to maximise community benefit.

Given that there can be periods where the units are vacant for extended periods, it is proposed that a priority order of use is introduced as outlined below;

1. Aged Housing; then
2. Low Income Tenancy (Maximum of 1 as per existing State Government approval); then
3. COVID Quarantine Facility (where and if required) at cost; and then
4. Short term accommodation for community based projects at cost.

The intention and priority will always be for the use as aged and low income housing, however short term tenancies (of up to 15 days) are proposed where the units are vacant and would be offered at an undiscounted market rate with the income to be directly allocated to the facility and not be included more broadly into general municipal revenue.

The secondary uses listed above are at present only identified to meet the communities short term needs, for example the Shire has at present no accommodation for those required to self-quarantine as a result of COVID-19, additionally the Shire is facing an exciting period of development with the Ravensthorpe Cultural Precinct and other community infrastructure projects being constructed in the new 12-18 months. Accommodation of contract workers for this period is required and at present there is a shortage of accommodation to meet this short term surge in demand.

Both the above concerns have been identified and this proposal may mitigate those risk by using surplus accommodation for short periods. The Chief Executive Officer is in discussion with relevant government agencies and will only be considered and permitted where the appropriate approvals are in place.

Comment:

The above proposals are aimed at bringing the facilities up to a desired standard and ensuring they are fully utilised to meet community needs.

Consultation:

Elected Members.
Executive Team.

Statutory Environment:

r.30 of the Local Government (Functions and General) Regulations 1996 allow for the dispositions of property excluded from the requirements of the *Local Government Act 1995*.

(2) A disposition of land is an exempt disposition if —

(b) the land is disposed of to a body, whether incorporated or not —

- i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
- (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions;

Policy Implications:

Nil.

Financial Implications:

The 2020/21 Shire of Ravensthorpe has allocated a nominal amount of \$3,000 for these properties, noting that under the agreement general maintenance is provided by the service provider. Additional funds may be requested in the mid-year budget review to complete all necessary works.

Any income received will offset this year’s costs and future year’s funds will be submitted as part of the 2021/2022 budget deliberations.

Strategic Implications:

The recent 2020 Shire of Ravensthorpe community residents’ survey identified that more / better aged care programs and support services are listed in the grouping of most important activities for the Shire to focus on now and into the future.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** It is important to maintain housing stock for those most in need within the community.

Risk Implications:

Risk	Medium (6)
Risk Likelihood (based on history and with existing controls)	Medium (6)
Risk Impact / Consequence	Medium (6)
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 6 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute Majority.

Recommendation:

That Council by an Absolute Majority decision grants Delegated Authority to the Chief Executive Officer to;

- 1. Formally conclude the agreement for the management of Community Housing at 29 Dunn Street, Ravensthorpe with Advance Housing;**
- 2. Initiate an Expression of Interest for Community Housing at 29 Dunn Street, Ravensthorpe upon the necessary rectification works being undertaken on site; and**
- 3. Liaise with relevant government agencies for consideration and approval of expanded permitted uses for 29 Dunn Street, Ravensthorpe as outlined in this report.**

Moved: _____

Seconded: _____

14. Directorate of Corporate and Community Services

14.1 Monthly Financial Report – 31 October 2020

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

Summary:

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

Background:

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

Comment:

The October 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 2020/21 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 October flow from it. An effect October be positive, negative or a deviation from the expected and October 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.

Voting Requirements:

Simple Majority.

Recommendation:

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

Moved: _____

Seconded: _____

14.2 Schedule of Account Payments – October 2020

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

Summary:

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

Background:

Period 01/09/2020 to 31/10/2020

2020/2021

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	32,246	1,089,988	72,966	5,765	0	1,200,963	256,870
Aug	24,281	361,337	159,976	7,275	0	553,410	247,790
Sep	9,832	467,211	92,158	6,744	0	575,945	275,691
Oct	16,876	501,519	57,600	9,242	0	585,238	320,530
Nov							
Dec							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Total	66,899	1,918,536	325,100	19,784	0	2,330,318	780,351
19/20	197,977	8,450,678	997,212	102,791	6,319	9,754,977	3,174,082
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.

Voting Requirements:

Simple Majority.

Recommendation:

That Council endorse;

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

Moved: _____

Seconded: _____

14.3 Rates Application for Write Off – Ravensthorpe Senior Citizens

File Reference: A468
Location: 57 Morgans Street, Ravensthorpe
Applicant: Ravensthorpe Senior Citizens
Author: Director Corporate and Community Services
Authorising Officer: Chief Executive Officer
Date: 6 November 2020
Disclosure of Interest: Nil
Attachments: Letter Ravensthorpe Senior Citizens 27 October 2020 (Attachment Green)
Previous Reference: Nil

Summary:

As part of the preliminary works in preparation for construction of the Ravensthorpe Cultural Precinct, demolition of the Ravensthorpe Senior Citizens building will occur in December 2020. Given demolition of the building, a request has been received to waive the service charges of the Ravensthorpe Senior Citizens Centre for 2020/21.

Background:

In December 2019 Council resolved to undertake redevelopment of the Central Cultural Precinct in the Ravensthorpe town centre, which would require the demolition of a number of existing buildings including the Ravensthorpe Senior Citizens Building.

In committing community funds to the project the Ravensthorpe Senior Citizens group was not included as one of the thirteen (13) funding partners to the project.

Comment:

The Senior citizens building is sited on Lot 57 Morgans Street, Ravensthorpe which is land owned by the Shire. The senior citizens function will be included within the new precinct building and the old senior citizens building was deemed structurally unsuitable and uneconomic to relocate therefore in October 2020 Council resolved to demolish the existing building. The building will be demolished in December 2020.

The senior citizens will be vacating the existing building by 30 November 2020.

The senior citizens do not pay rates, however they have been charged for 2 x Sewerage fixtures \$325; 1 x Residential rubbish service \$317.75 and the State Governments ESL fee \$84. The total service fees are \$726.75.

The Senior Citizens have asked that the *“Shire Rates for the period 2020/2021 be waived. We apply for this immunity/release because the building we use is to be demolished shortly.”*

The Shire has the option to fully waive the fees of \$726.75 or affect cancellation from December 2020 when the building has been vacated which would result in a pro-rata reduction of \$423.94, which would require a reduced settlement of \$302.81 for the part-year of operation.

It is recommended that we waive the full fees of \$726.75 as a supportive gesture for the disruption to the Ravensthorpe Senior Citizens and a recognition of their in-kind stakeholder support for the project.

Consultation:

Nil.

Statutory Environment:

Local Government Act 1995 section 6.47 – Concessions

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

* *Absolute majority required.*

Local Government (Financial Management) Regulations 1996 regulation 69A - When concession under Act s. 6.47 cannot be granted:

A local government is not to exercise a power to grant a concession in relation to a rate or service charge under section 6.47 of the Act in circumstances where the concession is based on whether or not, or the extent to which, the land in respect of which the rate or service charge is imposed is occupied by a person who owns the land.

[Regulation 69A inserted: Gazette 7 Jan 2005 p. 72.]

Policy Implications:

Nil.

Financial Implications:

The amount of the proposed write off \$726.75.

Strategic Implications:

There are no strategic implications for this matter.

Sustainability Implications:

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

Risk Implications:

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

Risk Matrix:

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

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

Voting Requirements:

Absolute majority.

Recommendation:

That Council applies a concession of \$726.75 towards the 2020/21 service charges of the Ravensthorpe Senior Citizens rate notice A468 at 57 Morgans Street, Ravensthorpe by reason of demolition of the occupied building and a gesture of support for the disruption to the operations of the Ravensthorpe Senior Citizens Centre.

Moved: _____

Seconded: _____

14.4 Amendment of Schedule of Fees and Charges 2020/2021 - Outdoor Cinema Trailer

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	Shire of Ravensthorpe
Author:	Senior Finance Officer
Authorising Officer	Director Corporate and Community Services
Date:	10 November 2020
Disclosure of Interest:	Nil
Attachments:	Shire of Ravensthorpe Fees and Charges 2020/2021 – Amendment (Attachment White)
Previous Reference:	Nil

Summary:

The adopted 2020/2021 Schedule of Fees and Charges has been noted to have not captured an existing hire fee for the Outdoor Cinema Trailer. Appropriate hire fees and a bond are submitted for Councils endorsement in order to enable this equipment to be utilised by the greater Community.

Background:

A review of all fees and charges to be imposed by the Shire of Ravensthorpe is carried out annually as part of the budget process. It has been identified that the Outdoor Cinema Trailer which has been detailed in previous Fees and Charges manuals has been incorrectly omitted. The fees proposed are outlined below and have not increased from the previous financial period.

Outdoor Cinema Trailer	Ex (GST)	GST	Total
Commercial Hire - per Event up to a maximum of 3 days per Event	\$227.27	\$22.73	\$250.00
Social Hire - per Event up to a maximum of 3 days per Event	\$113.64	\$11.36	\$125.00
Incorporated Not for Profit Hire - per Event up to a maximum of 3 days per Event	\$56.82	\$5.68	\$62.50
Outdoor Cinema Trailer Bond	\$500.00	Nil	\$500.00

Note: The hirer of a public building or the Outdoor Cinema Trailer is responsible for the first \$1,000 of damage or breakages incurred, including but not limited to replacement cost of any lost keys.

Comment:

The adoption of Fees and Charges outside the budget process requires Local Public Notice in accordance with the *Local Government Act 1995*. This statutory public notice will be combined with public promotion of the ability to hire the outdoor cinema trailer. This is anticipated to result in greater usage of the equipment by the Community.

Consultation:

Councillors.
Chief Executive Officer.
Director Corporate and Community Services.

Statutory Environment:

Section 6.19 of the *Local Government Act 1995* states;

“If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.”

Policy Implications:

Nil.

Financial Implications:

A nominal income is anticipated for in general revenue for the hire of this equipment.

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.

Voting Requirements:

Absolute Majority.

Recommendation:

That Council;

- 1. Adopts the Shire of Ravensthorpe Fees and Charges 2020/2021 – Amendment to include Cinema Trailer Hire as detailed in Attachment White; and**
- 2. Notes Local Public Notice of this amendment will be undertaken in accordance with section 6.19 of the *Local Government Act 1995* and come into effect 14 days after publication.**

Moved: _____

Seconded: _____

15. Directorate of Technical Services

15.1 Proposed Road Dedication – Lots 2 and 41 Brookton Highway proposed Truck Parking Bays – Mt Short Road

File Reference: GR.SL.3
Location: Lot 2 and Lot 41 Brookton Highway
Applicant: Main Roads Western Australia
Author: Contracted Planning Services
Authorising Officer: Director Technical Services
Date: 9 November 2020
Disclosure of Interest: Nil
Attachments: MRWA Letter Request Support for Road Dedications
Land Dealings Plans 202001-0524 and 202001-0525
(Attachment Mustard)
Previous Reference: N/A

Summary:

Council to consider the dedication of portions of Lots 2 and 41 Brookton Highway as a road for the purpose of a Truck Parking Bay.

Background:

Main Roads WA have approached the Shire of Ravensthorpe to dedicate portions of land as part of a land acquisition on Brookton Highway (504 – 505 SLK).

Comment:

Should the dedication as a road of portions of Lots 2 and 41 Brookton Highway be supported, a request will need to be made to the Minister for Lands under Section 56 of the *Land Administration Act 1997*.

As the land has been acquired by Main Roads WA for this specific purpose there is no reason not to support the proposed dedication.

Consultation:

Advice of the resolution and these minutes is required to be sent to Main Roads WA. This action will satisfy the requirements of Regional and Metro Services at the Department of Planning, Lands and Heritage – Lands.

Statutory Environment:

Land Administration Act 1997.

Policy Implications:

Nil.

Financial Implications:

Nil - Main Roads WA will be responsible for any costs and claims that may arise as a result of the dedication.

Strategic Implications:

Strategic Community Plan 2014-2024

Theme 3 Adequate services and infrastructure to cater for the community:

3.1 Effective transport networks.

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.

Voting Requirements:

Simple Majority.

Recommendation:

That Council endorse the Chief Executive Officer;

1. **Requesting the Minister of Lands to dedicate the land the subject of Land Dealings Plans 202001-0524 and 202001-0525 as a road pursuant to Section 56 of the *Land Administration Act 1997*.**
2. **Advising the Minister of Lands that in accordance with Section 56 (4) of the Land Administration Act 1997 that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.**
3. **Noting that Main Roads WA have agreed to be responsible for any costs and claims that may arise as a result of the dedication.**

Moved: _____

Seconded: _____

15.2 Authority to Initiate Request for Tender for the Lease of Land for Crown Reserve 29342, Munglinup

File Reference:	A317
Location:	Not Applicable
Applicant:	Shire of Ravensthorpe
Author:	Manager Governance and Compliance
Authorising Officer	Chief Executive Officer
Date:	10 November 2020
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Item 13.6 – Delegation for Dealings with Reserve 29342 – Ordinary Council Meeting, 19 November 2019

Summary:

Council is requested to consider Delegated Authority for the Chief Executive Officer to initiate a Request for Tender for the lease of land for Crown Reserve 29342, subject to Ministerial Approval for the change of purpose of the reserve from “Hall” to “Caravan Park” or similar intended use assigned by the Minister.

Background:

An application was received from Richard McBeth for the closure of Melia Way, Munglinup and its amalgamation with Lot 32 (14) Tubada Street, Munglinup was previously considered by Council (August OCM Res: 83/19) and is now with the Department of Planning, Lands and Heritage. The proponent is now seeking to enter into a lease on Reserve 29342.

Council at its Ordinary Meeting of the 19 November 2019 resolved;

Moved: Cr Norman

Seconded: Cr Major

Res No: 129/19

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

Voting Requirements: Absolute Majority

Carried: 7/0”

A request has been made by the Chief Executive Officer on behalf of the Council for the Minister for Planning, Lands and Heritage to approve the change of permitted use from “Hall” to “Caravan Park” with the power to lease for 21 years.



Should the Minister approve the requested change of purpose then it will allow the ability for the Shire of Ravensthorpe to call for a Public Tender for the lease of the land. This report seeks Council approval for the Chief Executive Officer to call for Tenders and expedite the process subject to Ministerial approval being granted.

Comment:

The whole town site block as identified in the above site plan contains numerous parcels of land that include various Crown Reserves, titled blocks and an undeveloped road intended for closure. This lease of land and subsequent development is seen as an initial stage to the greater development of the overall site.

The development itself will bring significant economic benefit to the town site and will attract tourism and support short term accommodation to assist in local mining operations.

Consultation:

Council.
Executive Team.
Department of Planning, Lands and Heritage.

Statutory Environment:

Local Government Act 1995.
Land Administration Act 1997.
Land Administration Regulations 1998.

Policy Implications:

Nil.

Financial Implications:

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

Strategic Implications:

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

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

Outcome 1.2 “Vibrant & attractive town site”.

Sustainability Implications:

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

Risk Implications:

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

Risk Matrix:

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

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

Voting Requirements:

Absolute Majority.

Recommendation:

That Council by an Absolute Majority decision grants Delegated Authority to the Chief Executive Officer to initiate a Request for Tender for the lease of land for Crown Reserve 29342, subject to Ministerial Approval.

Moved: _____

Seconded: _____

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

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

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

17.1 Elected Members

17.2 Officers

18. Matters Behind Closed Doors

Recommendation:

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

- e) 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:

Simple Majority.

Moved: _____ Seconded: _____

18.1 Rates Application for Write Off – A962 and A1271

File Reference:	A962 and A1271
Location:	46 Tamar Street & 87 Cambewarra Drive Hopetoun
Applicant:	Property Owner
Author:	Director Corporate and Community Services
Authorising Officer	Chief Executive Officer
Date:	09 November 2020
Disclosure of Interest:	Nil
Attachments:	Email Dated 16 October 2020 Regarding A962 and A1271 (Attachment Orange)
Previous Reference:	Nil

18.2 Acquisition of Land Lots 449, 450, 451, 452 and 453 Spence Street, Ravensthorpe

File Reference:

Location: Not Applicable
Applicant: Shire of Ravensthorpe
Author: Manager Governance and Compliance
Authorising Officer: Chief Executive Officer
Date: 9 November 2020
Disclosure of Interest: Nil
Attachments: Site Map (Attachment 1)
Contract of Sale (Attachment 2)
(Attachment Blue)
Previous Reference: Item 18.2, Confidential – Withdrawal from Land Purchase,
Ordinary Council Meeting, 16 June 2020

18.3 Citizen of the Year Awards for 2021

File Reference: CR.AW.2
Location: Shire of Ravensthorpe
Applicant: Chief Executive Officer
Author: Executive Assistant
Authorising Officer: Chief Executive Officer
Date: 12 November 2020
Disclosure of Interest: Nil
Attachments: Nominations for Youth Citizen of the Year (Attachment 1)
Nomination for Senior Citizen of the Year (Attachment 2)
Nomination for Citizen of the Year (Attachment 3)
(Attachment Peach)
Previous Reference: Nil

18.4 EOI No. 01-2020-21 Road Construction Services Floater Road

File Reference: RD.DC.3
Location: Shire of Ravensthorpe
Applicant: Chief Executive Officer
Author: Director Technical Services
Authorising Officer: Chief Executive Officer
Date: 17 November 2020
Disclosure of Interest: Declarations Forms – Attachment 1
Attachments: Supplier Evaluation Report – 12 November 2020 –
Attachment 2
(Attachment Brown)
Previous Reference: Nil

18.5 Confidential - RFT 03-2020/21 – Tender for Timber Milling Services

File Reference: CA.TE.1
Location: 61-63 Morgans Street, Ravensthorpe
Applicant: Project Manager
Author: Manager Governance and Compliance
Authorising Officer: Chief Executive Officer
Date: 13 November 2020
Disclosure of Interest: Declarations Form – Attachment 4 (Attachment Black)
Attachments: Request for Tender Specifications – RFT 03-2020/21 (Attachment 1)
Tender Submissions (Attachment 2)
Tender Evaluation Matrix (Attachment 3) (Attachment Black)
Previous Reference: Nil

Once the above matter is considered by Council it must then resolve to re-open the meeting.

Recommendation:

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

Voting Requirements:

Simple Majority.

Moved: _____ Seconded: _____

19. Closure of Meeting

The Presiding Member to declare the meeting closed.

ATTACHMENT



MINUTES

**Ordinary Council Meeting
Tuesday, 20 October 2020**

Commencing at 6.00pm

**Council Chambers
Hopetoun**

Unconfirmed

SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held in the Council Chambers, Hopetoun on Tuesday, 20 October 2020 – commencing at 6.00pm.

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1. Declaration of Opening / Announcements of Visitors

The Presiding Member declared the meeting open at 6.00pm.

2. Attendance / Apologies / Approved Leave of Absence

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

STAFF: Gavin Pollock (Chief Executive Officer)
Graham Steel (Director Technical Services)
Mark Ridgwell (Manager Governance and Compliance)
Kim Bransby (Executive Assistant)
Zahra Shirazee (Tourism Officer)

APOLOGIES: Les Mainwaring (Director Corporate and Community Services)
Stacey Howard (A/Director Corporate and Community Services)

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBERS OF THE PUBLIC: Nil.

3. Announcements by the Presiding Member

Nil.

4. Response to Previous Public Questions Taken on Notice

Nil.

5. Public Question Time

Nil.

6. Petitions / Deputations / Presentations / Submissions

Nil.

7. Applications for Leave of Absence

- 7.1 Request for leave of absence from Cr Richardson from 29 October 2020 to 3 November 2020.

Voting Requirement:

Simple Majority.

Moved: Cr Belli

Seconded: Cr Major

Res: 126/20

Decision:

That the Council approve Cr Richardson’s application for leave of absence from the Ravensthorpe Shire Council from 29 October 2020 to 3 November 2020.

Voting Requirements: Simple Majority

Carried: 7/0

8. Disclosures of Interest

- 8.1 Cr Major signed declaration in relation to Item 18.1.

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

Nature of Interest – Cr Major is an employee of Nutrien Ravensthorpe which is affiliated with one of the Tenderers (Total Eden) in Item 18.1.

9. Confirmation of Minutes of Previous Meetings Held 15 September 2020

9.1 Ordinary Council Meeting Minutes 15 September 2020 (Attachment Grey)

Statutory Environment:

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

Moved: Cr Mudie

Seconded: Cr Richardson

Res: 127/20

Decision:

That the Minutes of the Ordinary Meeting of Council held at the Ravensthorpe Recreation Centre, Ravensthorpe on Tuesday, 15 September 2020 be confirmed as true and correct.

Voting Requirements: Simple Majority

Carried: 7/0

Unconfirmed

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 Leighton
Proxy - Cr Goldfinch
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Cr Belli
Proxy - Cr Mudie
- Munglinup Community Group Delegate - Cr Leighton
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 Leighton
- 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 Community Collective | Delegate - Cr Leighton
Proxy - Cr Mudie |
| • Hopetoun Recreation Management (HDRA) | Delegate - Cr Dunlop
Proxy - Cr Goldfinch |
| • Ravensthorpe Historical Society | Delegate - Cr Goldfinch
Proxy - Cr Leighton |

12. Reports from Councillors

Cr Keith Dunlop (President)

- 17 September 2020 – Meeting with Kondinin Council Delegation.
- 21 September 2020 – Meeting with Rick Wilson Federal MP.
- 21 September 2020 – Meeting with DON/HSM Ravensthorpe Hospital.
- 21 September 2020 – Judging Panel – Business Awards.
- 23 September 2020 – Meeting with Hopetoun Progress Association.
- 25 September 2020 – WALGA Conference and AGM (Perth).
- 2 October 2020 – Meeting with Paul Papalia State Tourism Minister (Esperance).
- Cr Dunlop advised he had attended the Special Meeting of the Hopetoun Community Resource Centre who have provided in principle support for Tourism Visitor Centre arrangements.
- Cr Mudie requested comment from Cr Dunlop in relation to his meeting with HSM Ravensthorpe Hospital. Cr Dunlop advised discussions were held in relation to the possibility of a respite wing at the Hospital.

Cr Julianne Belli (Deputy President)

Nil.

Cr Ian Goldfinch

Cr Goldfinch advised he had attended the Ravensthorpe Historical Society meeting.

Cr Sue Leighton

Nil.

Cr Thomas Major

Nil.

Cr Mark Mudie

Cr Mudie advised he and Cr Major had attended RAIN AGM and provided a verbal update.

Cr Graham Richardson

- 17 September 2020 – Attended Hopetoun Community Resource Centre Meeting.
- 14 October 2020 – Fitzgerald River National Park Advisory Group Meeting. Cr Richardson provided a verbal update.

Unconfirmed

13 Office of the Chief Executive Officer

13.1 Surplus and End of Life Building Infrastructure - Ravensthorpe Cultural Precinct

File Reference:	RC.PR.3
Location:	61-63 Morgans Street, Ravensthorpe
Applicant:	N/A
Author:	Project Manager and Manager Governance & Compliance
Authorising Officer:	Chief Executive Officer
Date:	29 September 2020
Disclosure of Interest:	Nil
Attachments:	Copies of the Building Audit Report for the Youth Centre and Seniors Buildings (Attachment Green). Full Summary of the Options Cost Matrix (Attachment Orange).
Previous Reference:	Special Council Meeting 11 December 2019 – Item 5.2 Cultural Precinct, Building Better Regions Funding Application

Summary:

At the Corporate Discussion held on 15 September 2020 the Chief Executive Officer committed to investigate and report back to Council on the feasibility of relocating, refurbishing and repurposing one of two redundant buildings currently situated within the new Ravensthorpe Cultural Precinct Project (the Project) which are required to be removed as part of the development works.

The intent would be to consider the costs, risks and feasibility of relocating one of the buildings to a site within Hopetoun Town Centre on a site yet to be identified for the purpose of Arts and Cultural Services.

Background:

On the 5 June 2020 the Shire of Ravensthorpe was successful in receiving a Building Better Regions Fund Grant by the Federal Government, specifically the Department of Industry, Innovation and Science. The grant was for an amount of \$5,275,800 which equates to 75% of the overall costs of the Project. The remaining 25% is from commitments made by various community and sporting groups, commercial operators and the Shire of Ravensthorpe to an amount of \$1,758,600.

The scope of works identified have included the removal/demolition of the buildings currently known as the Ravensthorpe Youth Centre and the Ravensthorpe Seniors Centre and for the users to utilise the new multi-purpose community facility once constructed.

At the Special Council Meeting held on 11 December 2019 Council resolved that *“the Chief Executive Officer must obtain Council endorsement before commencing construction of the new Ravensthorpe Cultural Precinct or demolition of any Infrastructure within the Precinct.”*

This project is nearing a significant milestone being the preparation of the site for construction of the new facility. Therefore, a decision must be made on the surplus / end of life building infrastructure currently situated on site.

Officers have undertaken an investigation and quotations and estimates have been provided for three options which are summarised below;

Option 1 – Demolition of Existing Buildings

As identified and approved in the Building Better Regions Fund Grant the costs of demolition (including services disconnection) totals \$79,129 and covers the Youth Centre, Seniors, Dunn Art Buildings and the public toilet block.

These costs are included in the project and fit within the grant guidelines as an approved expense. There is no additional budget consideration by Council related to this option.

Option 2 – Relocation of Existing Buildings

In order to assess the feasibility of relocation, the condition of the buildings needed to first be determined. Atratus a licensed Building Surveying Practitioner undertook physical inspections of the Youth and Seniors Buildings. Under the *Building Act 2012* and the Building Regulations 2011 existing buildings that are relocated are subject to the current building standards unless a previous building permit/licence has been issued. No approvals have been identified for either buildings and therefore would be required to meet current standards if it is to be relocated.

Detailed Building Audit Reports for the Youth Centre and Seniors Buildings are included as (Attachment Green). The reports confirm that buildings must be brought up to standard. The main items that would need to be addressed if the buildings were to be relocated would be:

- Provision of universally accessible access paths and toilet facilities.
- Installation of insulation in wall cavities and the roof/ceiling void, along with glazing that is to current standards.
- Appropriate exit doors.
- Installation of exit signage and emergency lighting

Costs have not been sourced for the above works and would need to be separately sourced upon identification of a suitable for relocation.

The Shire of Ravensthorpe contracted Environmental Health Unit also undertook a Condition Assessment of the Youth Centre and Seniors Buildings where it was confirmed to contain Asbestos which included non-friable cement bound fibre asbestos sheeting with sections that had slight weathered or internal damage but was overall fairly intact. A recommendation was made that Shire of Ravensthorpe engage the services of a Structural Engineer, building surveyor and or an asbestos specialist regarding all safety issues before refurbishment or relocation is considered.

Estimations were then sought for the relocation of both the Youth Centre and Seniors Buildings and are summarised below;

Seniors Building – This building will be very difficult to relocate due to the extension work and alterations that the original building has had including different floor levels, footings, different cladding, suspended ceilings etc. The estimated cost to relocate the building is \$140,000 plus GST. This does not include; disconnection and/or reconnection of services, site works, earthworks, removal of entry steps and ramps, patching, painting etc.

Youth Club Building – This building will also be difficult to relocate. The original building appears to be a 3 floor transportable that has undergone modifications and extensions. The estimated cost to relocate this building is \$90,000.00 plus GST. This does not include; disconnection and/or reconnection of services, site works, earthworks, removal of entry steps and ramps, asbestos removal, removal of front entry porch & rear patio, patching, painting etc.

It is noted that these costs are extremely high and have numerous exclusions this is believed to be as a result of the poor condition of these two (2) buildings resulting in the relocation being high risk.

An alternative is to have the buildings relocated to an area adjacent holding area at the Ravensthorpe Landfill site for storage purposes until a suitable site/purpose can be identified. Indicative costs of a temporary relocation have not identified any additional savings and concerns have been raised that given the poor condition of the buildings that they may not be able to be relocated twice.

Option 3 – New Modular Buildings

This option has been included to draw comparisons between relocation and costs of constructing a new demountable, fully compliant, asbestos free building on the site of choice. The estimated costs of a typical building between 60-65 sqm which includes a kitchenette, large open plan space area, two separate rooms / offices and a universal bathroom is approximately \$65,000. Adding all additional costs such as groundworks, service, transportation etc the costs are in the order of \$106,800.

A full summary of the options cost matrix are detailed in Attachment Orange.

Comment:

It is clear from the estimations and the project risks that a new modular building as opposed to relocation of existing facilities is more cost efficient and reduces project risks. The existing buildings are at end-of-life, pose compliance risk, and would require a number of upgrades if they are able to be relocated.

Local Governments however are progressively moving away from standalone community facilities and developing multipurpose facilities for broader community use. There are a number of significant benefits of multipurpose facilities which include reduced operating costs (both to the user and to the Council), greater integration of community group interactions as well as reduced infrastructure/asset management costs.

The Shire of Ravensthorpe already has a purpose built community facility located on Veal Street, Hopetoun which is made available for community users and groups. This facility continues to have capacity for additional usage.

Consultation:

Councillors.
Executive Team.
Relocation Specialists.
Building Surveyor.

Statutory Environment:

Section 5.56 of the Local Government Act 1995 requires Local Governments to Plan for the future by way of a Strategic Community Plan. A number of informing strategies need to assist in the careful allocation of resources, this includes Finance, Workforce and effective use of assets.

Policy Implications:

The Shire of Ravensthorpe “WS1 Asset Management Policy” stipulates;

“The community relies on the Shire to deliver services. The Shire has finite resources and limited income streams that can be targeted to fund service delivery. The Shire must ensure that service delivery is well targeted and aligns with the Community’s aspirations identified via the development of the Strategic Community Plan.

To ensure that scarce resources are optimally allocated, it is important informed decisions are made when considering the acquisition, ongoing ownership, management and disposal of infrastructure assets.”

Financial Implications:

The Shire of Ravensthorpe Long Term Financial Plan does not presently include consideration for the costs of maintaining an additional and aged community facility.

There are currently no budget provisions within the 2020/21 budget for any works other than that funded for the demolition / clearing of site already funded within the Federal Government

Grant. Any additional costs outside of this scope of works will require an amendment of the budget.

Strategic Implications:

The development of the Ravensthorpe Cultural Precinct is a rare initiative in that it achieves all four themes within the Strategic Community Plan at the one time, being;

- A vibrant, supportive and socially connected community;
- A thriving business and industry including tourism;
- Adequate services and infrastructure to cater for the community; and
- Civic leadership.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations besides the asbestos within the buildings.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

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

Risk Matrix

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

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

Voting Requirements:

Simple Majority.

Moved: Cr Major

Seconded: Cr Mudie

Res: 128/20

Decision:

That Council;

- 1. Receives this report titled 'Surplus and End of Life Building Infrastructure - Ravensthorpe Cultural Precinct' and;**
- 2. Approves the Chief Executive Officer demolishing the buildings identified within this report as part of the Building Better Regions Fund Grant relating to the Ravensthorpe Cultural Precinct.**

Voting Requirements: Simple Majority

Carried: 6/1

Unconfirmed

13.2 Christmas and New Year's Administration, Operations and Childcare Closure

File Reference:	CS.SP.1 & CS.SP.2
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	21 September 2020
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Nil

Summary:

Council to consider a closure of both the Ravensthorpe and Hopetoun Shire Administration and Operation Centre's over the Christmas and New Year period being from 12 noon on Friday 18 December 2020 to Sunday 3 January 2021 (inclusive). Plus the closure of both the Ravensthorpe and Hopetoun Shire Childcare Centre's on Thursday, 24 December 2020 to Sunday 3 January 2021 and to reopen Monday 4 January 2021(inclusive).

Background:

The Christmas and New Year closure allows staff to book holidays, travel and spend time with family and friends. Traditionally this time of year sees most staff wanting to take leave and staff numbers are at very low level. With a blocked out operation closure staff can return after the break refreshed and resume full operation and services as per normal.

Comment:

During the abovementioned period there are 3 public holidays with staff being required to take approved leave for the additional days.

A roster will be developed to ensure coverage is provided by Senior Staff and the Leading Hands so contact can be made by phone as per a roster with one or more being in town if required at short notice. Some members of the outside staff will be working in Ravensthorpe and Hopetoun during the closure period and will be available out of hours if required.

Fire weather warnings and harvest ban SMS's can be sent remotely by the Community Emergency Services Officer in conjunction with Fire Control Officer's.

The emergency services and police will be notified of all key personnel contact details during the period. This information will also be provided in the Information Bulletin. The public will be notified of contactable number via the Shire communication avenues, the Shire of Ravensthorpe Website and Facebook page.

Consultation:

Chief Executive Officer.
Director Technical Services.
Director Corporate and Community Services.
Manager Governance and Compliance.

Statutory Environment:

Nil.

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

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

Res: 129/20

Decision:

That Council;

1. That Council endorse the Chief Executive Officer closing both the Ravensthorpe and Hopetoun Shire Administration Office's and Operations Centres at 12 noon on Friday 18 December 2020 to Sunday 3 January 2021 inclusive and reopen Monday 4 January 2021.

- 2. That Council endorse the Chief Executive Officer closing both the Ravensthorpe and Hopetoun Shire Childcare Centre's on Thursday, 24 December 2020 to Sunday 3 January 2021 inclusive and reopen Monday 4 January 2021.**
- 3. That staffing requirements and contact details are put into place for the closure period to deal with any emergency issues that may arise.**

Voting Requirements: Simple Majority

Carried: 7/0

Unconfirmed

13.3 Recognition of Service – Employees Policy Amendment

File Reference:	CM.PO.1
Location:	N/A
Applicant:	N/A
Author:	Manager Governance and Compliance
Authorising Officer	Chief Executive Officer
Date:	14 October 2020
Disclosure of Interest:	Nil
Attachments:	Revised Policy – A14 Recognition of Service – Employees (Attachment Purple)
Previous Reference:	Ordinary Council Meeting 21 July 2020 – Item 13.2 – Shire of Ravensthorpe 2020 Policy Review

Summary:

This report recommends Council consider and endorse a revised policy – A14 Recognition of Service – Employees.

Background:

At the 21 July 2020 Ordinary Council Meeting the majority of Council's policies were reviewed and updated. Upon internal review it has been identified that policy – A14 Recognition of Service – Employees should be revised.

A summary of the proposed policy amendments is detailed below;

A14 Recognition of Service – Employees

- Inclusion of the ability for the Chief Executive Officer to provide a nominal gift to the value of \$100¹ to eligible employees with more than 1 year and less than 10 years of service employee that have completed commendable and continuous service for the Shire of Ravensthorpe.
- Adjustment of the gift value for employees who have served greater than 10 year's service is outlined below;

Year's of service	Current Recognition Value	Proposed Recognition Value
10+ year's	\$200	\$500
20+ year's	\$400	\$1,000
30+ year's	\$500	\$1,500

Comment:

The inclusion of a nominal recognition amount of \$100 for departing employees who have completed commendable and continuous service for the Shire of Ravensthorpe for a period of more than 1 year and less than ten years is recommended.

Whilst the adjustment of the gift value for employees who have served greater than 10 years' service is proposed to be increased it still remains significantly below that previously adopted by Council. For example the recognition of 20 years' service was \$5,000 in 2019, whereas it is now proposed to be limited to \$1,000.

It is also noted that during the consultation review Council flagged that the gift values may need reviewing with consideration to increase the values.

Consultation:

Elected Members.

¹ Incorrectly noted as \$150 on Agenda. Amended in Minutes.

Executive Team.
Staff.

Statutory Environment:

Section 5.50 of the Local Government Act 1995 stipulates;

“5.50 Payments to employees in addition to contract or award

(1) *A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out —*

(a) *the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and*

(b) *the manner of assessment of the additional amount,*

and cause local public notice to be given in relation to the policy.”

Policy Implications:

As detailed above.

Financial Implications:

Gratuitous recognition payments are contained within existing operating expenses.

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 economic considerations.

Risk Implications:

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

Risk Matrix:

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Belli

Seconded: Cr Leighton

Res: 130/20

Decision:

That Council;

- 1. Adopts the revised Policy A14 Recognition of Service – Employees as detailed in the attachment; and**
- 2. Authorises the Chief Executive Officer to undertake Local Public Notice of the revised Policy in accordance with Section 5.50(1) of the *Local Government Act 1995*.**

Voting Requirements: Simple Majority

Carried: 7/0

13.4 Revised Fitzgerald Coast Brand and Revised Logo

File Reference:	ED.ID.1
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Tourism Officer
Authorising Officer	Chief Executive Officer
Date:	12 October 2020
Disclosure of Interest:	Nil
Attachments:	Draft Fitzgerald Biosphere Coast Logo Concept Drawings (Attachment Mustard)
Previous Reference:	Ordinary Council Meeting – 16 June 2020 – Item 13.25 – Revised Fitzgerald Coast Brand and Logo

Summary:

Further to Council's endorsement of the concept and creation of the Fitzgerald Coast Biosphere place brand and logo adopted at the Ordinary Council Meeting 16 June 2020, members of the Fitzgerald Biosphere Community Collaborative (FBCC) who attended the meeting in Hopetoun on 17 July 2020 raised concern that the Shire of Ravensthorpe's new place brand was inadvertently creating a new name for the UNESCO listed Fitzgerald Biosphere with the main area of concern being the use of coast between the words Fitzgerald and Biosphere. It was requested by the FBCC that Ravensthorpe Council review its decision and to keep the Fitzgerald Biosphere name intact with the suggestion that the word coast appear at the end of the name. As a result a revised concept drawings of the logo has been prepared changing the name to Fitzgerald Biosphere Coast WA.

Background:

At the Ordinary Council Meeting, 16 June 2020 Council took the leadership role to endorse the use of the place brand Fitzgerald Coast Biosphere to help lift the recognition and importance of the Fitzgerald Biosphere as Western Australia's only biosphere reserve and to create a separate and strong identity and brand with the aim of creating a recognisable sub-region within Australia's Golden Outback next to Esperance.

The Fitzgerald Coast brand although increasing in recognition did not capture the region's iconic asset of the biosphere or create an association by consumers to incorporate Ravensthorpe area.

Fitzgerald Biosphere Community Collective (FBCC) is a collective of key stakeholders of organisations and community representatives initially established as the Biosphere Implementation Group (BIG) to oversee the preparation of the renomination of the Biosphere in late 2010. After the successful relisting in March 2018 by UNESCO, BIG was subsequently restructured to form FBCC to provide leadership and direction in seeking and developing opportunities to achieve the Fitzgerald Biosphere Action Plan. FBCC is not a registered entity but a partnership of stakeholders governed by a MOU that is reviewed annually.

It is important to recognise that a Biosphere Reserve status does not, nor can it, hinder the remit of industry; neither is it an additional or increased layer of legislative protection. A functional Biosphere Reserve can however, provide a solid platform and development opportunity through building a reputation of excellence in working with the natural environment with sustainable and sympathetic enterprises to create economic benefits.

Currently there are two logos in existence that utilises the Fitzgerald Biosphere name; Fitzgerald Biosphere Group Inc and FBCC. FBCC has a logo with its registered graphic description as "a hill atop a horizontal stripe in a semi-circle" and wording "Fitzgerald Biosphere Western Australia". The logo was created and registered as a Trademark in 2004 with ownership of the logo listed to Fitzgerald Biosphere Group Inc (Jerramungup) and Ravensthorpe Agriculture Initiative Network Inc (RAIN).

At the FBCC meeting 17 July 2020 stakeholders raised concern that the Shire of Ravensthorpe's new place brand was inadvertently creating a new name for the UNESCO listed Fitzgerald Biosphere with the main issue being the use of coast between the words Fitzgerald and Biosphere.

Some members dissented with the Shire moving away from using Fitzgerald Coast and incorporating the biosphere into the place brand and suggested that this duplicated the FBCC brand and logo. As a place brand or marketing tool, FBCC's logo has very little brand recognition outside of the collaborative partners and possibly a small section of the community and is not supported by any marketing or digital platforms to help increase its market share. In addition their graphic is not representative of the Shire of Ravensthorpe community and the mechanics of using an external logo as part of the brand message in all of the Shire's marketing is not viable solution.

The meeting conceded the importance of promoting the Fitzgerald Biosphere especially within the current climate of Covid-19 and the impact it has had on tourism and businesses and that the Shire of Ravensthorpe had the resources already in place with a dedicated tourism officer, a tourism website and an existing social media presence to effectively undertake destination marketing. It was recommended by FBCC that the Ravensthorpe Council consider changing the name to ensure that the Fitzgerald Biosphere name stayed intact with a suggestion that the word coast be placed at the end, therefore becoming Fitzgerald Biosphere coast.

Comment:

Although Council has already adopted the Fitzgerald Coast Biosphere as its brand, the intent of the original name change was a staged process and the request by FBCC has fast-tracked that process. With the change to Fitzgerald Biosphere Coast, to assist with recognition of locality the addition of WA has also been added. The requested change in name by FBCC still provides the Shire of Ravensthorpe with a strong brand and enables a more consistent message community-wide including of local businesses also promoting the Fitzgerald Biosphere. With the impact of Covid-19 and with so many West Australians exploring the state provides the Shire with an opportune time to influence relevant targeted markets, through the creation of a strong brand identity that helps to set the Shires destination apart and out of the shadows of the Esperance Region.

The use and promotion of the place brand will help position the Shire of Ravensthorpe to establish itself as the hub for Fitzgerald Biosphere Coast, Western Australia and has the potential to encompass broader than tourism benefit by underpinning the Shire's future strategies and planning.

Concept drawings based on the previously approved logo have been provided as Attachment Mustard. As the wording in the new logo is now longer, two versions modifying the angle of the graphic to reduce the space between the graphic and wording has been provided. The logo on the left of the page has no change to graphic with the logo on the right angled down. There are also slight variations to the font and typeface and use of capitals. The final page is to demonstrate that the wording of the logo can still be read if reduced in size.

Like the previously approved logo the concept utilises the existing graphics of the Fitzgerald Coast logo to allow continuity with the Shire's existing markets especially as this has grown over recent months. There has been no change to the approved colours of the previously adopted logo. The colours used, represents the area covered by the boundaries of biosphere, which included the inland farming community (yellow) and mining industry (red) and provides a connection to the existing colours within the Shire of Ravensthorpe logo.

Consultation:

Executive Team.

Fitzgerald Biosphere Community Collective (FBCC).

Regional Tourism Organisation.

Statutory Environment:

Nil.

Policy Implications:

Nil.

Financial Implications:

Cost associated with developing the new logo and registering the Fitzgerald Biosphere Coast WA.

Strategic Implications:

This will assist in promoting Ravensthorpe in line with the Community Strategic Plan currently under review following Community Consultation.

Sustainability Implications:

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

Risk Implications:

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

Risk Matrix:

Consequence 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.

Voting Requirements:

Simple Majority.

Recommendation:

That Council endorse;

- a) The renaming of “Fitzgerald Coast Biosphere” to “Fitzgerald Biosphere Coast WA”;
- b) The suspension of Standing Orders to allow discussion of Options 1 to 12 of Concept Designs provided;
- c) Council to endorse the preferred option as being option _____ and the required development and implementation of the selected option; and
- d) The reestablishment of Standing Orders.

Moved: Cr Mudie

Seconded: Cr Richardson

Res: 131/20

Decision:

That Council endorse;

- a) **The renaming of “Fitzgerald Coast Biosphere” to “Fitzgerald Biosphere Coast WA”;**
- b) **The suspension of Standing Orders to allow discussion of Options 1 to 12 of Concept Designs provided;**
- c) **Council to endorse the preferred option as being Version 1 – Option B and the required development and implementation of the selected option; and**
- d) **The reestablishment of Standing Orders.**

Voting Requirements: Simple Majority

Carried: 7/0

6.32pm Tourism Officer left the meeting and did not return.

14. Directorate of Corporate and Community Services

14.1 Monthly Financial Report – 30 September 2020

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

Summary:

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

Background:

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

Comment:

The September 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 2020/21 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications:

Strategic Community Plan 2014 – 2024

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

Sustainability Implications:

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

Risk Implications:

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

Risk Matrix:

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

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

Moved: Cr Major

Seconded: Cr Belli

Res: 132/20

Decision:

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

Voting Requirements: Simple Majority

Carried: 7/0

14.2 Schedule of Account Payments – September 2020

File Reference: GR.ME.8
Location: Shire of Ravensthorpe
Applicant: Shire of Ravensthorpe
Author: Finance Officer
Authorising Officer: Director Corporate and Community Services
Date: 14 October 2020
Disclosure of Interest: Nil
Attachments: Schedule of Payments to 30 September 2020
 Credit Card Transactions to 1 September 2020
 Creditors List of Accounts Paid September 2020
 (Attachment Red)
Previous Reference: Nil

Summary:

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

Background:

Period 01/09/2020 to 31/09/2020

2020/2021

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	32,246	1,089,988	72,966	5,765	0	1,200,963	256,870
Aug	24,281	361,337	159,976	7,275	0	553,410	247,790
Sep	9,832	467,211	92,158	6,744	0	575,945	275,691
Oct							
Nov							
Dec							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Total	66,899	1,918,536	325,100	19,784	0	2,330,318	780,351
19/20	197,977	8,450,678	997,212	102,791	6,319	9,754,977	3,174,082
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 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

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

Moved: Cr Richardson

Seconded: Cr Goldfinch

Res: 133/20

Decision:

That Council pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of September 2020 be noted.

Voting Requirements: Simple Majority

Carried: 7/0

Unconfirmed

14.3 Rates Instalment Date Changes 2020/21

File Reference:	FM.BU.1
Location:	Shire of Ravensthorpe
Applicant:	N/A
Author:	Director Corporate & Community Services
Authorising Officer	Chief Executive Officer
Date:	7 October 2020
Disclosure of Interest:	Nil
Attachments:	Email Department of Local Government, Sport and Cultural Industries 2 October 2020 (Attachment Brown)
Previous Reference:	Nil

Summary:

To amend the rates instalment dates to comply with legislation.

Background:

The Department of Local Government, Sport and Cultural Industries (DLGSCI) reviewed the annual budget for 2020/21 and drew our attention to the following;

Section 6.50(3) of the *Local Government Act 1995* states –

“Where a person elects to pay a rate or service charge by instalments, the second and each subsequent instalment does not become due and payable at intervals of less than 2 months.”

It was noted that at the Special Council Meeting 31 August 2020, Council resolved:

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, council nominates the following due dates for the payment in full by instalments:

- *Full payment and 1st instalment due date* 14 October 2020
- *2nd quarterly instalment due date* 9 December 2020
- *2nd half instalment due date* 3 February 2021
- *3rd quarterly instalment due date* 3 February 2021
- *4th quarterly instalment due date* 31 March 2021

Comment:

The DLGSCI requested that the Shire amend its instalment dates to comply with the legislation and confirm that those changes have been implemented.

To amend the instalment dates at intervals of not less than 2 months, although avoiding weekend dates, would require the following minimum dates;

- *Full payment and 1st instalment due date* 14 October 2020
- *2nd quarterly instalment due date* 14 December 2020
- *2nd half instalment due date* 15 February 2021
- *3rd quarterly instalment due date* 15 February 2021
- *4th quarterly instalment due date* 15 April 2021

This change will have a positive benefit on the ratepayer by allowing an additional 5 days, 12 days and 15 days in order to pay each remaining instalment after the due date of 14 October 2020, whilst deferring some element of cash flow to the Shire and limiting the time available for debt collection prior to 30 June 2020.

Consultation:

Executive Staff.
Councillors.

Statutory Environment:

Local Government Act 1995 Section 6.45 allows payment of rates in four (4) equal instalments.

Local Government Act 1995 Section 6.50 allows a rate or service charge to become due and payable on such date as is determined by the local government, which is not earlier than 35 days from the issue date of the rate notice, and when electing to pay by instalments, the second and each subsequent instalment does not become due and payable at intervals of less than 2 months.

Policy Implications:

Nil.

Financial Implications:

Minor effect on cash flow and a reduced period of debt collection.

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(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 Mudie

Seconded: Cr Leighton

Res: 134/20

Decision:

That Council:

1. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following due dates for the payment in full by instalments:
 - Full payment and 1st instalment due date 14 October 2020
 - 2nd quarterly instalment due date 14 December 2020
 - 2nd half instalment due date 15 February 2021
 - 3rd quarterly instalment due date 15 February 2021
 - 4th quarterly instalment due date 15 April 2021
2. Requests the Chief Executive Officer to confirm with the Department of Local Government, Sport and Cultural Industries that the changes have been implemented.

Voting Requirements: Simple Majority

Carried: 7/0

15. Directorate of Technical Services

Nil.

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

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

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

17.1 Elected Members

Nil.

17.2 Officers

17.2.1 Protection of Elected Members and Officers in performing their duties and functions.

In accordance with Section 5.23 (2)(d) of the *Local Government Act 1995* the meeting will be closed to the public as Council will consider seeking legal advice or initiating action which relates to a matter to be discussed at the meeting. The purpose of the item is to consider actions to ensure the adequate protection of Elected Members and Officers in performing their duties and functions.

Moved: Cr Belli

Seconded: Cr Mudie

Res: 135/20

Decision:

That Council amend the Order of Business with this Item 17.2 to Item 18.4 in Matters Behind Closed Doors.

Voting Requirements: Simple Majority

Carried: 7/0

18. Matters Behind Closed Doors

Moved: Cr Major

Seconded: Cr Belli

Res: 136/20

Decision:

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

- e) 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: Simple Majority

Carried: 7/0

Moved: Cr Major

Seconded: Cr Goldfinch

Res: 138/20

Decision:

That Council;

That Council endorse the Chief Executive Officer in purchasing a Bomag BW 28 RH Multi Tyre Roller from Tutt Bryant Equipment in accordance with required specification and supporting quote.

Voting Requirements: Simple Majority

Carried: 7/0

18.3 Confidential Item – Purchase Replacement Prime Mover

File Reference:	PE.FM.1
Location:	Shire of Ravensthorpe
Applicant:	Chief Executive Officer
Author:	Director Technical Services
Authorising Officer	Chief Executive Officer
Date:	15 October 2020
Disclosure of Interest:	Nil
Attachments:	Plant Assessment Report - 16 April 2020 (Attachment White)
Previous Reference:	Nil

Moved: Cr Leighton

Seconded: Cr Mudie

Res: 139/20

Decision:

That Council;

That Council endorse the Chief Executive Officer in purchasing a Mack Trident Primer Mover from Truck Centre WA in accordance with required specification and supporting quote.

Voting Requirements: Simple Majority

Carried: 7/0

ATTACHMENT



DELEGATION REGISTER 2020/2021

Adopted Date: _____



SHIRE OF RAVENSTHORPE

DELEGATED AUTHORITY REGISTER 2020 / 2021

Council Appointments / Delegations / Sub Delegations

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SHIRE OF RAVENSTHORPE

DELEGATED AUTHORITY REGISTER 2020 / 2021

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SHIRE OF RAVENSTHORPE

DELEGATED AUTHORITY REGISTER 2020 / 2021

Council Appointments / Delegations / Sub Delegations

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Note 1:All values exclude GST.

Note 2:The Function Delegated is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.

Note 3:All documents are kept in accordance with the *Local Government Act 1995*; the Local Government (Administration) Regulations 1996, other relevant legislation and the Shire of Ravensthorpe record keeping policies and procedures.



SHIRE OF RAVENSTHORPE

DELEGATED AUTHORITY REGISTER 2020 / 2021

Council Appointments / Delegations / Sub Delegations

DELEGATION TO COMMITTEES OF COUNCIL

1.1 AUDIT COMMITTEE		
Function Delegated:	The authority to meet with the Shire's Auditor at least once every year.	
Statutory Power Delegated:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 7.12A(2) Duties of local government with respect to audits. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input checked="" type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	Local Government Act 1995: <ul style="list-style-type: none"> Section 5.16 Delegation of some powers and duties to certain committees; Section 5.17 Limits on delegation of powers and duties to certain committees; Section 7.1B Delegation of some powers and duties to audit committees. 	
Power Delegated to:	Audit Committee.	
Council's Conditions on Delegation:	Nil. Sub-delegation is prohibited by s.7.1B.	
Compliance Links:	Department of Local Government Guideline No.9 Audit in Local Government; Council Policy G4 Audit Committee Terms of Reference.	
CEO's Sub-Delegation to:	N/A.	
CEO's Conditions on Sub-Delegation:	N/A.	
Version Control		
Version	Decision Reference	Description
1		
2		



SHIRE OF RAVENSTHORPE

DELEGATED AUTHORITY REGISTER 2020 / 2021

Council Appointments / Delegations / Sub Delegations

DELEGATION TO THE CHIEF EXECUTIVE OFFICER (LOCAL GOVERNMENT ACT 1995 / COUNCIL POLICY)

1.2.1 APPOINT AUTHORISED PERSONS		
Function Delegated:	Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the <i>Local Government Act 1995</i> .	
Statutory Power Delegated:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 3.24 Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2 – Certain provisions about land); Section 9.10 Appointment of authorised persons. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<i>Local Government Act 1995.</i> <i>Local Government (Functions and General) Regulations 1996:</i> <ul style="list-style-type: none"> Regulation 32A Excluded authorisations (Act s.9.2). Shire of Ravensthorpe Local Laws.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
Version Control		
Version	Decision Reference	Description
1		



SHIRE OF RAVENSTHORPE

DELEGATED AUTHORITY REGISTER 2020 / 2021

Council Appointments / Delegations / Sub Delegations

1.2.2 ADDITIONAL POWERS WHEN NOTICE IS GIVEN TO THE OWNER OR OCCUPIER OF LAND UNDER SECTION 3.25		
Function Delegated:	<p>Authority to do anything necessary to achieve the purpose for which a notice has been given. [s.3.26(2)];</p> <p>Authority to recover costs associated with achieving the purpose for which a notice has been given. [s.3.26(3)].</p>	
Statutory Power Delegated:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Section 3.26 Additional powers when notices given. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Section 3.25 Notices requiring certain things to be done by owner or occupier of land; Schedule 3.1 Powers under notices to owners or occupiers of land. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
Version Control		
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1.2.3 PARTICULAR THINGS LOCAL GOVERNMENTS CAN DO ON LAND THAT IS NOT LOCAL GOVERNMENT PROPERTY		
Function Delegated:	Authority to do any of the things prescribed in Schedule 3.2 of the <i>Local Government Act 1995</i> .	
Statutory Power Delegated:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 3.27 Particular things local governments can do on land that is not local government property. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO Section 5.43 Limitations on delegations to the CEO 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 3.25 Notices requiring certain things to be done by owner or occupier of land; Schedule 3.2 Particular things local governments can do on land even though it is not local government property. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1.2.4 POWERS OF ENTRY	
Function Delegated:	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Enter on to land to perform any function of the local government under the Act.[refers s.3.28]; 2. Give a notice of entry. [s.3.32]; 3. Seek and execute an entry under warrant. [s.3.33]; 4. Execute entry in an emergency. [s.3.34]; and 5. Give notice and effect entry by opening a fence. [s.3.36].
Statutory Power Delegated:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 3.32 Notice of entry; • Section 3.33 Entry under Warrant; • Section 3.34 Entry in an emergency; • Section 3.36 Opening fences.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.42 Delegation of some powers or duties to the CEO; • Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	<p>Local Government Act 1995:</p> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees.
Compliance Links:	<p>Local Government Act 1995:</p> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 3, Section 3.31.



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CEO's Sub-Delegation to:	Director Technical Services and Director Corporate and Community Services.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.5 DISPOSING OF CONFISCATED OR UNCOLLECTED GOODS	
Function Delegated:	<ol style="list-style-type: none"> 1. Refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government [s.3.46]. 2. Sell or otherwise dispose of confiscated or uncollected goods in accordance with Section 3.58 of the <i>Local Government Act 1995</i> [s.3.47]; and 3. Authority to recover expenses incurred for removing and impounding and in disposing of confiscated or uncollected goods [s.3.48].
Statutory Power Delegated:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 3.46 Goods may be withheld until costs paid • Section 3.47 Confiscated or uncollected goods, disposal of; • Section 3.48 Impounding expenses, recovery of.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.42 Delegation of some powers or duties to the CEO; • Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees.
Compliance Links:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 3; • Section 3.58 Disposing of Property.



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CEO's Sub-Delegation to:	Director Corporate and Community Services	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.6 DISPOSAL OF SICK OR INJURED ANIMALS		
Function Delegated:	1. Authority to destroy and dispose of an animal that is determined to be too sick or injured to treat.[3.47A(1)]. 2. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [3.48].	
Statutory Power Delegated:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • Section 3.47A(1) Sick or injured animals, disposal of. • Section 3.48 Impounding expenses, recovery of 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • Section 5.42 Delegation of some powers or duties to the CEO; • Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 3. 	
CEO's Sub-Delegation to:	Director Technical Services, Manager Governance and Compliance, Works Supervisor, and Rangers.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.7 CLOSE THOROUGHFARES TO VEHICLES											
Function Delegated:	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles [s.3.50(1), (1a) and (2)]. 2. Give public notice, and provide to the Commissioner of Main Roads and consider submissions relevant to road closures for proposed closures of thoroughfares for a period exceeding 4 weeks [s.3.50(4)]. 3. Revoke an order to close a thoroughfare [s.3.50(6)]. 4. Partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where is it unlikely to have a significant adverse effect on users of the thoroughfare [s.3.50A]. 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private [s.3.51]. 										
Statutory Power Delegated:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 3.50 Closing certain thoroughfares to vehicles; • Section 3.50A Partial closure of thoroughfare for repairs or maintenance; • Section 3.51 Affected owners to be notified of certain proposals. 										
Power Originally Assigned to:	The Local Government.										
Purpose of Delegation	<table style="width: 100%; border: none;"> <tr> <td style="width: 20px;"><input checked="" type="checkbox"/></td> <td>Operational Efficiency.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Enhanced Customer Service.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Scalable Decision Making.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Reduced Red Tape.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Increased Public Safety & Responsiveness.</td> </tr> </table>	<input checked="" type="checkbox"/>	Operational Efficiency.	<input type="checkbox"/>	Enhanced Customer Service.	<input type="checkbox"/>	Scalable Decision Making.	<input checked="" type="checkbox"/>	Reduced Red Tape.	<input type="checkbox"/>	Increased Public Safety & Responsiveness.
<input checked="" type="checkbox"/>	Operational Efficiency.										
<input type="checkbox"/>	Enhanced Customer Service.										
<input type="checkbox"/>	Scalable Decision Making.										
<input checked="" type="checkbox"/>	Reduced Red Tape.										
<input type="checkbox"/>	Increased Public Safety & Responsiveness.										
Statutory Power of Delegation:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.42 Delegation of some powers or duties to the CEO; • Section 5.43 Limitations on delegations to the CEO. 										
Power Delegated to:	Chief Executive Officer.										
Council's Conditions on Delegation:	Nil.										
Statutory Power to Sub-delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees. 										



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Compliance Links:	<i>Local Government Act 1995:</i>	
	<ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 5. 	
CEO's Sub-Delegation to:	Director Technical Services, Works Supervisor and Engineering Technical Officer	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.8 RESERVES UNDER CONTROL OF LOCAL GOVERNMENT		
Function Delegated:	Authority to do anything for the purposes of controlling and managing land that is vest in or under the management of the Shire.	
Statutory Power Delegated:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 3.54 Reserves under control of a local government. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 3.53 Control of certain unvested facilities. 	
CEO's Sub-Delegation to:	Director Technical Services.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.9 EXPRESSIONS OF INTEREST AND TENDERS

Function Delegated:

Authority to determine:

1. To call tenders [F&G Reg 11] or tender exemption [F&G Reg 11(2)] in accordance with the Shire's Purchasing Policy requirements, where the total consideration under any resulting contract is in accordance with the Council Conditions on Delegation and the expense is included in the adopted Annual Budget.
2. To call tenders for the disposal of impounded goods in accordance with section 3.58 [s.3.47].
3. To invite tenders though not required to do so [F&G Reg 13].
4. In writing, before tenders are called, the criteria, for deciding which tender/s should be accepted [F&G Reg 14(2a)].
5. To vary tender information after public notice of invitation to tender and before the close of tenders [F&G Reg 14(5)].
6. Seek clarification from tenderers in relation to information contained in their tender submission [F&G Reg 18(4a)].
7. To reject all tenders [F&G Reg 18(1),(2), and (4)].
8. To decline any tender [F&G Reg 18(5)].
9. That a variation proposed is minor in context of the total goods and services sought through the invitation, and to make minor variations before entering into a contract [F&G Reg 20].
- 10a. Execution of extension options and variations to contract for the supply of goods or service that does not materially change the scope of the original contract beyond a variation [F&G Reg 21a].



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	<p>10b. To accept another tender where within 6 months of either accepting a tender a contract has not been entered into or the successful tenderer agrees to terminate the contract [F&G Reg 18(6) and (7)].</p> <p>11. When to seek Expressions of Interest and to invite Expressions of Interest to supply goods or services [F&G Reg 21].</p> <p>12. Consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G Reg 23].</p> <p>13. The information that is to be disclosed to those interested in submitting a tender [F&G Reg 14(4)(a)].</p>
<p>Statutory Power Delegated:</p>	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 3.57 Tenders for providing goods or services. • Section 3.47 Confiscated or uncollected goods, disposal of. • Local Government (Functions and General) Regulations 1996: • Regulation 11 When tenders have to be publicly invited. • Regulation 13 Requirements when local government invites tenders though not required to do so • Regulation 14(2a) and (5) Publicly inviting tenders, requirements for. • Regulation 18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders. • Regulation 20 Variation of requirements before entry into contract. • Regulation 21 Limiting who can tender, procedure for. • Regulation 23 Rejecting and accepting expressions of interest to be acceptable tenderer.
<p>Power Originally Assigned to:</p>	<p>The Local Government.</p>
<p>Purpose of Delegation</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input checked="" type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.



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Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO. Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	<p>May only call tenders or expressions of interest where there is an adopted budget for the proposed procurement, with the exception being in the period immediately prior to the adoption of a new Annual Budget where the proposed procurement is required to fulfil a contract of the Shire, with an imminent expiry date or work that must commence within three (3) months of the proposed adoption date of the new Annual budget and the value of the proposed contract has been included in the draft Annual Budget papers.</p> <p>Accept any Tender exempt procurement process under Council Policy F2 Purchasing Policy to the value where there is an adopted budget for the proposed procurement.</p>	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	Local Government (Functions and General) Regulations 1996: <ul style="list-style-type: none"> Part 4, Division 2. Local Government (Functions and General) Regulations 1996: Regulation 31 Anti-avoidance provision for Act s. 3.58. F2 Purchasing Policy. F3 Regional Price Preference.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1.2.10 DISPOSING OF PROPERTY									
Function Delegated:	1. Authority to dispose of property to: <ol style="list-style-type: none"> a) the highest bidder at public auction [s.3.58(2)(a)]; or b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]. 2. Authority to dispose of property by direct negotiation only in accordance with section 3.58(3) of the Act.								
Statutory Power Delegated:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • Section 3.58(2) and (3) Disposing of property. 								
Power Originally Assigned to:	The Local Government.								
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input checked="" type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.								
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • Section 5.42 Delegation of some powers or duties to the CEO; • Section 5.43 Limitations on delegations to the CEO. 								
Power Delegated to:	Chief Executive Officer.								
Council's Conditions on Delegation:	<p>Donating minor surplus assets will be subject to the Chief Executive Officer's approval. Where such applications are sought, applications are to be assessed on the following criteria:</p> <ul style="list-style-type: none"> • Demonstrated need for the asset; • Proposed use for the asset; and • Demonstrated benefit to the community. <p>Disposal by Expression of Interest of minor surplus assets to the community shall be in accordance with the below;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">\$20,0001 and above</td> <td style="vertical-align: top;">Public Auction or Tender Process.</td> </tr> <tr> <td style="vertical-align: top;">\$10,001 - \$20,000</td> <td style="vertical-align: top;">Local public notice calling for expressions of interest.</td> </tr> <tr> <td style="vertical-align: top;">\$1,001 - \$10,000</td> <td style="vertical-align: top;">Seek three offers (if possible) from likely purchasers.</td> </tr> <tr> <td style="vertical-align: top;">\$1,000 or less or of no commercial value</td> <td style="vertical-align: top;">Internal expressions of interest or alternatively, by way of a donation to a not for profit community group.</td> </tr> </table>	\$20,0001 and above	Public Auction or Tender Process.	\$10,001 - \$20,000	Local public notice calling for expressions of interest.	\$1,001 - \$10,000	Seek three offers (if possible) from likely purchasers.	\$1,000 or less or of no commercial value	Internal expressions of interest or alternatively, by way of a donation to a not for profit community group.
\$20,0001 and above	Public Auction or Tender Process.								
\$10,001 - \$20,000	Local public notice calling for expressions of interest.								
\$1,001 - \$10,000	Seek three offers (if possible) from likely purchasers.								
\$1,000 or less or of no commercial value	Internal expressions of interest or alternatively, by way of a donation to a not for profit community group.								



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Statutory Power to Sub-delegate:	<ol style="list-style-type: none">1. This delegation may only be used where the disposal complies with the requirements of:<ol style="list-style-type: none">a) Section 3.58 of the <i>Local Government Act 1995</i>; andb) Regulation 30 of the Local Government (Functions and General) Regulations 1996.2. Authority for the Disposal of land and / or building assets is limited to matters specified in the Annual Budget or Corporate Business Plan and in any other case, requires a specific resolution of Council.3. The Chief Executive Officer is limited to determining disposals of property (written down assets) for any single project, or where not part of a project a single event, to an aggregated maximum value of \$1,500,000.4. The Chief Executive Officer is limited to determining disposals of property (freehold land asset), by lease to an aggregated maximum value of \$50,000 per annum subject to no more than a variation of valuation of 10% to market rates.5. The Chief Executive Officer is limited to determining disposal of art to the value of \$500.6. The Chief Executive Officer may not dispose of land by sale or absolute transfer.7. Authority to determine the method of disposal:<ol style="list-style-type: none">a) Where a public auction is determined as the method of disposal:<ol style="list-style-type: none">i. a reserve price has been set through independent valuation;ii. where the reserve price is not achieved at auction negotiation may be undertaken to achieve the sale of the property at up to a 10% variation on the set reserve price.b) Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.
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	<p>c.) Where a direct negotiation is determined [s.3.58(3)] as the method of disposal, authority to:</p> <ol style="list-style-type: none"> i. negotiate the sale of the property up to a 10% variance on the valuation; and ii. consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a determination are recorded. <p>8. Where the material market value of the property is determined as being less than \$20,000 (Reg 30(3) excluded disposal) may be undertaken:</p> <ol style="list-style-type: none"> i. without reference to Council resolution; and ii. in any case be undertaken to ensure that best value return is achieved for the Shire however, where the property is determined as having a Nil material market value, then the disposal must ensure the Shire achieves an environmentally responsible disposal. 	
Compliance Links:	<p>Local Government (Functions and General) Regulations 1996:</p> <ul style="list-style-type: none"> • Regulation 30 Dispositions of property excluded from Act s.3.58. <p>Council Policy F6 Disposal of Minor Surplus Assets.</p>	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1.2.11 SENIOR EMPLOYEES		
Function Delegated:	Authority to advertise the position of a senior employee if the position becomes vacant.	
Statutory Power Delegated:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.37 (3) Senior employees. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Action 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	Local Government (Administration) Regulations 1996: <ul style="list-style-type: none"> Regulation 18A Vacancy in position of CEO or senior employee to be advertised (Act s.5.36(4) and 5.37(3)); Regulation 18B Contracts of CEOs and senior employees, content of (Act s.5.39(3)(c)); Council Policy G14 –Senior Employees. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1.2.12 PAYMENTS FROM MUNICIPAL OR TRUST FUND		
Function Delegated:	Authority to make payments from the municipal or trust fund.	
Statutory Power Delegated:	Local Government (Financial Management) Regulations 1996: <ul style="list-style-type: none"> Regulations 12(1)(a) Payments from municipal fund or trust fund, restrictions on making. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Payments must be in accordance with the approved budget.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	Local Government (Financial Management) Regulations 1996: <ul style="list-style-type: none"> Regulations 5 CEO's duties as to financial management; Regulations 11 Payments, procedures for making etc. 	
CEO's Sub-Delegation to:	Director Corporate and Community Services, Director Technical Services and Senior Finance Officer.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.13 ARTWORK ACQUISITIONS		
Function Delegated:	Authority to determine and purchase works of art for the Shire's collections.	
Statutory Power Delegated:	Local Government (Financial Management) Regulations 1996: <ul style="list-style-type: none"> Regulation 12(1)(a) Payments from municipal fund or trust fund, restrictions on making. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Artwork must have relevance to the locality or involve a significant/prominent local artist.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	Local Government (Financial Management) Regulations 1996: <ul style="list-style-type: none"> Regulation 5 CEO's duties as to financial management; Regulation 11 Payments, procedures for making etc. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1.2.14 DETERMINE APPLICATION FOR PAYMENT OF LEGAL REPRESENTATION COSTS	
Function Delegated:	Authority to determine an application for payment of legal representation costs.
Statutory Power Delegated:	Local Government (Financial Management) Regulations 1996: <ul style="list-style-type: none"> Regulation 12(1)(a) Payments from municipal fund, restrictions on making.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input checked="" type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	The determination of the application must only occur: <ol style="list-style-type: none"> In circumstances where a delay until the next Council Meeting would be detrimental to the rights of the applicant; In accordance with Council Policy G5 - Legal Representation for Council Members and Employees; and For an amount not exceeding \$10,000. The determination must be reported to Council at the next Ordinary Council Meeting.
Statutory Power to Sub-delegate:	Nil.
Compliance Links:	Local Government (Financial Management) Regulations 1996: <ul style="list-style-type: none"> Regulation 5 – CEO's duties as to financial management; Regulation 11 – Payments, procedures for making etc. Council Policy G5 Legal Representation for Council Members and Employees.



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CEO's Sub-Delegation to:	Director Corporate and Community Services.	
CEO's Conditions on Sub-Delegation:	Only where the application relates to an application by the Chief Executive Officer.	
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1.2.15 POWER TO DEFER, GRANT CONCESSIONS, WAIVE OR WRITE OFF DEBTS	
Function Delegated:	<ol style="list-style-type: none"> 1. Waive or grant a concession in relation to any amount of money which is owed to the Shire. 2. Write off any amount of money which is owed to the Shire. 3. Waiving of Fees for Not For Profit / Community / Sporting Organisations. <p>Note: Section 6.12(2) of the <i>Local Government Act 1995</i> does not allow money owed to the Shire in respect of rates and services charges to be waived or for a concession in relation to such money to be granted.</p>
Statutory Power Delegated:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 6.12 Power to defer, grant discounts, waive or write off debts.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input checked="" type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.42 Delegation of some powers or duties to the CEO; • Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<p>All necessary measures have been taken to recover the debt.</p> <p>The debt remained unpaid for a period of 90 days after its due date for payment.</p> <p>The Chief Executive Officer is delegated authority and power to write off any amount of money less than \$5,000 owed to the Shire of Ravensthorpe that in his/her opinion is a bad debt.</p> <p>Waiving of Fines cannot be undertaken by the same person who has issued the respective fine.</p>



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Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees 	
Compliance Links:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 6.12 Power to defer, grant discounts, waive or write off debts <p>Council Policy - G18 Recognition of Volunteers (Waiving of Fees for Not For Profit / Community / Sporting Organisations).</p>	
CEO's Sub-Delegation to:	Director Corporate and Community Services.	
CEO's Conditions on Sub-Delegation:	<p>The Director Corporate and Community Services is delegated authority and power to write off any amount of money less than \$2,000 owed to the Shire of Ravensthorpe that in his/her opinion is a bad debt.</p> <p>Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.</p>	
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1.2.16 POWER TO INVEST AND MANAGE INVESTMENTS	
Function Delegated:	<ol style="list-style-type: none"> 1. The authority to invest money held in the municipal or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. The authority to establish and document internal control procedures to be followed by employees to ensure control over investments, enabling the identification of the nature and location of all investments and the transactions related to each investment [FM Reg. 19].
Statutory Power Delegated:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 6.14(1) Power to invest. <p><i>Local Government (Financial Management) Regulations 1996:</i></p> <ul style="list-style-type: none"> • Regulation 19 Investments, control procedures for.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input checked="" type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.42 Delegation of some powers or duties to the CEO; • Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	<p>Investments must be in accordance with Council Policy F4 Investments.</p> <p>The Chief Executive Officer is authorised to invest, withdraw or re-invest sums up to \$1,000,000, in accordance with this Policy.</p> <p>The Chief Executive Officer will authorise the Director Corporate and Community Services to invest, withdraw or re-invest sums up to \$500,000, in accordance with this Policy.</p> <p>A cash flow report is to be monitored by the Director Corporate and Community Services at least weekly to ensure cash funds are available to meet commitments.</p>



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	<p>Investments will be managed actively as they mature with reviews by the Director Corporate and Community Services on a monthly basis.</p> <p>For audit purposes, certificates must be obtained from the bank confirming the amounts of investment held on the Shire's behalf at 30 June each year.</p>	
Statutory Power to Sub-delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<p>Trustees Act 1962:</p> <ul style="list-style-type: none"> Part III Investments. 	
CEO's Sub-Delegation to:	Director Corporate and Community Services.	
CEO's Conditions on Sub-Delegation:	To invest, withdraw or re-invest sums up to \$500,000, in accordance with Council Policy F4 - Investments. Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.17 AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES		
Function Delegated:	Authority to make an agreement with a person for the payment of rates or service charges.	
Statutory Power Delegated:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 6.49 Agreement as to payment of rates and service charges. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Agreements must be in accordance with the requirements of Council Policy F7 – Financial Hardship.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Part 6, Division 6, Sub-division 4 Payment of rates and service charges. Local Government (Financial Management) Regulations 1996: <ul style="list-style-type: none"> Part 5 Rates and Service Charges. Council Policy F7 – Financial Hardship.	
CEO's Sub-Delegation to:	Director Corporate and Community Services.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.18 DETERMINE THE DATE THAT RATES OR SERVICE CHARGES ARE DUE OR PAYABLE		
Function Delegated:	Authority to determine the date on which rates or service charges become due and payable.	
Statutory Power Delegated:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 6.50(1) Rates or service charges due and payable. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Part 6, Division 6, Sub-division 4 Payment of rates and service charges. Local Government (Financial Management) Regulations 1996: <ul style="list-style-type: none"> Part 5 Rates and Service Charges. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1.2.19 LOCAL GOVERNMENT MAY REQUIRE LESSEE TO PAY RENT	
Function Delegated:	<p>Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge requiring the lessee to pay its rent to the local government [s.6.60(2)].</p> <p>Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice [s.6.60(4)].</p>
Statutory Power Delegated:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Section 6.60(2) Local government may require lessee to pay rent. Section 6.60(4) Local government may recover the amount of the rate or service charge as a debt if rent not paid.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO Section 5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Compliance Links:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Part 6, Division 6, Sub-division 4 Payment of rates and service charges. <p>Local Government (Financial Management) Regulations 1996:</p> <ul style="list-style-type: none"> Part 5 Rates and Service Charges. <p>Council Policy F7 – Financial Hardship.</p>



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CEO's Sub-Delegation to:	Director Corporate and Community Services.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.20 ACTIONS AGAINST LAND WHERE RATES OR SERVICE CHARGES UNPAID	
Function Delegated:	<p>Authority to take possession of land and hold the land as against a person having an estate or interest in the land where any rates or service charges in respect of the rateable land have been unpaid for at least three years [s.6.64(1)] except where s.6.68(3A) applies.</p> <p>Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].</p>
Statutory Power Delegated:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 6.64(1) and (3) Actions to be taken.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.42 Delegation of some powers or duties to the CEO; • Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees.
Compliance Links:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Part 6, Division 6, Sub-division 4 Payment of rates and service charges. <p>Local Government (Financial Management) Regulations 1996:</p> <ul style="list-style-type: none"> • Part 5 Rates and Service Charges. <p>Council Policy F7 – Financial Hardship.</p>



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CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1.2.21 OBJECTION AND REVIEW – OBJECTION TO RATE RECORD		
Function Delegated:	<p>Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)].</p> <p>Authority to consider an objection to a rate record and either allow it or disallow it wholly or in part [s.6.76(5)].</p>	
Statutory Power Delegated:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Section 6.76(4) and (5) Grounds of objection. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input checked="" type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> Part 6, Division 6, Sub-division 4 Payment of rates and service charges. <p>Local Government (Financial Management) Regulations 1996:</p> <ul style="list-style-type: none"> Part 5 Rates and Service Charges. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1.2.22 GENERAL REVIEW OF IMPOSITION OF RATE OR SERVICE CHARGE		
Function Delegated:	Authority to refer to the State Administrative Tribunal a question of general interest as to whether a rate or service charge was imposed in accordance with the Act.	
Statutory Power Delegated:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 6.82(1) General review of imposition of rate or service charge. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Part 6, Division 6, Sub-division 4 Payment of rates and service charges; Local Government (Financial Management) Regulations 1996: <ul style="list-style-type: none"> Part 5 Rates and Service Charges. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1.2.23 DANGEROUS EXCAVATIONS IN OR NEAR PUBLIC THOROUGHFARES	
Function Delegated:	<p>Authority to fill in or fence an excavation, or request the owner or occupier to fill in or fence an excavation, on land that adjoins a thoroughfare if it is considered to be dangerous [ULP Reg 11(1)].</p> <p>Grant permission, and impose conditions as thought fit, to make or make and leave an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare [ULP Reg 11(4), (6), (7) and (8)].</p>
Statutory Power Delegated:	<p>Local Government (Uniform Local Provisions) Regulations 1996:</p> <ul style="list-style-type: none"> • Regulation 11 (1), (4), (6) and (7) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.42 Delegation of some powers or duties to the CEO • Section 5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees.
Compliance Links:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 3.37 Contraventions that can lead to impounding Local Government (Uniform Local Provisions) Regulations 1996: • Regulation 11 Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6.



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CEO's Sub-Delegation to:	Director Technical Services, Director Corporate and Community Services, Works Supervisor and Engineering Technical Officer.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.24 CROSSING FROM PUBLIC THOROUGHFARE TO PRIVATE LAND OR PRIVATE THOROUGHFARE		
Function Delegated:	Authority to approve the construction of a crossing giving access from a thoroughfare to private land or a private thoroughfare serving the land.	
Statutory Power Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: <ul style="list-style-type: none"> Regulation 12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch. 9.1 Cl.7(2). 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996: <ul style="list-style-type: none"> Regulation 14(2) Role of Commissioner of Main Roads in some cases – Sch. 9.1 Cl. 7(2). 	
CEO's Sub-Delegation to:	Director Technical Services and Engineering Technical Officer.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.25 REQUIREMENT TO CONSTRUCT OR REPAIR CROSSING		
Function Delegated:	Authority to issue a notice requiring an owner or occupier to construct, repair a crossing from a public thoroughfare to private land or a private thoroughfare serving that land.	
Statutory Power Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: <ul style="list-style-type: none"> Regulation 13(1) and (2) Requirement to construct or repair crossing – Sch. 9.1 Cl. 7(3). 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	Nil.	
CEO's Sub-Delegation to:	Director Technical Services and Engineering Technical Officer.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.26 PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES	
Function Delegated:	<p>Authority to grant permission to construct anything on, over, or under a public thoroughfare or other public place that is local government property, subject to any conditions.</p> <p>Authority to grant permission and impose conditions, to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property.</p>
Statutory Power Delegated:	<p>Local Government (Uniform Local Provisions) Regulations 1996:</p> <ul style="list-style-type: none"> Regulation 17 (3) and (5) Private works on, over, or under public places – Sch. 9.1 cl. 8.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p>Local Government Act 1995:</p> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	<p>Approval is to be granted subject to a bond for work being performed and the payment of costs for trench resurfacing as required.</p> <p>Owners and occupiers of adjoining properties are to be advised of the works.</p> <p>In the case of major infrastructure works, where there may be objections for owners or occupiers of adjoining properties, the matter is to be referred to Council for determination.</p> <p>This Delegation applies to, but is not limited to, the following:</p> <ul style="list-style-type: none"> ground anchors; verandas and awnings; pilings; and signs.



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Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996: <ul style="list-style-type: none"> Regulation 17 Private works on, over, or under public places Sch. 9.1 cl. 8. 	
CEO's Sub-Delegation to:	Director Technical Services and Director Corporate and Community Services.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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1.2.27 SOLE SUPPLIER OF GOODS AND SERVICES	
Function Delegated:	Authority to determine that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.
Statutory Power Delegated:	Local Government (Functions and General) Regulations 1996: <ul style="list-style-type: none"> • Regulation 11(2)(f) When tenders have to be publicly invited.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	Local Government Act 1995: <ul style="list-style-type: none"> • Section 5.42 Delegation of some powers or duties to the CEO; • Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	The Chief Executive Officer being satisfied that: <ol style="list-style-type: none"> adequate market research has been undertaken to verify that no alternative supplier of the goods or services is available; and sufficient investigation into the use of potential substitute goods or services has been undertaken.
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees.
Compliance Links:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • Section 3.57 Tenders for providing goods or services. Local Government (Functions and General) Regulations 1996: <ul style="list-style-type: none"> • Part 4, Division 2 Tenders for providing goods or services (s.3.57). Council Policy F2 – Purchasing.



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CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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Council Appointments / Delegations / Sub Delegations

1.2.28 AFFIX COMMON SEAL TO DOCUMENTS (WITH SHIRE PRESIDENT).	
Function Delegated:	Affix Common Seal to Documents (With Shire President).
Statutory Power Delegated:	s9.49 of the <i>Local Government Act 1995</i> , Execution of documents.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	<p>Notwithstanding the provisions of Section 9.49 of the Local Government Act, the Chief Executive Officer is authorised to affix the Common Seal to Documents to be executed by the Shire where such documents are consistent and in accord with a resolution of Council, Council Policy or a delegated power.</p> <p>The CEO is to:</p> <ol style="list-style-type: none"> a) be responsible for the safe custody and proper use of the Common Seal; b) maintain a register of each time the Common Seal is used; and c) provide a report to Elected Members via the Monthly Report listing the documents that the Common Seal has been applied to.
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees.
Compliance Links:	s9.49 of the <i>Local Government Act 1995</i> .



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CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
Version Control		
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1		
2		



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1.2.29 RENEWAL AND ASSIGNMENT OF LEASES/LICENCES.		
Function Delegated:	The Chief Executive Officer is delegated authority to enter into a management licence or lease renewal or assignment of lease/licence for the use of Council owned buildings, facilities, land and reserves.	
Statutory Power Delegated:	S3.58 of the <i>Local Government Act 1995</i> , Disposing of property	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input checked="" type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	The Chief Executive Officer may also assign leases and enter into an option to extend if this option was provided for in the original terms of a lease.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:		
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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Council Appointments / Delegations / Sub Delegations

1.2.30 COMMUNITY DEVELOPMENT FUND – COMMUNITY DONATIONS		
Function Delegated:	Determination of Community Donations, to a maximum of \$250 as detailed under Council Policy G20 – Community Development Fund.	
Statutory Power Delegated:	S2.7(2)(b) of the Local Government Act 1995 – Role of Council.	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	Council Policy G20 – Community Development Fund.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1.2.31 COMMUNITY DEVELOPMENT FUND – EXTENSION OF GRANT ACQUITTAL		
Function Delegated:	Approval to extend acquittal of Minor Community Grant by up to one (1) year as detailed under Council Policy G20 – Community Development Fund.	
Statutory Power Delegated:	S2.7(2)(b) of the <i>Local Government Act 1995</i> – Role of Council.	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	Council Policy G20 – Community Development Fund.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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Council Appointments / Delegations / Sub Delegations

1.2.32 APPOINT ACTING CHIEF EXECUTIVE OFFICER DURING SCHEDULED ABSENCES.		
Function Delegated:	The Chief Executive Officer is delegated authority to appoint a Senior employee/contractor of Council to act in the capacity of Chief Executive Officer during scheduled absences of the Chief Executive Officer.	
Statutory Power Delegated:	Section 5.44 of the <i>Local Government Act 1995</i> - CEO may delegate some powers and duties to other employees.	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	Local Government (Administration) Regulations 1996.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
Version Control		
Version	Decision Reference	Description
1		
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Council Appointments / Delegations / Sub Delegations

1.2.33 APPROVE SEED COLLECTION AND WILDFLOWER PICKING ON SHIRE CONTROLLED LANDS.	
Function Delegated:	The Chief Executive Officer is delegated authority to approve seed collection and wildflower picking on Council Controlled reserves.
Statutory Power Delegated:	S2.7(2)(b) of the <i>Local Government Act 1995</i> – Role of Council.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	<ul style="list-style-type: none"> No activity to take place unless in possession of the appropriate licence from the Department of Biodiversity, Conservation and Attractions or relevant agency. Hi visibility vest or shirt to be worn at all times while collecting within the road reserve; No vehicles to be parked in a location that may prove a hazard or obstruction to traffic; and No activity to be undertaken that may cause damage to any Shire infrastructure.
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees.
Compliance Links:	Council Policy - WS8 Conservation of Flora and Fauna.



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CEO's Sub-Delegation to:	Director Technical Services.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
Version Control		
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1.2.34 CALLING OF ORDINARY COUNCIL MEETINGS		
Function Delegated:	Calling of Ordinary Council Meeting Dates and Locations.	
Statutory Power Delegated:	s5.3 and 5.4 [Calling Ordinary Council Meetings] of the <i>Local Government Act 1995</i> .	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995</i> : <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	The Chief Executive Officer shall in consultation with Councillors set or vary the date, location and time for Ordinary Council Meetings. Local Public Notice is to be undertaken.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995</i> : <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<ul style="list-style-type: none"> s5.3 and 5.4 [Calling Ordinary Council Meetings] of the Local Government Act 1995. Regulation 12 [Public Notice of Meetings] of the Local Government (Administration) Regulations 1996. G2 Meetings of Council. Standing Orders Local Law 2010. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1		



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Council Appointments / Delegations / Sub Delegations

1.2.35 CALLING OF ELECTORS GENERAL MEETING		
Function Delegated:	Calling of Electors' General Meeting Date and Location.	
Statutory Power Delegated:	s5.27 [Electors' General Meetings] of the <i>Local Government Act 1995</i> .	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	The Chief Executive Officer shall in consultation with Councillors set the date, location and time for the Annual Electors' Meeting.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<ul style="list-style-type: none"> s5.27 [Electors' General Meetings] of the Local Government Act 1995. Council Policy - G2 Meetings of Council. Standing Orders Local Law 2010. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1.2.36 CONTRACT EXTENSIONS APPROVALS	
Function Delegated:	Approve Contract Extensions.
Statutory Power Delegated:	s.3.57 [Tenders for providing goods or services] of the <i>Local Government Act 1995</i> .
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	<p>Variation after Contract Commencement</p> <p>A request for a variation outside the original terms and conditions and price variation mechanism during the contract term must be approved by the Chief Executive Officer or Council under the appropriate delegation and must not exceed the following requirements:</p> <ol style="list-style-type: none"> 1. Does not alter the nature of the goods and/or services procured; 2. Does not materially alter the specification or structure provided for by the initial tender; 3. Does not extend the contract period beyond the original contract term and any extensions; and Is less than 10% of the contract price. <p>For additional works not outlined in the contract that could result in a variation to the existing contract due to unforeseen circumstances can be tendered for those particular works.</p> <p>Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire must review the purchasing requirements and commence a new competitive purchasing process in accordance with this policy.</p>



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Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i>	
	<ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	F2 Purchasing Policy. s.3.57 [Tenders for providing goods or services] of the <i>Local Government Act 1995</i> . r11A [Purchasing policies for local governments] of the Local Government (Functions and General) Regulations 1996.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1.2.37 DETERMINATION OF CHRISTMAS / NEW YEAR SHIRE CLOSURE	
Function Delegated:	Determination of the Christmas / New Year Shire Closure.
Statutory Power Delegated:	S2.7(1)(b) [Role of Council] of the <i>Local Government Act 1995</i> .
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	<ul style="list-style-type: none"> The Chief Executive Officer shall in consultation with Councillors set the dates of closure of facilities and services for the Christmas / New Year Period. Emergency contact and essential services are still required to be operational during the defined closure periods. The focus is to ensure minimising the impact on community members, visitors and stakeholders by way of the closures. Public advertising and promotion of the closures should occur on all appropriate communication channels including the official shire website, social media and the various public noticeboards.
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees.
Compliance Links:	Nil.



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CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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Council Appointments / Delegations / Sub Delegations

1.2.38 POWER TO INVEST AND MANAGE INVESTMENTS FOR RAVENSTHORPE HOPETOUN FUTURE FUND	
Function Delegated:	<ol style="list-style-type: none"> 1. The authority to invest money held on behalf of the Ravensthorpe Hopetoun Future Fund. 2. The authority to establish and document internal control procedures to be followed by employees to ensure control over investments, enabling the identification of the nature and location of all investments and the transactions related to each investment.
Statutory Power Delegated:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 6.14(1) Power to invest. <p>Local Government (Financial Management) Regulations 1996:</p> <ul style="list-style-type: none"> • Regulation 19 Investments, control procedures for.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input checked="" type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.42 Delegation of some powers or duties to the CEO; • Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	<p>Investments must be aligned with Council Policy F4 Investments.</p> <p>The Chief Executive Officer is authorised to invest, withdraw or re-invest sums up to \$6,000,000 in accordance with this Policy.</p> <p>The Chief Executive Officer will authorise the Director Corporate and Community Services to invest, withdraw or re-invest sums up to \$6,000,000 in accordance with this Policy.</p> <p>For audit purposes, reports must be presented to each Ravensthorpe Hopetoun Future Fund Board Meeting for acceptance and oversight.</p>



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Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	Trustees Act 1962: <ul style="list-style-type: none"> Part III Investments. 	
CEO's Sub-Delegation to:	Director Corporate and Community Services.	
CEO's Conditions on Sub-Delegation:	To invest, withdraw or re-invest sums up to \$6,000,000 in accordance with Council Policy G21 Support to the Ravensthorpe Hopetoun Future Fund Board. Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
Version Control		
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1.2.39 DEALINGS WITH RESERVE 29342 - MUNGLINUP		
Function Delegated:	The power to deal with the care, control and management of Reserve 29342 in accordance with Section 46(2) <i>Land Administration Act 1997</i> it is possible to amend the Management Orders to enable a longer term lease with appropriate land uses to all for development.	
Statutory Power Delegated:	Section 46(2) <i>Land Administration Act 1997</i> .	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	<i>Local Government Act 1995.</i> <i>Land Administration Act 1997.</i> Land Administration Regulations 1998.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
Version Control		
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1	129/19	OCM – 19/11/19 – Refer to Officer Report
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1.2.40 HOPETOUN CARAVAN PARK LEASE ASSIGNMENT.		
Function Delegated:	The Chief Executive Officer is delegated authority to approve the assignment and/or mortgage of the Hopetoun Caravan Park Lease.	
Statutory Power Delegated:	Section 5.44 of the <i>Local Government Act 1995</i> - CEO may delegate some powers and duties to other employees.	
Power Originally Assigned to:	The Local Government	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input checked="" type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.42 Delegation of some powers or duties to the CEO; Section 5.43 Limitations on delegations to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees. 	
Compliance Links:	Refer to conditions contained within Council Resolution - 16/20 OCM – 18/02/20 related to Future Lease.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
Version Control		
Version	Decision Reference	Description
1	105/20	OCM – 18/08/20 – Refer to Officer Report
2		



SHIRE OF RAVENSTHORPE

DELEGATED AUTHORITY REGISTER 2020 / 2021

Council Appointments / Delegations / Sub Delegations

STATUTORY DELEGATIONS – OTHER LEGISLATION

2.1 BUSH FIRES ACT 1954

2.1.1 APPOINT BUSH FIRE CONTROL OFFICER/S AND FIRE WEATHER OFFICER	
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Ravensthorpe [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.



SHIRE OF RAVENSTHORPE

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Statutory Power of Delegation:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government.	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	Nil – Sub-delegation is prohibited by s.48(3).	
Compliance Links:	Bush Fire Brigades Local Law 2010.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
Version Control		
Version	Decision Reference	Description
1		
2		



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Council Appointments / Delegations / Sub Delegations

2.1.2 FIREBREAKS	
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Ravensthorpe: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.33 Local government may require occupier of land to plough or clear fire-breaks.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.48 Delegation by local government.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	Nil – Sub-delegation is prohibited by s.48(3).
Compliance Links:	Bush Fire Brigades Local Law 2010.



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Council Appointments / Delegations / Sub Delegations

CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
Version Control		
Version	Decision Reference	Description
1		



SHIRE OF RAVENSTHORPE

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Council Appointments / Delegations / Sub Delegations

2.1.3 BURNING GARDEN REFUSE / OPEN AIR FIRES	
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> a) Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b) Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a) camping or cooking [s.25(1)(a)]. b) conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Statutory Power Delegated:	<p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> • s.24F Burning garden refuse during limited burning times. • s.24G Minister or local government may further restrict burning of garden refuse. • s.25 No fire to be lit in open air unless certain precautions taken. • s.25A Power of Minister to exempt from provisions of section 25. <p><i>Bush Fires Regulations 1954:</i></p> <ul style="list-style-type: none"> • r.27(3) Permit, issue of
Power Originally Assigned to:	The Local Government.



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Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.48 Delegation by local government. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	Nil – Sub-delegation is prohibited by s.48(3).	
Compliance Links:	Bush Fire Brigades Local Law 2010.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
Version Control		
Version	Decision Reference	Description
1		
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2.1.4 CONTROL AND EXTINGUISHMENT OF BUSH FIRES		
Function Delegated:	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. a) Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].	
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> s.46 Bush fire control officer or forest officer may postpone lighting fire. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> s.48 Delegation by local government. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil	
Statutory Power to Sub-delegate:	Nil – Sub-delegation is prohibited by s.48(3).	
Compliance Links:	Bush Fire Brigades Local Law 2010.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1		
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2.1.5 CONTROL OF OPERATIONS LIKELY TO CREATE BUSH FIRE DANGER	
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.
Statutory Power Delegated:	<p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> • s.27D Requirements for carriage and deposit of incendiary material. <p>Bush Fires Regulations 1954:</p> <ul style="list-style-type: none"> • r.39C Welding and cutting apparatus, use of in open air. • r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. • r.39D Explosives, use of. • r.39E Fireworks, use of.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> • s.48 Delegation by local government.
Power Delegated to:	Chief Executive Officer. Director Technical Services. Manager Governance and Compliance
Council's Conditions on Delegation:	Nil.



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Statutory Power to Sub-delegate:	NIL – Sub-delegation is prohibited by s.48(3).	
Compliance Links:	Bush Fire Brigades Local Law 2010.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.1.6 MAKE REQUEST TO DFES COMMISSIONER – CONTROL OF FIRE		
Function Delegated:	Authority to request on behalf of the Shire of Ravensthorpe that the DFES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].	
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.13(4) Duties and powers of bush fire liaison officers. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.48 Delegation by local government. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Where possible liaison should take place with the Chief Bush Fire Control Officer and Shire President.	
Statutory Power to Sub-delegate:	Nil – Sub-delegation is prohibited by s.48(3).	
Compliance Links:	<i>Bush Fires Act 1954.</i> Bush Fires Regulations 1954. Bush Fires (Infringement) Regulations 1978. Bush Fire Brigades Local Law 2010.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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Council Appointments / Delegations / Sub Delegations

2.1.7 PROHIBITED BURNING TIMES – CONTROL ACTIVITIES	
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Ravensthorpe or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Statutory Power Delegated:	<p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> • s.13(4) Duties and powers of bush fire liaison officers.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.



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Statutory Power of Delegation:	<i>Bush Fires Act 1954:</i> • s.48 Delegation by local government.	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Decisions under s,17(7) must be undertake jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B).	
Statutory Power to Sub-delegate:	Nil – Sub-delegation is prohibited by s.48(3).	
Compliance Links:	<i>Bush Fires Act 1954.</i> Bush Fires Regulations 1954. Bush Fires (Infringement) Regulations 1978. Bush Fire Brigades Local Law 2010.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.1.8 PROHIBITED BURNING TIMES – VARY	
Function Delegated:	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Statutory Power Delegated:	<p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> • s.17(7) Prohibited burning times may be declared by Minister <p><i>Bush Fire Regulations 1954:</i></p> <ul style="list-style-type: none"> • r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. • r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times • r.39B Crop dusters etc., use of in restricted or prohibited burning times
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input checked="" type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> • s.48 Delegation by local government.
Power Delegated to:	Shire President and Chief Bush Fire Control Officer (jointly).
Council's Conditions on Delegation:	Decisions under s,17(7) must be undertake jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Statutory Power to Sub-delegate:	NIL – Sub-delegation is prohibited by s.48(3).
Compliance Links:	<p><i>Bush Fires Act 1954.</i></p> <p>Bush Fires Regulations 1954.</p> <p>Bush Fires (Infringement) Regulations 1978.</p> <p>Bush Fire Brigades Local Law 2010.</p>



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CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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1		
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2.1.9 RESTRICTED BURNING TIMES – VARY AND CONTROL ACTIVITIES

Function Delegated:	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].
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	<p>9. Authority to recover the cost of measures taken by the Shire of Ravensthorpe or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
Statutory Power Delegated:	<p><i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner</p> <ul style="list-style-type: none"> • s.22(6) and (7) Burning on exempt land and land adjoining exempt land • s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions • s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <p><i>Bush Fire Regulations 1954:</i></p> <ul style="list-style-type: none"> • r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. • r.15C Local Government may prohibit burning on certain days • r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times • r.39B Crop dusters etc., use of in restricted or prohibited burning times
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.



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Statutory Power to Sub-delegate:	Nil – Sub-delegation is prohibited by s.48(3).	
Compliance Links:	<i>Bush Fires Act 1954.</i> Bush Fires Regulations 1954. Bush Fires (Infringement) Regulations 1978. Bush Fire Brigades Local Law 2010.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.1.10 WITHDRAWAL OF INFRINGEMENT NOTICES		
Function Delegated:	Authority to withdraw an infringement notice for an offence against this Act.	
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.59A(5) Alternative procedure – infringement notices. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.48 Delegation by local government. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	Nil – Sub-delegation is prohibited by s.48(3).	
Compliance Links:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.65 Proof of certain matters. • s.66 Proof of ownership or occupancy. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
Version Control		
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2.1.11 PROSECUTION OF OFFENCES		
Function Delegated:	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].	
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.59 Prosecution of offences. • s.59A(2) Alternative procedure – infringement notices. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.48 Delegation by local government. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	Nil – Sub-delegation is prohibited by s.48(3).	
Compliance Links:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.65 Proof of certain matters. • s.66 Proof of ownership or occupancy. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.1.12 RECOVERY OF EXPENSES INCURRED THROUGH CONTRAVENTIONS OF THIS ACT		
Function Delegated:	Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Ravensthorpe or those on behalf of the Shire of Ravensthorpe to do.	
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.58 General penalty and recovery of expenses incurred. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.48 Delegation by local government. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	Nil – Sub-delegation is prohibited by s.48(3).	
Compliance Links:	<i>Bush Fires Act 1954:</i> <ul style="list-style-type: none"> • s.65 Proof of certain matters. • s.66 Proof of ownership or occupancy. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.2 FOOD ACT 2008

2.2.1 PROHIBITION ORDERS	
Function Delegated:	Determine to: <ol style="list-style-type: none"> 1. Serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the <i>Food Act 2008</i> [s65]. 2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices [s66]. 3. Give written notice to proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection [s67(4)].
Statutory Power Delegated:	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • Section 65(1) Prohibition Order. • Section 66 Certificate of Clearance. • Section 67(4) Request for Re-Inspection.
Power Originally Assigned to:	Enforcement Agency (The Local Government).
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • Section 118(2)(b) Local government (enforcement agency) may delegate a function conferred on it. • Section 118(3) Delegation subject to conditions [s119] and guidelines adopted [s120]. • Section 118(4) Sub-delegation only permissible if expressly provided in regulations.
Power Delegated to:	Chief Executive Officer Authorised Environmental Health Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	Nil. The Food Regulations 2009 do not provide for sub-delegation.
Compliance Links:	<i>Food Act 2008</i> Food Regulations 2009 Health Local Law 2010



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CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.2.2 DETERMINE COMPENSATION		
Function Delegated:	Determine to refuse or pay on an application for compensation from a person on whom a prohibition notice has been served, who has suffered loss as a result of the making of the order; and considers that there were insufficient grounds for making the order.	
Statutory Power Delegated:	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • Section 70 (2) and (3) Compensation. 	
Power Originally Assigned to:	Enforcement Agency (The Local Government).	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • Section 118(2)(b) Local government (enforcement agency) may delegate a function conferred on it. • Section 118(3) Delegation subject to conditions [s119] and guidelines adopted [s120]. • Section 118(4) Sub-delegation only permissible if expressly provided in regulations. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	Nil. The Food Regulations 2009 do not provide for sub-delegation.	
Compliance Links:	<i>Food Act 2008</i> Food Regulations 2009 Health Local Law 2010	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.2.3 REGISTRATION OF FOOD BUSINESSES	
Function Delegated:	<p>Determine:</p> <ol style="list-style-type: none"> 1. Applications for registration of a food business in respect of any premises for the purposes of Part 9 of the <i>Food Act 2008</i> and issue a certificate of registration [s.110(1)]. 2. After considering an application, to grant (with or without conditions) or refuse the application [s.110(5)]. 3. To vary the conditions cancel the registration of a food business in respect of any premises under Part 9 of the <i>Food Act 2008</i> [s.112(1)].
Statutory Power Delegated:	<p><i>Food Act 2008:</i></p> <ul style="list-style-type: none"> • Section 110(1) and (5) Registration of food business. • Section 112 Variation of conditions or cancellation of registration of food businesses.
Power Originally Assigned to:	Enforcement Agency (The Local Government).
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Food Act 2008:</i></p> <ul style="list-style-type: none"> • Section 118(2)(b) Local Government (Enforcement Agency) may delegate a function conferred on it. • Section 118(3) Delegation subject to conditions [s119] and guidelines adopted [s120]. • Section 118(4) Sub-delegation only permissible if expressly provided in regulations.
Power Delegated to:	Chief Executive Officer. Authorised Environmental Health Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	Nil. The Food Regulations 2009 do not provide for sub-delegation.



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Compliance Links:	<i>Food Act 2008.</i> Food Regulations 2009.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.2.4 APPOINT AUTHORISED OFFICERS	
Function Delegated:	<ol style="list-style-type: none"> 1. Appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(1)]. 2. Appoint a person to be a Designated Officer for the purposes of the <i>Food Act 2008</i> [s126(p13)]. 3. Appoint an authorised officer to be a designated officer (who is prohibited by s126(13) from also being a designated officer for the purpose of issuing infringements), for the purpose of extending the time for payment modified penalties [s.126(6)] and determining withdrawal on an infringement notice [s126(7)].
Statutory Power Delegated:	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • Section 122(1) Appointment of authorised officers. • Section 126(13) Infringement Notices.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<i>Food Act 2008</i> – Section 118(2)(b).
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	Nil. The Food Regulations 2009 do not provide for sub-delegation.
Compliance Links:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 122(3) required the Enforcement Agency to maintain a list of authorised officers appointed by the agency. • Section 123(1) requires the Enforcement Agency to provide each authorised officer with a certificate of authority as an authorised officer. Food Regulations 2009



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CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.2.5 PROSECUTIONS		
Function Delegated:	Institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].	
Statutory Power Delegated:	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • Section 125 Institution of proceedings. 	
Power Originally Assigned to:	Enforcement Agency (The Local Government).	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Food Act 2008:</i> <ul style="list-style-type: none"> • Section 118(2)(b) Local government (enforcement agency) may delegate a function conferred on it. • Section 118(3) Delegation subject to conditions [s119] and guidelines adopted [s120]. • Section 118(4) Sub-delegation only permissible if expressly provided in regulations. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	Nil. The Food Regulations 2009 do not provide for sub-delegation.	
Compliance Links:	<i>Food Act 2008.</i> Food Regulations 2009.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.3 BUILDING ACT 2011

2.3.1 GRANT OF BUILDING PERMIT	
Function Delegated:	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Grant a building permit [s.20(1)]. 2. Refuse a building permit [s.20(2)]. 3. Impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Determine approved alternative building solution to meet performance requirement in the Building Code relating to fire detection and early warning [Reg.55]. 5. Determine approval / refusal of battery powered smoke alarm and determine application form [Reg.61].
Statutory Power Delegated:	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> • Section 20 Grant of Building Permit. • Section 27 (1) and (3) Impose Conditions on Permit. <p>Building Regulations 2012</p> <ul style="list-style-type: none"> • Regulation 55 (Smoke Alarms) Terms used. • Regulation 61 Local Government approval of battery powered smoke alarms.
Power Originally Assigned to:	Permit Authority (Local Government in accordance with s.6(3)).
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> • Section 127 Delegation: special permit authorities and local governments.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> • Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Compliance Links:	Nil.



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CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.3.2 GRANT OF DEMOLITION PERMIT	
Function Delegated:	Authority to: <ul style="list-style-type: none"> grant a demolition permit [s.21(1)]. refuse a demolition permit [s.21(2)]. impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)].
Statutory Power Delegated:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> Section 21 Grant of Demolition Permit. Section 27 (1) and (3) Impose Conditions on Permit.
Power Originally Assigned to:	Permit Authority (Local Government in accordance with s.6(3)).
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> Section 127 Delegation: special permit authorities and local governments.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Compliance Links:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> Section 22 Further Grounds for Not Granting an Application. <i>Building Services (Complaint Resolution and Administration) Act 2011</i> <ul style="list-style-type: none"> Part 7, Division 2. <i>Building and Construction Industry Training Levy Act 1990.</i> <i>Heritage of Western Australia Act 1990.</i>



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CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.3.3 GRANT OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	
Function Delegated:	<p>Authority to:</p> <ul style="list-style-type: none"> require an applicant to provide any document or information required in order to determine an application [s.55]. grant or modify an occupancy permit or building approval certificate [s.58]. impose, add, vary or revoke conditions on an occupancy permit or building approval certificate [s.62(1) and (3)]. extend the period in which an occupancy permit or modification, or building approval certificate has effect [s.65(4)].
Statutory Power Delegated:	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> Section 55 Further Information. Section 58 Grant of Occupancy Permit, Building Approval Certificate. Section 62(1) and (3) Conditions Imposed by Permit Authority. Section 65(4) Extension of Period of Duration.
Power Originally Assigned to:	Permit Authority (Local Government in accordance with s.6(3)).
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> Section 127 Delegation: special permit authorities and local governments
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).
Compliance Links:	<p><i>Building Services (Registration Act) 2011 – Section 11.</i></p> <p><i>Building Services (Complaint Resolution and Administration) Act 2011.</i></p> <ul style="list-style-type: none"> Part 7, Division 2 Building and Construction Industry Training Levy Act 1990.



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CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.3.4 DESIGNATE AUTHORISED PERSONS		
Function Delegated:	Authority to designate an employee as an authorised person.	
Statutory Power Delegated:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • Section 96(3) Authorised Persons 	
Power Originally Assigned to:	Permit Authority (Local Government in accordance with s.6(3)).	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • Section 127 Delegation: special permit authorities and local governments. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) 	
Compliance Links:	<i>Building Act 2011.</i>	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.3.5 BUILDING ORDERS	
Function Delegated:	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Make Building Orders [s.110] in relations to: <ol style="list-style-type: none"> a. Building work, b. Demolition Work, c. An existing building or incidental structure. 2. Give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Revoke a Building Order [s.117]. 4. If there is non-compliance with a building order, cause an authorised person to: <ol style="list-style-type: none"> a. Take any action specified in the order; or b. Commence or complete any work specified in the order; or c. If any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Take court action to recover as a debt, reasonable costs and expenses incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Initiate a prosecution pursuant to section 133(1) for non compliance with a Building Order made pursuant to section 110 of the <i>Building Act 2011</i>.
Statutory Power Delegated:	<p><i>Building Act 2011:</i></p> <ul style="list-style-type: none"> • Section 110(1) A Permit Authority (Local Government) may make a Building Order. • Section 111(1) Notice of proposed building order other than building order (emergency). • Section 117(1) and (2) A Permit Authority (Local Government) may revoke a Building Order or notify that it remains in effect. • Section 118(2) and (3) Permit authority may give effect to building order if non- compliance. • Section 133(1) A Permit Authority (Local Government) may commence a prosecution for an offence against this Act.



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Power Originally Assigned to:	Permit Authority (Local Government in accordance with s.6(3)).	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> Section 127 Delegation: special permit authorities and local governments. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO). 	
Compliance Links:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> Section 111 Notice of proposed building order other than building order (emergency). Section 112 Content of building order. Section 113 Limitation on effect of building order. Section 114 Service of building order. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.3.6 INSPECTION AND COPIES OF BUILDING RECORDS		
Function Delegated:	Authority to determine an application from an interest person to inspect and copy a building record.	
Statutory Power Delegated:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • Section 131(2) Inspection, Copies of Building Records. 	
Power Originally Assigned to:	Permit Authority (Local Government in accordance with s.6(3)).	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • Section 127 Delegation: special permit authorities and local governments. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO). 	
Compliance Links:	<i>Building Act 2011.</i>	
CEO's Sub-Delegation to:	Director Corporate and Community Services.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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2.3.7 EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE		
Function Delegated:	To grant an extension to the period in which the occupancy permit or modification or the building approval certificate has effect.	
Statutory Power Delegated:	<i>Building Act 2011.</i> <ul style="list-style-type: none"> • s65(4) Extension of Period of Duration. 	
Power Originally Assigned to:	Permit Authority (Local Government in accordance with s.6(3)).	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • Section 127 Delegation: special permit authorities and local governments 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Building Act 2011:</i> <ul style="list-style-type: none"> • Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO). 	
Compliance Links:	<i>Building Act 2011.</i> Building Regulations 2012.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A	
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2.4 PLANNING AND DEVELOPMENT ACT 2005

2.4.1 ILLEGAL DEVELOPMENT	
Function Delegated:	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Statutory Power Delegated:	<i>Planning and Development Act 2005:</i> <ul style="list-style-type: none"> • Section 214(2), (3) and (5)
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> • Section 5.42 Delegation of some powers or duties to the CEO. • Section 5.43 Limitations on delegations to the CEO.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.



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Statutory Power to Sub-delegate:	Nil	
Compliance Links:	Part 13 of the <i>Planning and Development Act 2005</i> .	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A	
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2.5 CAT ACT 2011

2.5.1 REGISTRATIONS											
Function Delegated:	<ol style="list-style-type: none"> 1. Grant or refuse to grant the registration of the cat [s.9(1)(a)]. 2. Renew or refuse to renew the registration of the cat [s9(1)(b)]. 3. Require an applicant to provide any additional document or information required to determine the application [s9(5)]. 4. Refuse to consider an application, where the applicant has not complied with a request for information [s9(6)]. 5. Cancel the registration of a cat [s10]. 6. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s11(2)]. 7. Give notice of decisions [s13]. 										
Statutory Power Delegated:	<p><i>Cat Act 2011:</i></p> <ul style="list-style-type: none"> • Section 9 Registration. • Section 11 Registration numbers, certificates and tags • Section 10 Cancellation of registration. • Section 13 Notice to be given of certain decisions made under this Subdivision. 										
Power Originally Assigned to:	The Local Government.										
Purpose of Delegation	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; vertical-align: top;"><input checked="" type="checkbox"/></td> <td>Operational Efficiency.</td> </tr> <tr> <td style="vertical-align: top;"><input checked="" type="checkbox"/></td> <td>Enhanced Customer Service.</td> </tr> <tr> <td style="vertical-align: top;"><input type="checkbox"/></td> <td>Scalable Decision Making.</td> </tr> <tr> <td style="vertical-align: top;"><input type="checkbox"/></td> <td>Reduced Red Tape.</td> </tr> <tr> <td style="vertical-align: top;"><input type="checkbox"/></td> <td>Increased Public Safety & Responsiveness.</td> </tr> </table>	<input checked="" type="checkbox"/>	Operational Efficiency.	<input checked="" type="checkbox"/>	Enhanced Customer Service.	<input type="checkbox"/>	Scalable Decision Making.	<input type="checkbox"/>	Reduced Red Tape.	<input type="checkbox"/>	Increased Public Safety & Responsiveness.
<input checked="" type="checkbox"/>	Operational Efficiency.										
<input checked="" type="checkbox"/>	Enhanced Customer Service.										
<input type="checkbox"/>	Scalable Decision Making.										
<input type="checkbox"/>	Reduced Red Tape.										
<input type="checkbox"/>	Increased Public Safety & Responsiveness.										
Statutory Power of Delegation:	<p><i>Cat Act 2011:</i></p> <ul style="list-style-type: none"> • Section 44 Delegation by local government. 										
Power Delegated to:	Chief Executive Officer.										
Council's Conditions on Delegation:	Nil.										
Statutory Power to Sub-delegate:	<p><i>Cat Act 2011:</i></p> <ul style="list-style-type: none"> • Section 45 Delegation by CEO of local government 										
Compliance Links:	Cat Act 2011 • Part 2 Division 1 – Registration and tagging										



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CEO's Sub-Delegation to:	Manager Governance and Compliance, Senior Ranger and Ranger / Airport Reporting Officer.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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2.5.2 BREEDER APPROVALS	
Function Delegated:	<ol style="list-style-type: none"> 1. Grant or refuse to grant an approval for the person to breed cats [s.37(1)(a)]. 2. Renew or refuse to renew an approval for the person to breed cats [s.37(1)(b)]. 3. Require an applicant to provide any document or information required to determine the application [s.37(3)]. 4. Refuse to consider an application, where the applicant has not complied with a request for information [s.37(4)]. 5. Cancel an approval to breed cats [s.38]. 6. Give notice of decisions [s.40].
Statutory Power Delegated:	<p><i>Cat Act 2011:</i></p> <ul style="list-style-type: none"> • Section 37 Approval to breed cats. • Section 38 Cancellation of approval to breed cats. • Section 40 Notice to be given of certain decisions made under this Subdivision.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Cat Act 2011:</i></p> <ul style="list-style-type: none"> • Section 44 Delegation by local government.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Nil.
Statutory Power to Sub-delegate:	<p><i>Cat Act 2011:</i></p> <ul style="list-style-type: none"> • Section 45 Delegation by CEO of local government.
Compliance Links:	<p><i>Cat Act 2011:</i></p> <ul style="list-style-type: none"> • Part 3 Division 4 – Breeding of cats.



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CEO's Sub-Delegation to:	Manager Governance and Compliance.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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2.5.3 APPOINT AUTHORISED PERSONS		
Function Delegated:	1. Appoint Persons or classes of persons to be authorised for the purposes of performing particular functions under this Act [s.48(1)]. 2. Determine conditions on any authorisation [s.48(3)]. 3. Cancel or vary an authorisation [s.48(4)].	
Statutory Power Delegated:	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • Section 48 Authorised Persons. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • Section 44 Delegation by local government. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • Section 45 Delegation by CEO of local government. 	
Compliance Links:	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • Part 4 Division 3. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.5.4 WAIVE OR DISCOUNT REGISTRATION FEES		
Function Delegated:	Waive or discount prescribed fees in relation to registration of cats [Schedule 3 – cl. 1(4)].	
Statutory Power Delegated:	Cat Regulations 2011: <ul style="list-style-type: none"> • Schedule 1 – clause 1: Fees payable. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • Section 44 Delegation by local government. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	Nil.	
Statutory Power to Sub-delegate:	<i>Cat Act 2011:</i> <ul style="list-style-type: none"> • Section 45 Delegation by CEO of local government. 	
Compliance Links:	<i>Cat Act 2011.</i> <i>Cat Regulations 2012.</i>	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.6 DOG ACT 1976

2.6.1 REGISTRATIONS	
Function Delegated:	<ol style="list-style-type: none"> 1. Direct a registration officer to refuse to effect or renew a registration of a dog or cancel an existing registration [s.16]. 2. Determine that a dog cannot be registered where no application has been made [s.17A]. 3. Determine, for the purposes of assessing whether a dog can be registered or remain registered, that a dog is not, or will not be, appropriately confined [s.16, s.17A]. 4. Determine, for the purposes of assessing whether a dog can be registered or remain registered, that a dog is destructive, unduly mischievous, or to be suffering from an infectious or contagious disease [s.16, 17A].
Statutory Power Delegated:	<p><i>Dog Act 1976:</i></p> <ul style="list-style-type: none"> • Section 16 Registration procedure. • Section 17A If no application for registration made.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Dog Act 1976:</i></p> <ul style="list-style-type: none"> • Section 10AA Delegation of local government powers and duties.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	The Chief Executive Officer may delegate the above powers.
Statutory Power to Sub-delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees.



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Compliance Links:	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> Section 17 Notices of refusal to register inform the owner of the right under section 17(1) to apply to the State Administrative Tribunal for a review of the decision. 	
CEO's Sub-Delegation to:	Director Corporate and Community Services Manager Governance and Compliance. Senior Ranger. Ranger / Airport Reporting Officer.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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2.6.2 WAIVE REGISTRATION FEES		
Function Delegated:	To discount or waive a registration fee for any individual dog or any class of dogs within its district excluding a dangerous dog [s.15(4A), s.15(4B)].	
Statutory Power Delegated:	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> Section 15(4A) Registration periods and fees. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input checked="" type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> Section 10AA Delegation of local government powers and duties. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	The Chief Executive Officer may delegate the above powers.	
Statutory Power to Sub-delegate:	<i>Dog Act 1976:</i> <ul style="list-style-type: none"> Section 10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty. 	
Compliance Links:	<i>Dog Act 1976.</i> Dog Local Law 2010.	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.6.3 APPOINT AUTHORISED OFFICERS	
Function Delegated:	<ol style="list-style-type: none"> 1. Appoint a person to be an authorised officer for the purposes of the <i>Dog Act 1976</i> [s.29(1), s.11]. 2. Appoint a person to be a registration officer for the purposes of the <i>Dog Act 1976</i> [s.29(1), s.11(3)].
Statutory Power Delegated:	<p><i>Dog Act 1976:</i></p> <ul style="list-style-type: none"> • Section 29(1) Power to seize dogs. • Section 11 Staff and services.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Dog Act 1976:</i></p> <ul style="list-style-type: none"> • Section 10AA Delegation of local government powers and duties.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	The Chief Executive Officer may delegate the above powers.
Statutory Power to Sub-delegate:	<p><i>Dog Act 1976:</i></p> <p>Section 10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty.</p>
Compliance Links:	<p><i>Dog Act 1976</i></p> <ul style="list-style-type: none"> • Section 11(3) a person appointed as an authorised officer under this delegation must be provided with a certificate of authorisation and must furnish it when requested in the process of exercising any authority under the Act. <p>Dog Regulations 2013:</p> <ul style="list-style-type: none"> • Section 35(6) a person authorised to issue an infringement cannot withdraw an infringement.



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CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.7 GRAFFITI VANDALISM ACT 2016

2.7.1 ISSUE A NOTICE		
Function Delegated:	Issue a notice requiring the removal of graffiti.	
Statutory Power Delegated:	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s18(2) Issue notice to the owner or occupier of premises requiring removal of graffiti. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s16 Local Government may delegate any powers or duties to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	The Chief Executive Officer may delegate the above powers.	
Statutory Power to Sub-delegate:	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s17 CEO may delegate any powers or duties to any employee 	
Compliance Links:	<i>Graffiti Vandalism Act 2016.</i> Local Government (Functions and General) Regulations 1996.	
CEO's Sub-Delegation to:	Director Technical Services, Director Corporate and Community Services, Works Supervisor, Engineering Technical Officer, Asset Technical Officer, Manager Governance and Compliance, Senior Ranger and Ranger / Airport Reporting Officer.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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2.7.2 GIVE EFFECT TO A NOTICE		
Function Delegated:	Give effect to a notice requiring the removal of graffiti where a person fails to comply with the notice.	
Statutory Power Delegated:	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> s19(3) Give effect to a notice to the owner or occupier of premises requiring removal of graffiti. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> s16 Local Government may delegate any powers or duties to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	The Chief Executive Officer may delegate the above powers.	
Statutory Power to Sub-delegate:	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> s17 CEO may delegate any powers or duties to any employee 	
Compliance Links:	Details of how the Shire gave effect to the notice, including photographs or graffiti removed, to be recorded and registered to Synergy and linked to the relevant customer and property. <i>Graffiti Vandalism Act 2016.</i> Local Government (Functions and General) Regulations 1996.	
CEO's Sub-Delegation to:	Director Technical Services, Director Corporate and Community Services, Manager Governance and Compliance, Senior Ranger and Ranger / Airport Reporting Officer.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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2.7.3 RECOVER COSTS		
Function Delegated:	Commence proceedings to recover costs incurred in giving effect to a notice requiring the removal of graffiti.	
Statutory Power Delegated:	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s19(4) Commence proceedings to recover costs incurred in giving effect to a notice requiring the removal of graffiti. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s16 Local Government may delegate any powers or duties to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	The Chief Executive Officer may delegate the above powers.	
Statutory Power to Sub-delegate:	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> • s17 CEO may delegate any powers or duties to any employee. 	
Compliance Links:	Details of how the Shire gave effect to the notice, including photographs or graffiti removed, to be recorded and registered to Synergy and linked to the relevant customer and property. <i>Graffiti Vandalism Act 2016.</i> Local Government (Functions and General) Regulations 1996.	
CEO's Sub-Delegation to:	Director Technical Services, Director Corporate and Community Services, Manager Governance and Compliance, Senior Finance Officer and Rangers.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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2.7.4 REMOVE GRAFFITI		
Function Delegated:	Authorise the removal of graffiti that has been applied without the consent of owner or occupier of property.	
Statutory Power Delegated:	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> s25(1) Remove graffiti that has been applied without the consent of owner or occupier of property. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input checked="" type="checkbox"/> Reduced Red Tape. <input type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> s16 Local Government may delegate any powers or duties to the CEO. 	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	The Chief Executive Officer may delegate the above powers.	
Statutory Power to Sub-delegate:	<i>Graffiti Vandalism Act 2016:</i> <ul style="list-style-type: none"> s17 CEO may delegate any powers or duties to any employee. 	
Compliance Links:	Details of how the Shire gave effect to the notice, including photographs or graffiti removed, to be recorded and registered to Synergy and linked to the relevant customer and property. <i>Graffiti Vandalism Act 2016.</i> Local Government (Functions and General) Regulations 1996.	
CEO's Sub-Delegation to:	Director Technical Services, Director Corporate and Community Services, Works Supervisor and Engineering Technical Officer.	
CEO's Conditions on Sub-Delegation:	Must inform Chief Executive Officer when Delegation is used and recorded in Monthly Report.	
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2.8 PUBLIC HEALTH ACT 2016

2.8.1 APPOINT AUTHORISED OFFICERS	
Function Delegated:	<ol style="list-style-type: none"> 1. Appoint a qualified person to be an Environmental Health Officer [s.17]. 2. Designate environmental health officers (either as a person or as a class of persons) to be authorised officers for the purposes of the <i>Public Health Act 2016</i> or another specified Act or for the purposes of the specified provisions of this Act or another specified Act [s.24]. 3. Designate a qualified person (either as a person or as a class of persons) who is not an environmental health officer to be an authorised officer for the purposes of the <i>Public Health Act 2016</i> or another specified Act or for the purposes of the specified provisions of this Act or another specified Act [s.24].
Statutory Power Delegated:	<p><i>Public Health Act 2016:</i></p> <ul style="list-style-type: none"> • Section 24 Designation of authorised officers. • Section 17 Appointment of Environmental Health Officers.
Power Originally Assigned to:	The Local Government.
Purpose of Delegation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.
Statutory Power of Delegation:	<p><i>Public Health Act 2016:</i></p> <ul style="list-style-type: none"> • Section 21 Enforcement agency may delegate.
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	<p>The appointer of authorised officers who are not Environmental Health Officers must be satisfied they are suitably qualified for the powers and duties they are authorised for and have regard to any guidelines issues by the Department under s.29(1).</p> <p>A person cannot be appointed as an Environmental Health Officer unless they meet the qualifications determined and published by the Department under s.18.</p>
Statutory Power to Sub-delegate:	Nil.



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Compliance Links:	<i>Public Health Act 2016:</i> <ul style="list-style-type: none"> • Section 25 Certain authorised officers required to have qualifications and experience • Section 27 Lists of authorised officers to be maintained. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.9 HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911

2.9.1 APPOINT AUTHORISED AND APPROVED PERSONS – HEALTH (ASBESTOS) REGULATIONS 1992		
Function Delegated:	The authority to appoint in writing, persons or classes of persons to be authorised officers or approved officers for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2.	
Statutory Power Delegated:	Health (Asbestos) Regulations 1992: <ul style="list-style-type: none"> Regulation 15D(5) Infringement Notices. 	
Power Originally Assigned to:	The Local Government.	
Purpose of Delegation	<input checked="" type="checkbox"/> Operational Efficiency. <input type="checkbox"/> Enhanced Customer Service. <input type="checkbox"/> Scalable Decision Making. <input type="checkbox"/> Reduced Red Tape. <input checked="" type="checkbox"/> Increased Public Safety & Responsiveness.	
Statutory Power of Delegation:	Health (Asbestos) Regulations 1992: <ul style="list-style-type: none"> Regulation 15D(7) Infringement Notices A local government may delegate a power or duty conferred or imposed on it by this regulation to the chief executive officer of the local government.	
Power Delegated to:	Chief Executive Officer.	
Council's Conditions on Delegation:	An officer authorised to issue an infringement ('authorised officer') may not be appointed to withdraw an infringement ('approved officer').	
Statutory Power to Sub-delegate:	Nil.	
Compliance Links:	<ul style="list-style-type: none"> Health (Asbestos) Regulations 1992 Authorised officers must be issued with card or certificate that advised they are authorised to issue infringements for officers specified under Schedule 1 of these Regulations. Criminal Procedure Act 2004 Part 2. 	
CEO's Sub-Delegation to:	Nil.	
CEO's Conditions on Sub-Delegation:	N/A.	
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2.10 STATUTORY DELEGATIONS TO LOCAL GOVERNMENT FROM EXTERNAL AGENCIES

Environmental Protection Act 1986

NOISE CONTROL – SERVE ENVIRONMENTAL PROTECTION NOTICES (S65(1))

Associated Delegation:

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the Environmental Protection Act 1986, the Chief Executive Officer hereby delegates as follows:

Powers and duties delegated:

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made:

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the Local Government Act 1995.

Pursuant to section 59(1)(e) of the Interpretations Act 1984, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved:

FERDINAND TROMP, A/Chief Executive Officer

Dr JUDY EDWARDS MLA, Minister for the Environment

Extract from Government Gazette dated 19 March 2004; page 919.



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Environmental Protection Act 1986

NOISE CONTROL – NOISE MANAGEMENT PLANTS (s29)

Associated Delegation:

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the Environmental Protection Act 1986 ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the Local Government Act 1995, my powers and duties under the Environmental Protection (Noise) Regulation 1997, other than this power of delegation, in relation to:

- (a) Waste collection and other works - noise management plans relating to specified works under regulation 14A or 14B;
- (b) Bellringing or amplified calls to worship - the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) Community activities - noise control notices in respect of community noise under regulation 16;
- (d) Motor sport venues - noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) Shooting venues - noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) Calibration results - requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) Sporting, cultural and entertainment events - approval of events or venue for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation:
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1) of the Interpretation Act 1984, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated this 12th day of December 2013.

Approved:

JASON BANKS, A/Chief Executive Officer

JOHN DAY, A/Minister for Environment; Heritage

Extract from Government Gazette dated 20 December 2013; page 6282.



SHIRE OF RAVENSTHORPE
DELEGATED AUTHORITY REGISTER 2020 / 2021
Council Appointments / Delegations / Sub Delegations

Environmental Protection Act 1986

NOISE CONTROL – NOISE MANAGEMENT PLANTS (Reg 13)

Associated Delegation:

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department responsible for the administration of the Environmental Protection Act 1986 ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of:

- (a) Chief Executive Officer under the Local Government Act 1995; and
- (b) To any employee of the local government under the Local Government Act 1995 who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the Environmental Protection (Noise) Regulations 1997 other than this power of delegation.

Under section 59(1)(e) of the Interpretation Act 1984, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated this 1st day of May 2014.

Approved by:

JASON BANKS, A/Chief Executive Officer

Hon ALBERT JACOBS JP MLA, Minister for Environment; Heritage

Extract from Government Gazette dated 16 May 2014; page 1548



SHIRE OF RAVENSTHORPE
DELEGATED AUTHORITY REGISTER 2020 / 2021
Council Appointments / Delegations / Sub Delegations

Planning and Development Act 2005
WESTERN AUSTRALIAN PLANNING COMMISSION
SECTION 25 OF THE STRATA TITLES ACT 1985

Associated Delegation:

PLANNING AND DEVELOPMENT ACT 2005

Instrument of Delegation

DEL 2009/03 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 25 of the Strata Titles Act 1985.

Preamble:

Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function under the Act or any other written law to a local government, a committee established under the Local Government Act 1995 or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation):

On 26 May 2009, pursuant to section 16 of the Act, the WAPC RESOLVED:

A TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 25, of the Strata Titles Act 1985 as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.

TONY EVANS, Western Australian Planning Commission



SHIRE OF RAVENSTHORPE

DELEGATED AUTHORITY REGISTER 2020 / 2021

Council Appointments / Delegations / Sub Delegations

SCHEDULE 1

1. Applications made under section 25 of the Strata Titles Act 1985:

Power to determine applications for the issuing of a certificate of approval under section 25 of the Strata Titles Act 1985 for a plan of subdivision, re-subdivision or consolidation, except those applications that:

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing relate to –
 - (i) a type of development and/or;
 - (ii) land within an area;

Which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.

Extract from Government Gazette dated 9 June 2009; page 1937.



SHIRE OF RAVENSTHORPE
DELEGATED AUTHORITY REGISTER 2020 / 2021
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Planning and Development Act 2005
DEVELOPMENT APPLICATIONS MADE UNDER THE AUSPICES OF THE
PLANNING AND DEVELOPMENT ACT 2005

Associated Delegation:

PLANNING AND DEVELOPMENT ACT 2005

Instrument of Delegation

(DoL FILE 1738/2002v8; 858/2001v9)

I, Donald Terrence Redman MLA, Minister for Lands, a body corporate continued by section 7(1) of the Land Administration Act 1997, under section 267A of the Planning and Development Act 2005, HEREBY authorise, in respect of each local government established under the Local Government Act 1995 and listed in Column 2 of the Schedule, the person from time to time or holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016

HON DONALD TERRENCE REDMAN MLA

MINISTER FOR LANDS

SCHEDULE

Column 1	Column 2	Column 3
The power to sign as owner in respect of Crown land that is: • a reserve managed by the local government pursuant to section 46 of the Land Administration Act 1997 and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or • the land is a road of which the local government has the care, control and management under section 55(2) of the Land Administration Act 1997 and where there is no balcony or other structure	Shire of Ravensthorpe	In accordance with and subject to approved Government Land policies. Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown Land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provisions of the Planning and Development Act



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<p>proposed to be constructed over that road unless that structure comes within the definition of:</p> <ul style="list-style-type: none"> • a “minor encroachment” in the Building Regulations 2012 (Regulation 45A), or is an “awning, verandah or thing” (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <ul style="list-style-type: none"> (i) section 99(2) of the Planning and Development Act 2005 in respect of development for which approval is required under a regional Interim development order (as that term, is defined in that Act); (ii) section 103(2) of the Planning and Development Act 2005 in respect of development for which approval is required under a local interim development order (as that term, is defined in that Act); (iii) section 115 of the Planning and Development Act 2005 in respect of development within a planning control area (as that term, is defined in that Act); (iv) section 122A of the Planning and Development Act 2005 in respect of which approval is required under an improvement scheme (as that term is defined in that Act); (v) section 162 of the Planning and Development Act 2005 in respect of developments for which approval is required under a Planning scheme or Interim development order (as those terms are defined in that Act); (vi) section 163 of the Planning and Development Act 2005 in respect of development on land which is comprised within a place entered in the Register maintained by Heritage Council under the Heritage of Western Australia Act 1990, or which such a place forms part; (vii) section 171A of the Planning and Development Act 2005 in respect of a prescribed development application (as that term is defined in that section of the Act). 	<p>2005 (including any planning scheme).</p> <p>The signature does not represent approval or consent for planning purposes.</p> <p>Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>
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HON DONALD TERRENCE REDMAN MLA

MINISTER FOR LANDS



2020

POLICY MANUAL



Last Updated: 20 October 2020

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GOVERNANCE

G1 Code of Conduct for Council Members & Committee Members

Policy Objective

To provide a guide that identifies minimum standards of ethical and professional behaviour for Councillors.

Policy

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

The Code is complementary to the principles adopted in the *Local Government Act 1995* and regulations which incorporates four fundamental aims to result in:-

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

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

Statutory Environment

The Code of Conduct observes statutory requirements of the *Local Government Act 1995* (s5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

Rules of Conduct

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

1. Roles

1.1 Role of Council Member

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

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The Role of Council Members as set out in s2.10 of the *Local Government Act 1995* follows:

“A Councillor —

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

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

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

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

1.2 Role of Employees

The role of employees is determined by the functions of the Chief Executive Officer as set out in s5.41 of the *Local Government Act 1995*:

“The Chief Executive Officer’s functions are to —

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

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- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the Chief Executive Officer."*

1.3 Role of Council

The role of the Council is in accordance with s2.7 of the *Local Government Act 1995*:

- "(1) The council —*
- (a) directs and controls the local government's affairs; and*
 - (b) is responsible for the performance of the local government's functions.*
- (2) without limiting subsection (1), the council is to —*
- (a) oversee the allocation of the local government's finances and resources; and*
 - (b) determine the local government's policies."*

2. Principles affecting the employment of employees by the Shire

The following principles, set out in section 5.40 of the Act, apply to the employment of the Shire's employees:

- "(a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed."*

3. Relationships between Council Members and Employees

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

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

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4. Conflict and Disclosure of Interest

4.1 Conflict of Interest

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

4.2 Financial Interest

Councillors and Committee Members will adopt the principles of disclosure of financial interest as contained within the *Local Government Act 1995*.

4.3 Disclosure of Interest

Definition :
In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 –

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

- (a) A person who is Councillor or Committee Member and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest –
 - (i) in a written notice given to the Chief Executive Officer before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (b) A requirement described under item (a) exclude an interest referred to in s5.60 of the *Local Government Act 1995*.
- (c) A person is excused from a requirement made under item (a) to disclose the nature of an interest if -
 - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or

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- (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (d) If a person who is a Councillor or Committee Member makes a disclosure in a written notice given to the Chief Executive Officer before a meeting to comply with requirements of item (a), then -
 - (i) before the meeting the Chief Executive Officer is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (e) If -
 - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (c)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (d)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

5. Personal Benefit

5.1 Use of Confidential Information

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

5.2 Intellectual Property

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

5.3 Improper or Undue Influence

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

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5.4 Gifts

Definitions :

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -

“activity involving a local government discretion” means an activity -

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

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

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

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

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

“

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

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

- (a) A person who is an elected member is to refrain from accepting a prohibited gift from a person who -
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an elected member and who accepts a notifiable gift from a person who -
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the Chief Executive Officer, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include;
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and

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- (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance, of each other gift accepted within the 6 month period.
- (d) The Chief Executive Officer is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in s5.74(1) of the *Local Government Act 1995*) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the Chief Executive Officer, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the Shire of Ravensthorpe.

6. Conduct of Councillors and Committee Members

6.1 Personal Behaviour

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

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6.2 Honesty and Integrity

Council Members and Committee Members will:

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

6.3 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media that relate to the Shire of Ravensthorpe, its Staff or Council and Committee Members, have the potential to be made public, whether intended or not.
- (b) Council Member comments which become public and breach the Local Government (Rules of Conduct) Regulations 2007 may constitute a breach of the *Local Government Act 1995* and may be referred for investigation.

6.4 Performance of Duties

Councillors and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Councillors and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

6.5 Compliance with Lawful Orders

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

6.6 Administrative and Management Practices

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

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6.7 Corporate Obligations

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

6.8 Appointments to Committees

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

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

SHIRE OF RAVENSTHORPE

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7. Dealing with Shire Property

7.1 Use of Local Government Resources

Councillors and Committee Members will:

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

7.2 Travelling and Sustenance Expenses

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

7.3 Access to Information

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

8. Review and Acknowledgement of the Code of Conduct

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

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

Signed: _____ Date: _____

SHIRE OF RAVENSTHORPE

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Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Compliance Calendar (July) [Review of Policy]							
Compliance Calendar (Monthly) [Public Registers]							
Legislation:	s. 5.103(1) [Codes of Conduct] of the <i>Local Government Act 1995</i> r34B. [Codes of conduct about gifts] of the Local Government (Administration) Regulations 1996 r34C. [Codes of conduct about disclosing interests affecting impartiality] of the Local Government (Administration) Regulations 1996 Local Government (Rules of Conduct) Regulations 2007 <i>Corruption, Crime and Misconduct Act 2003</i> <i>Public Interest Disclosure Act 2003</i>						
Industry:	Department of Local Government: Sport and Cultural Industries Guideline No. 12 Elected Member Relationships with Developers WA Local Government Association – Model Code of Conduct						
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2021	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 19/11/19 – Item 13.4	Amended policy to separate Council Members from Employees					
2.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					

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G2 Meetings of Council

Policy Objective

To determine the schedule of Council Meetings and ensure appropriate accessibility to all members of the community.

Policy

The Council shall meet on a monthly basis (other than January), unless otherwise determined.

Formal Council meetings will held at 6pm on the third Tuesday of each month.

Standing Orders will apply to Council Meetings.

Ordinary Council Meeting Location/Venue

The Corporate Discussion Forum and Ordinary Council Meetings will be either held in Hopetoun, Munglinup or Ravensthorpe with the frequency and venue to be set on an annual basis.

The Chief Executive Officer shall in consultation with Councillors set the date, location and time for Ordinary Council Meetings.

Annual Electors' Meetings

The Chief Executive Officer shall in consultation with Councillors set the date, location and time for the Annual Electors' Meeting.

The process for Electors' Meetings shall be as follows:

A formal agenda will be prepared by the Chief Executive Officer and made available to ratepayers two weeks prior to the meeting. Electors' are to be invited to submit questions of a technical nature to the Chief Executive Officer prior to the meeting so that the necessary research can be undertaken.

Questions from the floor are to be via the Chair, the Chair may refer the question(s) to the Chief Executive Officer or relevant senior officer if it is of a technical nature.

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Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Delegated Authority – DA 1.2.34 – Ordinary Council Meeting Dates and Location Delegated Authority – DA 1.2.35 - Electors' General Meeting Date and Location Compliance Calendar (December)							
Legislation:	s5.3 and 5.4 [Calling Ordinary Council Meetings] of the <i>Local Government Act 1995</i> s5.27 [Electors' General Meetings] of the <i>Local Government Act 1995</i> Regulation 12 [Public Notice of Meetings] of the Local Government (Administration) Regulations 1996						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every four years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

SHIRE OF RAVENSTHORPE

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G3 Council Member Training and Development

Policy Objective

To provide access to training and development for Councillors in order to enhance their knowledge, representation and decision making ability.

Policy

Definition

“Event” means conferences, seminars, forums, workshops, courses, information training sessions and other like events.

1. ELIGIBLE EVENTS

1.1 Events to which this policy applies shall generally be limited to those coordinated and/or run by either:

- (a) The Australian or Western Australian Local Government Associations (ALGA / WALGA).
- (b) The major professional bodies associated with local government.
- (c) Accredited organisations offering training relating to the role and responsibilities of Councillors.
- (d) Other local government specific events where the Chief Executive Officer is of the opinion attendance would benefit both the Councillor and the Shire.

2. MANDATORY TRAINING

2.1 Councillors are required to complete the Council Member Essentials Training Modules prescribed by Regulation 35, Local Government (Administration) Regulations 1996 within the first 12 months of their election to Council.

2.2 The cost of completing the training modules will be funded by the Shire, as per clause 3 below.

2.3 Exemptions apply to mandatory training requirements in cases of recognised prior learning or being an existing sitting member when mandatory training was introduced, however regularly training is both supported and encouraged.

3. FUNDING

To enable attendance by Councillors a budget will be prepared to cover costs associated with attendance at events relevant to the role and responsibilities of a Councillor that may include:

- (i) The annual WALGA Convention, inclusive of, where requested, the Councillor's partner's attendance at the convention dinner/events;
- (ii) Accredited training; or
- (iii) Events held in Australia.

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4. REQUEST FOR ATTENDANCE

Councillors who wish to attend an event may make application to the Chief Executive Officer by detailing the following:

- (a) Title, location and dates;
- (b) Program;
- (c) Anticipated benefits to the Shire from attendance; and
- (d) Total estimated costs including accommodation, travel and sundry expenses.

All applications shall be forwarded in a reasonable time to meet the event early registration deadline.

5. ATTENDANCE APPROVAL

5.1 Conditions for granting approval include:

- (a) With the exception of WALGA Convention, no more than two (2) Councillors may attend a particular event at the same time, unless Council has resolved for additional Councillors to attend.
- (b) That approval of attendance at an event does not impede a quorum at any scheduled Ordinary Council Meetings.

5.2 Approval for Councillors to attend events may be granted by either the Chief Executive Officer or Council, in accordance with clause 5.2(a) and (b) below:

- (a) The Chief Executive Officer may approve Councillors attending events where the:
 - (i) Application complies with this policy; and
 - (ii) Event is to be held within Western Australia.
- (b) A resolution of Council is required to approve Councillors attending events where the:
 - (i) Application does not comply with this policy;
 - (ii) Estimated event expenses exceed the available balance of the budget allocation; or
 - (iii) Event is to be held outside of Western Australia.

6. RESTRICTIONS

6.1 A Councillor who has failed to fulfil their obligations under this policy in attending a prior event, namely;

- (i) Acquittal of cash advance expenditure in accordance with Clause 10; or
- (ii) Provision of a report arising from attendance at an event, in accordance with Clause 11; shall be ineligible to attend any future event unless authorisation is granted by a resolution of Council.

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7. EVENT REGISTRATIONS AND BOOKINGS

Air fares, conference registration fees and accommodation shall be arranged directly by the Shire. Councillors shall not pay such costs and seek reimbursement, except in the case of an emergency, following the approval of the Chief Executive Officer.

8. EXPENSES

Subject to approval being granted by the CEO or Council to attend an event, the following expenses will be met:

8.1 Travel

Where travel is involved, the cost of travel by the shortest most practical route to and from the event venue will be met by the Shire for the respective Councillor.

- (a) Travel should be by a Shire vehicle unless written authorisation is received from the Chief Executive Officer for use of a private vehicle with reimbursement of a vehicle kilometre rate being paid in accordance with the Australian Taxation Office determination.
- (b) All air travel shall be by Economy Class (unless otherwise determined by Council). As far as is practicable, advantage should be taken of any available discount fares including advance purchased fares.
- (c) Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a Councillor is unable to travel.

8.2 Registration

Registration may include, where applicable, event registration, dinners, technical tours and accompanying workshops identified within the event program.

8.3 Accommodation

Safety of our Employees and Elected Members is paramount, especially in remote locations where driver fatigue is a high risk.

Where an event is to be held at a venue less than 150kms from the Ravensthorpe GPO and the accumulated hours of travel, meeting time and ordinary hours worked would exceed 10 hours then the Shire may meet the cost of accommodation on the night preceding or post the commencement of the event.

Where an event is to be held at a venue greater than 300kms from the Ravensthorpe GPO the Shire may meet the cost of accommodation on the night preceding or post the commencement of the event.

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If the event is to be held at a venue greater than 500kms from the Ravensthorpe GPO the Shire may meet the costs of two nights' accommodation on the night preceding and post the commencement of the event (No other expenses are to be provided).

Accommodation expenses for the Councillor for a room at or in close proximity to the event venue will be paid in accordance with the State Public Service Award conditions of service and allowances.

Should a Councillor wish to extend their visit for personal reasons not associated with approved Shire business, any extended stay or additional costs associated with that stay are to be met by the Councillor.

8.4 Meals and Incidental Expenses

Funding for meals and incidental expenses are detailed below;

- (a) Meal expenses shall be interpreted as reasonable expenses' incurred for the purchase of breakfast, lunch and dinner where these are not provided within the event, travel or accommodation packages and will be paid in accordance with the State Public Service Award conditions of service and allowances.
- (b) The Shire will not be responsible for incidental expenses such as laundry, dry-cleaning, private telephone calls, in-house movies or alcohol from the mini bar.

Note: At the discretion of the Chief Executive Officer a cash advance to cover meals may be provided to the Councillor prior to departure for the event.

9. ACCOMPANYING PERSONS/ENTERTAINMENT COSTS

- 9.1 Where a Councillor chooses to invite an accompanying person to attend a conference event, the Shire will fund that person's attendance at any official partner event or conference dinner only.
- 9.2 The Shire will not reimburse or fund any other expenses incurred by an accompanying person.

10. ACQUITTAL OF EXPENSES

- 10.1 Receipts are required to support acquittal of expenses and claims for reimbursement. Should a receipt not be provided a statutory declaration can be provided in replacement of a receipt.
- 10.2 Councillors shall, within ten (10) working days of return from the event, provide a complete daily breakdown of expenditure relating to the cash advance, itemising individual purchases, and supported by receipts, with Councillors providing their acquittal to the Chief Executive Officer. Any surplus funds from the cash advance shall be returned at the same time.

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11. SHARING OF KNOWLEDGE

A report on issues, outcomes, etc., of the conferences attended (except the WALGA Convention) is to be provided to the Chief Executive Officer within ten (10) working days of return from the event.

The Chief Executive Officer is to cause a copy of that report to be distributed to all other Councillors via the Monthly Report.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
s5.126(1) [Mandatory Council Member Training] of the <i>Local Government Act 1995</i> s5.127 (1) and (2) [Prepare and Publish Report] of the <i>Local Government Act 1995</i> 5.128(5)(a) [Mandatory review of the policy after each ordinary election] of the <i>Local Government Act 1995</i> Appropriate Annual Budget Allocations Compliance Calendar (October)							
Legislation:	5.126 [Training for Council Members] of the <i>Local Government Act 1995</i> 5.127 [Report on Training] of the <i>Local Government Act 1995</i> 5.128 [Policy for continuing professional development] of the <i>Local Government Act 1995</i> r35 [Training for Council Members] Local Government Administration Regulations 1996						
Industry:	Mandatory Training Information https://www.dlgsc.wa.gov.au/local-government/local-governments/training Public Service Award 1992 – Refer Schedules https://forms.wairc.wa.gov.au/awards/PUB007/p59/PUB007.docx Australian Taxation Office – Cents per kilometre method https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/						
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2021	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				

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G4 Audit Committee Terms of Reference

Policy Objective

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs and assurance systems.

Policy

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate –

- the enhancement of the credibility and objectivity of external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

Powers of the Audit Committee

The Audit committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Membership

The committee will consist of all seven Council positions. All members shall have full voting rights.

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

Meetings

The committee shall meet at least once each year.

Additional meetings shall be convened at the discretion of the presiding person.

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Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

The Audit Committee's role, in accordance with Regulation 16 of the Local Government (Audit) Regulations 1996, is to:

- a. guide and assist the local government in carrying out:
 - i. its functions under Part 6 of the Act;
 - ii. its functions relating to other audits and other matters related to financial management; and
 - iii. functions in relation to audits conducted under Part 7 of the Act.
- b. review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - i. report to the council the results of that review; and
 - ii. give a copy of the CEO's report to the Council.
- c. monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - i. regulation 17(1); and
 - ii. the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- d. support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- e. oversee the implementation of any action that the local government —
 - i. is required to take by section 7.12A(3); and
 - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - iii. has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - iv. has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- f. perform any other function conferred on the audit committee by these regulations or another written law.

The Committee may provide guidance and assistance to the local government regarding:

- a. other matters to be audited;
- b. the scope of audits; and
- c. financial, risk and compliance management functions as prescribed in the *Local Government Act 1995*; as well as
- d. other matters specified in these Terms of Reference.

The Committee may resolve to request the Chief Executive Officer (CEO) to provide any information or make arrangements to provide independent expert advice, as appropriate and required by the Committee in order to fulfil its duties and responsibilities.

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The Committee is to review and make recommendations to the Council regarding:

- a. Financial Management
 - i. the annual Financial Statements with a view to being satisfied as to their accuracy and timeliness and the inclusion of prescribed disclosures and information;
 - ii. changes in accounting practices, policies and material changes in accounting treatment, providing advice on the appropriateness of implementation strategies; and
 - iii. the Shire's financial status and performance.
- b. Risk Management
 - i. the Shire's risk management strategies and policies;
 - ii. the adequacy of the Shire's risk management systems and practices; and
 - iii. the management of strategic risks, identifying as appropriate, specific risks for more detailed review and response.
- c. Internal Controls
 - i. the standard and effectiveness of the Shire's corporate governance and ethical considerations;
 - ii. the integrity, adequacy and effectiveness of the Shire's financial and administration policies, systems and controls in providing financial and governance information which:
 - is accurate and reliable;
 - complies with legislative obligations and requirements; and
 - minimises the risk of error, fraud, misconduct or corruption; and
 - iii. the efficiency and effectiveness on achievement of objectives.
- d. Legislative Compliance
 - i. the integrity, adequacy and effectiveness of the Shire's systems and controls for legislative compliance;
 - ii. the level of compliance with legislative obligations as well as the Shire's policies;
 - iii. the CEO's report on the review of the Shire's legislative Compliance systems, at least once triennially; and
 - iv. the annual statutory Compliance Audit.
- e. Internal and External Audit Planning and Reporting
 - i. the integrity, adequacy and effectiveness of Shire's Audit Plan;
 - ii. reports, findings and recommendations arising from Internal and External Audits;
 - iii. the audit of the Shire's Annual financial statements;
 - iv. the integrity, adequacy and effectiveness of the management response and any actions proposed to be taken to address issues raised by the Auditor; and
 - v. the oversight and monitoring of implementation of agreed actions.

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Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Delegated Authority – DA 1.1 – Audit Committee provides authority for the Committee to fulfil the duty of the Council to meet with the Shire’s External Auditor at least once per year [s.7.12A(2)].							
Legislation:	S7.1A. [Audit Committee] of the <i>Local Government Act 1995</i>						
Industry:	https://www.dlgsc.wa.gov.au/docs/default-source/local-government/operational-guidelines/operational-guideline-9-the-appointment-function-and-responsibilities-of-audit-committess.pdf?sfvrsn=77bf5a06_1						
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 18/08/20 – Item 13.3		2020 - Comprehensive policy register review.				
2.							

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G5 Legal Representation for Council Members and Employees

Policy Objective

To provide guidelines for the seeking of legal advice on behalf of Councillors or Employees.

Policy

Definitions

'Approved lawyer' is to be –

1. a certified practitioner; under the *Legal Professions Act 2008*;
2. from a law firm on the WALGA panel of legal service providers, if relevant, unless the council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
3. approved in writing by the council or the CEO under delegated authority.

'Council member' or 'employee' means a current or former commissioner, council member, non-elected member of a council committee or employee of the Shire of Ravensthorpe.

'Legal proceedings' may be civil, criminal or investigative.

'Legal representation' is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of –

1. A matter or matters arising from the performance of the functions of the council member or employee; and
2. Legal proceedings involving the council member or employee that have been, or may be commenced.

'Legal representation costs' are the costs, including fees and disbursements, properly incurred in providing legal representation.

'Legal services' includes advice, representation or documentation that is provided by an approved lawyer.

- Payment by the Shire of legal representation costs may be either by a direct payment to the approved lawyer (or the relevant firm); or
- A reimbursement to the council member or employee.

1. Payment Criteria

1. There are four (4) major criteria for determining whether the Shire will pay the legal representation costs of a council member or employee. These are –

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- 1.1. The legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
- 1.2. The legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
- 1.3. In performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- 1.4. The legal representation costs do not relate to a matter that is of a personal or private nature.

2. Examples of legal representation costs that may be approved

- 2.1. If the criteria in clause 1 of this policy are satisfied, the Shire may approve the payment of legal representation costs –
 - 2.1.1. Where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
 - 2.1.2. To enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions – for example where a council member or employee seeks to commence defamation action or to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
 - 2.1.3. Where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the Shire by publicly making adverse personal comments about council members or employees.

3. Application for payment

- 3.1. A council member or employee who seeks assistance under this policy is to make an application(s), in writing, to the council or the Chief Executive Officer.
- 3.2. The written application for payment of legal representation costs is to give details of –
 - 3.2.1. The matter for which legal representation is sought;
 - 3.2.2. How that matter relates to the functions of the council member or employee making the application;
 - 3.2.3. The lawyer (or law firm) who is to be asked to provide the legal representation;
 - 3.2.4. The nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc.);
 - 3.2.5. An estimated cost of the legal representation; and
 - 3.2.6. Why it is in the interests of the Shire for payment to be made.
- 3.3. The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

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- 3.4. As far as possible the application is to be made before commencement of the legal representation to which the application relates.
- 3.5. The application is to be accompanied by a signed written statement by the applicant that he or she –
 - 3.5.1. Has read, and understands, the terms of this Policy;
 - 3.5.2. Acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
 - 3.5.3. Undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 7.
- 3.6. In relation to clause 3.5.3, when a person is to be in receipt of such monies the person should sign a document which requires repayment of that money to the local government as may be required by the local government and the terms of the Policy.
- 3.7. An application is also to be accompanied by a report prepared by the Chief Executive Officer or where the Chief Executive Officer is the applicant by an appropriate employee.

4. Legal Representation Costs – Limit

- 4.1. Unless otherwise determined by Council, payment of legal representation costs in respect to a particular application is not to exceed \$10,000.
- 4.2. A council member or employee may make a further application to the council in respect of the same matter.

5. Council Powers

- 5.1. The council may -
 - 5.1.1. Refuse;
 - 5.1.2. Grant; or
 - 5.1.3. Grant subject to conditions.
- 5.2. Conditions under clause 5.1 may include, but are not restricted to a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 5.3. In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Shire's council members or employees insurance policy or its equivalent.
- 5.4. The council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 5.5. The council may, subject to clause 5.6 determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
 - 5.5.1 Not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - 5.5.2 Given false or misleading information in respect of the application.

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- 5.6. A determination under clause 5.5 may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 5.7. Where the council makes a determination under clause 5.5, the legal representation costs paid by the Shire are to be repaid by the council member or employee in accordance with clause 7.

6. Delegation to Chief Executive Officer

- 6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the council, any of the powers of the council under clause 5.1 and 5.2, to a maximum of \$10,000 in respect of each application with the exception of defamation applications which must be considered by Council.
- 6.2 An application approved by the CEO under clause 6.1, is to be submitted to the next ordinary meeting of the council. Council may exercise any of its powers under this Policy, including its powers under clause 5.4.

7. Repayment of Legal Representation Costs

- 7.1 A council member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –
 - 7.1.1 all or part of those costs – in accordance with a determination by the Council under clause 5.7;
 - 7.1.2 As much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- 7.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.

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Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Delegated Authority – DA 1.2.14 – Legal Representation for Council Members and Employees Appropriate Annual Budget Allocations							
Legislation:	s9.56 [Certain persons protected from liability for wrongdoing] of the <i>Local Government Act 1995</i>						
Industry:	Local Government Operational Guidelines Number 14 – Legal Representation for Council Members and Employees https://www.dlgsc.wa.gov.au/department/publications/publication/legal-representation-for-council-members-and-employees						
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

SHIRE OF RAVENSTHORPE

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G6 Risk Management

Policy Objective

To provide a strategic approach to risk management that raises risk awareness across the organisation and ensures sound risk management practices are integrated into the future planning and day to day practices of the Shire.

Policy

This policy is applicable to all of the Shire's operations, functions, activities, projects and events.

The Shire is committed to developing and implementing a Risk Management Framework in accordance with the risk management standard AS/NZS ISO 31000:2018, which will include systems to identify, treat, monitor, review and report risks across all of its operations.

The Shire is committed to developing and maintaining appropriate documentation to guide the implementation of enterprise risk management throughout the organisation.

The objectives of this policy are to:

- (a) Promote a culture of risk awareness and active management of risks;
- (b) Protect the Shire by systematically identifying risks and managing them appropriately;
- (c) Ensure Council is provided with reliable information to support decision-making and planning;
- (d) Reduce the potential costs of risk by reducing liability, preventing litigation and improving loss control, which impacts on the cost of insurance; and
- (e) Assign responsibilities for managing risks.

RESPONSIBILITIES FOR RISK MANAGEMENT

Council

Council is responsible for:

- (a) Reviewing and approving the risk management policy, framework, and risk tolerance levels;
- (b) Considering risk management issues in reports to Council; and
- (c) Considering recommendations from the Audit Committee in relation to the adequacy of the shire's systems and processes for managing risk.

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Audit Committee

The Audit Committee is responsible for the oversight of the Shire's approach to risk management and assessing the adequacy of the Shire's systems and processes for managing risk.

Chief Executive Officer

The Chief Executive Officer is responsible for

- (a) The implementation of Council's Risk Management Policy and Framework;
- (b) Ensuring the development, implementation and review of the Shire's Risk Management Framework;
- (c) Communicating to employees the Shire's commitment to developing, implementing and managing an effective Risk Management Framework;
- (d) Ultimately determining if levels of residual risk are acceptable;
- (e) Ensuring reports prepared for Council include appropriate information in relation to risk to enable informed decision making; and
- (f) Undertaking reviews of the Shire's systems and processes for managing risk and reporting the outcome of those reviews to the Audit Committee.

Risk Tolerances

The level of risk that is acceptable to the Shire will be assessed and determined on a case by case basis; however, the Shire will maintain a conservative approach to risk.

In line with its conservative attitude to risk, the Shire will not accept risks that carry a major or catastrophic residual risk of any of the following events or circumstances occurring:

- (a) A significant negative affect on the Shire's financial sustainability;
- (b) An interruption to essential services that extends for more than one week;
- (c) Substantial public embarrassment;
- (d) Compromised safety or welfare of staff, Councillors, contractors or members of the community;
- (e) Damage to relationships with a majority of, or significant, stakeholders; and
- (f) A significant breach.

Reporting

A report on the adequacy of the Shire's systems and processes for managing risk will be presented to the Audit Committee and Council on a triennial basis.

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Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Compliance Calendar (September)							
r.17 Local Government (Audit) Regulations 1996 - The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to — (a) risk management; and (b) internal control; and (c) legislative compliance not less than once in every 3 financial years. The CEO is to report to the audit committee the results of that review.							
Legislation:	r.17 [CEO to review certain systems and procedures] Local Government (Audit) Regulations 1996						
Industry:	AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines						
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Triennial	Next Due:	2023	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

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G7 Common Seal and Document Signing Authority

Policy Objective

To establish, in accordance with the requirements of section 9.49A of the *Local Government Act 1995 (Act)*:

1. Protocols for affixing and administration of the Shire of Ravensthorpe Common Seal; and
2. Authority for the Chief Executive Officer (CEO) and other nominated officers to sign (execute) documents on behalf of the Shire of Ravensthorpe.

Policy

1. DEFINITION OF DOCUMENT

For the purposes of this policy, document means any paper or electronic document, including communications such as letters and emails, which:

- (a) conveys a decision; or
- (b) establishes an obligation on the Shire; or
- (c) is ceremonial.

2. COMMON SEAL

2.1 Affixing the Common Seal

- (1) The Common Seal may be applied to documents that:
 - (a) give effect to decisions of Council; or
 - (b) as detailed in clause 3.2.2 of this policy.
- (2) The Common Seal is to be applied in the presence of both:
 - (a) the Shire President (or in the Shire President's absence the Deputy Shire President); and
 - (b) the CEO (or an Acting CEO or senior employee authorised by the CEO).

Note: For most documents, there is no legal requirement for the Common Seal to be affixed if Council has resolved to authorise a person to sign the document [s.9.49(1)(b); s.9.49A(4)]. Exceptions include local laws and planning schemes.

2.2 Administration of the Common Seal

The CEO is to:

- (a) be responsible for the safe custody and proper use of the Common Seal;
- (b) maintain a register of each time the Common Seal is used; and

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- (c) provide a report to Elected Members via the Monthly Report listing the documents that the Common Seal has been applied to.

3. AUTHORITY TO SIGN (EXECUTE) DOCUMENTS ON BEHALF OF THE SHIRE

3.1 General Document Signing (Execution) Authorities

- (1) Where a person has the written authority to make a decision (“written decision-making authority”) that person also has the authority to sign documents which give effect to that decision.

Written decision-making authorities are:

- (a) Delegated Authority;
- (b) Statutory Authority; or
- (c) Operational Authorisation.

- (2) Where considered appropriate by the CEO, the Shire President may be requested to execute documents as a co-signatory with the CEO.

3.2 Specific Document Signing (Execution) Authorities in Accordance with Section 9.49A of the Act.

3.2.1 Document Categories

The following document categories have been established to assist in determining appropriate signing authorities, detailed in clause 3.2.2 of this policy:

Category	Description
1.	<ul style="list-style-type: none"> • The matter is specifically resolved by Council, inclusive of a resolution to execute the resulting document under the Common Seal; or • is identified under this policy as a matter requiring the Common Seal, commonly due to an internal or external historical practice.
2.	<ul style="list-style-type: none"> • The matter is specifically or generally resolved by Council; and • is strategic and / or carries a major or lesser level of financial risk, legal complexity or political sensitivity.
3.	<ul style="list-style-type: none"> • The matter may be specifically or generally resolved by Council or may be subject of a Council policy or day-to-day operations at the determination of the CEO only; and • is strategic and / or carries a moderate or lesser level of financial risk, legal complexity or political sensitivity.
4.	<ul style="list-style-type: none"> • The matter is mandated in the Corporate Business Plan or relates to the day-to-day operations of the Shire under the direction of the CEO / Directors; and • carries a minor or insignificant level of financial risk, legal complexity or political sensitivity.
NOTE:	<ul style="list-style-type: none"> • Documents and communications which relate to day-to-day routine communications or transactions do not require specific authorisation through this policy as they are the subject of Section 5.41(d) of the Act prescribing the CEO’s duty to manage the day to day operations of the Shire. Such duties are undertaken by “acting through” Officers.

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3.2.2 Specific Authorities in Accordance with Section 9.49A(4) of the *Local Government Act 1995*

Document Type (√) Common Seal only to be applied where specified in the relevant document	Category	Common Seal	EXECUTION BY SIGNATURE ONLY		
			SHIRE PRESIDENT	CEO	DIRECTOR
(1) Local Laws – made and amended	1	√	X	X	X
(2) Planning Schemes – adopted and amended	1	√	X	X	X
(3) Land Transaction documents , including: <ul style="list-style-type: none"> • sale; • purchase; • vesting; • contributed assets; • Notifications of factors affecting land under 70A of the Land Transfer Act 1893 – lodge or withdraw; • Easements – <u>by land transfer</u> <ul style="list-style-type: none"> o Rights of carriage way; o Rights of support to land burdened by buildings; o Rights to erect a party wall; o Rights to light and air (Property Law Act 1969); o Rights to take water from wells or bores; o Rights to install and operate drains and drainage works; o Rights to install, maintain and operate oil, gas or other pipelines; o Rights to install, maintain and operate electric power lines; telephone and other cables and supporting pylons. 	1	√	√	√	X

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<ul style="list-style-type: none"> • Restrictive Covenants –by land transfer; • Deeds – land transfer for public purposes. 					
(4) Mortgages, Loans and Debentures	1	√	X	X	X
(5) Power of Attorney to act for the City	1 or 2	X	√	√	X
(6) Land Transaction documents, including: <ul style="list-style-type: none"> • Caveats - registering or removing • Leases <u>Easements – by deed, deposited plan or other legal instrument</u> <ul style="list-style-type: none"> o Rights of carriage way; o Rights of support to land burdened by buildings; o Rights to erect a party wall; o Rights to light and air (Property Law Act 1969); o Rights to take water from wells or bores; o Rights to install and operate drains and drainage works; o Rights to install, maintain and operate oil, gas or other pipelines; o Rights to install, maintain and operate electric power lines; telephone and other cables and supporting pylons. • Restrictive Covenants – lodge, modify or withdraw (other than by land transfer). • Deeds. • Legal agreements. 	2	(√)	X	√	X

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(7) State or Commonwealth Government Funding Agreements	2	(√)	X	√	X
(8) Grants and Funding Agreements with private agencies (incoming and outgoing)	2	(√)	X	√	X
	3	(√)	X	√	√
(9) Memorandum of Understanding	2	(√)	X	√	√
(10) Contracts and legal instruments, including contract variations , related to: <ul style="list-style-type: none"> • Procurement Contracts • Service Agreements (incoming or outgoing services) • Heritage Agreements • Acquittal of planning conditions • Maintenance of the public realm 	2	(√)	X	√	√
(11) Development, building, occupancy, subdivision and strata-title approvals for City Land	3	(√)	X	√	√
(12) Memorial Deed Poll Registration: A document lodged under the <i>Registration of Deeds Act 1856</i> , notifying the change of name of a person. <ul style="list-style-type: none"> • <u>Memorial of Advertisement</u>: A document lodged at the Office of Titles by a Local Authority evidencing that the legal requirements necessary to sell land for the non-payment of rates, have been attended to. 	3	X	X	√	√

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<ul style="list-style-type: none"> <u>Prohibiting dealings in land</u>: A document lodged at the Office of Titles under one of a number of statutes, which when noted on a Certificate of Title acts as a caveat. 						
(13) Documents that fulfil a statutory local government duty or power , for which there is no power of delegation or authorisation and is a matter which constitutes a potential risk to the City.		4	X	X	√	√
(14) Communications on behalf of the City, with: <ul style="list-style-type: none"> • Commonwealth or State Ministers • Sister City counterpart political or government leaders 	Note: Officers are authorised to sign routine day to day operational communications where the recipient is of a similar organisational level as the City of Perth Officer.	2 or 3	X	√	√	X
(15) Communications on behalf of the City, with CEO's of: <ul style="list-style-type: none"> • Commonwealth or State Government Departments • Industry representative bodies 		3 or 4	X	X	√	√
16) Communications on behalf of the City, relevant to the day-to-day operations of the City and which are subject of a level of political sensitivity or potential risk to the City.		3 or 4	X	X	√	√
17) Ceremonial Certificates - Common Seal may be affixed at the Lord Mayor's discretion: <ul style="list-style-type: none"> • Honorary Freeman 		3 or 4	√	√	√	X
18) Deeds of Settlement – Employee matters		4	X	X	√	X
19) Enterprise Bargaining Agreements		4	X	X	√	X

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3.3 CONTRACTS OF EMPLOYMENT AND VARIATIONS TO CONTRACTS

Contracts of Employment and variation documents relating to an officer's employment with the Shire of Ravensthorpe may be signed on behalf of the Shire by the following signatories according to the level of position concerned:

Level of Position	Signatory
CEO	Shire President
Director	CEO
Any position below Director	Relevant Director or CEO

3.4 EXECUTION OF DOCUMENTS BY LAWYERS ON BEHALF OF SHIRE

(1) Lawyers appointed by the Shire to act on its behalf for a matter may, where so instructed:

- (a) correspond with third parties on behalf of the Shire;
- (b) sign and lodge court documents on behalf of the Shire;
- (c) electronically sign documents identified in category 3.2.2(6) in accordance with the Property Exchange Australia (PEXA) process;
- (d) only electronically sign land transaction documents identified in category 3.2.2(3) in accordance with the PEXA process that relate to easements, notifications affecting land under section 70A of the *Transfer of Land Act 1893*, and restrictive covenants;
- (e) only electronically sign other land transaction documents identified in category 3.2.2(3) in accordance the PEXA process where Council has specifically resolved to provide authority; and
- (f) sign such other documents as instructed by the Shire from time to time.

(2) Officers are to ensure an appropriate level of authority is obtained prior to instructing lawyers to act.

3.5 SIGNING DOCUMENTS (OTHER THAN BY COMMON SEAL) DURING TEMPORARY ABSENCE OF THE CEO

Where the CEO;

- (a) is temporarily unavailable for executing documents requiring the CEO's signature;
- (b) no Acting CEO has been appointed; and
- (c) the CEO has advised the Director Corporate and Community Services in writing of the temporary unavailability,

then the Director Corporate and Community Services is authorised to sign documents that the CEO is authorised to sign by signature (under this policy or a Council resolution), except where the Director believes the execution should await the CEO's availability.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	Sections 9.49A, 9.49B, 9.49 and 5.43 [Execution of Documents] of the <i>Local Government Act 1995</i> [record keeping requirements] <i>State Records Act 2000</i>						
Industry:							
Organisational:	Authorised PEXA Service Provider – McLeods Barristers and Solicitors						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 17/03/20 – Item 13.4	PEXA authorisation and solicitor verification of identity.					
2.	OCM 21/07/20 – Item 13.2	New policy established.					

G8 Political / Electoral Campaign Advertising

Policy Objective

Restrictions on the placement of political/electoral campaign materials.

Policy

Placement of political / electoral campaign advertising on Shire of Ravensthorpe owned or controlled land or structures is not permitted.

Temporary electoral signage may be erected on private property (subject to owners consent) up to four (4) weeks before an election or referendum.

Advertising signage needs to be removed within a week of the election date.

The Chief Executive Officer is authorised to remove signage not in compliance with this policy and for cost applied to be applied for its removal as determined by the Shire of Ravensthorpe Fees and Charges.

Note: Contents of electoral material may be referred to the relevant authorised Returning Officer.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Shire of Ravensthorpe Local Planning Policy No 2 – “Requirements”							
Legislation:	s.187 [Authorisation of Election Campaign Material] <i>Electoral Act 1907</i> .						
Industry:							
Organisational:	Shire of Ravensthorpe Fees and Charges.						
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

G9 Advocacy

Policy Objective

To provide direction for Shire of Ravensthorpe advocacy initiatives, to outline roles and responsibilities and to support the President, Councillors, the Chief Executive Officer and Shire officers in their efforts to achieve positive changes to public policy or resourcing for the local community.

Policy

The Shire of Ravensthorpe Strategic Community Plan is the overarching document that sets out the Council vision for achieving the key priorities and commitments on issues that matter to our community.

The Shire is committed to advocating on behalf of the community on a wide range of issues, initiatives and services to improve the quality of life for our residents and achieve our vision of growing our community.

Advocacy can take the form of making a submission, meeting with decision makers, collaboration with other councils and peak bodies, consultation, media and communications strategies and public campaigns.

Application:

Where there is a cost to attend such events, it is recommended that a maximum of two (2) Shire representatives attend an activity. Given the role of the President, it is expected that he/she will generally represent the Shire at such activities. There may be circumstances where there may be more than two (2) Shire representatives at a fee paying function and this approval will be at the discretion of the Chief Executive Officer.

The following conditions apply:

1. The Shire President will receive requests from Councillors, and the Chief Executive Officer will receive requests from Officers, regarding whether the Shire should be present at an advocacy activity that provides an opportunity to promote a current priority that requires lobbying for support by local, state and/or federal stakeholders.
2. The Shire President and Chief Executive Officer will discuss the benefits of attending and discuss the most appropriate representatives to attend the activity with the Shire President, which in most cases will be the Chief Executive Officer. In the case where the Shire President and/or the Chief Executive Officer are not available to attend or believe another person should represent the Shire, the Shire President and the Chief Executive Officer will discuss the representatives who will represent the Shire of Ravensthorpe.

3. Where practical and reasonable a notification will be provided to all Councillors advising of the intention to attend an advocacy and lobbying activity. The notification will be provided by either the Shire President or the Chief Executive Officer and will include:
 - a) Date of event;
 - b) Cost;
 - c) Who will be attending from the Shire of Ravensthorpe; and
 - d) Reason for attending and stakeholder/s that will be present.

4. There may be a requirement from time to time to use some of the allocated budget to produce materials to assist with lobbying and advocacy. Where this is required, notification will be provided to all Councillors of the intention to use funds for this purpose for attending and when the materials may be used. Where time does not permit, then Council shall be notified at the next available opportunity.

5. Costs associated with interstate or international advocacy initiatives will require a report to Council prior to undertaking any travel.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Appropriate Annual Budget Allocations							
Legislation:	s2.8. [Role of President] s2.10 [Role of Councillors] of the <i>Local Government Act 1995</i>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 18/08/20 – Item 13.3	2020 - Comprehensive policy register review.					
2.							

G10 Attendance by Councillors and the Chief Executive Officer at Events

Policy Objective

To ensure compliance with Section 5.90A(2) of the *Local Government Act 1995* which requires local governments to adopt a policy in relation to the attendance of Councillors and Chief Executive Officers at events.

Policy

This policy deals with the attendance of Councillors and the Chief Executive Officer at events including:

- (a) the provision of tickets to events;
 - (b) payments in respect of event attendance; and
 - (c) approval of attendance by the local government and criteria for approval.
1. Councillors and the Chief Executive Officer may receive tickets or invitations to attend events to represent the Shire. Attendance at events covered by this policy are "excluded gifts" as defined in section 5.62(1B) of the *Local Government Act 1995*.
 2. Councillors and the Chief Executive Officer may accept an invitation to attend any of the following events:
 - (a) Events sponsored by the Shire.
 - (b) Events held at any facility owned by the Shire (including facilities on land vested in the Shire).
 - (c) Events hosted by the Shire.
 - (d) Events hosted by any incorporated associations or not-for-profit organisations.
 - (e) Events hosted by other local governments, regional local governments, WALGA or any State or Commonwealth Government department or agency.
 3. Councillors may be reimbursed for travel associated with their attendance at an event in accordance with Council Policy – G3 – Council Member Training and Development.
 4. Attendance by Councillors at conferences shall be in accordance with Council Policy – G3 – Council Member Training and Development.
 5. Attendance by the Chief Executive Officer at conferences shall be in accordance with the Chief Executive Officer's employment contract and Council Policy – A12 – Staff Training and Development.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Appropriate Annual Budget Allocations							
Legislation:	5.87A [Council members to disclose gifts] & 5.87B [CEO's to disclose gifts], and S5.90A [Policy for attendance at events], <i>Local Government Act 1995</i>						
Industry:							
Organisational:	Council Policy – G3 – Council Member Training and Development Council Policy – A12 – Staff Training and Development						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennially	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	New Policy - To comply with new requirements of the <i>Local Government Act 1995</i> [s5.90A(2)].					
2.							

G11 Invitation of Ratepayers and Residents to Council Dinners and Functions

Policy Objective

To facilitate / promote greater awareness in the community of the Shire's role, functions and responsibilities and to encourage participation in the role of elected members.

Policy

Councillors are welcome to seek consideration of invitations for ratepayers and residents to Council dinners that follow Ordinary Council Meetings. The Shire President is to consider any requests by Councillors and it will be considered on its merits.

The Shire President is authorised to invite all candidate nominees of local government elections to a Council dinner prior to an Ordinary Council Election.

The Shire President is authorised annually to invite partners of Elected Members to a Council dinner, this is to acknowledge the support provided to Councillors in fulfilling their duties.

Cost of meal and refreshment to be met by the Shire of Ravensthorpe, subject to sufficient availability of budget funds.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Appropriate Annual Budget Allocations							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

G12 Civic Receptions and Ceremonial Functions

Policy Objective

To fulfil its civic objectives the Shire will deliver a range of civic and ceremonial functions, as well as other functions and events as the need arises.

These events and functions foster positive relationships between the community and the Shire, connect the community in celebration, recognise and celebrate individual and community achievements, and promote community spirit.

Policy

The Shire supports events that mark significant days of celebration or commemoration including Australia Day, WA Day, ANZAC Day and Remembrance Day.

1. CIVIC RECEPTIONS

- 1.1 The Shire may host Civic Receptions to celebrate local milestone events, recognise an achievement of substantial significance or to recognise notable visitors to the District.
- 1.2 The Shire President in accordance with clause 1.1 of this policy is to determine the guest list within the Annual Budget allocation. Invitations to such events are to be extended to:
 - (a) Representatives of stakeholders and contributors relevant to the purpose of the Civic Reception;
 - (b) Honorary Freemen of the Shire;
 - (c) Sitting Councillors and partners where appropriate;
 - (d) Chief Executive Officer, Directors and partners where appropriate; and
 - (e) where determined by the Chief Executive Officer as appropriate, employees who are active in contributing to relevant strategic objectives.

2. VOLUNTEER RECOGNITION EVENTS

- 2.1 The Shire hosts periodic events to recognise the valuable contribution that volunteers make in delivering service and support within our community.
- 2.2 Volunteer recognition events shall be designed within the parameters of characteristics specific to the volunteering group and appropriate budget allocations.

3. CITIZENSHIP CEREMONIES

- 3.1 The Shire hosts Citizenship Ceremonies to fulfil the local government obligations established under the *Australian Citizenship Act 2007*.
- 3.2 The Shire will schedule to host Citizenship Ceremonies on an as required basis.
- 3.3 The official guest list is to be determined by the Shire President and the Chief Executive Officer.

3.4 Catering is to be appropriate to the timing and size of the ceremony.

4. AUSTRALIA DAY CELEBRATIONS

The Shire is committed to celebrating Australia Day each year and will do so in an inclusive and respectful manner.

5. ANZAC DAY

The Shire will support the Ravensthorpe Returned and Services Leagues (RSL) annual ANZAC Day Service by way of an annual \$500 donation to cover costs of coordinating catering and refreshments for this community event.

6. REMEMBRANCE DAY

The Shire recognises this national day of commemoration and supports the Ravensthorpe Returned and Services Leagues (RSL) in any Remembrance Day Ceremonies conducted.

7. WA DAY

The Shire acknowledges WA Day as a day to reflect and celebrate all things great about Western Australia people, lifestyle, culture and potential.

8. MINISTERIAL VISITS

The Shire may host visits to the District by State and Federal Government Ministers to ensure that the Shire's profile is enhanced and that appropriate focus is provided to the Shire's strategic objectives. Invitations to these functions to be authorised by the Shire President in consultation with Councillors and the Chief Executive Officer.

9. SCHOOL VISITS

9.1 The Shire may facilitate and host tours of the Ravensthorpe Administration Office by school groups or other interested parties to increase knowledge and understanding of the role of local government.

9.2 Such tours/visits should not negatively impact on the operations of the Shire.

10. STAFF CHRISTMAS RECOGNITION EVENT

10.1 The Shire will host a Staff Christmas Recognition Event to celebrate Christmas and recognise the efforts and contributions of staff throughout the preceding 12 months.

10.2 The Chief Executive Officer shall determine an appropriate format for the annual Staff Christmas Recognition Event within the annual budget allocation.

10.3 The guest list for the Staff Christmas Recognition Event is restricted to members of staff directly employed by the Shire and sitting Councillors. Immediate family members of employees and Councillors are welcome to attend this function.

11. FLORAL TRIBUTES

- 11.1 The Shire acknowledges that memorial ceremonies are an important part of our culture and contribute to our national identity.
- 11.2 The Shire may lay floral tributes at any memorial ceremonies at the discretion of the Shire President.
- 11.3 Floral tributes should be placed by the Shire President or the Shire President's representative at the commemoration on behalf of the Shire's community.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Appropriate Annual Budget Allocations							
Legislation:	Commonwealth - <i>Australian Citizenship Act 2007</i>						
Industry:							
Organisational:	Council Policy – G18 – Recognition of Volunteers Council Policy – G19 – Honorary Freeman of the Shire						
Document Management:							
Risk Rating:	Low	Review Frequency:	Four Yearly	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

G13 Organisational Structure

Policy Objective

To establish the Chief Executive Officer's role and responsibilities in relation to the Shire's organisational structure.

Policy

Organisational Structure

The Chief Executive Officer shall be responsible for the preparation of an appropriate organisational structure for administering and operating the Shire.

The Chief Executive Officer shall keep the Council informed of the organisational structure by way of the Shire of Ravensthorpe Workforce Plan.

If the Council is not satisfied that an appropriate organisational structure exists, the Council shall, by resolution direct the Chief Executive Officer to establish a structure in accordance with any advice provided by the Council.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	s.5.2. [Administration of local governments] <i>Local Government Act 1995</i> r.19DA(3)(c). [Requirements for Corporate business plans] Local Government (Administration) Regulations 1996						
Industry:							
Organisational:	Council Policy – G14 – Senior Employees						
Document Management: Shire of Ravensthorpe Workforce Plan							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

G14 Senior Employees

Policy Objective

To designate the employee positions which are determined by the Shire as 'Senior Employees' for the purposes of section 5.37 of the *Local Government Act 1995*.

Policy

The following are designated senior employees for the purpose and compliance with section 5.37 of the *Local Government Act 1995*:

- Director Technical Services
- Director Corporate and Community Services

In accordance with the provisions of Section 5.37(4) of the *Local Government Act 1995*, the Chief Executive Officer will exercise the right to renew employment contracts for senior employees.

Document Control Box							
Custodian:	Chief Executive Office						
Decision Maker:	Council						
Compliance Requirements: Requirement for Senior Employees to complete Primary Return [s5.75] and Annual Returns [s5.76] of the <i>Local Government Act 1995</i> . AASB 124 Related Party Disclosures							
Legislation:	s5.37 [Senior Employees] and s5.39 [Contracts for Senior Employees] of the <i>Local Government Act 1995</i>						
Industry:							
Organisational:	Council Policy – G13 – Organisational Structure						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

G15 Customer Service Charter

Policy Objective

The Shire's Customer Service Charter reflects our organisations commitment to providing quality service and outlines what customers can expect from us.

Policy

The Shire of Ravensthorpe's commitment to you

We will provide you with quality services and commit to standards by which to measure our performance. It also provides employees with clear standards for which to aim.

The charter will be reviewed and adapted to meet the changing needs of our customers.

Our Customers include;

- Residents, electors, members of the business community, investors and community groups as well as future residents, electors and generations who will be affected by today's decisions.
- Government departments, non-government agencies and adjoining local governments.
- Councillors and fellow staff members within the Shire.
- Visitors to the Shire.

How will we achieve our commitment to you?

By including in all staff recruitment processes selection criteria requiring a positive attitude towards customer service.

By conducting customer service training programs.

By making the development of positive customer service attitudes part of the performance review program of all employees.

By progressively reviewing and improving forms, systems and procedures from a customer's perspective.

By progressively improving access to our services for people with disabilities.

By improving access to Shire information by producing regular information pages in the local press, website, official social media pages and by making Council agenda's and minute's readily available in the Public Libraries and website.

By Council and the Executive Team reinforcing the importance of achieving excellence in customer service.

Service Standards That You Can Expect

Face to Face

We will welcome you to our customer service desk in a professional, polite and attentive manner. (Office hours: 9.00a.m. to 4.00p.m. Monday to Friday).

Customer service staff will wear a name badge showing only their first name for ease of communication.

We will listen to you and discuss fully your requirements.

We will endeavor to satisfy your request at the time of your visit.

When enquiries of a technical nature are made at the service desk, a technical officer if available will be called to the desk within five (5) minutes, where possible, and they will introduce themselves by name and position. If the officer is out, or otherwise unavailable, the appropriate officer will contact you within two (2) working days.

Our aim is to assist you in a positive outcome.

On the Telephone

We will endeavour to answer your call within seven rings during opening hours of the Shire Office. (Office hours: 9.00a.m. to 4.00p.m. Monday to Friday).

We will introduce ourselves using first names.

We will provide you with an e-mail or contact number, for further communication where needed.

We will return your telephone enquiry within two (2) working days, or if the appropriate officer is not available, redirect the enquiry to another officer who may be able to assist you.

In Writing

We will write to you in clear, concise language that is easily understood.

We will endeavour to respond to your letter within seven (7) working days.

If your general correspondence enquiry proves to be more technical and requires research or consideration by the Shire that will take longer than seven (7) working days, we will acknowledge your letter and provide you with an expected reply date.

By email

We will respond to you in clear, concise language that is easily understood.

We will endeavour to respond to your email within seven (7) working days.

If your general enquiry proves to be more technical and requires research or consideration by Council that will take longer than seven (7) working days, we will acknowledge your email and provide you with an expected reply date.

For Building and Planning Applications

We will process standard building applications that can be dealt with under delegated authority within twenty (20) working days (subject to the provision of all required information).

We will acknowledge in writing, receipt of a complete planning application and provided the planning application is received by the cutoff date for the agenda present your planning application to Council for consideration at the next Ordinary Council Meeting.

We will acknowledge complex building and planning applications within seven (7) working days and keep you informed at each stage as the application progresses.

Complaints

If you are not satisfied with our service.

Raise your concern with the staff member you have been dealing with to give him/her a chance to resolve the problem.

If you are not satisfied or feel unable to talk to that staff member please ask for that person's superior to call you back.

If you feel your problem is still unresolved please write to the Chief Executive Officer at PO Box 43, Ravensthorpe WA 6346 or by email: shire@ravensthorpe.wa.gov.au

If you are not satisfied with the Chief Executive Officer's response, you may raise your concerns with the Shire President, Deputy Shire President, or the WA State Ombudsman.

Helping us to help you

You can help us to meet these commitments.

By providing accurate and complete details when writing or phoning with any queries.

By ensuring that applications for building and planning approvals are complete and include all required details.

By phoning to make an appointment if you have a complex enquiry of need to see a specific officer.

If phoning as a result of correspondence from Council, by phoning directly to the officer nominated on the correspondence and quoting the reference number of the letter.

By treating our staff with courtesy and respect.

Please note that offensive language or threatening/intimidating behaviour will not be tolerated and may result in the communication exchange ceasing by staff.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	5.94. [Public can inspect certain local government information] of the <i>Local Government Act 1995</i>						
Industry:							
Organisational:							
Document Management:							
Attachment: "Contact details and feedback about the Charter and our services"							
Risk Rating:	Medium	Review Frequency:	Triennial	Next Due:	2023	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

G16 Community Consultation

Policy Objective

To state the Shire of Ravensthorpe's commitment to effective, transparent and accessible community consultation to inform decision-making.

Policy

Consultation shall be an integral part of the Shire of Ravensthorpe's decision making process.

Emphasis will be on advising stakeholders of projects that are to be undertaken, as well as inviting participation/comment, when appropriate.

Whilst committed to community consultation, the Shire of Ravensthorpe acknowledges that it is not always possible to adopt/accept all community groups and individual's views.

Guidelines:

Officer reports to Council on new projects/programmes, policies and review of projects/programmes and policies shall include a community consultation plan.

A Community Consultation Plan shall include:

- Objectives of the consultation.
- Stakeholders to be consulted.
- Timing and duration of consultation.
- Methods of consultation:
 - correspondence;
 - public engagement meetings;
 - public displays;
 - email groups;
 - advertising (media);
 - advertising (social media); and
 - questionnaires.

- Post consultation review to gauge effectiveness of the consultation process.

Council will consider the community consultation plan and make the final determination on the extent and level of communication.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	1.7 [Local Public Notice] and 1.8 [Statewide public notice] <i>Local Government 1995</i> 19C(9) [Requirements for Strategic Community Plans] Local Government (Administration) Regulations 1996						
Industry:	Integrated Planning and Reporting Framework and Guidelines						
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	OCM 21/07/20 – Item 13.2					
2.							

G17 Recognition of Service - Elected Members

Policy Objective

To formally recognise Councillors for their services to the community throughout the period during which they have held office as well as maintaining a historical record.

Policy

Council Photograph

A group and individual photograph of Councillors is to be arranged within three (3) months after each Ordinary Election and a group photograph is to be displayed in the reception of both the Ravensthorpe and Hopetoun Administration Office receptions. Individual photographs are to be maintained on the Shire website.

In the event of an extraordinary election an individual photograph of the new Councillor is to be taken to maintain a current composite on the Shire website. A group photograph is to be arranged as soon as possible.

To assist in the early compilation of this composite photograph, once the proofs of individual photographs are received they are to be forwarded to Councillors for selection of the preferred photograph.

Should Councillors not forward advice of their preferred photograph within seven (7) days of receipt of the proofs, the Chief Executive Officer will select photographs of those that have not responded, for inclusion in the composite photograph.

Presentation on Recognition of Service

Upon retirement, resignation or being unsuccessful in securing a further term, A Councillor who has served at least one full four (4) year term of office will be entitled to an official presentation reception with the consent of the former Councillor. The reception is to include current and former Councillors and their partners.

The Chief Executive Officer is to consult with the Shire President to determine a suitable gift which shall be presented to the Councillor.

Note: The value of the gift is prescribed in regulations as being an amount of up to \$100 for each year served as a council member to a maximum of \$1,000.

Honour Board

The Shire of Ravensthorpe will maintain Honour Boards at the Ravensthorpe administration office recognising the following;

- Current/Former Shire Presidents.
- Current/Former Shire Clerks/Chief Executive Officers.
- Freeman of the Shire.

Document Control Box

Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Appropriate Annual Budget Allocations Compliance Calendar (October)							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

G18 Recognition of Volunteers

Policy Objective

The policy aims to assist the Shire to strengthen community wellbeing by inspiring, valuing and celebrating volunteering.

Policy

The Shire of Ravensthorpe recognises that volunteering provides a number of wellbeing benefits to both the volunteers and the community including:

- Connectedness and reduced isolation through participation and engagement with others;
- Personal development of skills and self-esteem;
- Greater life meaning and purpose;
- Increase positive perceptions around community safety;
- Access to community resources and information; and
- Improvement to the quality of life for the community at large.

The Shire will provide support for volunteers to enhance and underpin their valuable role.

The Shire recognises volunteers within the district by way of a function held annually, generally between the months of March to May and where possible coordinated with any State or Federal supported activities and funding.

Document Control Box							
Custodian:	Director Corporate & Community Services						
Decision Maker:	Council						
Compliance Requirements: Delegated Authority – DA 1.2.15 – Waiving of Fees for Not For Profit / Community / Sporting Organisations. Appropriate Annual Budget Allocations Compliance Calendar (March)							
Legislation:							
Industry:	National Standards for Involving Volunteers in Not-for-Profit Organisations https://volunteeringaustralia.org/wp-content/uploads/VA-National-Standards-for-involving-volunteers-in-not-for-profit-organisations.pdf National Volunteer Week https://www.volunteeringwa.org.au/training-and-events/events/national-volunteer-week						
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

G19 Honorary Freeman of the Shire

Policy Objective

To provide a process by which Council may formally recognise outstanding and meritorious service to the community of the Shire of Ravensthorpe

Policy

Council may bestow the honorary title of Freeman of the Shire upon a person who has served the community on a continuous basis for greater than 15 years in an outstanding and meritorious manner that stands above contributions of most other persons in assisting in both the advancement of the Shire of Ravensthorpe and the provision of benefits for the greater community.

1. ENTITLEMENTS

- 1.1. Any person upon whom the title Honorary Freeman of the Shire has been conferred may designate himself/herself “Honorary Freeman of the Shire of Ravensthorpe”.
- 1.2. The recipient shall be presented with a name badge which identifies them as Freeman of the Shire along with an engraved award.
- 1.3. The recipient shall be recognised on the Shire of Ravensthorpe Honour Board.
- 1.4. Any Honorary Freeman of the Shire shall be invited to all subsequent formal Civic Reception conducted by the Shire.

2. LIMITATIONS ON HOLDERS OF AWARD

The title of “Honorary Freeman of the Shire of Ravensthorpe” shall not be bestowed on any person currently employed or holding the office of Councillor at the Shire.

3. NOMINATION PROCEDURE

To preserve the integrity and importance of bestowing the honour of “Honorary Freeman of the Shire of Ravensthorpe” upon any individual, the following procedure applies:

- 3.1. Nominations for an “Honorary Freeman of the Shire of Ravensthorpe” are to outline the history of community service of the person being nominated and must be made in writing to the Chief Executive Officer in the strictest confidence without the nominee’s knowledge.
- 3.2. Any resident or elector of the Shire may make a nomination but it must be countersigned by at least one third of the number of Members of Council.
- 3.3. On receipt of the nomination, the Chief Executive Officer will circulate the nomination to Councillors for consideration on a confidential basis.
- 3.4. Councillors will have two weeks, to consider the proposal.

- 3.5. If a Councillor wants to express an objection to the nomination, Councillor must give their reasons for the objection in writing to the Chief Executive Officer within the two week time frame.
- 3.6. Councillors who do not formally respond in writing will be presumed not to object to the proposal.
- 3.7. The Chief Executive Officer will submit a confidential report to a meeting of Council with details of the nomination, including any objections raised, for determination by Council. Any decision to support the nomination shall be resolved by an Absolute Majority of Council.
- 3.8. In the event Council supports the nomination, prior to any announcement, the Chief Executive Officer or Shire President shall make personal contact with the nominee to confirm their acceptance of the honour.
- 3.9. Should the nomination be supported and accepted the award shall be presented to the recipient at the next available Civic Reception.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:	Council Policy – G12 – Civic Receptions and Ceremonial Functions						
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	New policy established.					
2.							

G20 Community Development Fund

Policy Objective

To provide financial assistance for organisations and/or projects, which benefit the community.

To assist community based (not for profit) organisations to develop and maintain facilities.

To provide community based (not for profit) organisations with relief from Council adopted fees and charges.

Policy

Definitions:

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

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

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

Community Donation means a donation up to \$250 provided to any community organisation or person. Approved by the Chief Executive Officer under delegated authority of Council.

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

Community Development Fund

Funding Round

The Community Development Fund will be allocated from within Council’s budget with applications being called from in March of each year. An amount up to \$35,000 per annum will be allocated in the Council annual budget.

Advertising

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

Applications

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

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

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

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

Community Donations:

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

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

Administration of Financial Assistance and Acquittal:

All approved grant funds will be released in the new financial year and must be claimed and acquitted by 30 April in that financial year it is provided.

Acquittal of grant funds shall be to the satisfaction of the Chief Executive Officer and generally requires the production of documentation or receipts sufficient to substantiate that the project funds have been spent in accordance with the grant application. Should the project not be completed by the 30 April the organisation can;

- Apply for a minor extension should the project be planned for completion prior to the 30 June of that year. The Chief Executive Officer will have Delegated Authority to approve such a minor extension.
- Apply to Council for an extension for the funds to be carried over to the next financial year (An application must be made prior to consideration of the next years funding round).

If no request is made the funds will not be carried forward and any funds already provided are to be returned to the Shire of Ravensthorpe.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Appropriate Annual Budget Allocations							
Delegated Authority – DA 1.2.30 – Determination of Community Donations							
Delegated Authority – DA 1.2.31 – Approval to extend acquittal of Minor Community Grant by up to one year.							
Compliance Calendar (March)							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

G21 Support to the Ravensthorpe Hopetoun Future Fund Board

Policy Objective

To clearly define the Shire of Ravensthorpe's administrative and financial support as Trustee to the Ravensthorpe Hopetoun Future Fund.

Policy

Support to the Ravensthorpe Hopetoun Future Fund

The Shire President and Chief Executive Officer are appointed to the Ravensthorpe Hopetoun Future Fund as confirmed in the Trust Deed (clause 9.4(b)(2)&(3)).

The Shire of Ravensthorpe as Trustee will hold the Ravensthorpe Hopetoun Future Fund (RHFF) Trust Fund and the income from the Trust Fund. The Trust Fund constitutes a trust fund under section 6.9 of the *Local Government Act 1995 (WA)*, and despite section 6.9(4) of that Act, the Shire of Ravensthorpe agrees that it will not, even after the Trust Fund has been held on trust for ten (10) years, transfer the Trust Fund to a municipal fund.

The Shire of Ravensthorpe must keep or cause to be kept proper accounts in respect of all receipts and payments on account of the Trust Fund and of all dealings connected with the Trust Fund and will be in keeping with the requirements of the *Local Government Act 1995* and associated regulations.

The Shire of Ravensthorpe will not charge any fee or be paid any remuneration for acting as Trustee or administering the Trust Fund.

In accordance with the Trust Deed, the Shire of Ravensthorpe, must provide free of charge to the Trust support and services, including the funding of costs and expenses associated with that support and services, required by the Trust and the Board to administer the Trust Fund, including without limitation:

- (1) preparation of financial statements and audit in accordance with statutory requirements and the requirements of this deed;
- (2) provision of a venue for meetings of the Board and all other costs incurred in connection with such meetings other than any travel or meeting attendance costs or expenses incurred by, or meeting attendance fee or allowance payable to, by a member of the Board;
- (3) secretariat services to the Trust, including handling of inward and outward correspondence, phone enquiries and the provision of a web page;
- (4) services and support, including advertising, selection and notification costs, associated with the soliciting of ideas for projects from the community that the Trust may fund;
- (5) any taxation administration necessary to have the Trust endorsed as exempt from income tax under Division 50 of the ITAA97, and thereafter to ensure the Trust remains compliant with all taxation laws, including income tax and GST; and

- (6) any administration necessary to implement changes to the Board in the event of resignation or removal of any member.

Reimbursement of Expenses to Board Members

With the exception of the President and Chief Executive Officer of the Shire of Ravensthorpe, Board members will be reimbursed the expenses necessarily incurred by them in respect to the following:

Travel Expenses

Board members shall only claim travelling to the destination from their normal place of employment and/or residence and return, in respect to the following journeys:

- a. to attend Board meetings,
- b. to attend Board Community presentations.

The rate of reimbursement of a vehicle kilometre rate being paid in accordance with the Australian Taxation Office determination.

Claim forms as deemed appropriate by the Chief Executive Officer are to be provided to Board Members for completion and forwarded to the Director Corporate and Community Services.

All expenses incurred under this section shall be paid from the Ravensthorpe Hopetoun Future Fund.

Chairperson Meeting Reimbursement

In addition to reimbursement of travelling expenses the Board Chairperson shall be paid a voluntary Chairperson meeting reimbursement of \$500 per meeting attendance as authorised by the Chief Executive Officer. The Chairpersons meeting reimbursement shall be limited at \$3,000 per annum.

All expenses incurred under this section shall be paid from the Ravensthorpe Hopetoun Future Fund.

Additional costs

As outlined in the Deed the Shire of Ravensthorpe shall support the Ravensthorpe Hopetoun Future Fund by way of the following support;

- Board meeting meals and refreshments.
- Secretariat support (including Board papers and minute taking).
- Annual and specific purpose Audit Fees.
- Legal Fees in managing the Deed.
- Advertising and promotional material for the Fund.

All expenses incurred under this section shall be paid from the Shire of Ravensthorpe adopted budget.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Appropriate Annual Budget Allocations							
Legislation:	<i>Charities Act 2013</i> s6.9(4) [Trust Fund] of the <i>Local Government Act 1995 (WA)</i>						
Industry:	Australian Charities and Not for Profits Commission - The Trustee for Ravensthorpe Hopetoun Future Fund. (Including Governing Document) https://www.acnc.gov.au/charity/3344d12635e9845312d09ae2096dc2f5#overview Australian Taxation Office – Cents per kilometre method https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/						
Organisational:							
Document Management: Ravensthorpe Hopetoun Future Fund Deed and any subsequent Deeds of Variation.							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

ADMINISTRATION

A1 Corporate Discussion Meetings

Policy Objective

Council needs to meet and discuss matters relating to the good governance of the Shire outside of its formal (statutory) meeting structure. This policy seeks to ensure that such informal (non-statutory) meetings are responsibly managed, transparent and are in line with principles of good governance.

Policy

The purpose of Corporate Discussion Meetings is to maximise the opportunity for Councillors to be informed and seek additional information on operational activities as well as providing Councillors and Senior Staff with an opportunity to discuss ideas, strategies and concepts currently in development.

Corporate Discussions are strictly for the purpose of ensuring that officers have a clear understanding of Council's directive, and for discussion of any options, opportunities and risks. Topics to be considered are typically those that will require an eventual Council decision, and/or are matters 'for information'.

No decisions or debate are to be made at the forum. While the formal meeting structure of Council and Committee meetings do not apply to this forum, the general conduct of the meeting must be in line the Shire of Ravensthorpe Standing Orders Local Law 2010 for the purpose of preserving order.

Where applicable, Councillors and staff are to disclose any conflicts of interest, noting that participation on an agenda item will not be allowed where the interest declared is of a financial, indirect financial or proximity interest.

While formal minutes of the meeting will not be kept, notes regarding any action to be undertaken and discussions held will be recorded.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:	Local Government Operational Guidelines Number 05 – January 2004 Council Forums https://www.dlgsc.wa.gov.au/docs/default-source/local-government/operational-guidelines/operational-guideline-5-council-forum-guideline.pdf?sfvrsn=bc1818aa_1						
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 18/08/20 – Item 13.3	2020 - Comprehensive policy register review.					
2.							

A2 Operational Guidelines

Policy Objective

To establish a mechanism that enables the Shire to develop guidelines that assist the public on matters of an operational nature.

Policy

From time to time the Shire will develop specific guidelines relevant to operational matters. The guidelines will be developed in such a way that they do not conflict with the objectives of the Strategic Community Plan or the objectives identified within Councils adopted Policy Manual.

Operational guidelines will be determined by the Chief Executive Officer and are to be made publicly available.

Operational guidelines may be subject of review by Council and active guidelines will be identified within the organisational section of the Document Control Box associated with this policy.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:	<ul style="list-style-type: none"> • Subdivisional Development Guidelines • Early Learning Centre Guidelines • Vehicle Plant and Equipment Operational Guidelines 						
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 18/08/20 – Item 13.3	2020 - Comprehensive policy register review.					
2.							

A3 Occupational Safety & Health

Policy Objective

The Shire of Ravensthorpe is committed to the Health and Safety of our people and providing a safe working environment.

Policy

The Shire of Ravensthorpe will ensure all employees have safe workplace conditions and systems of work that minimise risk of injury or illness to our people including, employees, contractors, labour hire, visitors, volunteers and customers and damage to Shire property and the environment.

Commitment:

The Shire will:

1. Comply with the *Occupational Safety and Health Act 1984 (WA)*, *Work Health and Safety 2011 (Cth)*, all relevant Regulations, Codes of Practice and Australian Standards.
2. Ensure contractors understand and comply with their obligations regarding relevant Occupational Safety and Health Legislation and the Shire's policies, procedures and safe systems of work.
3. In consultation with contractors, manage all safety related matters to reduce risks in the workplace.
4. Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.
5. Provide induction and ongoing training, information and instructions to staff and relevant contractors, regarding Occupational Safety and Health.
6. Ensure that relevant purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the Shire's policies and procedures and Australian Standards in relation to the Occupational Safety and Health.
7. Provide an effective system of accident/incident reporting, investigation and recording.
8. Monitor the effectiveness of the Shire's Occupational Safety and Health performance.

Staff and Contractors will:

1. Comply with the *Occupational Safety and Health Act 1984 (WA)*, *Work Health and Safety Act 2011 (Cth)*, all relevant Regulations, Codes of Practice and Australian Standards.
2. Report workplace hazards and incidents to supervisors/manager.
3. Work in accordance with the policies, procedures and safe systems of work of the Shire of Ravensthorpe.

4. Work in a safe manner that will not endanger the safety and health of themselves, their colleagues, the public or the environment.
5. Consult and cooperate with supervisors and management on matters relating to workplace safety and health.

Responsibilities:

The development of a safety management program and this policy is the responsibility of the Executive Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all Shire employees.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	<i>Occupational Safety & Health Act 1984</i> Occupational Safety & Health Regulations (1996) <i>Work Health and Safety Act 2011 (Cth)</i> Related Regulations Codes of Practice and Australian Standards.						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

A4 Code of Conduct for Employees

Policy Objective

This Code of Conduct provides employees with minimum standards of ethical and professional behaviour for employees. Although this document is comprehensive in nature, it does not cover all levels of acceptable behaviour and the Chief Executive Officer reserves the right to make judgement on areas not expressly covered within this Code.

Policy

1. Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and management practices in a responsible and professional manner.

2. Authorising Correspondence

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

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

3. Communication and Public Relations

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

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

4. Compliance with Lawful Orders or Directions

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

5. Computer and Internet Usage

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

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

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

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

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

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

6. Confidentiality

In the course of employment, employees are likely to have access to or become acquainted with confidential information in various forms. It is a condition of employment to not to use any of this confidential information for any purpose other than for the benefit of the Shire either during or after an individual's employment with the Council. Employees may not take confidential information from the workplace without the consent of the relevant Executive Team Member.

7. Conflict of Interest

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

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

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

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

8. Customer Service

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

9. Disclosure of Interest

Definition:

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 –

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

- (a) A person who is an employee and who has an interest in any matter to be discussed at a Council or Committee meeting attended by the person is required to disclose the nature of the interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) exclude an interest referred to in Section 5.60 of the *Local Government Act 1995*.

- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if:
- (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then:
- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If:
- (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

10. Displaying of Offensive Material

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

11. Drugs and Alcohol

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

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

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

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

The appropriate course of action shall be at the discretion of the Chief Executive Officer for an employee who confesses to being under the influence of drugs or alcohol, or is found to be under the influence of drugs or alcohol once a test has been conducted, and

may include compulsory counselling, disciplinary action including dismissal, random or compulsory future tests or any other course of action deemed appropriate.

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

12. Employee Assistance Program

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

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

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

13. Equal Opportunity

The Shire of Ravensthorpe is an equal opportunity employer, believing that only the best applicant for a position, based on relevant work experience, qualifications, skills and personal attributes (if applicable), should be promoted to any advertised vacancy.

The Shire of Ravensthorpe believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits the Shire, but also the wider community.

14. Workplace Discrimination and Harassment

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

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

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

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

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

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

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

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

15. Workplace Bullying

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

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

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

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

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

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

- Abusive, insulting or offensive language by one or more persons to another or others;
- Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with much yelling and screaming;
- Inappropriate comments about a person's appearance, lifestyle, or their family;
- Teasing or regularly making someone the brunt of pranks or practical jokes;
- Interfering with a person's personal effects or work equipment;
- Physical assault or threats; and
- Organisational behaviour that undermines, treats less favourable or disempowers others.

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

If an employee has obvious performance problems, these should be identified and dealt with in a constructive way that does not involve personal insults or derogatory remarks.

In situations where an employee is dissatisfied with management practices, the problems should also be raised in a manner that does not involve personal abuse.

16. Financial Interest

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

17. Financial Procedures

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

18. Inappropriate Language

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

19. Interests Affecting Impartiality

Employees must disclose any interest in any matter to be discussed at a Council or Committee meeting that will be attended by the employee.

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

20. Medication

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

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

If the employee is prescribed medication for an ongoing or short term health issue that could impede the ability of an employee to perform their duties safely, the employee is obligated to confidentially advise their direct supervisor. This is for the employees own safety in the event of an emergency so responding medical services can be best informed of the employees medical status.

21. Mobile Phones

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

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

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

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

22. Out of Hours Conduct

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

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

23. Performance of Duties

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

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

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

24. Personal Behaviour

All employees must:

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

- Be frank, respectful and honest in their official dealing with each other.

25. Personal Benefits – Gifts and Bribery

Definitions:

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996:

“activity involving a local government discretion” means an activity:

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

“gift” has the meaning given to that term in S 5.82(4) except that it does not include:

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

“notifiable gift”, in relation to a person who is an employee, means:

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

“prohibited gift”, in relation to a person who is an employee, means:

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

- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who:
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee and who accepts a notifiable gift from a person who:
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion,
 is to notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include:
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition):
 - (1) a description; and

(2) the estimated value; and
 (3) the date of acceptance,
 of each other gift accepted within the 6 month period.

- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in s.5.74(1) of the *Local Government Act 1995*) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

26. Policies and Procedures

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

27. Professional Indemnity Insurance

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

28. Relationships between Councillors and Staff

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

29. Smoking in the Workplace

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

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

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

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

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

30. Standard of Dress

Employees are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual

employees. Any employee who is provided or supplied with appropriate uniform or Person Protective Equipment must wear the uniform or Person Protective Equipment.

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

31. Use of Confidential Information

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

32. Use of Shire Vehicles

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

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

33. Use of Local Government Resources

Employees will:

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

34. Workers Compensation

The Shire of Ravensthorpe in accordance with legislation provides Workers Compensation Insurance through Local Government Insurance Services. Any employee injured at work is eligible to lodge a claim under this insurance. The acceptance of any claim shall be as determined by the insurer. Any claim refused may be appealed at WorkCover WA. If an employee is injured at work they must notify their supervisor immediately.

35. Personal Protective Equipment

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

36. Protection from the Sun for Outdoor Work

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

- Wide brimmed sun hat;
- Sunglasses;

- Sunscreen, applied as necessary according to sunscreen instructions; and
- Long sleeve, light weight shirt, sleeves are not rolled up and the shirt must have a collar; and long trousers or overalls.

37. Safety Procedures for Visitors and Contractors

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

38. Breach of Policy or Conduct

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

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

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

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

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

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

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

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

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

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

39. Code of Conduct

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

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

Signed: _____ Date: _____

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	s. 5.103(1) [Codes of Conduct] of the <i>Local Government Act 1995</i> r34B. [Codes of conduct about gifts] of the Local Government (Administration) Regulations 1996 r34C. [Codes of conduct about disclosing interests affecting impartiality] of the Local Government (Administration) Regulations 1996 <i>Corruption, Crime and Misconduct Act 2003</i> <i>Public Interest Disclosure Act 2003</i>						
Industry:	Department of Local Government: Sport and Cultural Industries Guideline No. 12 " <i>Elected Member Relationships with Developers</i> " WA Local Government Association – " <i>Model Code of Conduct</i> " Public Sector Commission WA – " <i>Developing a Code of Conduct guide for Local Government.</i> "						
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Version #	Decision Reference:	Description					
1.	OCM 19/11/19 – Item 13.4	Amended Policy – Separating Elected Members from Employees					
2.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					

A5 Records Management

Policy Objective

This policy establishes a framework for records management and consistency in the keeping of information in the form of documents, images, plans and web based content in both hard copy and electronic environment, in order to meet evidentiary, legislative and good governance requirements.

Policy

Definitions:

The Act: *State Records Act 2000* (the act)

Corporate Record means any hard-copy, digital or online record that meets one or more of the following criteria:

- a. It conveys information essential or relevant in decision-making processes.
- b. It conveys information upon which others will, or may, use to make decisions affecting the Shire's operations, rights and obligations under legislation.
- c. It commits the Shire to certain courses of action, the commitment of resources or provision of services.
- d. It conveys information about matters of public safety or public interest, or involves information upon which contractual undertakings are entered into.
- e. The information is likely to be needed for future use, or is of historical value.

Ephemeral record means any record that has no continuing value to the Shire and is generally only needed for a few hours or a few days. The Shire uses the guidelines contained within the General Disposal Authority for Local Government Records to determine which records are considered ephemeral.

Scope

This policy applies to all aspects of the Shire's business activities. It applies to all Shire employees, councillors, volunteers and contractors engaged under contractual arrangements to conduct business on behalf of the Shire.

It applies to all active and archival records and all core and administrative functions where records are created, maintained, managed and stored, including the various business applications in use by the Shire. This includes hard copy documents, images, plans and website content.

Adherence to the Records Management policy is a mandatory requirement for all, employees, councillors and contractors of the Shire of Ravensthorpe. No exemptions exist for this Policy.

Context

The Act requires public offices to make and keep full and accurate records of their activities. The Act also requires public offices to ensure that such records are effectively and efficiently managed so that they are accurate, complete and available when required. These records must be protected from accidental or deliberate loss, damage or misuse and secured from unauthorised access. The Shire is responsible for, and is committed to, the effective management of all records and information in its care.

The Shire of Ravensthorpe recognises that records are vital assets, necessary to:

- Support its management, administration and service delivery,
- Deliver customer service in an efficient, fair and equitable manner,
- Provide evidence of actions and decisions and precedents for future decision making, and
- Protect its rights and interests and that of its community.

The Shire seeks to ensure that:

- These records are managed efficiently and effectively, and can be readily accessed;
- It complies with all requirements concerning records and information management practices;
- Retention and disposal of Shire records will be in accordance with the General Disposal Authority for Local Government Records provided by the State Records Office of Western Australia; and
- Records of longer-term value are identified and protected for historical purposes and those records identified as permanent are transferred to the State Records Office of Western Australia in due course to become part of the state archives.

Roles & Responsibilities

Chief Executive Officer

In accordance with the State Records Office of Western Australia and the *Local Government Act 1995*, Council's Chief Executive Officer is responsible for ensuring that corporate records of the Shire are properly kept.

All employees, councillors and contractors have a responsibility to create, capture and manage appropriately the complete and accurate records of the Shire, including records of decisions made, actions taken and transactions of daily business in accordance with the records management program, this policy and Council's records management procedures and processes.

Executive Team

The Executive Team are responsible for monitoring staff under their supervision to ensure that they understand and comply with the Records Management Policy and procedures. The Executive Team are also responsible for fostering and supporting a culture within their workgroup that promotes good record management practices.

Records Officer(s)

Provides training on the record keeping program as well as education on record keeping obligations on behalf of the organisation.

Advises the Chief Executive Officer and Director Corporate and Community Services on the management, storage, classification, retention and disposal of records according to standards and Disposal Authorities issued by the State Records Office of Western Australia.

Manages the transfer of hardcopy and electronic records such as images, plans and web based content.

Respects and protects the confidentiality of these records from unauthorised access and release of information.

Contractors

Ensuring that complete records are accurately created and managed that properly and adequately record evidence of the business activities of the work functions for which they are responsible. This applies to both hardcopy and electronic information, including email, images, plans and web based content.

Complying with the requirements of the Act, and any other applicable legislation with requirements pertaining to recordkeeping;

Respecting and protecting the confidentiality of these records from unauthorised access and release of information, and

Ensuring that these records are returned to the Shire upon completion or termination of the Contract or work.

Non-Compliant Record Keeping Systems

The following “systems/tools” do not provide adequate record keeping functionality and are not to be used to store all organisational records:

- email folders;
- local F:drives;
- portable storage devices; and
- Shared (network) drives.

Breaches

Any serious breaches and non-conformance with this Policy and associated procedures and legislative requirements will be dealt with under Shire’s Code of Conduct or under contract management dispute provisions for contractors.

Principles of Record Keeping

The Shire is committed to achieving best practice through a council-wide consistent approach to the management of electronic information. This will be achieved through the following principles:

Manage

The Shire will establish the capability to manage the life-cycle of electronic content by maintaining electronic content and metadata in electronic form for the purpose of delivering services and conducting business. Electronic information is more accessible and continues to contain content when maintained in electronic form.

The Shire will develop policies, business rules and procedure to enable sound recordkeeping practices in the electronic environment.

The Shire will ensure the effective establishment and ongoing operation of its electronic content management system.

Capture

The Shire will establish business processes to ensure hard copy documents and electronic content generated or received are treated as official records in accordance with the Act.

The Shire will implement electronic recordkeeping practices through the design and operation of reliable recordkeeping or business systems which produce authentic and reliable electronic content.

Store and Preserve

The Shire will store and manage electronic content in compliance with relevant legislation and industry standards such as the *State Records Act 2000*, State Records Office Guidelines – Management of Digital Records.

Maintaining electronic records over time involves a shared responsibility between the Shire and the State Records Office of Western Australia. The Shire cooperates with State Records Office of Western Australia to establish arrangements for the long-term management and preservation of electronic records.

Access

Access to corporate records by employees and contractors will be in accordance with designated access and security classifications, as determined by the Records Officer.

Access to corporate records by the general public will be in accordance with the *Freedom of Information Act 1992*.

Access to corporate records by Councillors will be via the Chief Executive Officer in accordance with Section 5.92 of the *Local Government Act 1995*.

Enable

The Shire will invest in information technology infrastructure to support record keeping systems that facilitate integration of business and recordkeeping applications.

General Requirements

Destruction

The Records Officer will dispose of corporate records in accordance with the General Disposal Authority for Local Government Records and/or the General Disposal Authority for Source Records, following authorisation from the Chief Executive Officer.

Ephemeral Records

Ephemeral records may not be required to be placed within the Shire's official recordkeeping systems. Councillors, employees or contractors may dispose of such ephemeral records.

Training and Education

Training in recordkeeping practices and the use of the Shire's document and records management systems is available to all newcomers upon commencement and ongoing training is available upon request to the Records Officer. Councillors will be made aware of their recordkeeping responsibilities as part of the Elected Member Induction Program.

Document Control Box							
Custodian:	Director Corporate and Community Services						
Decision Maker:	Council						
Compliance Requirements: Record Keeping Plan							
Legislation:	<p><i>State Records Act 2000</i>; and Standards issued by the State Records Office of Western Australia</p> <p>State Records Office Guidelines, Management of Digital Records; <i>Building Act 2011</i>.</p> <p><i>Electronic Transactions (Western Australia) Act 2011</i>.</p> <p><i>Evidence Act 1906</i>.</p> <p>s5.41(h) [Functions of CEO] <i>Local Government Act 1995</i> s5.92 [Access to information by council, committee members] <i>Local Government Act 1995</i></p> <p>Further Information at; http://www.sro.wa.gov.au/state-recordkeeping/legislative-requirements</p>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

A6 Internet and Email Usage

Policy Objective

To ensure that the Shire's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of the Shire of Ravensthorpe.

Policy

The Shire will ensure that employee use of the Shire's internet and email systems is in accordance with the following:

Email Content

All emails sent or received via the Shire's email system are the property of the Shire of Ravensthorpe although it does not accept responsibility for items of an informal nature that are transmitted through its system without consent.

No employee or contractor shall seek to receive, send or distribute emails containing non-business related material.

No employee or contractor shall send or distribute emails containing expletives or pornography, messages that are abusive, obscene, libelous, insulting or in bad taste.

The Shire of Ravensthorpe considers any pornographic or offensive material totally inappropriate in the workplace and expects that any person who receives such material will immediately report this to the relevant Executive Team Member.

No employee or contractor shall send or distribute emails containing derogatory, inflammatory, insulting or libelous information about any other Shire employee, elected member, customer, associate or any other person whatsoever.

No employee or contractor shall conduct any business of a private nature via the Shire's email/internet system.

Any employee or contractor receiving questionable material as described above should immediately notify the relevant Executive Team Member for appropriate action.

Employees shall not use email/internet or electronic messaging systems to infringe copyright or other intellectual property rights of third parties.

All staff are required to protect the confidentiality provisions of the Shire, exercise due care and adhere to confidentiality agreements when handling data or information on or from the Shire's record keeping system.

Unauthorised advertising or promotion of products or services via the email/internet system is not permitted.

No attachment should be opened or stored unless the employee or contractor can positively identify the sender.

Monitoring Emails

The Shire has installed an email management system. This system is capable of capturing all email business transactions and to trap and report all questionable emails. Employees and contractors should be aware that all emails are being monitored to ensure that this policy is being adhered to.

Consequences of Non-Compliance

Any serious breaches and non-conformance with this Policy and associated procedures and legislative requirements will be dealt with under the Shire's Code of Conduct or under contract management dispute provisions for contractors.

Internet Usage

The internet is a resource, which is to be used for work related purposes and inappropriate use, including any violation of the conditions and rules, may result in the cancellation or limitation of access by the employee or contractor.

Encounter of Controversial Material

Access by employees to sites on the internet which could be construed as obscene, sexual, racist, discriminatory, or unacceptable for business are not to be intentionally visited. It is the user's responsibility not to initiate access to such material. Deliberate accessing of such sites is expressly banned and renders the employee or contractor to formal disciplinary procedures. If such a site is accessed unexpectedly, it is expected that the user will immediately terminate the connection.

Downloading Software

Unauthorised downloading of software through the internet is strictly prohibited. The reason for this prohibition is that the Shire can be exposed to action arising from possible copyright infringement issues and the Shire's computing network can be open to disruption from virus attacks.

If a user has identified any software package that may be useful for the Shire's operations and can be downloaded through the internet, they must be referred to the Director Corporate and Community Services for evaluation.

No software is to be either downloaded through the internet or purchased from any other means unless approved by the Director Corporate and Community Services.

Document Control Box	
Custodian:	Director Corporate and Community Services
Decision Maker:	Council
Compliance Requirements:	

Legislation:							
Industry:							
Organisational:	Council Policy – G1 – Code of Conduct for Council and Committee Members						
	Council Policy – A4 – Code of Conduct for Employees						
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

A7 Fitness for Work

Policy Objective

The purpose of this policy is to detail the guidelines and actions required to manage fitness for work within the workplace, including:

- Illicit drug use;
- Alcohol use;
- Prescription medication;
- Other medication;
- Fatigue; and
- Any other factors where concentration and agility of an employee is affected.

Policy

The Shire of Ravensthorpe recognises there are many factors that have the potential to affect a person's ability to concentrate or function appropriately whilst at work. This risk could adversely affect the safety and health of the employee, other employees and/or members of the public.

This policy outlines guidelines and the expectations of the Shire of Ravensthorpe to demonstrate their duty of care under the *Occupational Safety and Health Act 1984* and control the incidence of risk of injury or accident as a result of an employee being unfit for work. Employees found to be under the influence of or suffering from the adverse effects of drugs, alcohol or any other substance whilst at work will be disciplined appropriately. Serious offences may result in instant dismissal.

Drug and alcohol tests shall also be applied to Contractors. Any positive result shall result in immediate removal of the person or persons from site.

Definitions:

Alcohol: Any substance containing alcohol.

Drugs: Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, Methadone, Benzodiazepines, alcohol and other narcotics, prescription drugs and non-prescription drugs.

Fatigue: The inability to perform work effectively or safely due to lack of sleep, or the adverse effects of medication, alcohol, drugs and/or other substances (including "hangovers" and/or "come downs", etc.)

Fit for Work: Not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.

Impaired Work

Performance: Sudden or gradual deterioration in a person's ability to function appropriately at work.

Misuse: Inappropriate use of a substance on the Shire of Ravensthorpe premises or property, including overdose of a drug or the failure to take a prescribed drug in accordance with medical advice.

Substance: Any drug that may have adverse effects causing impaired work performance.

Unfit for

Work: Being impaired for work and therefore unable to perform duties in a safe manner.

Use: Eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.

Objectives:

The objectives of introducing a Fitness for Work policy is to reduce the risk posed to the Shire of Ravensthorpe employees by the abuse of alcohol, drugs and substances or impaired work performance.

This procedure is not aimed at regulating individual's private behaviour outside the workplace providing that behaviour does not have a residual effect on work performance.

Procedure:

Alcohol

Persons being under the influence of alcohol will not be permitted to work on premises or with property of the Shire of Ravensthorpe.

Employees will be given the opportunity to self-test for alcohol prior to commencing work to determine their fitness for work.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of alcohol including working under the adverse effects of alcohol, they will be stood down from their duties and taken for a blood alcohol test. If the employee is found positive to having a blood alcohol level equal to or over the limit prescribed for the class or level of motor driver's licence held then instant dismissal may follow.

If an employee refuses a breath or blood alcohol test then instant dismissal may follow.

If the employee is over the legal limit to drive, alternative transport will be required.

All persons in charge of a Shire vehicles may be required to provide a breath, urine and/or other sample prior to operating a vehicle to assure compliance with the provisions of the *Road Traffic Act 1974*.

All employees may be required to provide a breath, urine and/or other sample at the commencement of their shift or any other time at the discretion of management.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire of Ravensthorpe that employees make alternative arrangements to get home. The Shire of Ravensthorpe accepts no responsibility for employees during travel to and from the function.

Illicit Drugs and Other Substances

Illicit drugs and other substances are strictly prohibited by the Shire of Ravensthorpe. Being under the influence of, suffering adverse effects or in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire of Ravensthorpe property or premises will result in disciplinary action and possibly instant dismissal.

If demonstrating signs of the above, an employee must undergo a drug screen (paid by the Shire of Ravensthorpe).

Refusal to a drug screen may result in instant dismissal.

Employees are required to determine their fitness for work prior to commencing their duties.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of drugs including working under the adverse effect of drugs, they will be stood down from their duties and taken for a drug screen. If the employee's drug screen is found to be above the recommended threshold levels (as detailed below) then instant dismissal may follow.

Prescription and Other Medication

It is an employee's responsibility to inform their supervisor of any medication they are taking that is deemed to potentially affect their ability to perform their duties.

This information is to be recorded confidentially on their personnel file for reference in the event of an emergency.

It is also recommended for the employer to record any information regarding an employee taking prescription medication or known allergic reactions to any medication an employee may have (i.e. penicillin) that may be useful in a medical emergency.

Fatigue

Fatigue can be the result of many different situations. Due to this, this procedure will directly reflect the implications of fatigue through the following external triggers (but are not limited to):

- Lack of sleep due to illness or other personal issues;
- Voluntary work;
- External work commitments.

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, personnel or members of the public.

It is the Shire of Ravensthorpe policy to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside their employment with the Shire of Ravensthorpe that may impact accordingly.

Depending on the circumstances, the Shire of Ravensthorpe may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire of Ravensthorpe, sleep/rest and additional hours worked elsewhere (including paid and voluntary work).

If deprivation of sleep is the cause of fatigue due to other external circumstances (that are not listed above), a drug and alcohol screen may be required. If a positive result occurs, disciplinary action may result.

If sleep deprivation is due to illness or personal issues the Shire of Ravensthorpe will endeavour to find a short term compromise and support the employee in whatever capacity is appropriate.

In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee may be stood down from work for the remainder of the day and depending on the circumstances this may occur with or without pay.

Disciplinary Action – Drugs and Alcohol

If this policy is in any way contravened by an employee, the disciplinary action that may follow is at the sole discretion of the Chief Executive Officer.

General Guidelines

Any employee who tests positive to an alcohol or drug screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work.

Any person who is found to be significantly fatigued may also be stood down from work with or without pay, depending on the circumstances, until such time as they have proven they are fit for work.

Pre-commencement of Work

Employees are expected to present themselves fit for work on all occasions. Should an employee present him/herself for work and prior to commencing their duties is observed to be unfit for work he/she may be required to undertake an alcohol or drug screen. If the screen proves positive they will be sent home without pay. This will act as the employee's first warning. The employee will not be allowed to commence work again until they have proven themselves fit for work.

Following the first instance and warning if the employee continues to come to work unfit for work, then second and third warnings will be given. The employee may be dismissed following a third offence.

First Offence/Warning

The employee may be immediately suspended from duty without pay if found unfit to work.

The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.

The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.

The employee will be counselled by their supervisor and will focus on:

- The unacceptability of the employee's behaviour.
- The risk that such behaviour creates for the safety of the individual and other employees or members of the public.
- The employee's responsibility to demonstrate that the problem is being effectively addressed.
- That any future breach of the policy will result in a second warning or instant dismissal.

The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug/substance problem is the responsibility of the employee and will not be made mandatory.

The Shire of Ravensthorpe will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

Second Offence/Warning

The employee will be immediately suspended from duty without pay if found unfit for work.

The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.

The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.

The employee will be counselled by their supervisor that will focus on:

- The unacceptability of the employee's behaviour.
- The risk that such behaviour creates for the safety of the individual and other employees or members of the public.
- The employee's responsibility to demonstrate that the problem is being effectively addressed.
- That any future breach of the policy will result in instant dismissal.
- Counselling will be offered, if counselling was not used in the first instance.

The employee will be subjected to fortnightly or random testing, at the supervisor's discretion, for alcohol and/or drug screen for the period of two months, paid for by the Shire of Ravensthorpe.

If the employee refuses to comply, instant dismissal may follow.

Third Offence/Dismissal

The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, then the employee will be immediately dismissed from duty without notice.

Instant Dismissal

The following are guidelines to circumstances that may result in dismissal without notice:

- any attempt to falsify the drug and alcohol screen;
- cultivating, selling or supplying drugs and/or other substances on the Shire of Ravensthorpe's premises;
- consumption of illicit drugs or unauthorised consumption of alcohol whilst on the work site or during the working period;
- refusal to undertake a drug and/or alcohol screening.
- unlawful behaviour.

Other

If an employee is found to be heavily intoxicated, above the legal limit to drive or extremely fatigued and they are sent home, it is a requirement of the supervisors to:

- Contact the employee's next of kin to arrange pick up.
- If next of kin is unable to be contacted or unable to take employee home, alternative arrangements must be made. The employee is to be advised that their vehicle must be collected that day wherever practicable.

As part of their pre-employment medical all new employees may be required to undertake a drug and alcohol screen prior to commencing work at the Shire of Ravensthorpe.

Note:

Where there may be a time lapse between the tests being undertaken and the results being received the employee, if sent home, will be paid. However, if the test results are returned positive the pay for the relevant time will be forfeited.

Counselling

The Shire of Ravensthorpe shall provide employee assistance programs to support employees with counselling services.

Laboratory Testing

All samples are submitted for testing to a suitably qualified laboratory.

The laboratory complies with Australian Standards and is National Association of Testing Authorities (NATA) accredited for quality assurance.

A 'presumptive positive result' on a screening test is if the result is above the recommended cut off threshold as stated in the Australian Standard 4308. If a presumptive positive result is found then a confirmatory test is performed.

Cut-off Threshold

As recommended by Australian Standard 4308

Class	Individual Drug	Screening Test (µg/L)	Confirmatory Tests (µg/L)
Amphetamines (i.e. Speed)		300	300
Benzodiazepines (i.e. Valium)		200	200
Opiates (i.e. Heroin)		300	
	Codeine		300
	Morphine		300
Cannabinoids (i.e. Marijuana)		50	15
Cocaine	Cocaine	300	150

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	Sections 19 [Duties of employers], 20 [Duties of employees], 22 [Duties of persons who have control of workplaces] of the <i>Occupational Safety and Health Act 1984</i>						
Industry:	WA Guidance Note Alcohol and Other Drugs at the Workplace https://www.commerce.wa.gov.au/publications/guidance-note-alcohol-and-other-drugs-workplace AS/NZS 4308:2008 Procedures for Specimen Collection and the Detection and Quantitation of Drugs of Abuse in Urine AS 4760: 2019 Procedure for specimen collection and the detection and quantification of drugs in oral fluid						
Organisational:	Council Policy – A4 – Code of Conduct for Employees						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				

A8 Vehicle Plant and Equipment Management

Policy Objective

The objective of this policy is to ensure Council's vehicles, plant and equipment are standardised and meet operational requirements, required safety standards and are replaced at a time that optimises its use and minimises the whole of life costs.

Policy

The Chief Executive Officer is responsible for the administration of this Policy and for the determination of the use and categories of vehicles together with application of conditions of use.

When acquiring and disposing of vehicle plant and equipment, the Shire shall apply a structured test based on the following four key principles, being:

- **Economic Criteria** - Whole of life costs shall be estimated from best available data and highest preference shall be given to the vehicle with the lowest optimised whole of life cost.
- **Functional Criteria** - Highest preference shall be given to the vehicle that best fits the functional requirements of the position for which the vehicle or equipment is being acquired.
- **Safety Criteria** - Highest preference shall be given to vehicles or equipment that have the highest safety ratings or ANCAP as applicable.
- **Environmental Criteria** - Highest preference for reduced CO2 emissions allocated to the vehicle or equipment.

Where possible the Shire of Ravensthorpe will aim for a standardisation fleet through a reputable manufacturer.

The annual budget provides allocations for each category of vehicle within the vehicle plant and equipment fleet that is consistent with and complimentary to the needs of the operators and operational requirements (fit for purpose). The allocation of vehicles and equipment is outlined as a non-exhaustive list below;

Position or Work Purpose	Type and Description	Replacement Strategy
Chief Executive Officer Vehicle	4WD Large Executive Wagon or Sedan	2 years
Director(s) Vehicle	4WD Medium Wagon or Sedan	2 years
Tourism Officer Vehicle	SUV Wagon	3 years
Doctor Vehicle	4WD Wagon or Sedan	3 years
Work Supervisor Vehicle	4WD Dual Cab Ute	2 years
Ranger Vehicles	4WD – (Minimum) Extra Cab Ute	2 years
Position or Work Purpose	Type and Description	Replacement Strategy
Technical Officer Vehicles	4WD – (Minimum) Extra Cab Ute	3 years
Team Leader and Operational Ute Vehicles	4WD – (Minimum) Extra Cab Ute	4 years

Light Truck(s) 4 Tonne or less carrying capacity	4 Tonne or less carrying capacity	5 years
Medium Truck(s) Greater than 4 Tonne but less than 6 Tonne carrying capacity	Greater than 4 Tonne but less than 6 Tonne carrying capacity	5 years
Heavy Truck(s) (ie Prime Mover, Tip Truck, Loader, Backhoe) Greater than 8 Tonne carrying capacity	Greater than 8 Tonne carrying capacity	7 years
Grader(s) and Roller(s) Blade, Pusher Block, Rear Rippers	Blade, Pusher Block and Rear Rippers	7 years
Dozer Greater than 4 Tonne capacity	Track and Blade, with Ripper capacity	10 years
Heavy Plant Trailers and Appliances Trailer(s), Roller(s) Dolly(s), Water Cart(s), Low Loader(s)	Trailer(s), Roller(s) Dolly(s), Water Cart(s) and Low Loader(s)	10 years

Certain vehicles may form part of an employee's remuneration package and may be varied based on the relevant employment contract, any variation must not exceed the overall remuneration package.

This policy is intended to be the basis for the on-going review of Council's twenty (20) year plant replacement program.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:	Vehicle Plant and Equipment Operational Guidelines						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 18/08/20 – Item 13.3		2020 - Comprehensive policy register review.				
2.							

A9 Corporate Uniform

Policy Objective

To:

- present a recognisable, tidy and professional image of staff to the community;
- develop a feeling of pride amongst staff;
- ensure that staff are appropriately dressed for their duties; and
- ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions.

Policy

A mandatory corporate uniform is required for staff employed in the following areas:

- Administration staff;
- Childcare/Early Learning staff;
- Operational Workforce;
- Ranger staff; and
- Any other groups of staff as the Chief Executive Officer may from time to time see fit.

It shall be an employment requirement that the staff involved in the designated areas wear the required uniform at all times during the performance of their duties unless a specific task necessitates otherwise.

The Shire shall supply employees with annual uniform allocation in accordance with guidelines set out below.

The apparel must only be worn whilst on official duty including travel to and from work.

The cleaning and repair of the corporate uniform is the responsibility of the individual employee, who is expected to keep their uniform clean and in a good state of repair at all times, and at their own cost.

Administration Staff

Criteria for corporate uniform:

- Shirt or Blouse – Strong shades of Blue, Red, Yellow, White, Green or Black (no floral or patterns) – Short or long sleeves only – Embroidered with the Shire Logo on the Left hand Side
- Dress – Strong shades of Blue, Red, Yellow, Green or Black – Knee length or longer
- Skirts – Black – Knee length or longer
- Pants – Black – Three Quarter Pants or longer
- Jackets, Jumpers or Cardigans – Black – Short or long sleeves with no hoods – Embroidered with the Shire Logo on the Left hand Side
- Appropriate Enclosed Shoes (Toe coverage) – No thongs or slip on without back strap
- Minimum of 1 x Team Shire Polo Shirt. Any additional Team Shire Polo Shirts will be deducted from the Staff member's uniform allowance.
- Uniform allocated to Casual or Part Time Staff as per percentage of days or hour worked per week as approved by the employees Director.
- Uniform allocated to Casual or Part Time Staff as per percentage of days or hour worked per week as approved by the employees Director.

Each New Staff Member will be provided the following uniform allowance on commencement;

- A start up uniform allowance up to \$300 reimbursed paid on presentation of receipts and approved reimbursement form

Each New Staff Member Completed Probation;

- Minimum of 1 x Team Shire Polo Shirt
- A commencement uniform allowance up to \$500 reimbursed paid on presentation of receipts and approved reimbursement form

Annual allocation to each Staff not on Probation;

- A annual uniform allowance up to \$500 reimbursed paid on presentation of receipts and approved reimbursement form

Additional payment will only be provided to replace damaged uniform items while undertaking work duties;

- A damaged uniform payment only up to \$40 per item not supplied by the Shire as approved by the employees Director. Reimbursed paid on presentation of receipts and approved reimbursement form

Childcare/Early Learning Staff*Criteria for corporate uniform;*

- Polo Shirt – Green – Short or long sleeves – Embroidered with the Shire Logo on the Left hand Side
- Skirts – Black – Knee length or longer
- Pants – Black – Long and Not Shorts or Leggings
- Shorts – Black – Knee length or longer
- Jackets, Jumpers or Cardigans – Black – Short or long sleeves with no hoods – Embroidered with the Shire Logo on the Left hand Side
- Wide Brim Hat with or without skirt to cover neck – Navy Blue – Embroidered with Shire Logo in middle at the front
- Appropriate Enclosed Shoes (Toe coverage) – No thongs or slip on without back strap
- Minimum of 1 x Team Shire Polo Shirt
- Uniform allocated to Casual or Part Time Staff as per percentage of days or hour worked per week as approved by the employees Director.

Each New Staff Member will be provided the following uniform allowance on commencement;

- 3 x Polo Shirts
- 1 x Wide Brim Hat
- 1 x Sunscreen
- A start up uniform allowance of \$200 reimbursed paid on presentation of receipts and approved reimbursement form

Each New Staff Member Completed Probation;

- 2 x Polo Shirts

- 1 x Beanie
- Minimum of 1 x Team Shire Polo Shirt
- A commencement uniform allowance of \$200 reimbursed paid on presentation of receipts and approved reimbursement form.

Annual allocation to each Staff not on Probation;

- 3 x Polo Shirts
- A annual uniform allowance of \$400 reimbursed paid on presentation of receipts and approved reimbursement form.

Additional payment will only be provided to replace damaged uniform items while undertaking work duties;

- A damaged uniform payment only up to \$40 per item not supplied by the Shire as approved by the employees Director. Reimbursed paid on presentation of receipts and approved reimbursement form

Operational Workforce (Cleaners, Operational, Landfill, Building or Depot Staff)

Criteria for corporate uniform;

- Shirts – Yellow and Navy Blue – Can be Button up or Polo with Long Sleeves – Embroidered with the Shire Logo on the Left hand Side and option of Name on Right Hand Side
- Wide Brim Hat with or without skirt to cover neck – Navy Blue – Embroidered with Shire Logo in middle at the front
- Bomber Jacket – Yellow and Navy Blue – Long Sleeve – Embroidered with the Shire Logo on the Left hand Side and option of Name on Right Hand Side
- Fleecy Jumper – Yellow and Navy Blue – Long Sleeve – Embroidered with the Shire Logo on the Left hand Side and option of Name on Right Hand Side
- Pants (Drill Type or Jeans) – Navy Blue – Long and Not Shorts
- Beanie – Navy Blue – Embroidered with Shire Logo in middle at the front
- Boots Steel Cap – Lace or Zip up – Shoe or Boot
- Water Bottle – 5Ltr
- Gumboots Steel Cap – Black or Grey
- Wet Weather Jacket and Paints – Yellow with High Vis Strips on Jacket and Pants – Set
- Safety Glasses – Wrap around tinted or not – Quality certified to meet Australian Standards and fit for purpose
- Ear Muffs – Wrap around or Over Head – Quality certified to meet Australian Standards and fit for purpose
- Sunscreen – To be 30 + and meet Australian Standards
- Gloves – Quality and fit for purpose
- High Visibility Vest Yellow with Reflective Stripes
- Minimum of 1 x Team Shire Polo Shirt
- Uniform allocated to Casual or Part Time Staff as per percentage of days or hour worked per week as approved by the employees Director.

Each New Staff Member will be issued the following on commencement;

- 3 x Pants

- 3 x Shirts
- 1 x Wide Brim Hat
- 1 x Bomber Jacket
- 1 x Boots Steel Cap
- 1 x Water Bottle
- 1 x Safety Glasses
- 1 x Sunscreen
- 1 x High Visibility Vest
- 2 x Set of Gloves

Each New Staff Member Completed Probation:

- 2 x Pants
- 2 x Shirts
- 1 x Fleecy Jumper
- 1 x Beanie
- Minimum of 1 x Team Shire Polo Shirt

Annual allocation to each Staff not on Probation:

- 3 x Pants
- 3 x Shirts

Following Items are only to be provided if deemed a requirement for the position:

- 1 x Gumboots Steel Cap
- 1 x Wet Weather Jacket and Paints – Set
- 1 x Ear Muffs
- 2 x Set of Gloves

Following items can only be replaced new for old at any time if damaged or unsafe:

- Pants
- Shirts
- Wide Brim Hat
- Bomber Jacket
- Fleecy Jumper
- Beanie
- Boots Steel Cap
- Water Bottle
- Gumboots Steel Cap
- Wet Weather Jacket and Paints
- Safety Glasses
- Ear Muffs
- Sunscreen

Ranger Staff

Criteria for corporate uniform:

- Polo Shirt – Navy Blue – long sleeves – Embroidered with the Shire Logo on the Left hand Side and Ranger Logo on the Right hand Side

- Wide Brim Hat with or without skirt to cover neck – Navy Blue – Embroidered with Shire Logo in middle at the front
- Bomber Jacket – Yellow and Navy Blue – Long Sleeve – Embroidered with the Shire Logo on the Left hand Side and Ranger Logo on the Right hand Side
- Fleecy Jumper – Yellow and Navy Blue – Long Sleeve – Embroidered with the Shire Logo on the Left hand Side and Ranger Logo on the Right hand Side
- Pants – Navy Blue – Long and Not Shorts
- Beanie – Navy Blue – Embroidered with Shire Logo in middle at the front
- Boots Steel Cap – Lace or Zip up – Shoe or Boot
- Water Bottle – 5Ltr
- Gumboots Steel Cap – Black or Grey
- Wet Weather Jacket and Paints – Yellow with High Vis Strips on Jacket and Pants – Set
- Safety Glasses – Wrap around tinted or not – Quality certified to meet Australian Standards and fit for purpose
- Ear Muffs – Wrap around or Over Head – Quality certified to meet Australian Standards and fit for purpose
- Sunscreen – To be 30 + and meet Australian Standards
- Gloves – Quality and fit for purpose
- High Visibility Vest Yellow with Reflective Stripes
- Uniform allocated to Casual or Part Time Staff as per percentage of days or hour worked per week as approved by the employees Director.

Each New Staff Member will be provided the following uniform allowance on commencement:

- 3 x Pants
- 3 x Polo Shirts
- 1 x Wide Brim Hat
- 1 x Bomber Jacket
- 1 x Boots Steel Cap
- 1 x Water Bottle
- 1 x Safety Glasses
- 1 x Sunscreen
- 1 x High Visibility Vest
- 2 x Set of Gloves

Each New Staff Member Completed Probation:

- 2 x Pants
- 2 x Polo Shirts
- 1 x Fleecy Jumper
- 1 x Beanie
- Minimum of 1 x Team Shire Polo Shirt

Annual allocation to each Staff not on Probation:

- 3 x Pants
- 3 x Polo Shirts

Following items can only be replaced new for old at any time if damaged or unsafe:

- Pants
- Polo Shirts
- Wide Brim Hat
- Bomber Jacket
- Fleecy Jumper
- Beanie
- Boots Steel Cap
- Water Bottle
- Gumboots Steel Cap
- Wet Weather Jacket and Pants
- Safety Glasses
- Ear Muffs
- Sunscreen

Replacement clothing due to neglect or loss of uniform will be charged to the employee at cost replacement value.

Replacement clothing as a result of wear and tear or damage as a result of performing duties will be provided by the Shire on an as needed basis.

Safety Requirements

High Visibility Clothing

Because of the requirement for Shire employees to be easily seen by vehicle users, employees must wear approved high visibility clothing or safety vests while within the road reserve or near vehicle access ways or non dedicated (4x4) roads/paths.

Sun Smart Clothing

Because of the external environmental conditions it is important that employees are protected from damaging ultraviolet rays. Sunprotective clothing will be provided that complies with sunsmart guidelines.

Conditions of Supply

Staff will be provided with a minimum of 1 new uniform per year and other uniforms and personal protective equipment on a replacement basis (ie one shirt is returned, a new shirt issued etc). Part time employees will be eligible for uniforms pro rata as per the above conditions. Casual employees shall not be eligible for uniforms under this policy, with the exception of outdoor staff who will be entitled to a start up pack, consisting of clothing and personal protective equipment which may be issued on a replacement basis.

Upon cessation of employment with the Shire for whatever reason within 8 weeks of commencement, the employee concerned shall return to the Shire such protective clothing and footwear which has been issued.

Note: If a conflict arises in respect to this Policy between any Shire of Ravensthorpe Enterprise Bargaining Agreement or individual contract of employment then the Enterprise Bargaining Agreement or individual contract of employment will have precedence and be applicable to the relevant employee's conditions of employment.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	<i>Occupational Safety & Health Act 1984</i> Occupational Safety & Health Regulations 1996 AS/NZS 4399:2017 Sun Protection Clothing – Evaluation and Classification AS/NZS 2604:2012 Sunscreen Products – Evaluation and Classification						
Industry:	Sun-Protective Clothing Information Sheet https://www.sunsmart.com.au/downloads/resources/info-sheets/sun-protective-clothing-info-sheet.pdf						
Organisational:	Council Policy A3 - Occupational Safety & Health						
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 18/08/20 – Item 13.3	2020 - Comprehensive policy register review.					
2.							

A10 Mobile Phone Allowance

Policy Objective

To provide guidelines that will enable Approved Officers to source their own Mobile Device and receive a subsequent Mobile Phone Allowance, as opposed to receiving a Shire-provided mobile phone.

Policy

Approved Officers who would normally have a Shire-provided mobile phone may, upon request and at the absolute discretion of the Chief Executive Officer, have access to a \$25.00 per week Mobile Phone Allowance. In the case of the request being made by the Chief Executive Officer, the Shire President will determine the approval for the allowance.

Should the Mobile Phone Allowance be approved, the Approved Officer must source their own Mobile Phone or Device, and will be responsible for all call costs, data costs and handset plans.

Approved Officers will be required to be contactable at all times, as would normally be the case with a Shire-provided mobile phone.

Should an Approved Officer's privately provided handset become inoperable for whatever reason, a standard handset from the Shire will be made available for use by the Officer in the intervening period. In this instance, the Mobile Phone Allowance will be cancelled during the intervening period; unless the Chief Executive Officer (or Shire President for matters related to the Chief Executive Officer) determines that the intervening period is a short enough length of time such that the administrative costs of withdrawing the Mobile Phone Allowance would outweigh the benefit.

Approved Officers acknowledge that the Mobile Phone Allowance is a taxable allowance, and will not count towards the Officers' salary for the purpose of calculating the Superannuation Guarantee Charge.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Appropriate Annual Budget Allocations							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	New policy established.					
2.							

A11 Staff – Superannuation Salary Sacrifice

Policy Objective

To document the circumstances where the Shire will provide opportunities for staff superannuation salary sacrifice and the provision of a Shire Co-Contribution scheme to encourage staff members to save for their retirement.

Policy

The Shire of Ravensthorpe offers, at its discretion, superannuation salary sacrifice to eligible employees in accordance with appropriate legislation, award provisions and policy provisions as follows:

An eligible employee is a member of a registered Superannuation Plan who is covered by award provisions that provide for salary sacrifice.

The provision of normal superannuation salary sacrifice is offered on the basis that:

- There is no additional cost or significant administrative burden to the Shire as deemed by the Chief Executive Officer.
- That all provisions comply with taxation, superannuation and award requirements and salary sacrifice contributions are made direct to a registered superannuation fund from Shire remittances.

There are no maximum salary sacrifice caps imposed by the Shire however employees should familiarise themselves with superannuation concessional caps imposed by the Australian Taxation Office.

In operation with regular superannuation salary sacrifice arrangements the Shire of Ravensthorpe provides a co-contribution scheme whereby the Shire will match additional salary contributions to a superannuation fund by an employee, or as otherwise negotiated with contracted employees. The maximum amount is capped at an additional 5% of the employees base salary. This additional payment is designed to encourage Shire employees to plan and adequately save for their retirement.

The Shire shall ensure that the provision of superannuation salary sacrifice complies with taxation and other relevant laws.

Council reserves the right to withdraw the superannuation salary sacrifice provision and co-contribution scheme where such provisions do not continue to comply with legislative requirements, conditions as specified above or exceeds the financial capacity of the organisation in the case of co-contributions.

Superannuation is a complex issue. Employees are advised to seek the services of a financial adviser or superannuation specialist to determine the most favourable option for their personal situation.

Note: If a conflict arises in respect to this Policy between any Shire of Ravensthorpe Enterprise Bargaining Agreement or individual contract of employment then the Enterprise Bargaining Agreement or individual contract of employment will have precedence and be applicable to the relevant employee's conditions of employment.

Document Control Box							
Custodian:	Director Corporate and Community Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	<i>Superannuation Guarantee (Administration) Act 1992</i> Local Government (Employee Superannuation) Regulations 2016						
Industry:							
Organisational:	Shire of Ravensthorpe Enterprise Bargaining Agreement						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biannual	Next Due:	2022	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

A12 Staff Training and Development

Policy Objective

To provide access to training and development for Employees in order to enhance their knowledge, skills and technical abilities.

Policy

Definition

“Event” means conferences, seminars, forums, workshops, courses, information training sessions and other like events.

1. Eligible Events

1.1 Events to which this policy applies shall generally be limited to those coordinated and/or run by either:

- (a) The Western Australian Local Government Associations (WALGA).
- (b) Major professional bodies associated with local government such as LG Professionals WA.
- (c) Accredited organisations offering training relating to the persons respective duties or future succession planning.

2. Request for Attendance

Staff who wish to attend an event may make application to the Chief Executive Officer by detailing the following:

- (a) Title, location and dates;
- (b) Program;
- (c) Anticipated benefits to the Shire from attendance;
- (d) Total estimated costs including accommodation, travel and sundry expenses.

All applications shall be forwarded in a reasonable time to meet the event registration deadline.

3. Event Registrations and Bookings

Air fares, conference registration fees and accommodation shall be arranged directly by the Shire. Staff Members shall not pay such costs and seek reimbursement, except in the case of an emergency, following the approval of the Chief Executive Officer.

4. Expenses

Subject to approval being granted by the Chief Executive Officer to attend an event, the following expenses will be met:

4.1 Travel

Where travel is involved, the cost of travel by the shortest most practical route to and from the event venue will be met by the Shire for the respective Staff Member.

- (a) Travel should be by Shire vehicle unless written authorisation is received from the Chief Executive Officer for use of a private vehicle with reimbursement of a vehicle kilometre rate being paid in accordance with the Australian Taxation Office determination.
- (b) All air travel shall be by Economy Class (unless otherwise determined by Council). As far as is practicable, advantage should be taken of any available discount fares including advance purchased fares.
- (c) Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a Staff Member is unable to travel.

4.2 Registration

Registration fees which may include, where applicable, event registration, dinners, technical tours and accompanying workshops identified within the event program.

4.3 Accommodation

Safety of our Employees and Elected Members is paramount, especially in remote locations where driver fatigue is a high risk.

Where an event is to be held at a venue less than 150kms from the Ravensthorpe GPO and the accumulated hours of travel, meeting time and ordinary hours worked would exceed 10 hours then the Shire will meet the cost of accommodation on the night preceding or post the commencement of the event.

Where an event is to be held at a venue greater than 300kms from the Ravensthorpe GPO the Shire will meet the cost of accommodation on the night preceding the commencement of the event.

If the event is to be held at a venue greater than 500kms from the Ravensthorpe GPO the Shire may meet the costs of two nights' accommodation on the night preceding and post the commencement of the event (No other expenses are to be provided).

Where applicable, accommodation expenses for the Staff Member for a room at or in close proximity to the event venue will be paid in accordance with the State Public Service Award conditions of service and allowances.

Should a Staff Member wish to extend their visit for personal reasons not associated with approved Shire business, any extended stay or additional costs associated with that stay are to be met by the Staff Member and personal leave entitlements would need to be applied for separately.

4.4 Meals and Incidental Expenses

Funding for meals and incidental expenses are detailed below;

- (a) Meal expenses shall be interpreted as reasonable expenses' incurred for the purchase of breakfast, lunch and dinner where these are not provided within the event, travel or accommodation packages and will be paid in accordance with the State Public Service Award conditions of service and allowances.
- (b) The Shire will not be responsible for incidental expenses such as laundry, dry-cleaning, private telephone calls, in-house movies or mini bar.

Note: A cash advance to cover meals may be provided to the Staff Member prior to departure for the event.

5. Accompanying Persons/Entertainment Costs

- 5.1 Where a member of the Executive Team chooses to invite an accompanying person to attend a conference event, the Shire will fund that person's attendance at any official conference dinner only.
- 5.2 The Shire will not reimburse or fund any other expenses incurred by an accompanying person.

6. Acquittal of Expenses

- 6.1 Receipts are required to support acquittal of expenses and claims for reimbursement. Should a receipt not be provided a statutory declaration can be provided in replacement of a receipt.
- 6.2 Staff Members must within ten working days of return from the event, provide a complete daily breakdown of expenditure relating to the cash advance, itemising individual purchases, and supported by receipts, with Staff Members providing their acquittal to the Chief Executive Officer. Any surplus funds from the cash advance shall be returned at the same time.

7. Executive Attendance at State and National Professional Conferences

The Chief Executive Officer and Executive Team are encouraged to attend the Annual State Conference relating to their profession and are encouraged to attend biennially, the National Conference relating to their profession subject to adequate funds being available in the budget.

The Chief Executive Officer is authorised to approve the attendance of the Executive Team at State and National professional conferences in accordance with this policy. Consideration of requests by the Chief Executive Officer will be undertaken by the Shire President.

The member of the Executive Team is to provide a report on the issues, outcomes, etc. of the conference, with recommendations as appropriate, and the report is to be submitted to Council.

If it is considered beneficial for a Councillor or Councillors to accompany a member of the Executive Team to any State or National conference, such attendance is to be at

the discretion of the Chief Executive Officer in consultation with the Shire President and will only occur if adequate funds are available in the budget.

Note: If a conflict arises in respect to this Policy between any Shire of Ravensthorpe Enterprise Bargaining Agreement or individual contract of employment then the Enterprise Bargaining Agreement or individual contract of employment will have precedence and be applicable to the relevant employee's conditions of employment.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	s.5.41 [Functions of the CEO] of the <i>Local Government Act 1995</i>						
Industry:	WALGA https://walga.asn.au/Training/Our-Courses/Officer-Courses.aspx LG Professionals WA https://www.lgprofessionalswa.org.au/trainingprograms Public Service Award 1992 – Refer Schedules https://forms.wairc.wa.gov.au/awards/PUB007/p59/PUB007.docx Australian Taxation Office – Cents per kilometre method https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/						
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

A13 Staff – Education and Study Assistance

Policy Objective

To encourage further education of employees in areas that are of mutual benefit to the employee and the Shire of Ravensthorpe.

Policy

The Shire encourages staff to pursue professional development studies relevant to the functions of Local Government in general and to the disciplines relevant to their respective duties.

Staff undertaking courses of study (usually long term, run by a College, TAFE or a University) may be assisted by the Shire, subject to the following:

- Such courses are appropriate to local government and directly related to the duties being undertaken by the employee;
- Such courses and the method of undertaking such courses must be supported by the relevant Director and approved by the Chief Executive Officer; and
- That there are sufficient funds budgeted.

The Chief Executive Officer will have regard to issues such as staffing levels, impact on customer service levels or the delivery of the capital works program.

The subjects involved shall not be repeat subjects. Repeated subjects must normally be completed in the employees own time, although submissions for time off for repeated subjects without pay or with such time to be made up, however this can be considered by the relevant Executive Member based on merit.

Employees may be permitted time off with pay up to five (5) hours per week, including traveling time, providing the equivalent period of time attending lectures and travel is incurred in the employee's own time.

Employees undertaking examinations arising from an approved course of study may apply to the Chief Executive Officer for time off with pay to sit for examinations that are scheduled during working hours.

An employee who undertakes an approved course of study may apply to the Chief Executive Officer to have compulsory fees (other than for supplementary examinations, higher education contribution scheme and late enrolment or late entry fees) partially reimbursed, after successful completion of the semester/term. Reimbursement shall be limited to fifty percent

(50%) of all normal fees relating to that semester's study to a maximum of \$1,000 per semester (based on two (2) semesters per year).

Expenditure for books, stationery, equipment, parking and travel will not be reimbursed.

Claims for payment shall be accompanied by official receipts for fees paid, together with an official statement from the educational organisation, evidencing successful completion of each semester's subjects.

This policy applies to full time and part time permanent employees only.

Employees that are employed under a traineeship or apprenticeship will see the Shire pay 100% of the fees. The Shire will not pay for expenditure for books, stationery, equipment, parking and travel.

Note: If a conflict arises in respect to this Policy between any Shire of Ravensthorpe Enterprise Bargaining Agreement or individual contract of employment then the Enterprise Bargaining Agreement or individual contract of employment will have precedence and be applicable to the relevant employee's conditions of employment.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Appropriate Annual Budget Allocations							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

A14 Recognition of Service - Employees

Policy Objective

This policy has been prepared to enable the Shire to recognise employees with long service, and satisfy the provisions of Section 5.50 of the *Local Government Act 1995*.

Policy

The Shire will recognise long serving employees with more than 10 years of service on their resignation or retirement from the Shire.

Pursuant to the provisions of Section 5.50 of the *Local Government Act 1995*, Council has adopted the following guidelines with respect recognition of service payments to employees who are leaving the organisation.

Gratuitous eligibility of employees with less than 10 years of service will be at the discretion of the Chief Executive Officer on consideration of the merits of the employee having completed commendable and continuous service. The gratuitous recognition for tenure less than 10 years will be capped at \$100.

Each eligible employee with more than 10 years commendable and continuous service shall receive:

- (i) A letter from the Chief Executive Officer acknowledging the length of service.
- (ii) A gift voucher to the value of:
 - 10+ year's service \$500
 - 20+ year's service \$1,000
 - 30+ year's service \$1,500

The Shire may recognise employees with over 10 years continuous service on resignation or retirement, by way of a sundowner or other suitable function, with an expenditure limitation of up to \$20.00 (all inclusive) per attendee. The cost of holding a function is to be contained within the annual budget with approval from Chief Executive Officer.

A recognition of service gift will not be provided to an employee who has been dismissed for any reason other than redundancy, resignation or retirement.

For the purposes of this policy continuous service shall deem to include:

- Any period of absence from duty by annual leave, long service leave and/or bereavement leave.
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three (3) months in each calendar year but not including leave without pay or parental leave.
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum of one (1) year.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Appropriate Annual Budget Allocations							
Legislation:	s5.50 [Payments to employees in addition to contract or award] of the <i>Local Government Act 1995</i>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Four Yearly	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.	OCM 20/10/20 – Item 13.3	Adjusted values commendable and continuous service.					

FINANCE

F1 Related Party Disclosures

Policy Objective

To define the parameters for related party relationships, transactions and outstanding balances and the level of disclosure and reporting required for the Shire to achieve compliance with the Australian Accounting Standard AASB 124 – Related Party Disclosures

Policy

IDENTIFICATION OF RELATED PARTIES:

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the Key Management Personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purpose of determining the application of the standard, the Shire has identified the following persons as meeting the definition of Related Party:

- An elected Council member.
- Key management personnel being a person employed under s5.36 of the *Local Government Act 1995* in the capacity of:
 - Chief Executive Officer.
 - Director Corporate and Community Services.
 - Director Technical Services.
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependants of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

Those persons identified as KMP will complete an annual declaration which outlines the entities, if any, that are controlled or jointly controlled by the KMP or their close family members and which are likely to have transactions with the Shire.

It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.

The Shire will be required to assess all transactions made with these persons or entities and may determine other family members, such as parent, grandparent, sibling, cousin etc., who may be expected to influence, or be influenced by, that person in their dealings with the Shire or a Shire entity.

IDENTIFICATION OF RELATED PARTY TRANSACTIONS:

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purpose of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates.
- Fines.
- Transactions relating to the registration and control of domesticated animals as defined in the *Dog Act 1976* and *Cat Act 2011*.
- Transactions whereby a Fee or Charge is incurred and that are included as part of the Councils endorsed Schedule of Fees and Charges.
- Use of Shire owned facilities such as the Ravensthorpe Entertainment Centre, Ravensthorpe Town Hall, Hopetoun Community Centre, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.
- Employee compensation whether it is for KMP or close family members of KMP.
- Application fees paid to the Shire for licences, approvals or permits.
- Lease agreements for housing rental (whether for a shire owned property or property sub-leased by the Shire through a Real Estate Agent).
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement).
- Sale or purchase of any property owned by the Shire, to a person or party identified above.
- Sale or purchase of any property owned by a person or party identified above, to the Shire.
- Loan arrangements.
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with the Shire and are referred to as Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

REGISTER OF RELATED PARTY TRANSACTIONS:

The Director Corporate and Community Services is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including OCTs assessed as being material in nature) during a financial year.

DISCLOSURE REQUIREMENTS:

For the purpose of determining relevant transactions, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures – Declaration form.

1. Ordinary Citizen Transactions (OCTs)

Ordinary Citizen Transactions (OCT's) are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the Related Party Disclosures - Declaration form will be required.

- Paying rates.
- Transactions relating to the registration and control of domesticated animals as defined in the *Dog Act 1976* and *Cat Act 2011*.
- Transactions whereby a Fee or Charge is incurred and that are included as part of the Councils endorsed Schedule of Fees and Charges.
- Fines.
- Use of Shire owned facilities such as the Ravensthorpe Entertainment Centre, Ravensthorpe Town Hall, Hopetoun Community Centre, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures – Declaration form about the nature of any discount or special terms received.

2. All other transactions

For all other transactions identified as related party transactions above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures – Declaration form.

3. Frequency of disclosures

- Key Management Personnel will be required to complete a Related Party Disclosures – Declaration form annually.
- Disclosures must be made by all/any Councillors whose terms are up immediately prior to any ordinary or extraordinary election.
- Disclosures must be made by any new Councillors immediately following an ordinary or extraordinary election.

- Disclosure must be made immediately prior to the termination of employment of/by a KMP.

4. Confidentiality

All information contained in a disclosure return will be treated in confidence. Generally related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified if the disclosure requirements of AASB 124 so demands.

5. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality management will consider both the size and nature of the transaction, individually and collectively.

Document Control Box							
Custodian:	Director Corporate & Community Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:	AASB 124 Related Party Disclosures https://www.aasb.gov.au/admin/file/content105/c9/AASB124_07-15.pdf						
Organisational:	Related Party Disclosures - Declaration Form						
Document Management: Related Party Disclosures – Declaration Form							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

F2 Purchasing Policy

Policy Objective

The Shire of Ravensthorpe is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire's strategic and operational objectives.

Policy

1. OBJECTIVES

The Shire's purchasing activities will:

- (a) Demonstrate that best value for money is attained for the Shire;
- (b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- (c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- (d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- (e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- (f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire's policies and procedures;
- (g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire;
- (h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management Framework;
- (i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan;
- (j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

1.1 ETHICS & INTEGRITY

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

1.2 VALUE FOR MONEY

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

1.2.1 Assessing Value for Money

Value for money assessment will consider:

- (a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- (b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- (c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- (d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this policy, where practicable;
- (e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- (f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire policy including Local Economic Benefit; and
- (g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

1.3 PURCHASING THRESHOLDS AND PRACTICES

1.3.1 Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine purchasing values, which ensure:

- (a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- (b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A **category of supply** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

1. Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the purchasing value threshold applicable to future purchasing activity.

2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- (d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated purchasing value will determine the applicable threshold and purchasing practice to be undertaken.

1.3.2 Table of Purchasing Thresholds and Practices

(1) Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

<p>Priority 1:</p>	<p>Local Suppliers Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.</p> <p>If no relevant local supplier is available, then a relevant WALGA PSA may be used.</p>
<p>Priority 2:</p>	<p>Existing Prequalified Supplier Panel or other Contract Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.</p> <p>If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA Preferred Supplier Arrangement (PSA) is to be used.</p>
<p>Priority 3:</p>	<p>Tender Exempt - WALGA (PSA) Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> i. Local supplier availability (that are not within the PSA); or, ii. Social procurement – preference to use Aboriginal business or Disability Enterprise. <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p>
<p>Priority 4:</p>	<p>Tender Exempt - WA State Government Common Use Arrangement (CUA) Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt <i>[F&G Reg.11(2)]</i> arrangement may be used.</p>
<p>Priority 5:</p>	<p>Other Tender Exempt arrangement <i>[F&G Reg. 11(2)]</i> Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt</p>

	suppliers, and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.
Priority 6:	<u>Other Suppliers</u> Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.

(2) Purchasing Practice Purchasing Value Thresholds

The purchasing value, assessed in accordance with clause 1.3.1, determines the purchasing practice to be applied to the Shire's purchasing activities.

Purchase Value Threshold (ex GST)	Purchasing Practice
Up to \$5,000 (ex GST)	Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.3.2(1). The purchasing decision is to be evidenced and retained in accordance with the Shire's Record Keeping Plan.
From \$5,001 and up to \$25,000 (ex GST)	Seek at least two (2) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.3.2(1). If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained. The purchasing decision is to be based upon assessment of the suppliers response to: <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest price. The purchasing decision is to be evidenced and retained in accordance with the Shire's Record Keeping Plan.

<p>From \$25,001 and up to \$75,000 (<i>ex GST</i>)</p>	<p>Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.3.2(1) except if purchasing from a WALGA PSA, CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest quote. <p>The purchasing decision is to be evidenced and retained in accordance with the Shire's Record Keeping Plan.</p>
<p>From \$75,001 and up to \$250,000 (<i>ex GST</i>)</p>	<p>Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.3.2(1).</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required; and • pre-determined selection criteria that assesses all best and sustainable value considerations. <p>The purchasing decision is to be evidenced and retained in accordance with the Shire's Record Keeping Plan.</p>
<p>Over \$250,000 (<i>ex GST</i>)</p>	<p>Tender Exempt arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&G Reg.11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.3.2(1).</p> <p><u>OR</u></p> <p>Public Tender undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to:</p> <ul style="list-style-type: none"> • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. <p>The purchasing decision is to be evidenced and retained in accordance with the Shire's Record Keeping Plan.</p>

<p>Emergency Purchases <i>(Within Budget)</i> Refer to Clause 1.3.3</p>	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.3.2(1) Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.</p>
<p>Emergency Purchases <i>(No budget allocation available)</i> Refer for Clause 1.3.3</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
<p>LGIS Services Section 9.58(6)(b) Local Government Act 1995</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

(3) Officer Approved Purchasing Limits

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

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

1.3.3 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; or
- b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the *Local Government Act 1995* and Functions and General Regulation 11(2)(a); or
- c) A State of Emergency declared under the *Emergency Management Act 2005* and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy, specifically tenders are not required to be publicly invited for the supply of goods and services associated with a state of emergency.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

1.3.4 Inviting Tenders Though not Required to do so

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [*F&G Reg. 13*].

1.3.5 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [*F&G Reg.21*] where the required supply evidences one or more of the following criteria:

- a) Unable to sufficiently scope or specify the requirement;
- b) There is significant variability for how the requirement may be met;
- c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- d) Subject to a creative element; or
- e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

1.3.6 Unique Nature of Supply (Sole Supplier)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

- a) purchasing value is estimated to be over \$5,000; and
- b) purchasing requirement has been documented in a detailed specification; and
- c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

1.3.7 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

1.3.8 Contract Renewals, Extensions and Variations

Contract Variation, Applications & Extension Options

Variation applications for multiple year contracts and extension options (if applicable) may be executed in accordance with the awarded contract terms and conditions and in accordance with the requirements of this policy.

Authorised extension options can only be undertaken where a contractor has completed a satisfactory performance review.

Note: The tender issue document will detail the price mechanism that will apply to determine the total cost for the entire contract period, including extension options.

Variation after Contract Commencement

A request for a variation outside the original terms and conditions and price variation mechanism during the contract term must be approved by the Chief Executive Officer or Council under the appropriate delegation and must not exceed the following requirements:

1. Does not alter the nature of the goods and/or services procured;
2. Does not materially alter the specification or structure provided for by the initial tender;
3. Does not extend the contract period beyond the original contract term and any extensions; and
4. Is less than 10% of the contract price.

For additional works not outlined in the contract that could result in a variation to the existing contract due to unforeseen circumstances can be tendered for those particular works.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire must review the purchasing requirements and commence a new competitive purchasing process in accordance with this policy.

2. Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply sustainable procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

2.1 Local Economic Benefit

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

- (a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- (b) consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- (c) ensure that procurement plans, and analysis is undertaken prior to develop requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;
- (d) explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- (e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- (f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- (g) provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

2.2 Socially Sustainable Procurement

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

(1) Aboriginal Businesses

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg.11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

(2) Australian Disability Enterprises

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

2.3 ENVIRONMENTALLY SUSTAINABLE PROCUREMENT

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- (a) demonstrate policies and practices that have been implemented by the business as part of its operations;
- (b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- (c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

3. Panels of Pre-qualified Suppliers

3.1 Objectives

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- (a) there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- (b) the Panel will streamline and will improve procurement processes; and
- (c) the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

3.2 Establishing and Managing a Panel

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the Chief Executive Officer.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

3.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- (a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- (b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- (c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- (a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- (b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.
 - i. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
 - ii. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
 - iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in clause 1.4.2(2) of this Policy.

- iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

3.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

3.5 Communications with Panel Members

The Shire will ensure clear, consistent and regular communication with Panel Members.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire's Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

4. Record Keeping

A comprehensive Contract Management Register is to be maintained by the Chief Executive Officer for goods and services that have a cumulative value in excess of \$100,000 per annum.

This register is to include key data including but not limited to;

- Commencement, duration and end dates;
- Contract values and schedule of rates;
- Contract extension periods;
- Status of contract;
- Summary of approved contract variations; and
- Contractor performance review dates.

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

5. Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the

policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Director Corporate and Community Services.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Delegated Authority – DA 1.2.9 – Expressions of Interest and Tenders							
Delegated Authority – DA 1.2.27 – Sole Supplier of Goods and Services							
Delegated Authority – DA 1.2.36 - Contract Extensions Approvals							
Legislation:	s.3.57 [Tenders for providing goods or services] of the <i>Local Government Act 1995</i> r11A [Purchasing policies for local governments] of the Local Government (Functions and General) Regulations 1996						
Industry:	WA Auditor General's Report – Local Government Contract Extensions and Variations https://audit.wa.gov.au/reports-and-publications/reports/local-government-contract-extensions-and-variations/						
Organisational:	Council Policy – F3 – Regional Price Preference						
Document Management:							
Risk Rating:	High	Review Frequency:	Annual	Next Due:	2021	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 19/11/19 – Item 13.5	Amended Policy to include section 3.1 Purchasing Authority					
2.	SCM 02/04/20 – Item 5.2	Amended s3.10 - Emergency Purchase Provisions					
3.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					

F3 Regional Price Preference

Policy Objective

To support local and sub-regional business and industry by providing a price preference to regional suppliers tendering for contracts with Council.

Policy

Price preference will apply to all tenders invited by Council for the supply of goods and services and construction (building) services, unless Council resolves that this policy not apply to a particular tender.

The following levels of preference will be applied under this policy:

Goods and Services up to a maximum price reduction of \$50,000.

- 10% to businesses located within the Shire of Ravensthorpe.

Construction (Building) Services up to a maximum price reduction of \$50,000

- 5% to businesses located within the Shire of Ravensthorpe.

Goods and Services, including Construction (Building) Services up to a maximum price reduction of \$500,000, if Council is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by Council.

- 10% to businesses located within the Shire of Ravensthorpe.

The levels of preference outlined above, will only apply to businesses that have been located within the local government district specified for at least 6 months prior to the closing date of tenders, or when some, or all of the goods or services are to be supplied from this policies approved regional sources.

It should be noted that price is only one of the factors to be assessed when Council decides to accept the tender it thinks would be the most advantageous to accept.

Document Control Box							
Custodian:	Director Corporate and Community Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	R24A-G [Regional Price Preference] Local Government (Functions and General] Regulations 1996						
Industry:							
Organisational:	Council Policy – F2 – Purchasing Policy						
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

F4 Investments

Policy Objective

This policy provides guidelines on how the Shire's excess funds are to be invested whilst complying with legislation and requiring its authorised officers to exercise the care, diligence and skill that a prudent person would exercise in investing the Shire's funds.

Policy

While exercising the power to invest, consideration needs to be given to preservation of capital, liquidity, and the return on investment.

Notwithstanding the provisions of this Policy, the general financial management obligations imposed under the *Local Government Act 1995* and the Local Government (Financial Management) Regulations 1996 should at all times be complied with.

1. Prudent Person Rule

1.1 Investments will be managed with the care, diligence and skill that a prudent person would exercise. Investments are to be managed to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

1.2 In exercising powers of investment, there are important matters for consideration:

- The purpose of the investment and the needs and circumstances;
- The desirability of diversifying investments and the nature of and risk associated with existing investments;
- The need to maintain the real value of capital and income;
- The risk of capital or income loss or depreciation;
- The potential for capital appreciation;
- The likely income return and timing of the income return;
- The length of the term of the proposed investment;
- The liquidity and marketability of the proposed investment;
- The aggregate value of the investment;
- The effect of the proposed investment in relation to the tax liability (if any);
- The likelihood of inflation affecting the value of the proposed investment; and
- The costs of making the proposed investment; the results of a review of existing investments.

2 Investment Objectives

2.1 To add value through prudent investment of funds.

2.2 To have ready access to funds for day-to-day requirements, without penalty.

3 Authority to Invest

- 3.1 The Shire of Ravensthorpe's surplus funds are to be invested in term deposits or negotiable certificates of deposit with an Australian Prudential Regulation Authority (APRA) authorised deposit-taking institution (ADIs).
- 3.2 Investments from the municipal, loan, reserve and trust accounts are to be kept separate and distinct.
- 3.3 Funds may be invested for a term of up to twelve (12) months based on predicted cash flow requirements.
- 3.4 In accordance with Financial Management Regulation 19C the Shire of Ravensthorpe will not undertake any of the following investment activities
 - Lodge deposits with an institution except an authorised institution;
 - deposit funds for a fixed term of more than 3 years;
 - invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - invest in bonds with a term to maturity of more than 3 years;
 - Invest in a foreign currency.

4. Delegation of Authority to invest

- 4.1 The Chief Executive Officer is authorised to invest, withdraw or re-invest sums up to \$1,000,000, in accordance with this Policy.
- 4.2 The Chief Executive Officer will authorise the Director Corporate and Community Services to invest, withdraw or re-invest sums up to \$500,000, in accordance with this Policy.

5. Review and Reporting

- 5.1 A cash flow report is to be monitored by the Director Corporate and Community Services at least weekly to ensure cash funds are available to meet commitments.
- 5.2 Investments will be managed actively as they mature with reviews by the Director Corporate and Community Services on a monthly basis.
- 5.3 For audit purposes, certificates must be obtained from the bank confirming the amounts of investment held on the Shire's behalf at 30 June each year.

Document Control Box							
Custodian:	Director Corporate and Community Services						
Decision Maker:	Council						
Compliance Requirements: Delegated Authority – DA 1.2.16 – Power to Invest and Manage Investments							
Legislation:	s. 6.14(2)(a) [Power to invest] <i>Local Government Act 1995</i> r19C. [Investment of money, restrictions on] <i>Local Government (Financial Management) Regulations 1996</i> s.18 (1)(a) [Prudent Person' rule] of the <i>Trustees Act 1962</i>						
Industry:	Australian Accounting Standards 139(i) and 139.9(iii)						
Organisational:							
Document Management:							
Risk Rating:	High	Review Frequency:	Annually	Next Due:	2021	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

F5 Transaction Card

Policy Objective

To provide the Chief Executive Officer with a framework of principles to guide the use and management of Transaction Card facilities and which:

1. Ensures efficient and effective procurement and payment operations.
2. Minimises the risk of misuse, fraudulent or corrupt use.
3. Defines Council approved authorised users.
4. Defines allowable and prohibited uses.
5. Defines management and oversight obligations.
6. Defines Cardholder duty of care and responsible use obligations.

Policy

Definitions

Cardholder means an employee who has been authorised by the CEO to incur expenditure by means of a Transaction Card.

Transaction Card means a card facility (which may include; credit, store, parking, cab-charge and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Ravensthorpe business activities only in accordance with relevant Shire of Ravensthorpe Policies.

Management Oversight and Reporting

Legislation

- (1) Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer's (CEO) duty to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with regulations.
- (2) The *Local Government (Financial Management) Regulations 1996* prescribe:
 - a. Regulation 5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
 - b. Regulation 11(1)(a) and (2) requires Local Government to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including credit cards.

Determining When Transaction Card Facilities are Appropriate

- (1) Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Ravensthorpe operations by ensuring:
 - a. goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire of Ravensthorpe;
 - b. financial management and accounting standards are met; and
 - c. purchasing and payment functions are secure, efficient and effective.

- (2) Transaction Card facility providers will only be acceptable where, in the opinion of the CEO, they:
 - a. Provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire of Ravensthorpe to sufficiently administer the facility; and
 - b. Provide the Shire of Ravensthorpe with protection and indemnification from fraudulent unauthorised transactions.

Management Oversight

The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:

- a. Assessment and selection of Transaction Card facilities suitable to the efficient and effective operations of the Shire of Ravensthorpe;
- b. Authorisation and appointment of suitably eligible Cardholders;
- c. Cardholder duties and responsibilities are documented and Cardholders provided with training; and
- d. Monitoring and auditing of Transactional Card activities is planned and reported.

Council Approved Authorised Users Matrix

Position	Credit Card	Fuel Card	Other	Debit Card
Chief Executive Officer	\$10,000 limit*	Yes	Trade Card	No
Director Technical Services	\$5,000 limit*	Yes	Trade Card	No
Director Corporate and Community Services	\$5,000 limit*	Yes	Trade Card	Yes
Engineering Technical Officer	No	Yes	No	No
Administration Technical Officer	No	Yes	Trade Card	No
Work Supervisor	\$2,000 limit	Yes	No	No
Manager Childcare Services	\$2,000 limit	No	No	No
Senior Ranger	No	Yes	No	No
Ranger/Airport Officer	No	Yes	No	No
Community Emergency Services Officer	\$2,000 limit	Yes	No	No
Building Maintenance Officer	No	Yes	Trade Card	No
Tourism Officer	No	Yes	No	No
Doctor	No	Yes	No	No
Chief Fire Officer	No	Yes	No	No
Pool Vehicles	No	Yes	No	No

* Approval for limited hospitality expenses, subject to being no more than \$1,000 per billing period.

Reporting

The CEO will ensure that acquitted transaction statements for each Transaction Card facility are provided to Council as part of the monthly financial reporting regime.

Misuse, Misconduct and Fraudulent Use

Any alleged misuse of Transaction Cards will be investigated, and may be subject to disciplinary procedures.

Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

Allowable Transactions

- (1) Transaction Card facilities may only be used where:
 - a. The expenditure is directly arising from a Shire of Ravensthorpe operational business activity for which there is an Annual Budget provision;
 - b. The expenditure is in accordance with legislation, the Shire of Ravensthorpe Purchasing Policy, Code of Conduct and any conditions or limitations applicable to the individual Cardholder.
 - c. The procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a Transaction Card;
 - d. Supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
 - e. Reasonable hospitality expenditure may be incurred for business related purposes, and where applicable reimbursed by other organisations for their respective portion of costs;
 - f. Official travel, accommodation and related expenses may only occur in accordance with Shire of Ravensthorpe policies and procedures;
 - g. Accounts payable payments are made under the direction of the Director Corporate and Community Services;
 - h. A sufficient record of each transaction is obtained and retained in the local government record.
- (2) Allowable transaction modes include:
 - a. In-person and over the counter retail purchases;
 - b. Telephone or facsimile purchasing;
 - c. Mail order purchasing and subscriptions;
 - d. Internet purchasing.

Prohibited Transactions

- (1) The Shire of Ravensthorpe prohibits the use of Transaction Card facilities for:
 - a. Cash advances;
 - b. Paypal payments;
 - c. Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);
 - d. Making deposits onto the Card, whether to offset misuse or otherwise;
 - e. Incurring Capital expenditure;
 - f. Incurring expenditure for goods or services which are subject to a current supplier contract;
 - g. Incurring expenses which are not in accordance with legislation, the Shire of Ravensthorpe Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual Cardholder;
 - h. Expenses for which another Transaction Card is the approved facility (i.e. the Corporate Credit Card is not to be used for purchasing fuel or oil, as the Fuel Card is the approved facility for that purpose);
 - i. Splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
 - j. Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).
- (2) For clarity, Elected Members are prohibited from using Shire of Ravensthorpe Transaction Cards as the *Local Government Act 1995* does not provide authority for an Elected Member to incur liabilities on behalf of the Local Government. The Act limits Local Governments to only paying Elected Member allowances and reimbursing Elected Member expenses.

Debit Card

Debit card transactions are strictly limited as a means for Authorised Petty Cash / Till Float cash withdrawals. A withdrawal of cash for any other purpose is strictly prohibited.

Any expenditure from a debit card is prohibited.

Cardholder duty of care and responsible use obligations

- (1) A Cardholder is required to:
 - a. Keep the Transaction Card and access information in a safe manner; protected from improper use or loss.
 - b. Only use the Transaction Card for allowable purposes and not for prohibited purposes.
 - c. Not share/give possession of the allocated Transaction Card to any other persons (Excluding pool vehicle fuel cards).
 - d. Obtain, create and retain Local Government records that evidence transactions.

- e. Acquit the reconciliation of Transaction Card usage in the required format and within thirty (30) days of a statement being issued. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
 - f. Return the Transaction Card to the Director Corporate and Community Services before termination of employment, inclusive of reconciliation records.
 - g. Return the Transaction Card to the Director Corporate and Community Services when on leave for periods greater than four (4) weeks.
 - h. Reimburse the Shire of Ravensthorpe the full value of any unauthorised, prohibited or insufficiently reconciled expenditure. (Note: To be done within 5 working days).
 - i. Pool vehicle fuel cards must be supported by use of a maintained log books.
- (2) Benefits obtained through use of a Transaction Card (i.e. membership or loyalty rewards) are the property of the Shire of Ravensthorpe and may only be used for Shire of Ravensthorpe business purposes. Such benefits must be relinquished by the Cardholder to the Shire of Ravensthorpe. Under no circumstances may such benefits be retained as a personal benefit.

Transaction evidence

A sufficient transaction record must include the following minimum information:

- a. Invoice and / or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;
- b. Where an invoice and / or receipt cannot be obtained, the Cardholder must provide a Statutory Declaration, in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005*, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (a) above.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	Section 6.5(a) of the <i>Local Government Act 1995</i> Regs 5 & 11(1)(a) & (2) of the <i>Local Government (Financial Management) Regulations 1996</i> <i>Public Sector Management Act 1994</i> <i>Corruption, Crime and Misconduct Act 2003</i> <i>Oaths, Affidavits and Statutory Declarations Act 2005</i>						
Industry:	Department of Local Government, Sporting and Cultural Industries Guideline No.11 – Use of Corporate Credit Cards Controls over Purchasing Cards Report 17: 2019-20 WA Auditor General's Report (https://audit.wa.gov.au/wp-content/uploads/2020/03/Controls-Over-Purchasing-Cards.pdf)						
Organisational:	Council Policy F2 - Purchasing Policy						
Document Management:							
Risk Rating:	High	Review Frequency:	Annual	Next Due:	2021	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 18/02/20 – Item 14.2		Amended Policy to reflect the current staff structure of the Shire				
2.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				

F6 Disposal of Minor Surplus Assets

Policy Objective

To provide for the sustainable disposal of minor surplus assets

Policy

This policy applies to minor surplus assets owned by the Shire of Ravensthorpe which are no longer required.

Statement:

In considering the disposal of minor surplus assets that are fully depreciated and hold nominal commercial value where no risk/liability is attached, the Shire may choose to dispose minor surplus assets by way of a commercial return or donate the assets to support local community groups.

Disposal Assessment:

The disposal of Shire owned goods or property is to be disposed of in accordance with the provisions of Section 3.58 of the *Local Government Act 1995*; either by:

- (a) Public auction;
- (b) Public tender; or
- (c) Local public notice of intention to dispose (including details and consideration of submissions thereon) Under Regulation 30 of the Local Government (Functions and General) Regulations 1996, an exemption applies where the property to be disposed of;
 - (a) Has a market value less than \$20,000; or
 - (b) Is disposed of as part of the consideration to acquire assets whose total value (or worth) is less than \$75,000 (ie traded in).

The Chief Executive Officer is to determine the most efficient method of disposal taking into consideration the costs associated with disposal.

As a general guideline the following approach is to apply based on the estimated value of the property,

Thresholds	Description of process
\$10,001 - \$20,000	Local public notice calling for expressions of interest.
\$1,001 - \$10,000	Seek three offers (if possible) from likely purchasers.
\$1,000 or less or of no commercial value	Internal expressions of interest or alternatively, by way of a donation to a not for profit community group.

The Shire's Regional Price Preference policy does not apply to the disposal of property and does not apply to the value of items traded in.

Donating minor surplus assets will be subject to the Chief Executive Officer's approval. Where such applications are sought, applications will be assessed on the following criteria:

- Demonstrated need for the asset;
- Proposed use for the asset; and
- Demonstrated benefit to the community.

Document Control Box							
Custodian:	Director Corporate & Community Services						
Decision Maker:	Council						
Compliance Requirements: Delegated Authority – DA 1.2.10 – Disposing of Property							
Legislation:	s6.10 [Financial Management Regulations] <i>Local Government 1995</i> r27 [Notes to annual budget, when required] Local Government (Financial Management) Regulations 1996 r30 [Dispositions of property excluded from Act s. 3.58] Local Government (Functions and General) Regulations 1996						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

F7 Financial Hardship

Policy Objective

To give effect to our commitment to support individuals for personal circumstances or the whole community to meet the unprecedented challenges arising from declared states of emergency and disaster, the Shire of Ravensthorpe recognises that these challenges may result in financial hardship for our ratepayers.

This policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding during a difficult time.

Policy

The Shire of Ravensthorpe recognises that individual financial circumstances differ across the community and that, as a government organisation, it has a fiscal responsibility to meet the community's service expectations with regard to flexible options for the payment of rates and charges that it establishes.

This policy seeks to guide Council in determining alternative payment options outside of the Annual Budget process. There remains a reasonable community expectation that those with the capacity to pay rates will continue to do so, so therefore the policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will still apply.

Payment difficulties, hardship and vulnerability

Payment difficulties, or financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt in the short term.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income; or
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide sufficient information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Financial Hardship due to COVID-19 (State of Emergency)

We recognise that some ratepayers may already be experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties may arise when their rates are received.

We will notify ratepayers at the time their account falls into arrears, to advise them of the options under this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

1. Outstanding rates and service charges as at the date of adoption of this policy review;
and
2. Rates and service charges levied for the 2020/21 financial year.

A ratepayer that meets the financial hardship criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 – Gazetted 8 May 2020).

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any rates and service charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt.

Rates and service charge debts that remain outstanding at the end of the 2020/21 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Document Control Box							
Custodian:	Director Corporate and Community Services						
Decision Maker:	Council						
Compliance Requirements: Delegated Authority – DA 1.2.17 – Agreement as to payment of rates and service charges.							
Legislation:	<i>Local Government Act 1995</i> Local Government (Financial Management) Regulations 1996 <i>Local Government Amendment (COVID-19 Response) Act 2020</i>						
Industry:	Adapted from the Ombudsman Western Australia publication, Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance: http://www.ombudsman.wa.gov.au/						
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

F8 Debt Recovery

Policy Objective

The Shire of Ravensthorpe will actively pursue all outstanding rates and sundry debtors unless falling under the Shire's financial hardship policy. All outstanding rates and sundry debtors will be recovered in accordance with the *Local Government Act 1995* and associated regulations.

Policy

This policy will be applied to all:

- Ratepayers with balances outstanding 14 days after the due date of the Initial Rates Notice, Interim Notice or the Instalment Notice. (Excluding Seniors/ Pensioners eligible for a rebate from the Office of State Revenue).
- Sundry debtors with balances greater than 30 days.

Document Control Box							
Custodian:	Director Corporate & Community Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	Schedule 6.3 — [Provisions relating to sale or transfer of land where rates or service charges unpaid] of the <i>Local Government Act 1995</i>						
Industry:							
Organisational:	Council Policy – F7 – Financial Hardship Debt Recovery Guidelines						
Document Management: Debt Recovery Guidelines– Rates							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

F9 Complaints Management

Policy Objective

The Councillors and staff at the Shire of Ravensthorpe are committed to providing an efficient, effective, systematic and consistent approach that strives for continuous improvement in the management of complaints.

Policy

The Shire recognises that effective complaints management is integral to customer service excellence and values all complaints and encourages a people-focused and proactive approach to complaints management. The Shire is committed to the following complaints management principles:

- complaints can be lodged without fear of retribution;
- the confidentiality and privacy of complainants will be protected;
- complaints will be assessed in a fair, objective and professional manner;
- complaints are resolved in a timely manner;
- ensure the application of natural justice; and
- integrate complaints information into business improvement processes.

The Shire recognises the various remedial methods that can be used to deal with a complaint:

- A review of the issue;
- Information to the customer as to how the complaint was dealt with, upon conclusion thereof;
- A change to the decision;
- A conciliation process;
- Other remedies that are considered appropriate to the circumstances i.e. an apology;
- Referral to third party for appeals e.g. State Administrative Tribunal, the State Ombudsman's Office or Department of Local Government.

Procedure

The complaints procedure is outlined in the following steps:

1. Customers are encouraged to discuss their complaint with the staff member which is the subject of the complaint and to attempt to resolve the issue at this level.
2. If the complaint cannot be resolved at the first point of contact the matter will be reviewed by the Chief Executive Officer and the complainant will be advised of the outcome in writing.
3. The advice to the customer in step 2 will include the details of an independent party the matter can be referred to if the matter is still unresolved or the complainant is still not satisfied.

4. Once the matter has been completed, the Chief Executive Officer will review the circumstances of the complaint and make any relevant changes to the Shire's operations to lessen the probability of further complaints.

External Review:

Any complainant is able to seek external review about any complaint to either the WA Ombudsman or Department of Local Government, Sport and Cultural Industries.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

WORKS AND SERVICES

WS1 Asset Management Policy

Policy Objective

The objective of this policy is to ensure that the Shire has sufficient structure, systems, processes, resources and organisational commitment in place to deliver service outcomes on a financially sustainable basis.

Service delivery may be via the provision of Shire owned Infrastructure Assets, in which case assets are to be optimally managed to support financially sustainable service delivery outcomes for the lowest whole of life cost.

Alternatively service delivery may be by via third party, in which case the Shire has a role in ensuring third party Infrastructure Assets are optimally provided and managed to achieve financially sustainable service delivery outcomes without the need commit the shire to significant capital expenditure.

The policy also assists the Shire to comply with the provisions of the State Government's Integrated Planning & Reporting Framework (IPRF) by having an integrated approach to Planning for the Future.

Policy

Policy Definitions

“Asset” means a physical item that is owned or controlled by the Shire, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual, and non-tangible assets).

“Asset Management” means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet the priorities of the Corporate Business Plan for service delivery.

“Asset Management Plan” means a plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

“Council” means the elected council (comprising Councillors) of the Shire.

“Infrastructure Assets” are fixed assets that support the delivery of services to the community. These include the broad asset classes of Roads, Drainage, Buildings, Parks and Bridges.

“Level of Service” means the combination Function, Design and Presentation of an asset. The higher the Level of Service, the greater to cost to deliver the service. The aim of asset management is to match the asset and level of service of the asset to the community expectation, need and level of affordability.

“Life Cycle” means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

“Whole of life cost(s)” means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

“Maintenance” means regular ongoing day-to-day work necessary to keep asset operating and to achieve its optimum life expectancy.

“Operations” – means the regular activities to provide public health, safety and amenity and to enable the assets to function e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

“New” means creation of a new asset to meet additional service level requirements.

“Resources” means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).

“Renewal” means restores, rehabilitates, replaces existing asset to its original capacity. This may include the fitment of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

“Risk” means probability and consequence of an event that could impact on the Council’s ability to meet its corporate objectives.

“Shire” means the collective Shire organisation. The Chief Executive Officer of the Shire is responsible for ensuring the Shire’s obligations and commitments are met.

“Stakeholders” are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

“Upgrade” means enhances existing asset to provide higher level of service.

Scope & Limitations

This policy covers all asset service delivery of the Shire and relates specifically to the management of infrastructure assets under the care, control and responsibility of the Shire that are used to deliver services and the infrastructure management regime of third parties where the Shire facilitates service delivery by a third party. This may include but is not limited to;

- Government Agencies;
- Private Enterprise; or

- Contractors.

Background

The community relies on the Shire to deliver services. The Shire has finite resources and limited income streams that can be targeted to fund service delivery. The Shire must ensure that service delivery is well targeted and aligns with the Community's aspirations identified via the development of the Strategic Community Plan.

To ensure that scarce resources are optimally allocated, it is important informed decisions are made when considering the acquisition, ongoing ownership, management and disposal of infrastructure assets. The Shire also needs to continuously consider whether it needs to provide and / or own assets in order to deliver services or whether it can simply facilitate the provision of the service by a third party, i.e. non-asset ownership service delivery.

To assist with making informed decisions in relation to this issue, the Shire will put in place the following;

- An Asset Management Framework that is consistent with national standards in Asset Management.
- Maintain a contemporary Asset Management Policy that is regularly reviewed (this Policy).
- Develop, maintain and regularly review an Asset Management Improvement Framework that clearly articulates a sustainable path for continuous improvement and identifies resources to implement via the budget process.
- Develop, maintain and regularly review Asset Management Plans.
- Asset Management Plans will document the Council adopted level of service that applies to Infrastructure Assets which will be derived from the Service Levels determined via community engagement and the Corporate Business Plan.
- Ensure processes are in place to train Councillors and Officers in key aspects of asset management.

Key Commitments

Prior to making a decision to either deliver a new service, vary the current level of service (up or down) or cease the delivery of a service, the following key commitments are to be adhered to;

- The need for the service will be reviewed.
- The service must align with the Strategic Community Plan and fit within the Corporate Business Plan (Capital evaluation process to be developed and utilised to assess this).
- Options for the Shire to facilitate delivery of the service by a third party are to be identified and considered.
- If the service is needed, and the Shire or a third party cannot deliver the service, infrastructure assets that are required to deliver the service will be identified along with;
- The whole of life cost of delivering the service
- The whole of life planning, maintenance, operation, renewal and disposal cost of the asset required to support the service delivery.

- The service delivery and asset whole of life costs must fit within the 10 Year Long Term Financial Plan (once developed).
- Options to renew infrastructure asset before acquiring a new infrastructure assets are to be considered.
- Options to rationalise assets will be considered.
- A cross-functional, multidisciplinary team will be established and maintained to develop the systems and processes to comply with the above key commitments.

RESPONSIBILITY AND REPORTING

Council - is responsible for approving (including amendments to) the following documents;

- Asset Management Policy.
- Asset Management Improvement Strategy.
- Asset Management Plans.

Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents.

In adopting asset management plans, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - is responsible for ensuring that systems are in place to develop, maintain and regularly review Council's AM Policy, AM Improvement Strategy, AM Plans. The CEO reports to Council on all matters relating to Asset Management.

The Executive Team – is responsible for monitoring the implementation of asset management across the organisation and for ensuring that resources under their control are appropriately allocated to resource asset management. The Executive Team will ensure that strategies are put in place to remove barriers to the successful implementation of Asset Management. The Executive Team reports to the CEO on all matters relating to Asset Management.

Director Technical Services is responsible for resource allocation (from Council approved resources) associated with achieving Council's Asset Management Improvement Strategy. The Director Technical Services reports to the CEO in relation to Asset Management resource allocation.

Outcomes

Adherence to this policy will ensure that the Shire will continue to deliver (or facilitate the delivery) of financially sustainable services aligned with the aspirations of the community.

Document Control Box	
Custodian:	Director Technical Services
Decision Maker:	Council
Compliance Requirements:	

Legislation:	s. 5.56 [Planning for the future] of the Local Government Act 1995 r.19DA (3(c)) [Corporate business plans, requirements for] Local Government (Administration) Regulations 1996						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

WS2 Construction / Upgrade of Crossovers

Policy Objective

To provide specifications and guidance regarding the design, installation and rebating of crossovers.

Policy

Definition

A “crossover” is the part of the vehicular access to a property, between the property boundary and the edge of the road carriageway.

Application for Crossovers

Applications shall be made in writing by the landowner/s or their appointed agent to the Shire of Ravensthorpe before any crossover is constructed/upgraded, and the Shire shall respond, either disallowing or approving the crossover, and setting conditions if appropriate (such as culverts or surfacing). This applies to any crossover, whether eligible for a Shire contribution or not.

The Shire approval to any application shall have a two (2) year limit from the date of approval. Once the two (2) year limit expires then the Shires approval lapses and landowners will need to re-apply. Crossovers started within this two (2) year period must also be completed within the same period. The Shire must be notified within 21 days of the completion of a crossover construction/upgrade.

It is a condition of subdivision that crossovers be applied for, approved and constructed prior to Planning clearance of the applicable subdivision condition. At the discretion of the CEO or authorised officer clearance may still be granted to the subdivider provided that a written undertaking/guarantee/bond is given to the Shire by the subdivider to construct the crossover(s) within the normal two (2) year approval limit.

Temporary Cross Overs

The Shire does not recognise “temporary” crossovers, however, to address the issue of a crossover being required to gain access to a building site this policy allows the partial construction of an approved crossover (e.g. formed and compacted sub-base) that can be used by vehicles during the construction phase of a dwelling followed by the final surface (final gravel layer/concrete/asphalt of two coat bitumen seal) once the dwelling has been completed provided the crossover construction has been concluded within the two (2) year time limit as per this policy. Any gravel/roadbase/sand or other debris which is transported by vehicle movement, storm water etc. or in any other matter onto the road and/or road drainage system as a result of the crossover being in a temporary ‘unfinished’ state shall be removed from the road way (and associated drainage structures) to the satisfaction of the Director Technical Services prior to any further work being carried out on the crossover.

All new or modified crossovers which join an existing sealed road shall be sealed, either with a 2-coat bitumen seal (normally using 10mm aggregate first coat, and 7mm aggregate second coat) or concrete/asphalt/brick. All crossovers which have an overall vertical grade greater than 1 in 6 (either up or down) are to be sealed.

General

The owner, or his nominated contractor, shall construct/upgrade the crossover to the Shires specifications.

The owner, or his nominated contractor, shall give a minimum of 24 hours' notice prior to construction/work commencing in the first instance.

All unsealed, bituminised or asphalt crossovers shall be constructed of 200mm thick (minimum) compacted gravel or road base.

All brick paved and concrete crossovers shall be constructed on a 100mm (minimum) compacted sand base/metal dust (less than 5mm particle size).

For all crossovers, satisfactory compaction shall be by a minimum of 10 complete passes of an industrial type roller/compactor. Material shall hold adequate but not excessive moisture content so as to aid compaction. The general test for compaction will be that the surface shall not show any depressions when a pick handle is dropped from waist height when tested over various areas of the crossover. Gravel and road base shall be finished to a tightly water bound surface, free of loose stones or excessive slurry. Crossovers which are to be sealed shall be inspected prior to any seal being applied.

Where compaction has not been achieved as determined by the Director Technical Services, the owner may be requested to carry out formal geotechnical testing and to provide a copy of those results to ensure compaction is greater than 92% Modified Maximum Dry Density (MMDD) for a residential crossover, and 98% MMDD for a commercial crossover.

The gravel or road base material shall be evenly graded and free of large stones, roots and other deleterious materials.

Moisture shall be maintained through the entire depth of material whilst constructing the crossover, watering the surface prior to compacting is not acceptable. Where fill is required in the construction/upgrade of a crossover, compaction will be required in layers no greater than 300mm.

No changes shall be made to any existing road drainage without prior agreement from the Director Technical Services.

Non Standard Headwalls

All structures other than standard precast concrete culvert headwalls (such as cemented stone pitched) shall be subject to approval prior to construction. Upon prior approval the structure then becomes the responsibility of the owner, i.e. The Shire will not accept responsibility for any liable event, costs of maintenance of this structure.

Rural Crossovers

A standard crossover is either:

A gravel crossover with culvert no pipes, or

A gravel crossover culvert pipe (minimum 375mm diameter) pipes as determined by the Director Technical Services to suit the location of the crossover, and is 7.2m wide (nominally 3 pipes)

Graveled and/or sealed as per policy requirements with headwalls (if appropriate) and two white guideposts (with reflectors) as per Australian Standards.

It will be at the discretion of the Director Technical Services to determine if pipes are required and the standard specification can be modified i.e. should roadside drainage conditions warrant a pipe of alternate diameter.

Urban Crossovers

The culvert pipe size shall be a minimum 300mm diameter. It will be at the discretion of the Director Technical Services to determine if culvert pipes are required and the standard specification can be modified i.e. should roadside drainage conditions warrant a larger diameter culvert pipe.

For residential crossovers:

Minimum width 3.0m, maximum 6.0m

Minimum turnout to be 1.5m, anything greater will require the approval of the Director Technical Services or Authorised Officer.

For commercial crossovers:

Minimum width 4.5m, maximum 12.0m

Minimum turnout to be 1.5m, anything greater will require the approval of the Director Technical Services or Authorised Officer.

Location of Crossovers

No part of the crossover (this includes the crossover turnout and culvert headwalls) shall be adjacent to the adjoining property or within a corner truncation (of next to an adjoining road), desirably it shall be at least 1m clear of the property line. Any variation must have prior approval from the Director Technical Services.

Shared crossovers for dual use by two adjoining properties will be considered subject to the location having acceptable sight distances and complying with the normal engineering requirements for a crossover. The required width of a shared crossover will be determined on a case by case basis.

When determining the location of a crossover, the following factors shall be taken into account:-

Site Distance

Drivers on the passing road must be able to see a vehicle on the crossover in time to avoid collision, and the driver of a vehicle on the crossover must be able to see approaching vehicles on the road with sufficient distance to safely enter the road. The location of the crossover shall have a minimum sight distance relative to the stopping distance of a vehicle in an emergency situation; this is related to the posted speed of the road where the crossover is to be located.

Where sight distance is restricted then the crossover shall be positioned to give the best possible sight distance, on prior approval from the Director Technical Services. The applicant may be requested to carry out additional works in the road reserve to ensure a safe sight line for entering vehicles.

Where there is ample sight distance then the following factors may determine the crossover location.

House Location

Crossovers to houses will not be allowed if they compromise sight distance and it is possible to redesign the driveway layout to get better sight distance.

Vegetation

If it is necessary to clear native vegetation to allow for construction/upgrade or safe sight distance then the Shire will state any objection if so determined. It is the landowner/s responsibility to obtain any/all approvals to remove vegetation (e.g. relevant Environmental Regulatory Agency). Clearing must be kept to a minimum and may be conditional on replacing any removed vegetation with the same or similar vegetation at the request of the Director Technical Services. All vegetation cleared for the crossover/upgrade or to improve sight distance must be removed from the road reserve. All vegetation clearing and removal is at the landowner's expense unless otherwise agreed by the Director Technical Services as part of Shires contribution to the construction/upgrade.

Drainage

If the construction/upgrade of a crossover requires a culvert pipe to be installed, the position and size of the culvert must not interfere with the flow characteristics of the existing storm water/drain course. Culvert pipes must be installed with their classification stamp facing up and the pipes must not be covered until inspected and approved. Pipes must be installed to manufacturer's specification (including the depth of cover). Spigot and socket pipes shall be installed with the socket or 'bell' end facing 'upstream'.

Other

Other factors, such as existing services, must also be considered when determining the location of crossovers. It is highly recommended that the applicant locate the service utilities by contacting Dial-Before-You-Dig on 1100 prior to commencing earthworks.

Occupational Safety & Health, Traffic Management

All works performed with the road reserve must comply with the Occupational Safety & Health Act 1984, Occupational Safety & Health Regulations 1996 and The Manual of Uniform Traffic Control Devices AS 1742.3 – 2019 (Part 3).

Stopping distance including reaction time for 110km speed zone is: - 104m

Stopping distance including reaction time for 90km speed zone is: - 72m

Stopping distance including reaction time for 80km speed zone is: - 60m

Stopping distance including reaction time for 70km speed zone is: - 48m

Stopping distance including reaction time for 50km speed zone is: - 28m

Source: Supplied by W.A. Department of Transport

Levels of Crossovers

Crossovers shall be constructed to tie into the level of the “edge of the road”.

For gravel roads, or bitumen roads with gravel shoulders, the “edge of the road” is the outer edge of the gravel shoulder.

For kerbed roads it is the top of the kerb where mountable kerbing is to be used across the crossover, or the bottom of the kerb if the kerb is to be taken around the crossover turnout.

Crossovers shall be graded back from the “edge of the road” at a grade no greater than 1 in 6, so that there is a reasonably level area of 5m for a car (residential crossover), and 8m or 15m for a truck and semi-trailer respectively (commercial crossover), unless prior approved by the Director Technical Services.

Any crossovers given special approval with a gradient greater than 1 in 6, must be bituminised, asphalt, concrete or brick paved.

For crossovers that fall away from the road the level area shall not be steeper than 1 in 6 unless prior approved by the Director Technical Services.

For crossovers on kerbed roads where the kerbing is to be removed, the crossover shall rise to the same level as the top of the road kerb within the first 2m. This is to avoid road water running into the crossover. The remainder of the “reasonably level” area shall not be steeper than 1 in 6 unless prior approved from the Director Technical Services.

Number of Crossovers

Normally only one crossover per property will be approved. Where there is a request for two crossovers to one property (for example to allow a “U” shaped driveway so that backing into the road may be avoided or alternate access to a shed/carport or a corner block) then a second crossover may be approved. Any approval will be dependent on the two crossovers being accommodated within the property frontage. Approval will also be dependent on the owner accepting the full cost of the second crossover.

Additional crossovers per property require an application to be lodged with the Shire and subsequently approved prior to construction/upgrade commencing. No Shire crossover subsidy is available for second or subsequent crossovers. Such additional crossovers must still comply with the Shires specifications.

Non-Compliant Crossovers

Crossovers that are deemed not to comply with conditions set and/or this policy may be required to be rectified or removed. Crossovers that need to be removed will also require the road reserve to be re-instated to a condition of similar appearance immediately to either side of the crossover. All remedial work will be at the expense of the person who constructed the crossover and/or the current property owner.

Shire Contribution

The property owner shall be eligible for a 50% subsidy (to a maximum value of \$800 for a new crossover without culvert or to a maximum of \$1500 for a new crossover with new culvert & headwall) for the construction cost of a Standard Crossover provided the following compliance criteria has been met:

- The crossover rebate must be made in writing to the Shire by the owner of the land, within 6 months of the construction of the crossover.
- The crossover complies with the approval, any associated conditions and Shires Technical Specifications.
- The crossover constructed is the first crossover constructed in relation to the land.
- The owner produces receipts verifying the actual cost of the crossover.

The subsidy applies to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy will apply to each crossover up to the number of dwellings.

A standard residential crossover shall have the following dimensions:

Length (verge width)	7m
Width (at boundary line)	3m
Width (at edge of road)	6m
Area	31.5m ²

Maintenance Costs

Landowners are fully responsible for all maintenance of crossovers to their property, that is, the portion which they have constructed (being the sealed surface and gravel base). The Shire is responsible for the street or road side drains which front the property, and will repair any damage associated with water runoff from Council's roads or verges.

If a crossover has become unsafe or in a state of disrepair, the Shire may require a person to repair a crossover by issuing a written notice. If that person fails to make those repairs the Shire may do so, and may recover the full cost as a debt due from that person/entity.

Reconstruction/upgrade of one crossover to a property will attract a second subsidy where that crossover has exceeded its expected life (taken as 15 years) as determined by the Director Technical Services.

Minor repairs that equate to 20% or less of total crossover square area and that does not require the use of driven machinery (e.g. Bobcat/Skidsteer, Backhoe etc.) will not need prior approval from the Shire.

Non-Approved Works

Written approval (in the form of an approved crossover application form or otherwise) MUST be obtained from the Shire prior to carrying out any works on a crossover within the Shire road reserve. Any landowner/contractor or other party carrying out non-approved works will be issued with an immediate stop work order and/or risk being infringed under local law, and may be instructed to repair all disturbance and/or remove all works until such time as an application is made and approval granted.

Traffic Management

A traffic management plan conforming to Australian Standard 1742.3 must be submitted to the shire prior to any works commencing.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	Schedule 9.1(7) [Crossing from public thoroughfare to private land or private thoroughfare] of the <i>Local Government Act 1995</i> Regulations 12-15 [Contribution to cost of crossing] of the Local Government (Uniform Local Provisions) Regulations 1996						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

WS3 Road Facilities – Painting of Kerb Numbers

Policy Objective

Where kerbs are installed the Shire will ensure kerb numbers are provided to assist in identification of properties, particularly for emergency service providers.

Policy

The Shire will provide for the painting and maintaining of street numbers on townsite lots where kerbing is in place. This will be undertaken on an as requested basis.

The specification of the work includes:

- Plate colours shall be retro-reflective in accordance with AS1743-1992.
- The standard colour shall be reflective yellow letters on a matt olive green background.
- Street numbers shall be 140mm high Series E numerals in accordance with AS1744-1975.
- The numbers are to be painted on a rectangular background of suitably coloured paint, nominally 300mm x 120mm.
- The numbers and background are to be painted on the kerb side vertical face where possible or the largest non-horizontal face should the vertical face be of insufficient height.
- Numbers are to be placed on the kerb of the street that the number refers to only.
- Where kerbs are not available on town site lots, the provision of a metal street numbering signs may be installed (to the same specification of rural street numbering signs).

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:	AS1744-1975 - Forms of Letters and Numerals for Road Signs - Western Australia AS1743-1992 - Road Signs - Specifications						
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 18/08/20 – Item 13.3		2020 - Comprehensive policy register review.				

WS4 Traffic Management – Street Events

Policy Objective

To provide conditions under which the Shire will approve street events.

Policy

The Shire will enable events to be held within streets in the Shire subject to adherence to the conditions and procedural guidelines set out hereunder:

- Application must be made in writing to the Chief Executive Officer. The application must be accompanied by a plan showing the area of the proposed street closure.
- The closed area is to be restricted to that section between adjacent intersections or an intersection and adjacent cul-de-sac. The intersections must be left free for cross traffic.
- Every resident in the street or portion of the street proposed to be closed, must indicate by signature and address, their support or objection to the street party and at least a two thirds majority of the householders must be in favour before the application can be considered.
- The street event may only be held during the hours of 10:00 a.m. and 10:00 p.m. on any day, except Good Friday, Easter Sunday and the morning of ANZAC Day.

Applicants must supply sufficient details such that the Director Technical Services can determine that there are no valid objections by the residents and no apparent problems. The Director Technical Services decision is final.

Approval, if granted, shall be granted in accordance with the Road Traffic (Events on Roads) Regulations 1991, whereby the applicant will be required to carry out the following:

Temporary Road Closure for Events (Section 81A)

The applicant must obtain from the WA Police an “Application for an Order for a Road Closure”. The completed form must be signed by the Chief Executive Officer or his nominee and lodged by the applicant at the Police Station nearest to where the event is to be conducted.

Suspension of Road Rules (Section 83(1))

The applicant must also obtain from the WA Police Services an “Application for Temporary Suspension of the Road Traffic Act/Regulations – Section 83 Road Traffic Act”. The completed form must be signed by the Director Technical Services and lodged by the applicant at the Police Station nearest to where the event is to be conducted.

If approval to temporarily close a street is granted, the organiser of the event shall engage at the organiser’s expense, an accredited traffic management company to prepare a traffic

management plan in accordance with Australian Standard AS 1742.3-2009. The Plan shall be submitted to the Shire at least seven (7) days prior to the event.

Only appropriately accredited person(s) shall be permitted to implement the approved plan and appropriately accredited person(s) must be on site for the duration of the event. Evidence of the accreditation of any person(s) used to implement and monitor traffic plans must be presented to the Director Technical Services.

The organisers of the event are to ensure that the consumption of any alcohol within the road reserve complies with the law. The sale of alcohol is illegal and prohibited substances are not to be consumed or administered.

The first signatory on the form shall be deemed to be the applicant with whom all correspondence or liaison will be made.

The applicant shall accept responsibility for the road reserve being left in a clean and tidy condition after the closure period.

This approval does not presume to waive or override any Acts or Ordinances, Regulations or Local Law other than to give permission for the temporary closure of the road for the nomination period.

This approval shall be given subject to the payment of a fee as determined by Council from time to time to be lodged with this Shire. The cost of remedying any breach of these conditions, as found necessary by the Shire may be recovered from the applicant.

Applicants are to comply with the Environmental Protection (Noise) Regulations 1997, and any relevant Shire's Environmental Health, Law and Order, Technical Services and Corporate Services conditions.

The applicant must ensure that appropriate measures are in place to minimise litter, sharps, excessive noise, parking problems and anti-social behaviour.

Organisers are to be mindful of any resident in the street who does not wish to participate in the event by holding it away from their property.

Organisers shall notify all relevant emergency services regarding the event and associated street closure, should approval to close the street be granted. Evidence of this notification may be requested.

The Shire reserves the right to withdraw approval in cases where insufficient or misleading information was provided, upon the motivated request from the Western Australian Police, or should numerous complaints be received during the event.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	s.81 [Events on Roads] <i>Road Traffic Act 1976</i> Road Traffic (events on Roads) Regulations 1991 s.9A [Maintaining Order in Streets] <i>Public Order in Streets Act 1984</i>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

WS5 Protection of Shire Infrastructure in Road Reserves

Policy Objective

To ensure a bond is paid to cover possible damage to kerbs, footpaths and verges by builders.

Policy

In the granting of approvals for building demolition and/or building development, a bond is required to be lodged by the builder. The bond shall be required in order to cover the costs or partial costs of reinstating the footpath and/or kerbing abutting the subject site. The deposit will also cover the cost for cleaning the road and/or drain caused by sand drift and any other materials coming from the building site.

A pre-work inspection, by the Director Technical Services or authorised representative, is required to identify the condition of the footpath, kerbing, road and drainage. A post-work inspection, by the Director Technical Services or authorised representative, will determine the extent of damage to the footpath and/or kerbing (if any), and the amount of cleaning (if any) of the road and/or drain caused by the builder. The builder is required to pay the cost of reinstating the footpath and/or kerbing damaged or removal of sand and debris from the road pavement or drains as a result of the demolition or building activity. Alternatively, the builder may be permitted to carry out the reinstatement work under the direct supervision of the Director Technical Services or authorised representative.

Any disturbance or damage to Shire infrastructure shall be signed and/or demarcated to the satisfaction of the Director Technical Services.

Upon payment of the cost of reinstatement, or completion of reinstatement, the deposit will be returned. Alternatively, the cost of repairs can be deducted from the deposit paid.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:	Verge and Drainage Bond – Fees & Charges Manual						
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

WS6 Road Improvements – Municipal Works in Street (Notification to Owners / Occupiers)

Policy Objective

To provide adequate notification to property owners and occupiers of impending works.

Policy

Where Shire works are programmed to be undertaken in an urban street, a notice of what is proposed to be done is to be given by local public notice.

Once Shire works are programmed to be undertaken in a particular street, at least ten (10) days notice shall be served on the owners and occupiers of premises of the section of street that will be affected by the proposed works. The said notices shall be delivered by Shire employees, or authorised contractors, by delivery to an individual residing in the affected premises or, where this is impractical, by researching the occupier and mailing the said notice. Industrial or commercial premises shall be visited personally by Shire employees or authorised contractors and advised.

The notices shall specify the date that the proposed works are to be commenced and the nature of the work (i.e. road widening, resurfacing, path construction, drainage works etc) with additional advice if required.

This may include but not limited to:

- Any reticulation systems in the street verge directly affected by the works shall be temporarily removed and reinstated by the Shire;
- Where a new stormwater drain line is to be constructed, designed to facilitate property connections and any associated fees to connect to the drain; and
- Where the road is to be kerbed, details of the Shire's Crossover policy relating to Openings and Crossing Places.

Any enquiries related to existing crossovers, property connections, verge reticulation etc, should be forwarded to reach the Director Technical Services at least 72 hours before the specified date in the notice referred to above.

Local Public Notice shall not apply to the planting, removal or pruning of street trees, drainage connections to established drainage lines or to the construction of crossing places.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:	Council Policy – WS2– Construction/Upgrade of Crossovers						
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

WS7 Urban Revegetation and Greening

Policy Objective

To improve the urban revegetation and greening of the Shire.

Policy

Streetscape Enhancement

It shall be the objective of the Shire to develop attractive streetscapes along arterial road reserves and within urban streets.

Environmental Rehabilitation – Community Participation.

Local residents, schools and other interested groups shall be encouraged to assist with tree planting projects associated with the rehabilitation of natural areas in their locality.

Where any streetscape enhancement or environmental rehabilitation is to occur on Shire managed land, Shire staff members will plan and coordinate all works.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

WS8 Conservation of Flora and Fauna

Policy Objective

To conserve natural flora and fauna.

Policy

Maintenance of natural bush reserves

To ensure the continual integrity and ecological diversity of natural bush reserves, annual maintenance works will include weed control, rubbish removal and replanting with indigenous species.

Fitzgerald Coast Biosphere

The Shire of Ravensthorpe is proud of its affiliation with the UNESCO Fitzgerald Coast Biosphere. Whilst the Fitzgerald National Park is at the core of the biosphere, it is surrounded by a buffer of remnant bush, beyond the Buffer Zone is the Transition Zone where a significant portion of our Shire community lives.

The Shire supports a focus on the protection and preservation of this unique area, as well as attracting scientific research as part of an international network of biosphere reserves.

The Shire supports tourism and economic development, particularly those activities that educate and bring social and cultural awareness to the Biosphere, whilst ensuring the protection of native flora and fauna.

Collection of Native Seeds

The Shire will consider requests for the collection of native seeds from the Shire's road sides and reserve land under licence from the Department of Biodiversity, Conservation and Attractions or relevant agency.

The Chief Executive Officer or Authorised Person may approve such requests subject to the following conditions:

- No activity to take place unless in possession of the appropriate licence from the Department of Biodiversity, Conservation and Attractions or relevant agency.
- Hi visibility vest or shirt to be worn at all times while collecting within the road reserve;
- No vehicles to be parked in a location that may prove a hazard or obstruction to traffic; and
- No activity to be undertaken that may cause damage to any Shire infrastructure.

Planning and Development - Subdivision of land

Developers shall be encouraged to retain natural vegetation at the planning stage of new subdivisions.

Landscaping of public open space shall be based, wherever possible, on the principles of water conservation and practical maintenance and shall retain areas of natural vegetation where appropriate.

Developers are to provide conservation management plans with subdivision applications in respect of areas containing significant or unique vegetation.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements: Delegated Authority – DA 1.2.33 – Approve Seed Collection and Wildflower Picking on Shire Controlled Lands.							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

WS9 Streetscape Management – Registration of Street Lawns and Gardens

Policy Objective

To provide conditions for registration of street lawns and gardens.

Policy

The Shire may approve the 'registering' of street lawns and gardens. Records of which are to be kept and maintained.

Applicants shall apply for the registering of their street lawn and/or garden in writing to the Chief Executive Officer. Applicants shall further be aware that the registration of a street lawn and/or garden is not automatic but subject to approval by the Director Technical Services or authorised officer, and that successful registration will result in the onus to maintain the site being placed upon the applicant, notwithstanding that the Shire reserves the right to carryout such maintenance as it sees fit should the need arise due to issues related to access, safety, sight distance or any other reason.

Land owners are encouraged to develop lawns on the street verge adjacent to their properties and, in this connection, permission is granted to owners and occupiers of property to plant and maintain street lawns in accordance with this policy and the provisions of policy WS 11 Street Verge Treatments.

The Shire will not pay an allowance or grant a rates rebate to any person in connection with the maintenance of street verges.

Owners and occupiers shall be permitted to select ground cover of their choice for use on the street verge adjacent to their properties, provided such is placed in conformity with this policy and the provisions of policy WS 11 Street Verge Treatments.

Where no footpath exists adjacent to the property, all garden treatments shall allow for unimpeded access across the street verge by persons using the street by conforming to the provisions stated in policy WS 16 Street Verge Treatments.

All shrubs and/or trees shall comply with policy WS 14 – Street Trees.

Applicants, whose requests for garden treatment on street verges are approved, are to be informed that the approval is subject to the Shire not being held responsible for any reinstatement or damage occasioned by works within the street verge, either by the Shire or any public utility authority.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	3.13(1)(e) [Activities needing a permit] of the Shire of Ravensthorpe Local Government Property Local Law 2010						
Industry:							
Organisational:	Council Policy – WS11 – Street Verge Treatments Council Policy – WS14 – Street Trees						
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

WS10 Streetscape Management – Maintenance of Shire Land and Road Verges

Policy Objective

To ensure the upkeep of road verges and land owned or vested in the Shire and to enhance the safety and appearance of the Shire.

Policy

To ensure the upkeep of road verges and land owned or vested in the Shire and to enhance the safety and appearance of the Shire, the following work shall be undertaken:

Verges in townsites or those roads deemed significant by the Director Technical Services should be mowed, slashed or snipped on an as determined basis, where:

- Road verges are not maintained and weeds / long grass create a vision hazard at a road intersection; or
- Weeds and long grass represent a fire hazard on a street verge.

Note: This includes the maintenance of back slopes and road side drains being free from debris.

Undeveloped land owned or vested in the Shire should be maintained to a level to ensure it is free from the hazard of fire and from excessive accumulation of rubbish.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

WS11 Street Verge Treatments

Policy Objective

To encourage the establishment of street lawns and gardens that are suitably maintained but do not impede traffic vision, safe pedestrian thoroughfare or general public safety. To allow the installation of hard stand surfacing to the street verge subject to conditions.

Policy

In the content detailed below, unless indicated otherwise the term 'acceptable material' means laterite gravel, brick paving, bitumen, mulch or synthetic turf. Materials not classified as acceptable include concrete, crushed brick, limestone, pea gravel or other unstable material.

A person shall not plant a garden in a road reserve without approval of the Director Technical Services or Authorised Officer and then only in conformity with the conditions set out below.

The Shire shall not issue approval for the planting of a garden in any portion of a road reserve, except on written application of the owner of the land that abuts that portion of the street.

A person requiring an approval to plant a garden in a road reserve shall submit to the Shire a sketch plan setting out details of the proposed garden and the positions of the proposed garden beds and any trees or shrubs proposed to be planted in relation to the adjacent carriageway.

The owner of land that abuts a portion of a road reserve may plant and reticulate a lawn in that portion of the road reserve without obtaining approval to do so except when the lawn is to be a part of a street treatment or paved treatment.

A person shall not plant a garden in a road reserve:

- Such that it extends beyond the frontage of the adjoining/abutting property in respect of which the approval is granted.
- Such that it encroaches on the pavement of the carriageway or a made path.
- Such that it encompasses earth mounding, rocks or retaining walls or built structures, ie fountains, ponds etc.
- To the exclusion of any public pedestrian access.

The owner of land abutting a road reserve in which a lawn or garden is to be planted shall make arrangements to determine the location of public utilities which may be located within the road reserve prior to installation and shall be liable for any damage made to any utilities.

The owner or occupier of land abutting onto a road reserve may, on the road reserve in front of such land, install one of the following four permissible treatments:

Treatment 1 - Lawn - Plant and maintain a lawn provided that any reticulation pipe laid to that lawn:

Is laid and kept beneath the surface of the road reserve at a depth of not more than 300 mm nor less than 150 mm and so that any fitting connected to a pipe does not project above the surface of the lawn or garden.

If connected to a public water supply, is laid to comply with the requirements of the Water Corporation being the body constituted for, and having control of, water in the district.

If connected to a private water supply, where passing under road, pavement, made footpaths, or crossings, is of at least class 12 PVC.

Has approved valves, located within the private property where they are connected to the water supply and is fitted so as to give complete control of the flow of water from that supply.

Irrigation sprinklers must be positioned to ensure that water does not spray on either pedestrian pathways or vehicle carriageways.

Treatment 2 - Garden - Plant and maintain a garden provided that:

No part of the garden (or plant, or other vegetation making up the garden) exceeds a height of 750 mm (excluding street trees).

No plant or other vegetation making up the garden is of a thorny or poisonous nature or may otherwise create a hazard.

If there is no footpath, a 2 metre wide strip parallel and adjacent to the kerb be provided and this area be sufficiently stable for foot traffic and conform to the investigating officer's approval.

In the event that a portion of the garden is lawn, that development shall comply with Treatment 1 above.

Treatment 3 - Part Paved Area - A portion of the street verge may be treated with an acceptable material provided that:

The area of hard surface is limited to a maximum of 33% of the total area of the verge (excluding any crossover) if paving bricks or blocks are used, or 25% of the total area of the verge if bitumen are used.

Hard surface treatments will be installed in compliance with the Shire's specifications for urban crossings.

The remainder of the street verge be developed with lawn or garden.

In the event that lawn or garden is not planted on the remaining portion of the road reserve, that development shall comply with Treatment 1 and/or Treatment 2 above.

Treatment 4 - Complete Paved Area - The Shire, at its absolute discretion, may approve the paving of an area that is greater than 33% of the total verge (excluding existing crossings) with an acceptable material provided that:

In the opinion of the Shire it would not constitute a negative impact on the aesthetic value of the existing streetscape.

An appropriate storm water drain disposes of excess water into a soak well situated internally on the owner's land.

The construction of the drain and soak well is to specification approved by the Shire.

The land abutting the verge to be paved does not fall within an area not suitable for soakwells as specified by the Shire.

In the event that lawn or garden is planted on the remaining portion of the road reserve, that development shall comply with Treatment 1 and/or Treatment 2 above.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

WS12 Tree Management in Urban Areas and Public Reserves

Policy Objective

The objectives of this policy are to:

- Recognise the importance of having well maintained, appropriately selected trees in Shire controlled urban areas and public reserves for our community;
- Identify the criteria for selection and location of trees on public land;
- Identify the level of responsibility and role the shire will undertake in relation to upgrade/ renewal projects and management of trees in urban areas and public reserves;
- Identify that a register of significant trees and appropriate guidelines will be developed;
- Identify the delegated authority of the CEO and Shire staff in relation to implementation of this policy; and
- Identify the role and responsibilities of other stakeholders in relation to management of trees on private land and the public areas covered by this policy.

Policy

Selection and Location of Tree Varieties on Public Land

In all instances the selection of tree varieties to be planted on public land under the control of the Shire will:

- Not be listed as noxious weeds or invasive species by the Department of Biodiversity, Conservation and Attractions;
- Require minimal pruning;
- Not be known to cause very common severe allergic reactions to people (excludes varieties triggering rare conditions);
- Be non-toxic;
- Will not produce thorns, a prickly or spur seed or drop excessive nuts, leaves or fruit that will cause a hazard or nuisance;
- Will typically grow no taller than six metres in urban areas or three metres if under power lines;
- Consideration will be given to planting trees native to the area;
- Shall be planted on an appropriate location so as to avoid electrical power lines and all other services;
- Shall not be planted within 20 metres from a street corner or within 7 metres from a crossover where they may impede sight distance or pedestrian traffic; and
- Will not be planted on verges that are less than four metres wide.

Selection, Maintenance and Removal of Street Trees (Public Reserves and Urban Environments)

The Chief Executive Officer or Authorised Officer is responsible for the selection, maintenance and removal of trees on Shire managed streetscapes in accordance with the following policy requirements.

Selection, Installation and Removal of Trees during Upgrade of Major Streetscapes, Significant Road Verges and Parklands

The Chief Executive Officer or Authorised Officer will select and designate key areas which serve as a focal point or have major amenity for residents and visitors to the town (i.e. the main street, major roads, town entries and parks). Where council selects the upgrade of trees to be included in as part of a designated project to upgrade defined key areas, the Shire will:

- Conduct an audit of existing location and species of trees within the project area;
- Select the varieties of trees to be included as part of design;
- Undertake a systematic process of removing unwanted trees; and
- Planting desired varieties as part of redevelopment of these areas.

The selection of criteria for trees in these areas will be the same as that for other urban areas (see below) with the additional criteria that these trees must:

- Be species native to the area
- Have significant visual amenity reflecting the character of the area

The implementation of any redevelopment project will take into account the time for new trees to grow and may involve phased removal of older trees as appropriate.

This policy will not obligate council to address trees as part of any particular upgrade project and selection of projects and project components will be undertaken as part of review of the Shires Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan. Implementation of projects is usually subject to achievement of external funding.

Selection of Trees in Urban Residential/ Non Major Streetscapes/ Roadways and Verges

(A) Selection and Location

Decisions relating to selection of trees to be installed in streetscapes and verges not designated by Council under this section will be at the discretion of the CEO or Authorised Officer in accordance with the following policy statements.

The CEO or Authorised Officer may implement planting of approved trees on a case by case basis in accordance with merit and location, generally as part of other works to an area or in accordance with a set works plan.

Adjoining property owners can make application and on approval plant a maximum of two street trees per 20 metres frontage at their own cost. The number and type of street trees approved will be dependent on available verge area and characteristics of the tree/s. Trees are to be supplied by the land owner and maintained by the land owner for a minimum period of three years.

(B) Maintenance

Street tree maintenance will be undertaken as required within the allocated street tree maintenance budget. Maintenance of trees impeding sight distances, vehicle and pedestrian movements shall be given a higher priority.

Only those trees which are under Western/ Horizon Power's Power lines or which constitute a traffic hazard will be pruned each year (contractor permitted to use discretion).

Trees showing a high risk of imminent danger will be removed or pruned as required at the discretion of the CEO or Authorised Officer.

(C) Removal by Shire Staff

The CEO shall have delegated authority to approve the removal of trees on Shire property by staff should this be required for the following reasons:

- Roadworks (including footpaths, etc.);
- Trees that are dead, dying, deformed, damaged or in poor health;
- Trees considered unsuitable for the streetscape;
- Trees considered to be located in a hazardous or dangerous; position or contributing to a hazardous or dangerous situation; or
- Other operational reasons.

(D) Upon Application for Removal/ Replacement by Adjacent Landowners to Facilitate Approved Development

Should a tree require removal as a consequence of approved development or redevelopment of a property including facilitation of a driveway / crossover installation the CEO will only consider a request following receipt of an application in writing. The CEO shall have the delegated authority to approve the removal of trees on Shire property by adjacent landowners as a consequence of development should the application meet with officer approval.

The applicant will be advised of any condition(s) including but not limited to:

- Replacing any removed tree with the same or similar tree;
- All vegetation removed from the road reserve shall be disposed of properly; and
- The applicant is responsible for all associated costs, including verge / footpath reinstatement if required.

(E) Requirement for Council Decision Relating to Removal

The above delegations notwithstanding, where a tree is considered;

- Contentious or large costs will be incurred;
- A heritage or significant specimen; or
- Council response is necessary.

A report regarding the proposed tree removal will be submitted to Council prior to any action being undertaken.

(F) Application to Remove Trees for Other reasons

It is recognised that the Shire receives requests from property owners to remove trees for reasons other than those listed above.

On receipt of a written request staff will conduct an assessment and:

In the event it is determined that the subject tree meets the requirements listed above shall undertake the appropriate action or issue approvals in accordance with the timing and conditions detailed in those sections; or

If sufficient merit is not determined and the request is contrary to the conditions in this policy – reject the application with no further action to be undertaken.

If circumstances warrant this in the opinion of the CEO, or if the applicant wishes to appeal a decision then a report and recommendations will be presented to Council for determination of action.

Register of Significant Trees

The Shire will develop guidelines, criteria and an application and assessment process for registering of Significant Trees on Public Land.

Street trees listed by the National Trust, Heritage Council, Tree Society and/or that are listed on the Shires Municipal Inventory and/or that are assessed in the future as meeting all of the requirements to be nominated as a significant tree shall be listed on the Shires Register of Significant Trees on Public Land.

For each tree or group of trees on the Register of Significant Trees a statement of significance and a management plan shall be prepared by the Shire in consultation with an expert arborist.

Trees on Private Property

Selection, Location and Preventative Maintenance

Landowners are entitled to select and locate trees on their own private property as long as:

- The tree is not prohibited in Western Australia;
- They comply with their duty of care for the safety of residents and visitors to their property through appropriate maintenance and other measures;
- They comply with all requirements relating to firebreaks;
- They maintain the tree in such a state as to not endanger any person or thing or cause a hazard (such as to any power line) or interference with delivery of Shire or other services on adjoining land; and
- They ensure the tree does not impinge across their boundary into that of adjoining residences without express written permission.

Councils Responsibility Relating to Trees on Private Property

Enforcing of requirements for species selection and duty of care for residents and visitors relating to trees on private property are the responsibility of other Government agencies and will not be entered into by the Shire.

It is recognised that neighbours have the right to trim any part of a tree encroaching on their land as long as they do not encroach on their neighbours land to do so and do not create a hazardous situation or state through or as a result of their actions.

Neighbours are responsible for and encouraged to ensure appropriate communication with each other relating to pruning of overhanging trees.

The Shire will not enter into civil disputes relating to trees encroaching on private land.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	s3.25 [Notices requiring certain things to be done by owner or occupier of land], s3.26 [Additional powers when notices given], s3.34 [Entry in emergency] and Schedule 3.1.9 [Things a notice may require to be done] of the <i>Local Government Act 1995</i>						
Industry:	https://www.legalaid.wa.gov.au/sites/default/files/inline-files/Video-Fact-Sheet-Dividing-fences-other-boundary-issues.pdf						
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

WS13 Dangerous Trees on Private Property

Policy Objective

To ensure that a tree on the land that endangers any person or thing on adjoining land is made safe.

Policy

The issuing of notices under the *Local Government Act 1995* regarding trees on private property will only be issued where the tree concerned represents a definite threat of imminent harm to persons or catastrophic damage to property and only after the complainant has taken reasonable steps to resolve the issue privately with the tree owner.

Requests from residents for the issuing of a notice regarding trees on neighbouring private property are to be received in writing.

The complainant will be required to:

- Demonstrate what actions they have taken previously to resolve the issue privately with the tree owner; and
- Commission and submit, at the complainant's cost, a Tree Inspection Report from an independent, professional arborculturalist recognised by the Tree Guild of Western Australia, prior to the Shire proceeding with any consideration of the request.

Where the request meets the requirements above, a notice will be issued to the tree owner to make the tree safe.

This policy shall not prevent the Shire or Authorised Officers from intervening in emergency situations as provided for by the *Local Government Act 1995*.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements: Delegated Authority – DA 1.2.2 – Additional Powers when Notice is given to the owner or occupier of land under section 3.25. Delegated Authority – DA 1.2.3 – Particular Things Local Governments Can do on that land that is not Local Government Property.							
Legislation:	s3.25 [Notices requiring certain things to be done by owner or occupier of land], s3.26 [Additional powers when notices given], s3.34 [Entry in emergency] and Schedule 3.1.9 [Things a notice may require to be done] of the <i>Local Government Act 1995</i>						
Industry:	https://www.legalaid.wa.gov.au/sites/default/files/inline-files/Video-Fact-Sheet-Dividing-fences-other-boundary-issues.pdf Dividing Fences a Guide – Building Commission of WA						
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				

WS14 Street Trees

Policy Objective

To ensure conformity in new verge/street tree installation and maintenance and parameters for removal of existing verge/street trees.

Policy

Planting

Street trees are to be installed as per this policy or at the discretion of the CEO or Authorised Officer.

Planting of approved street trees by the Director Technical Services or Authorised Officer shall be decided on, in each case, its merit and location.

Upon approval of an application, an adjoining property owner can be allowed to plant a maximum of 2 approved street trees per 20 metres frontage at their own cost. The number and type of street trees approved will be dependent on available verge area and characteristics of the tree/s. Trees are to be supplied by the land owner and maintained by the land owner for a minimum period of three years.

Street trees will be varieties that have the following characteristics:

- require minimal pruning;
- are non-hyper allergenic;
- have a non-invasive root system;
- are non-toxic;
- do not produce thorns, a prickle or spur seed, or fruit that will cause a hazard;
- will typically grow no taller than six metres or three metres if under power lines;
- generally will not cause a nuisance by dropping excessive nuts, leaves or fruit.

Street trees approved to be planted on a verge with a footpath or within 1 metres of the back of kerb, seal edge or shoulder, shall have a suitable root barrier installed 300mm deep (min) and 1 metre in diameter to minimise potential damage to Shire infrastructure.

Trees shall be planted at an approved location so as to avoid electrical power lines and all other services. No trees are to be planted within 20 metres from a street corner or within 7 metres from a crossover of where they may impede sight distance or pedestrian traffic. Trees are not to be planted on verges less than four metres wide.

Maintenance

Street tree maintenance will be undertaken as required and within the allocated street tree maintenance budget. Maintenance on trees impeding sight distances, vehicle and pedestrian movements shall be given a higher priority. Only those trees which are under Western Power / Horizon Power's power lines or which constitute a traffic hazard to be pruned each year (contractor to be permitted to use discretion).

Street trees that show a high risk of imminent danger shall be removed/pruned as required at the discretion of the Director Technical Service or Authorised Officer.

Removal of Street Trees

The CEO or Authorised Officer may determine to approve the removal of trees on Shire property by Shire staff should tree(s) be required to be removed for the following reasons:

- Roadworks (including footpaths, etc.) associated with the annual works program;
- trees that are dead, dying, deformed, damaged or in poor health;
- trees considered unsuitable for the streetscape;
- trees considered to be located in a hazardous or dangerous position, or in a location contributing to a hazardous or dangerous situation;
- or other rational reason associated with the operations of the Technical Services Department.

The above notwithstanding, where a tree is considered:

- contentious or large costs are to be incurred;
- a heritage or significant specimen; or
- a Council response is necessary,

a report regarding the tree removal will be submitted to Council prior to any action being undertaken.

Upon Application for Removal/Replacement of Street Trees by Adjacent Landowners:

Should a street tree require removal as a consequence of the approved development or redevelopment of a property, including the removal to facilitate a driveway/crossover installation, the CEO will only consider the request following receipt of an application in writing. The CEO shall have the delegated authority to approve the removal of trees on Shire property by adjacent landowners as a consequence of development should the application meet with Officer approval.

The applicant is to be advised of any condition(s) which shall include (but not limited to):

- Replacing any removed street tree with the same or similar tree;
- All vegetation removed from the road reserve shall be disposed of appropriately.
- The applicant is responsible for all association costs, including verge/footpath reinstatement if required.

The above notwithstanding, where a tree is considered:

- Contentious or large costs are to be incurred;
- a heritage or significant specimen; or
- a Council response is necessary,

a report regarding the tree removal will be submitted to Council prior to any action being undertaken.

It is recognised that the Shire also receives requests from property owners to remove trees for reasons other than as a consequence of development or redevelopment. Generally Council will not support the removal of trees for reasons other than those trees that are hazardous/dangerous. However, any application to remove a tree or trees will be evaluated with the following foreseeable outcomes:

- Application rejected, no further action taken.
- Tree or trees found to be the Shires responsibility; action taken by Shire staff subject to costs being met by property owner.
- Report to Council prior to any action being taken.

Native Vegetation on Council Verges

Any removal or maintenance of native vegetation on Shire verges is at the discretion of the CEO or Authorised Officer.

Should a land owner adjacent to a Shire verge wish to remove native vegetation on that verge, it is the adjacent landowner/s responsibility to obtain any/all approvals to remove vegetation (e.g. Department of Biodiversity, Conservation and Attractions). Clearing must be kept to a minimum and may be conditional on replacing any removed vegetation with the same or similar vegetation at the request of the Director Technical Services or Authorised Officer. All vegetation removed from the road reserve shall be disposed of appropriately. The adjacent landowner is responsible for all associated costs unless otherwise agreed to by the Director Technical Services or Authorised Officer.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

WS15 Beekeeping on Shire Managed Reserves

Policy Objective

To administer the activity of beekeeping activities on Shire managed reserves.

Policy

Council authorises the Department of Biodiversity, Conservation & Attractions by agreement, to administer on behalf of the Shire, application from 'Registered Apiarists', as prescribed under the Forest Management Regulations 1993, to locate beehives on reserves managed in the Shire of Ravensthorpe, subject to:

- The Department of Biodiversity, Conservation & Attractions advising the Shire of all approvals granted to locate beehives on reserves managed in the Shire of Ravensthorpe, and
- Shire reserving the right to withdraw the authorisation granted to the Department of Biodiversity, Conservation & Attractions at any time.

Document Control Box						
Custodian:	Director Technical Services					
Decision Maker:	Council					
Compliance Requirements:						
Legislation:	<i>Conservation and Land Management Act 1984</i> r.46 [Apiary Sites] Forrest Management Regulations 1993					
Industry:						
Organisational:	Division 7 – Beekeeping – Shire of Ravensthorpe Health Local Law 2010					
Document Management:						
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:
Version #	Decision Reference:	Description				
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.				
2.						

LAW, ORDER AND PUBLIC SAFETY

LO1 Bush Fire Control – Camping and Cooking Fires

Policy Objective

Council in consultation with the Bushfire Advisory Committee (BFAC) is to determine specific discretionary conditions and dates for approved camping and cooking fires.

Policy

That in accordance with the provisions of Section 25 (1a) of the *Bush Fires Act 1954*, the lighting of fires in the open air in the Shire of Ravensthorpe, for the purpose of camping, and cooking is prohibited during the prohibited burning times, except in the Starvation and Masons Bay Camping areas.

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

Conditions of Use:

- All open fires are to be contained within a cement ring or designated fire areas, i.e. barbecue.
- Fires are to be extinguished when not attended.
- Wood, including kindling, must be supplied by campers from outside the Shire camping areas.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements: Delegated Authority – DA - 2.1.3 – Burning Garden Refuse / Open Air Fires.							
Legislation:	Section 25 (1a) [No fire to be lit in open air unless certain precautions taken] of the <i>Bush Fires Act 1954</i>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	High	Review Frequency:	Annually	Next Due:	2021	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

LO2 Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC)

Policy Objective

Terms of Reference Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC) in order to promote, encourage volunteerism and to make the Shire of Ravensthorpe a safe community by managing fire risk.

Policy

Vision

- Continue to review current fire-fighting practices to improve operational effectiveness.
- Ensure that all fire-fighting appliances are in a state of operational readiness.
- Improve communication and co-ordination in fire-fighting activities.
- Promote fire safety to the community through public education and involvement.
- Continue to review and upgrade plans and other key documents.
- Continue to improve the command and control of incidents.
- Continue to support and encourage volunteer participation.
- Continue to work in partnership with other organisations.
- Support and promote the safety and health of volunteers.
- Develop and implement training structures, systems and procedures in conjunction with DFES to support the community.
- Provide support and guidance to Bush Fire Brigades in the Shire of Ravensthorpe.

Membership

Membership of the Committee will comprise of all gazetted Fire Control Officers for the Shire of Ravensthorpe who shall have voting rights as well as key stakeholders to the group who are non-voting members.

Voting Members

- Chief Bush Fire Control Officer (CBFCO)
- Deputy Chief Bush Fire Control Officer x 2 (DCBFCO)
- All Brigade Fire Control Officers
- Two Bush Fire Control Officers (Permits)
- One Fire Weather Officer

Non-Voting Attendees

- Community Emergency Services Officer / Secretary
- Council Representative
- Department of Fire and Emergency Services (DFES) District Manager.
- Department of Biodiversity, Conservation and Attractions (DBCA) Fire Co-ordinator.

Meetings

Annual General Meeting:

The Annual General Meeting is to be held in March (But may be varied on seasonal conditions). Elections for nomination to Council of a Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers and one of their numbers to be Chairperson and Deputy Chairperson to be held at the AGM.

Note: The chairperson shall not be the CBFCO or the DCBFCO.

Committee Meetings:

The committee shall meet as often as its chairperson and/or the Council decides, but no less than two times per year, once in September and once in March (But may be varied on seasonal conditions).

Note: A Committee Meeting does not include an Annual General Meeting.

Quorum:

The quorum at any meeting shall be seven voting members of the committee.

Voting:

In accordance with the s5.21 of the *Local Government Act 1995*, with all voting members of the Committee are entitled and required to vote (subject to financial interest provisions of the Act).

Minutes:

Shall be in accordance with the s5.22 of the *Local Government Act 1995*.

Meetings:

Meetings shall be generally open to the public.

Members Interest to be Disclosed:

Members of the Committee are bound by the provisions of the s5.65 of the *Local Government Act 1995*, with respect to disclosure of financial, impartiality or proximity interests.

Secretariat:

A Shire Staff Officer appointed by the CEO will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

Chairperson:

The Chairperson and Deputy Chairperson are to be elected annually at the Annual General Meeting of the Bush Fire Advisory Committee.

Ex-Officio members:

The Committee is authorised to co-opt standing ex-office members as non-voting members.

Meeting Attendance Fees:

Nil.

Delegated Authority:

Nil.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	s.67 [Advisory Committees] of the <i>Bush Fires Act 1954</i> . s.5.21 [Voting] and s.5.22 [Minutes of meetings] of the <i>Local Government Act 1995</i>						
Industry:							
Organisational:	c3.10 [Functions of Advisory Committee] of the Bush Fire Brigades Local Law 2010						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

LO3 Bush Fire Control – Burning Restrictions

Policy Objective

Council in consultation with the Bushfire Advisory Committee (BFAC) is to determine specific discretionary dates for Bush Fire Control Burning Restrictions.

Policy

Burning on Sundays

Burning on Sundays is prohibited, except between 1 March to 19 September. Information to this effect is to be included in the annual Fire Break Notice to property owners.

Burning Permit Exemptions

A permit to burn is not required to burn within an area not exceeding .1 of a hectare, during the period 31 May to 31 August each year, except for the district, where the fire is to be lit, is Very High or above.

Where burning is to occur the landowner/occupier must obey the following conditions;

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

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Delegated Authority – DA – 2.1.7 – Prohibited Burning Times – Control Activities							
Delegated Authority – DA – 2.1.8 – Prohibited Burning Times – Vary							
Delegated Authority – DA – 2.1.9 – Prohibited Burning Times – Vary and Control Activities							
Legislation:	s18 [Restricted burning times may be declared by FES Commissioner] of the <i>Bush Fires Act 1954</i> Part IV — [Burning during restricted times and prohibited times] - Bush Fires Regulations 1954						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	High	Review Frequency:	Annually	Next Due:	2021	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

LO4 Removal and Disposal of Certain Abandoned Vehicles

Policy Objective

To enable authorised officers to remove, other than by impounding, and dispose of certain abandoned vehicles found in public places within the district of the Shire of Ravensthorpe.

Policy

Upon being reasonably satisfied that an abandoned vehicle, or part thereof, has no value or that the cost of its removal and storage costs will exceed the amount likely to be obtained by its sale, the Chief Executive Officer may deem it to be litter within the meaning of the term as defined in the *Litter Act 1979* and arrange for its appropriate disposal.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements: Delegated Authority – DA 1.2.5 – Disposal of confiscated or uncollected goods.							
Legislation:	Schedule 1 Litter creating public risk – Item 7 - Motor vehicle body or motor vehicle part of the Litter Regulations 1981.						
Industry:							
Organisational:	7.3 Vehicles not to obstruct a public place (Greater than 24 hours) of the Shire of Ravensthorpe Parking and Parking Facilities Local Law 2010 Shire of Ravensthorpe Fees & Charges Manual – Vehicle Impoundments						
Document Management:							
Risk Rating:	Low	Review Frequency:	Every Four Years	Next Due:	2024	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

LO5 Shark Response

Policy Objective

This policy is to:

- Provide direction for responding to shark attacks and shark sightings, as well as the broader approach to safety warnings and information provided to the public.
- Guide the administration of the Shire of Ravensthorpe Local Government Property Local Law 2010, under which a sign may be erected to regulate, prohibit or restrict specific activities on the beach or in the water and the giving of directions to swimmers to leave the water if a shark is suspected of being in the vicinity of the beach.
- Provide a manageable from a practicable and resource capacity perspective, while also giving the public the option of making an informed decision about personal safety with regards to entering the water after a confirmed shark sighting / attack.

Policy

The Shire's actions will be guided by the following considerations:

- Public warnings and beach closures are a strategy intended to reduce the likelihood of shark-human encounters however complete protection from sharks in the ocean environment, can never be guaranteed;
- Sharks are very mobile and are capable of travelling large distances in a short period of time;
- Authorised Persons should access credible information to inform response strategies – primarily from Water Police Department of Primary Industries and Regional Development; and
- The contents of this policy are deemed manageable from a practicable and resource capacity perspective, while also giving the public the option of making an informed decision about personal safety with regards to entering the water after a confirmed shark sighting/attack.

Scope

This policy applies to beach areas under the care, control and management of the Shire of Ravensthorpe, excluding privately owned land and land in National Parks.

Strategy

Criteria of Evaluation

All Shark sightings are to be reported to Water Police on 9442 8600.

The Shire will mobilise Authorised Persons to respond to a confirmed shark sighting reported by Water Police where it meets ALL of the following criteria:

Type: White, Bronze Whaler, Tiger or Bull Shark.
 Size: 2-3 metres in size.
 Location: Sighted within 500m of shore, and within Shire managed coastline.

Or

Size: Greater than 3 metres in size.
 Location: Sighted within 1km of shore, and within Shire managed coastline.

Where the shark species is unconfirmed but meets the remaining criteria, the Shire will also mobilise as outlined below.

Due to the minimal risk associated, if a shark reported is less than 2m in length, the Shire will monitor but maintain normal operations.

Beach Categories

In determining the level of shark response, the following Beach Categories and summary response protocols have been established.

Category 1 – Easy road access, regularly populated, car parking and amenities provided.

Category 2 – Access available, not regularly populated by crowds, car parking available, no amenities.

Category 3 – Remote, limited access, no amenities, not thought to have crowds of 10 persons or more.

Response Activities – Confirmed Shark Sightings

Shark Sighting at Shire Managed/Controlled Beaches (Category 1):

- For shark sightings meeting the above criteria the beach will be closed for a minimum of 1 hour, and remain in place for 1 hour after the last confirmed sighting;
- Beach closed signs will be installed by Authorised persons at key car park and beach access points; and
- Alert beach goers where possible.

Shark Sighting at Shire Managed/Controlled Beaches (Category 2):

- These shire controlled beaches will not be formally closed in the event of a shark sighting. Instead, warning signs, displaying relevant information of public interest will be erected at key car park/beach entry points;
- Where a reported shark is greater than 3 metres in size and less than 500m from the shore, an Authorised person will attempt to notify the public up to 1km each side of the relevant beach area of the danger;
- Where it is identified that the public is in clear immediate danger from shark threat, an Authorised Person will endeavour to notify the public via the use of a dedicated speaker/siren system, where available and practical;
- These beach signs will remain in place for a minimum of two hours from the time of reported sighting, not from the time of arrival at the site; and
- Where the sighting occurs at dusk, or Rangers are responding to other priority matters, warning signs will stay in place for the remainder of that day, to be removed the following day.

Shark Sighting at Shire Managed/Controlled Beaches (Category 3):

- These shire controlled beaches will not be formally closed in the event of a shark sighting. Instead, permanent warning signs, displaying relevant information of public interest will be erected at key car park/beach entry points;

- Where a reported shark is greater than 3 metres in size and less than 500m from the shore, an Authorised person will attempt to notify the public up to 1km each side of the relevant beach area of the danger.

Response Activities – Confirmed Shark Attack

Shark Attack at Shire Managed/Controlled Beaches (Category 1, 2 and 3):

- Where a shark attack/fatality occurs, the relevant beach will be formally closed by an Authorised Person(s) for the remainder of the day;
- Upon deliberation with WA Police and Department of Primary Industries and Regional Development, the beach may either be re-opened to the public by an Authorised Person the following morning, or remain closed for another 24 hours;
- Beach closed signs will be erected at key car park/beach entry points as soon as practicable to notify beach goers of the potential danger;
- An Authorised Person will also walk the relevant beach area one kilometre each side of the attack to notify beach goers of the potential danger; and
- Where it is identified that the public is in clear immediate danger from shark threat, an Authorised Person will endeavour to notify the public via the use of a dedicated speaker/siren system, where available and practical.

Promotion of Relevant Information Sources:

- The Shire will promote to the public relevant information sources to assist education, awareness raising and informed personal decision making:
 - o Report Shark Sightings to Water Police on 9442 8600;
 - o <http://www.sharksmart.com.au> – Department of Primary Industries and Regional Development information portal; and
 - o Shire of Ravensthorpe website/media releases.
- Where shark related sightings are a frequent occurrence, that is, more than 4 times in one given year in one location, or in an area of known shark attack/fatality, the Shire may consider installing permanent static signs to notify the public of the potential risk; and
- Permanent signage may contain relevant information provided by the Department of Primary Industries and Regional Development and Surf Life Saving WA outlining safer water use practices/considerations.

Jurisdictions and Role Clarification Related to Response Protocols:

- Shire Authorised Personnel will respond to confirmed sightings within Shire designated beaches;
- The Shire will support other agencies such as the Department of Primary Industries and Regional Development, Department of Biodiversity, Conservation and Attractions, WA Police, Surf Life Saving WA and other local government authorities to respond to shark threat within their jurisdictions where resources and capacity is available;
- WA Police are the controlling agency for shark fatalities on behalf of the coroner. The Shire will assist with any other support where applicable;
- Department of Primary Industries and Regional Development is responsible for any actions related to the attempted capture and or destruction of a potentially dangerous shark(s);

- In the event of a shark related fatality, a debrief will be organised by the Shire post event, inclusive of response and support agencies, as well as the public (where relevant), to review and refine response protocols/areas of improvement.

Prioritisation of Response Activities:

- Shire Rangers/Authorised Persons will respond to shark sightings as a matter of priority except where currently engaged in or mobilised to respond to the following:
 - o Fire/Emergency;
 - o Dog attack on Person; and
 - o Stock on Road;
- Shire Rangers/Authorised Persons will respond to shark attacks as a matter of priority except where currently engaged in or mobilised to respond to the following:
 - o Fire/Emergency.
- Where priority activities divert Shire resources from dealing with immediate shark matters, secondary support resources will be activated as soon as possible to assist from the following:
 - o Other on-duty Shire Rangers/Authorised Persons;
 - o WA Police and other Emergency Service agencies (where relevant); and
 - o Neighbouring Local Governments.

Definitions

- *Authorised Person* – means a person authorised by the local government under section 9.10 of the *Local Government Act 1995*; and
- *Confirmed Shark Sighting* – Means a shark sighting reported to the Shire of Ravensthorpe by the WA Government Shark Monitoring Network.

Document Control Box							
Custodian:	Director Technical Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:	https://www.sharksmart.com.au/						
Organisational:	Shire of Ravensthorpe - Local Government Property Local Law 2010						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Triennial	Next Due:	2023	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

LO6 Installation and use of Closed Circuit Television (CCTV)

Policy Objective

The Shire of Ravensthorpe is committed to community safety and identifies the role Closed Circuit Television (CCTV) has within the community. The CCTV policy informs the community that the Shire practices within these guidelines to ensure transparency, accountability and best ethical practice.

Policy

This policy provides guidance on the operation, management and reporting protocols for CCTV leased, owned, controlled or managed by the Shire of Ravensthorpe.

The Shire of Ravensthorpe conducts CCTV operations in order to:

- Assist in detecting, deterring and responding to criminal offences occurring against people and or property within the Shire.
- Provide quality recorded evidence to support investigations and prosecutions by Shire Ranger Services, and the WA Police in relation to offences committed within the Shire.
- To address the community safety and crime prevention concerns of residents, business proprietors, visitors and workers within the Shire. Due to public concern surrounding a surveillance society, the use of CCTV surveillance must be consistent with respect for individuals' privacy. Other methods of achieving the objectives of a CCTV surveillance system will therefore be considered before installation of any CCTV camera in the district.

Installation

This policy describes the criteria to be used when a new installation is being considered for deployment:

- CCTV will be installed where recurrent anti-social or criminal behaviour has been identified or installed in a proactive measure to minimise damage to Shire facilities;
- CCTV installations will be clearly signed. In some instances, where covert cameras are used to monitoring breaches to Local Laws, such as dumping, it may not be appropriate to install signage, but all efforts will be made to advise nearby residents as required;
- CCTV cameras may be passive or "event activated" recorded.

Live Access

WA Police will have, where technology permits, direct access to the CCTV system to assist in law enforcement for live monitoring and response purposes.

Requests for stored and or recorded information

CCTV footage may be disclosed for the purposes of criminal law enforcement and in some civil legal proceedings. In that regard, a request for stored or recorded information may be made:

- By the WA Police;
- By another government agency for the purposes of law enforcement; and
- Pursuant to a summons, subpoena or other court order.

Any other request for stored or recorded information must be made by way of a formal application under the *Freedom of Information Act 1992* ('FOI Act'). CCTV Footage will only be disclosed where the requirements of the FOI Act have been satisfied. It is considered that, images of another person in CCTV footage constitutes 'personal information' under the FOI Act, therefore personal information cannot be disclosed to the public, unless an exemption in the FOI Act can be demonstrated to apply.

The Chief Executive Officer is to be the authorised officer for the release of stored and recorded information in accordance with the above requirements.

Complaints Handling

Any complaints regarding the CCTV operations are to be directed to the Shire of Ravensthorpe, Chief Executive Officer in written format.

Document Control Box							
Custodian:	Director Corporate & Community Services						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	<i>Local Government Act 1995</i> <i>Surveillance Devices Act 2004</i> <i>Freedom of Information Act 1982</i> <i>Equal Opportunity Act 1984</i> <i>Human Rights and Equal Opportunity Commission Act 1986</i> <i>Criminal Investigation Act 2006</i> <i>Occupational Health and Safety Act 1984</i> <i>Surveillance Devices Act 1998</i> <i>Security and Related Activities (Control) Act 1996</i> <i>Security and Related Activities (Control) Regulations 1997</i>						
Industry:	AS 4806.1–2006 – Closed circuit television (CCTV) – Part 1: Management and operation. Principles and management of the CCTV system, procedures, personnel, CCTV control room, effective response, privacy and disclosure issues, recorded material management, documentation, licences and CCTV signage. Australian New Zealand Policing Advisory Agency (ANZPAA - Recommendations for CCTV Systems).						
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 21/07/20 – Item 13.2		New policy established.				
2.							

BUILDING

B1 Building Permit - Permit Requirements – Incidental Structures

Policy Objective

To formally identify structures which:

- are considered minor in nature;
 - should not need to be assessed for structural integrity;
 - will be constructed from all new materials;
 - will not have an impact on the amenity of the locality; and
 - will not require the approval of a Building Permit.
-

Policy

This policy classifies certain structures as incidental structures with specific criteria set out for each of the classifications and which, by their minor nature, a building permit will not be required.

General Requirements

In respect of all incidental structures, the following will apply:

Incidental structures and their use must comply with the requirements of the Shire of Ravensthorpe's current Planning Scheme, the Building Code of Australia, Local Laws and any other legislation.

A Building Permit is required for a masonry fence, screen wall or similar structure higher than seven hundred and fifty millimetres (750mm) from Natural Ground Level.

Incidental structures may only be constructed within the lot boundaries. They may not be constructed on verges or thoroughfares.

Incidental Structures

For the purpose of this policy the following are incidental structures:

Garden sheds, pergolas, retaining walls, fencing, water tanks, masts or antenna's exemptions are addressed by Schedule 4, Clause 2 of the Western Australia Building Regulations 2012.

Cubbyhouse - providing that:

- it is not located within the front setback;
- it does not exceed ten (10) square metres in area;
- it is not more than two point four metres (2.4m) in height above the surrounding ground level; and
- it does not have the floor of any viewing area greater than five hundred millimetres (500mm) above the natural ground level.

Poultry-run - providing that:

- it is no closer than nine metres (9m) to any dwelling;
- it is not located within the front setback;
- no part of the structure is more than two point four metres (2.4m) in height above the surrounding ground level; and
- the number of poultry kept do not exceed twelve (12) or any mature roosters.

Bird Aviary - providing that:

- It is no closer than nine metres (9m) to any dwelling;
- it is not located within the front setback;
- it does not exceed ten (10) square metres in area; and
- it is not more than two point four metres (2.4m) in height above the surrounding ground level.

Kennel and/or Dog-run- providing that:

- they are not located within the front setback;
- they do not exceed a height of one point eight metres (1.8m);
- they do not exceed a floor area greater than four square metres(4m²);
- the number of dogs housed does not exceed two (2); and
- the dog-run is not used as a breeding kennel.

Letterbox - providing that:

- it does not exceed one point five square metres (1.5m²) in area;
- it does not exceed a height of one metre (1m) above ground level; and
- it does not conflict with those of any other strata owner.

Clothes Line - providing that:

- no part of the clothes line is at any time to be more than three metres (3m) above the ground level;
- no part of the clothes line is to be attached to a boundary fence or wall without the prior written approval of the adjoining owner;
- they are not located within the front setback;
- it is located so that it is not visible from a street; and
- any strata rules allow the clothes line in that location.

Barbeque (including masonry gas and wood-fired barbeques and ovens, but excluding portable units) - providing that:

- they do not exceed more than one point eight metres (1.8m) in height above natural ground level;
- they are not to be constructed any closer than one metre (1m) to any boundary of the lot unless adjacent to a parapet wall on the adjacent lot; and
- they are located such that emissions from the barbeque or oven do not create or cause a nuisance to properties in the locality.

Bird Baths - providing that:

- it does not exceed a height of one point five metres (1.5m) above ground level;
- it does not exceed three hundred millimetres (300mm) in depth or; and
- it does not exceed one square metre (1m²) in area where above ground level.

Water Feature (ornamental and fish pond) - providing that:

- it is not integrated with an existing swimming pool or spa;
- no part of the pond or water feature is more than five hundred millimetres (500mm) above natural ground level;
- it does not exceed ten square metres (10m²) in area;
- it does not exceed three hundred millimetres (300mm) in depth;
- noise levels of any equipment and use not exceeding noise levels assigned under the Environmental Protection (Noise) Regulations 1997; and
- it is not operated between the hours of 9pm and 7am.

Air Conditioner - providing that:

- they require no structural work to install the equipment, (wall piercing only for the reticulation of electricity and refrigerant are permissible);
- noise levels associated with the use of any air conditioner does not exceed noise levels assigned under the Environmental Protection (Noise) Regulations 1997; and
- any roof mounted evaporative cooling unit complies with Schedule 4, Clause 2, Item 13 of the Western Australia Building Regulations 2012.

Other Incidental Structures - which an Authorised Officer determines are incidental and essentially minor in nature and unlikely to have an impact on the amenity of the locality or adjoining residents.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements: Delegated Authority – DA 2.3 Section – Building Act 2011.							
Legislation:	Schedule 4 (Clause 2) [Kinds of building work for which a building permit is not required] Building Regulations 2012						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

LOCAL PLANNING POLICIES

Document Control

Control Version	Date	Officer	Comment
A	14/04/14	CTP	First Draft for Comment.
B	04/06/14	CTP	Modified version for Council consideration.
C	27/06/14	CTP	Adopted by Council for final approval 26/6/14.
D	14/07/15	CTP	Advertising Signs policy revised and adopted for final approval by Council June 2015.
E	24/11/16	CTP	Sea container policy revised and gained final approval at Council Nov 2016.
F	24 /11/16	CTP	Draft “Developing in Bushfire Prone Areas” adopted for advertising.
G	3/5/17	CTP	Final adoption of LPP15 “Developing in Bushfire Prone Areas”.
H	21/9/17	RMH	Final adoption of: <ul style="list-style-type: none"> • Sportsfields Advertising Signs • Second-hand Dwellings • Extractive Industry • Public Open Space – 3-5 Lot Subdivision • Alfresco Dining & Trading in Public Places • Farm Forestry • Holiday Homes
I	16/1/17	RMH	Final Adoption of: <ul style="list-style-type: none"> • Advertising Signs • Outbuildings • Housing • Shipping Containers • Industrial Design Guidelines
J	20/12/18	RMH	Refer to item 10.2.1
K	15/09/20	MR	Shire of Ravensthorpe Policy Manual Review – Refer to item 15.1 – 15/09/20 Ordinary Council Meeting.

Introduction

Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) gives the local government the ability to “prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply –

- Generally or for a particular class or classes of matters; and
- Throughout the Scheme Area or in one or more parts of the Scheme area.”

A Local Planning Policy does not bind Council or the Shire of Ravensthorpe in its decision making. However, the Shire of Ravensthorpe shall have due regard to the provisions of an applicable policy and the objectives which the policy is designed to achieve before making its determination on a planning matter.

The policies included in this Local Planning Policy Manual shall be read in conjunction with the requirements of the Shire of Ravensthorpe Local Planning Scheme No.6 and the Shire of Ravensthorpe Local Planning Strategy.

Objective

This Local Planning Policy Manual has been prepared to guide applicants and staff in preparing and assessing subdivision and development proposals. It aims to consistently apply the objectives of the Shire of Ravensthorpe Local Planning Scheme No.6 in the assessment of all development proposals.

Approval Requirements

Unless stated otherwise within this Policy Manual, all matters are subject to the exercise of discretion by Council in granting Development Approval. In considering an Application for Development Approval for each of the policy areas, Council shall have due regard to the specific Scheme clauses, clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) and the objectives and requirements of the relevant policy.

Variations

Any variations to a 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 regards to any matters set out in Clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) and the objective of the specific policy when a proposal seeks to vary the provisions of the Local Planning Policy Manual.

Definitions and Interpretations

The below list outlines the definitions and interpretations used within this Policy Manual. Where a definition or interpretation is not listed, refer to the Shire of Ravensthorpe Local Planning Scheme No.6, Residential Design Codes of WA or the *Planning and Development Act 2005*.

“Outbuilding” –

- Mean an enclosed non habitable structure that is detached from any dwelling (as defined under the Residential Design Codes); or
- Any Class 10A building under the Building Code of Australia (1996) Volume 2, which is not substantially connected to a dwelling.
- An open sided carport is not considered to be an outbuilding.

“Height” –

is to be measured vertically from the natural ground level, as per the measuring criteria stipulated in the Residential Design Codes.

“Main building line” –

means the distance from the front boundary of the property to existing buildings on the property, measured at a 90 degree angle from the closest point of the front boundary.

“Reflective materials” –

means any material with the potential to cause glare , reflection or mirroring and shall include factory applied finishes such as zincalume & light colourbond colours such as white/off-white.

‘Rural Uses’ –

means those land uses listed in the last section of the Local Planning Scheme No.6 Zoning Table & Use Classes and includes (but is not limited to) the use classes Agriculture Intensive, Animal Establishment, Rural Pursuit, Wayside Stall and Winery.

“Second Hand dwelling” –

means a building which has been used as a residential dwelling at any place other than on the lot upon which it is to be erected.

“Transportable Building” –

means a prefabricated building that has been designed to be moved between sites, either being of a permanent or temporary nature.

"Visually Permeable"

in reference to a wall, gate, door or fence that the vertical surface has:

- Continuous vertical or horizontal gaps of 50mm or greater width occupying not less than one third of the total surface area;
- continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or
- A surface offering equal or lesser obstruction to view;
As viewed directly from the street.

Advertising and Sign Interpretations

Definitions for Advertising and Signs are listed separately at Local Planning Policy 2.

Farm Forestry Interpretations

Definitions for Farm Forestry policy are listed separately at Local Planning Policy 9.

LOCAL PLANNING SCHEME NO.6 LOCAL PLANNING POLICY MANUAL

LPP1 Sports fields - Advertising Signs

Policy Objective

To allow some forms of advertising signs on reserves.

Policy

Background

The Shire of Ravensthorpe Council adopted a policy on controlling advertisements in reserves to allow for advertisements in reserves to help offset the cost of maintaining reserves and to clarify what advertisements are acceptable.

Local Planning Policy No.1 - Requirements

Exemptions from Development Approval

In addition to the works and development specified in Schedule 2, cl. 61 of Planning and Development (Local Planning Schemes) Regulations 2015 development approval of the local government is not required for the following works:

- a) All signs at showgrounds, racecourses, major racing tracks, sports stadia, major sporting grounds and complexes provided that, in each case, the advertisement is not visible from outside the complex or facility concerned either from other private land or from public places and streets;
- b) Advertisement signs (illuminated and non-illuminated) relating to the functions of government a public authority or council of local government excluding those of a promotional nature constructed or exhibited by, or on behalf of any such body;
- c) Advertisement signs (illuminated and non-illuminated) required for the management or control of traffic on any public road, car park, cycleway, railway or waterway where such advertisement has been constructed or exhibited by or at the direction of a Government department, public authority or the council of a local government; and
- d) Advertisement signs (illuminated and non-illuminated) required to be exhibited by or pursuant to any statute or regulation or the like made pursuant to powers contained within a Statute provided that any such advertisement is constructed and/or exhibited strictly in accordance with the requirements specified therein.

General Requirements

In order to offset costs of maintaining reserves, Council shall, subject to the conditions hereunder, be receptive to proposals for corporate sponsorship for selective advertising on reserves:

- a) Advertisements relating to, or promoting, tobacco/alcohol products shall not be permitted.
- b) Clubs obtaining sponsorship for club activities shall be requested to obtain approval from Council before signs relating to such club sponsorship can be erected on sports fields, change rooms or other such structures including fences on sports fields. Signage, if approved, must face towards the playing surfaces only, of the sports fields.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies					
2.	OCM 15/09/20 – Item 15.1	Policy Reconfirmed – No Amendments.					

LPP2 Advertising Signs

Policy Objective

To guide the design, materials and siting of advertising structures and signs in the Shire of Ravensthorpe and to provide a clear direction in respect to all sign types.

Policy

Background

Control of signage is in two parts; advertising signs on private land and directional signs on public land (road reserves & reserves). This policy addresses the signage requirements as they apply to private land.

Schedule 2, cl. 80 of Planning and Development (Local Planning Schemes) Regulations 2015 allows Council to issue a notice pursuant to the Scheme requiring the advertiser to remove, repair, adapt, restore or otherwise adapt the advertisement if the advertisement is “in conflict with the aims of this Scheme”.

Signage will be determined at Council’s discretion in accordance with this Policy.

Definitions

In this Policy, unless the context otherwise requires:

“advertisement” has the same meaning as "sign";

“advertising device” means any object on which words or numbers or figures are written, printed, affixed, illustrated or painted for the purpose of advertising any business, function, operation, event or undertaking or any product or thing and includes any vehicle or trailer or other similar stationery object placed or located so as to serve the purpose of advertising any business, function, event or undertaking or any product or thing;

“bill” means any material on which words, numbers or figures are written, placed, printed, illustrated or painted;

“business” includes the conduct of a profession, trade or occupation;

“depth” unless otherwise specifically stated, refers to the height of a sign, and not a three dimensional measurement. The word “depth” is used to differentiate between the lateral width of a sign and the height of the sign above the ground.

“development sign” means a sign erected on an area of land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of the approval of the sign;

“electoral sign” means a sign containing an advertisement relating to an election or to a referendum;

“exempt sign” means a sign referred to in the ‘Requirements’ section of this Policy;

“fascia sign” means a sign erected or displayed on the fascia of a building or the fascia of a verandah;

“fly posting” means advertising by means of posters placed on fences, walls, trees and like structures;

“freestanding sign” means any sign not attached to a structure or permanently fixed to the ground or pavement and includes “A frame” or “Sandwich Board” signs consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means;

“illuminated sign” means a sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light;

“institutional sign” means a sign erected or placed on any land or building used for or in conjunction with a surgery, clinic, hospital, rest home, home for the aged or other institution or place of a similar nature;

“panel / fence sign” – means an advertisement sign which is affixed to a panel or fence, but does not include a Pylon Sign, or any sign attached to a wall.

“planning consent” means the approval granted by Shire for the erection or display of a sign pursuant to the Town Planning Scheme;

“premises” means land and, unless the context otherwise requires, the buildings upon that land;

“projecting sign” means a sign that extends at right angles from a wall of a building;

“pylon sign” means a sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infills may be added;

“remote sign” means a sign that is not located within or immediately adjacent to the business to which the sign relates, but does not include a portable sign.

“reserve” includes land vested in, or under the care, control and management of the Shire;

“roof sign” means a sign erected on or above the roof of a building;

“rural producer sign” means a sign erected on land zoned ‘Rural’ under a Town Planning Scheme indicating the products grown, reared or produced on the property;

“sign” includes any advertising device or other sign type defined in this Local Planning Policy;

“sign infill” means a panel which can be fitted into a pylon sign framework;

“tourism sign” means a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and tourist establishments.

“verandah sign” an advertisement above, on or under a verandah, cantilever awning, cantilever verandah and balcony whether over a public thoroughfare or private land;

Local Planning Policy No.2 - Requirements**Exemptions from Development Approval**

Nil

General Requirements

All signs and advertisements shall comply with the requirements set out in Table 1 of this policy and shall:

- a. All sign applications shall stipulate the content of the sign with the application.
- b. Not pose a threat to public safety or health and shall not have any sharp or pointed projections where it is less than 2.75m above natural ground level.
- c. Be structurally sound and capable of withstanding any forces to which it would be reasonably subjected to without collapsing, deforming or moving.
- d. Not extend beyond any property boundary of a lot, overhang or encroach onto any reserve, Council verge or road reserve.
- e. Not be erected on land within a townsite unless it has a direct relationship with the business operated from the property or relevance to the premises on which they are located.
- f. Not be in any position where it obstructs the view from a street or site lines for vehicles entering and departing the subject lot on which the sign is placed;
- g. If illuminated:
 - i. use a low level of illumination and not cause a nuisance, by way of light spillage, to abutting sites;
 - ii. not comprise of flashing, pulsating, chasing or running lights;
 - iii. not interfere with or be likely to be confused with traffic control signals;
 - iv. have a minimum clearance of 2.75 metres from ground level.
- h. Not undermine or conflict with the objective of this Policy;
- i. Council reserves the right to refuse any sign in which the content of the advertisement:
 - i. could harm or cause detriment to the State;
 - ii. make reference to a product which is unsafe, or is otherwise unsuitable to be referred to in the advertisement;
 - iii. contains confusing, misleading, political, offensive or objectionable information; and
 - iv. would breach any provision of the Trade Practices Act or any other State or Commonwealth legislation.

SHIRE OF RAVENSTHORPE

POLICY MANUAL 2020 / 2021



Table 1 - Sign Specifications Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Remote Sign			4.5m ²		3.0m				<p>The remote sign is to be associated with a business or community organisation based in the Shire of Ravensthorpe;</p> <p>It is erected within private property;</p> <p>The owner or owners of the property in which the remote sign is to be erected sign the Application for Development Approval form;</p> <p>The sign is located not less than:</p> <p>140m of another remote sign where the speed limit of the adjacent road is 110km/h;</p> <p>100m where the speed limit of the adjacent road is 90km/h or less;</p> <p>It is to face the direction of approaching traffic.</p> <p>It is located within 5km of a town site, or as otherwise determined by the local government taking into account the business location and the importance of the sign to providing information to the travelling public;</p> <p>It is not located within a gazetted town site;</p> <p>No more than two (2) remote signs per business will be permitted; and</p>

Table 1 - Sign Specifications Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
									<p>Development approval for a 'remote sign' is valid for five (5) years after which time a new application is required. Council may require the sign to be renewed at this time.</p> <p>Note: all remote signs capable of being seen from highways also require separate approval of Main Roads WA in accordance with Main Roads WA own 'Roadside Advertising' policy.</p>
Roof Sign		-	-	2.75m	-	-	-		<p>i) General presumption against mounted roof signs, unless where the applicant can demonstrate:</p> <p>a) The sign can be incorporated within the architectural design; and</p> <p>b) The form of advertising is determined to be necessary for the business.</p>
Verandah Sign	0.6m	-	-	2.75m	-	-	Nil	-	<p>i) One sign per tenancy/business;</p> <p>ii) 3m minimum separation to another verandah sign;</p> <p>iii) Be at right angles to the front street boundary, except where located on a corner;</p> <p>iv) Verandah Signs attached to the fascia of a verandah or the like shall not project beyond the outer frame or surround of the fascia.</p>

Table 1 - Sign Specifications Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Projecting Sign	-	-	4m ²	2.75m	-	1.0m	-	2.0m	i) One sign per tenancy/business; ii) Do not project above the top of the wall to which they are attached.
Pylon Sign	6.0m		4m ²	2.75m ** (see iv)	6.0m	-	-	2.0m	i) Exemptions: a) Where pylon signs are to be erected on a lot on which a factory tenement building or small shops are erected or are to be erected the Shire may require all pylon signs to be incorporated into one sign in which case: <ul style="list-style-type: none"> • all of the constituent or infill signs are of an equal size; and • one constituent or infill sign is provided for each business, shop or unit on the lot ii) One sign per tenancy/business; iii) Be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions iv) May be permitted at less than 2.75m above NGL where located in a landscaping strip or similar

Table 1 - Sign Specifications Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Hoarding Sign	-	-	-	-	-	-	-	-	Hoardings are not permitted within the Shire of Ravensthorpe.
Free-standing sign	1.0m	1.0 m	1m ²	-	1.0m	-	-	-	i) Maximum of one sign per business; ii) The sign shall only be displayed during business hours; iii) Once placed, does not have any moving parts; iv) Shall only be used to advertise products and services available from the lot. v) The sign is to generally be located wholly within the boundaries of the lot. However Freestanding signs may be displayed within the verge area of a road reserve subject to the following: <ul style="list-style-type: none"> • Written evidence being provided has public liability insurance cover to an amount not less than \$10 million. The Certificate must note that the cover extends to any sign that is located in a road reserve. • The sign is to be displayed adjacent to and between the business frontage and the nearest kerb. The display location of the freestanding sign is to be approved by the Shire of Ravensthorpe.

Table 1 - Sign Specifications Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
									<ul style="list-style-type: none"> No part of the sign is to be less than 600 mm from the face of the nearest kerb or, if no kerb, from the edge of the nearest road surface (or car parking bay) The effective width of a footpath, pedestrian access way or the like not being reduced to less than 2 metres effective width.
Panel/Fence Sign	-	-	5m ²		6.0m	-	-	-	i) Affixed to an existing panel or fence; ii) Are not erected between the existing building and the front boundary of the lot; iii) Are not within 10m of an existing sign on a lot.
Development Sign			32m ²	-	-	-	-	-	i) A development sign shall be removed from the site within 2 years from the date of the approval or when 80% of the lots in the subdivision (or stage of subdivision) have been sold, whichever is the sooner. ii) Be displayed at the entrance to the subdivision and not remote from the lots being sold.
Rural Producer Sign			4m ²		3.0m				i) Maximum of one sign per property; ii) A rural business sign shall – <ul style="list-style-type: none"> not indicate or display any matter other than for the purpose of advertising the sale of produce grown or

Table 1 - Sign Specifications Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
									<p>made available on the land on which the sign is erected;</p> <ul style="list-style-type: none"> be erected within the boundaries on the land on which the produce offered for sale was grown or made or alternatively on the adjoining road verge if in the opinion of Council, existing vegetation would otherwise obscure the sign.
Flags	-	-	4m ²	2.75m	6.0m	-	-	-	<p>i) Maximum of two flags permitted per business/tenancy;</p> <p>ii) The pole to which a flag is affixed is to be of sufficient size and strength to support a flag;</p> <p>iii) No flag shall be permitted within 5m of another sign.</p>

SHIRE OF RAVENSTHORPE

POLICY MANUAL 2020 / 2021



Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	Schedule 2, cl. 80 of Planning and Development (Local Planning Schemes) Regulations 2015						
Industry:							
Organisational:	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:		Description				
1.	OCM 20/12/18 – Item 10.2.1		Major Revision to Planning Scheme Policies				
2.	OCM 15/09/20 – Item 15.1		Policy Reconfirmed – No Amendments.				

LPP3 Outbuildings

Policy Objective

The objectives of the policy are as follows:

- a) To provide clear guidelines for the development of outbuildings in the Residential, Rural Townsite, Mixed Use, Rural Residential, Rural Smallholdings and Rural zones; and
- b) To achieve a balance between providing for the various legitimate needs for outbuildings, and minimizing any adverse impacts outbuildings have on the neighbours, the streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

Policy

Background

Outbuildings are Class 10a buildings under the Building Code of Australia (1996) which are not substantially connected to a dwelling. Residents of the Shire of Ravensthorpe have different needs to those in metropolitan Perth, therefore this Policy recognises the need to vary the usual Residential Design Code recommendations by increasing outbuilding space (areas and heights) for garaging of vehicles, storage of boats, caravans and other items, domestic workshops, games rooms, studios, stables, etc. As a general rule people expect to be able to have larger outbuildings on larger lots. It is important to note that outbuildings are 'ancillary' buildings and therefore must be constructed in conjunction with another permitted land use such as a house or a rural use such as a 'rural pursuit', animal establishment or intensive agriculture.

The Shire is also aware that in some instances outbuildings may result in problems including:

- Use of outbuildings for unapproved commercial or industrial purposes, which may result in adverse noise, traffic, and visual impacts for neighbours and the locality. With the exception of those used for commercial farming purposes on rural lots, or approved home businesses, outbuildings may only be used for domestic purposes.
- Illegal use of outbuildings as residences, which often incorporate inadequate health and building standards for human habitation.
- Unlike most dwellings, outbuildings are usually very bland metal clad structures devoid of architectural features such as windows, verandas, etc. Construction of large and/or high sheds may have adverse impacts on visual character of streets and neighbourhoods, neighbours and scenic rural or coastal landscapes.
- When outbuildings incorporate reflective materials such as zincalume and are sited in visually prominent locations there is greater potential for adverse impacts on the landscape, and in some instances reflection can cause a serious nuisance for surrounding/nearby residents. The Town Planning Scheme specifically has regard to all development "using 'materials and colours on the exterior surfaces of all buildings with the objective of buildings blending with the surrounding landscape and environment."

As in many rural local governments there is often a desire to occupy a shed whilst building a house, particularly in the rural residential zones. This is not permitted by the Building Codes of Australia as an outbuilding is 'non-habitable' by definition. However, the Caravan and Camping Regulations 1997 allow for someone to camp on their property with the approval of

the local government for up to 3 months and up to 12 months with approval from the Minister for Local Government.

Camping in this fashion should be in a caravan and is only likely to be supported in the Rural zone.

Local Planning Policy No.3 - Requirements

Exemptions from Development Approval

In addition to the works and development specified in Schedule 2, cl. 61 of Planning and Development (Local Planning Schemes) Regulations 2015 development approval of the local government is not required for the following works:

- a. Where a proposed outbuilding complies with the requirements specified in sections 2, and Table 1 of this policy, Development Approval is not required.
- b. Pre-fabricated garden sheds and animal enclosures (such as kennels and aviaries) less than 9m² in aggregate area and less than 2.4 metres in height are exempt from the requirements of this policy.

General Requirements

- a. 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.
- b. Outbuildings proposed for vacant Residential, Rural Townsite, Rural Small Holdings, Rural Residential and Rural zoned land require Council approval and will generally not be supported unless:
 - i) A Building Permit has been issued for a Single House;
 - ii) The outbuilding is associated with an approved 'Rural Use';
- c. Council will not permit residential habitation of a building approved as an outbuilding or shed on any land in the Shire of Ravensthorpe.
- d. In the Residential, Mixed Use and Rural Residential zones, the use of non-reflective materials is required.
- e. Ablutions are only permitted in an outbuilding where a house exists or has been substantially commenced on the same site.
- f. Use of outbuildings for commercial or industrial purposes is not permitted. Use of an outbuilding for a home occupation or cottage industry is to be in accordance with Council's Home Occupation, Home Business and Cottage Industry requirements.

Table 1 – Outbuilding Requirements

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)	10% of site area or 100sqm, whichever is less.	Setbacks are to be in accordance with the Residential Design Codes of WA. Any setback variation will be assessed on its individual merit and Council will consult with adjacent landowners. Floor area is not to reduce the amount of open space required by Table 1 of the R-Codes. Council will not support the construction of outbuilding/s in front of the main building line.
Rural Town site and Mixed Use	3.0metres 2.4m (where wall is < 1.0m from boundary)	4.5metres 3.9m (where wall is < 1.0m from boundary)	10% of site area or 100sqm, whichever is less.	As per Residential requirements where the Rural Town site or Mixed Use zoned property is used for residential purposes and constructed with an approved Single Dwelling or Grouped Dwelling.
Rural	N/A	N/A	N/A	Outbuildings are required to be setback in accordance with the following: i) Front— 20metres ii) Side/Rear – 10metres Development approval is not required for outbuildings on Rural zoned land unless: i) The proposed outbuilding does not comply with the setback requirements listed above; and/or ii) The lot does not have frontage to a constructed public road; and/or iii) The lot, area or closely associated building/s are listed on the Municipal Inventory or State Register of Heritage Places.

Rural Residential and Rural Smallholdings				
Zoning	Maximum Wall Height	Maximum Ridge Height	Maximum floor area (aggregate)	Special Requirements
< 2ha	4.5 metres	5.5 metres	200 sqm	Outbuildings proposed in the Rural Residential zone is to be in accordance with the requirements set out in Clause 4.15 and Schedule 2 of the Scheme.
2ha – 5ha	4.5 metres	6 metres	250 sqm	
< 5ha	4.5 metres	6 metres	250 sqm	
				Outbuildings proposed in the Rural Smallholdings zone is to be in accordance with the requirements set out in Clause 4.16 and Schedule 2 of the Scheme.

Variations to the Policy

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;

1. The visibility of the proposed outbuilding(s) as viewed from a street, public space or neighbouring property;
2. The need for removal of any native vegetation or major trees;
3. Comments from affected neighbours/landowners;
4. Preservation of useable on site open space areas;
5. The ability for the outbuilding(s) to be screened by existing or proposed landscaping;
6. Whether support for the application will set an undesirable precedent for similar sized surrounding lots;
7. The impact of the development on streetscape and the character of the area;
9. The objectives of the zone;
10. 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
11. Any other matter considered relevant by the Council.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	Class 10a buildings under the Building Code of Australia (1996) Caravan and Camping Regulations 1997						
Industry:	Residential Design Codes of WA Building Code of Australia (1996)						
Organisational:	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
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Version #	Decision Reference:	Description					
1.	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies					
2.	OCM 15/09/20 – Item 15.1	Policy Amended – Removal of \$5,000 Bond for outbuildings and Minor Changes to Table 1.					

LPP4 Housing

Policy Objective

The objectives of the policy are as follows:

- a) To provide clear design guidelines for the development of housing in the Residential, Rural Townsite, Mixed Use, Rural Residential and Rural that complement the requirements of the Scheme and where applicable the R-Codes; and
- b) To provide design guidelines for housing in the Shire that establishes the standards expected of all residential development.

Policy

Background

The Shire of Ravensthorpe has had separate policies in the past for governing the development of houses in the Hopetoun Residential Development Area (also known as Maryanne Waters), the Rural Small Holding and Rural Residential zones and a separate policy on the 'Appearance of Dwellings'. There was considerable repetition in these policies, this policy unifies and replaces these previous policies.

Development of Single Houses is to comply with the requirements of Local Planning Scheme No.6 and in the 'Residential' zone, the Residential Design Codes of WA (R-Codes).

This Policy compliments the existing Scheme provisions and varies the 'deemed-to-comply' provisions of the R-Codes to the extent stated in this Policy as a 'regional variation' as permitted by clause 7.3 of the R-Codes.

This policy refers to the development of 'Single Houses', 'Grouped Dwellings' and 'Multiple Dwellings' in the Residential, Rural Townsite, Mixed Use, Rural Residential, Rural Smallholdings and Rural zones.

Local Planning Policy No.4 - Requirements

General Requirements

- a. Single Houses, Grouped Dwellings and Multiple Dwellings are required to comply with the requirements of the Residential Design Codes of WA (Where they apply) or as varied by the criteria set out in the clauses and Table 1 "Housing Requirements" below.
- b. Split-coded areas
 - i) With the exception of the minimum lot size, all the requirements of the higher density coding shall apply to development on land zoned R10/20, R10/25 and R10/30.
 - ii) All development above the R5 density is required to connect to the reticulated sewerage system '.
- c. All houses are to provide verandahs, porticos, porches or other architectural relief on the elevations that are viewed from the street with a minimum length of 25% of the front façade of the house.
- d. Rural Residential and Rural Smallholdings zone specific requirements
 - i) Where a building envelope is shown on a Subdivision Guide Plan it may be varied on application to the Council and the new building envelope location assessed against:
 - The objective of the zone;
 - Protection of landscape values;

- Impact on views from neighbouring properties; and
- Fire management requirements impacting remnant vegetation.
- ii) Fencing around yards:
 - Solid panel fencing permitted around private areas of house and immediate yard but within the building envelope.
 - Fence between house and street is to be visually permeable.
- e. Ancillary Accommodation requirements
 - i) Ancillary accommodation is to meet the following criteria (within the Residential, Rural Townsite and Mixed use zones):
 - The ancillary accommodation can be attached or independent from a single dwelling located on the same lot;
 - The ancillary dwelling is a maximum of 80m² in floor area, excluding verandahs, patios, carports and similar non-enclosed areas; and
 - Materials and colours used on external walls and roof complement the main dwelling.
 - ii) Ancillary accommodation is to meet the following criteria (within Rural Residential, Rural Smallholdings and Rural zones):
 - The ancillary dwelling is a maximum of 80m² in floor area, excluding verandahs, patios, carports and similar non-enclosed areas; and
 - At least one parking bay is to be provided.
 - Where an 'Ancillary Accommodation' unit exceeds the floor area stated in the first dot point of Clause e.ii), a variation of up to 25% may be permitted subject to the advertising requirements of Clause 64 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

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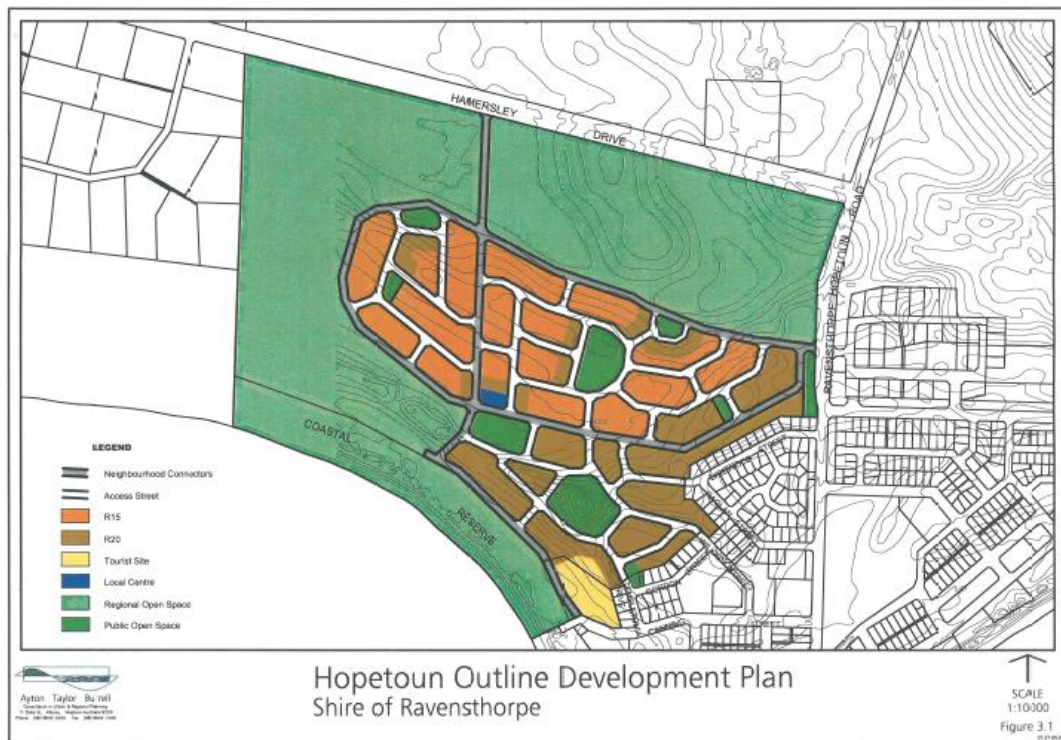
Table 1 Housing Requirements

Policy Requirement	Residential zone	Hopetoun Residential Development Area**	Rural Town site and Mixed Use zones	Rural Residential and Rural Smallholdings zones	Rural zone
Location of Housing	As per R-Codes	As per R-Codes	As caretaker's accommodation above or to the rear of commercial development that fronts the primary street. Refer clause 4.25 of the Scheme	As per specific zone requirements, either setback from boundaries or located within a building envelope.	Front/Rear setback – 20metres Side setback – 10metres
Reflective materials	Roof only; at discretion of Local Government; Care must be taken to avoid glare nuisance to neighbouring residences and passing traffic.	Roof only; at discretion of Local Government; Care must be taken to avoid glare nuisance to neighbouring residences and passing traffic.	Roof only; at discretion of Local Government; Care must be taken to avoid glare nuisance to neighbouring residences and passing traffic.	Not permitted	Permitted
Minimum internal floor area	-	140m ²	-	-	-
Car parking, Garages and Carports	As per R-Codes	Garages & carports to be constructed of same materials and under the same roof as main residence. Discretion applies to carports which may be located as close as possible to the	As per R-Codes	Gravel hardstand area required for the house. Garages and carports attached to the house are to be constructed of same materials.	-

		dwelling and express architectural sympathy with main dwelling. Garages to be setback behind front building line of the dwelling.			
Driveways & car parking	As per R-Codes	Driveways to be completed concurrently with the dwelling. Maximum 1 driveway per dwelling.	As per R-Codes & Scheme requirements	Minimum width 3.0m Maximum width 5.0m Maximum 1 driveway per dwelling. Located to minimise noise and dust on neighbouring properties	-
Landscaping	As per R-Codes	Retention of existing vegetation on the site is to be included as part of any landscaping requirement.	As per R-Codes	House and driveway location is to minimise the removal of existing remnant vegetation	-

**** Plan of the Hopetoun Residential Development Area is appended to this Policy**

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Document Control Box

Custodian: Chief Executive Officer

Decision Maker: Council

Compliance Requirements:

Legislation: Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2)

Industry: Residential Design Codes of WA

Organisational: Shire of Ravensthorpe Local Planning Scheme No.6
Shire of Ravensthorpe Local Planning Strategy

Document Management:

Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
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Version #	Decision Reference:	Description
1.	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies
2.	OCM 15/09/20 – Item 15.1	Policy Reconfirmed – No Amendments.

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LPP5 Industrial Design Guidelines

Policy Objective

The objectives of this Policy are to:

- a) Ensure the orderly and appropriate development of industrial areas in the Shire; and
- b) Provide acceptable development standards for industrial areas in the Shire.

Policy

Background

Local Planning Scheme No.6 (the Scheme) has two zones which are intended to accommodate industrial development; 'Light Industry' and 'General Industry'. The objectives of these zones are as follows:

Light Industry

- To provide for a range of industrial uses and service industries generally compatible with urban areas, that cannot be located in rural townsite and mixed use zones.
- To ensure that where any development adjoins zoned or developed residential properties, the development is suitably set back, screened or otherwise treated so as not to detract from the residential amenity.

General Industry

- To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses.
- To accommodate industry that would not otherwise comply with the performance standards of light industry.
- Seek to manage impacts such as noise, dust and odour within the zone.

The scheme lists specific development requirements for the land uses and zones in 'Schedule 2 - Additional Site and Development Requirements' and 'Schedule 4 – Car Parking Requirements'.

It is important that the Shire's industrial areas maintain a reasonable level amenity and that a level playing field is maintained for all landowners in these areas. Providing adequate parking for customers and staff within the lot boundaries to a consistent standard as well as a reasonable standard of landscaping in these zones is considered essential.

The development requirements need to be balanced with the need to encourage new business activity and what can be reasonably expected of and maintained by an industrial business operator.

The standard of development particularly within the front setback area of a development sets the standard for how an industrial area presents to the general public. This policy stipulates the minimum standards of development that the Shire of Ravensthorpe will accept for all new development in the Light Industry and General Industry zones.

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Local Planning Policy No.5 - Requirements

1. General Requirements

This Policy applies to applications for development in the Light Industry and General Industry zones.

2. Use of Front Setback area

- i) The front setback area is the area in front of the 'main building line' and shall generally be used only for the purposes of landscaping, car parking, access or an approved 'trade display'.
- ii) No materials or product are to be stored in the front setback area (with the exception of an approved trade display).
- iii) No loading and unloading of goods and materials is take place in the front setback area.
- iv) An open storage area that is visible from a public place or street is to be screened to the satisfaction of the Shire.

3. Building Facades

- i) The facade of the building that addresses the primary street shall be either a purpose built office or constructed of brick, stone, concrete or glass or a combination of one or more of these materials.
- ii) Other materials of a type and to a design approved by the Council may be permitted on a facade provided that the materials to be used are structurally and aesthetically acceptable to the Council. Zinalume cladding is not acceptable.

4. Building Materials

- i) The use of un-painted 'Zinalume' is not permitted on any building in the Light Industry Zone.
- ii) The use of 'Zinalume' on buildings greater than 150m² is not permitted in the General Industry Zone.

5. Carparking & Trafficable Areas

- i) All car parking bays and manoeuvring areas, including the driveway access in the front setback area, being properly drained, kerbed and sealed. All parking spaces are to be line-marked and maintained in good repair thereafter.
- ii) A minimum of a 2 coat bitumen seal is requirement for car parking and manoeuvring for visitors and staff in front setback area.
- iii) All other parking, truck turnarounds, storage and hardstand areas may be of gravel construction; constructed to ensure that dust does not cause a nuisance.

6. Landscaping

- i) Landscaping areas are to generally located in the front setback and down the side boundaries.
- ii) A landscaping plan is to accompany any application for planning development approval, and landscaping is to complement the appearance of the proposed development.
- iii) Landscaping shall generally consist of lawns, gardens or the planting of trees and shrubs. The use of native and water efficient plants is encouraged.
- iv) Landscaping is to be established within 3 months of the completion of the building.
- v) Landscaped areas are to be reticulated and maintained at all times.
- vi) With the approval of the Shire fifty (50) per cent of the landscaping requirement identified in the Scheme Text and this Policy may be met by landscaping the verge area, providing that reticulation is installed and on-going maintenance of the total

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road verge bordering the subject lot is undertaken. For corner lots, this credit will be eighty (80) per cent of the landscaping requirement identified in the Scheme Text where the whole of the verge is treated.

7. Stormwater

- i) Stormwater is to be contained on site before discharged to road or district system.
- ii) The development may require oil separators or nutrient stripping infrastructure (such as retention basins) at the discretion of the Shire.
- iii) The use of rainwater tanks for storage and reuse on site is encouraged.

8. Use of Transportable Buildings

- i) The use of transportable buildings (including second-hand buildings), such as offices and ablutions is permitted only with Council Planning Development Approval.
- ii) Transportable buildings are to be painted and/or clad to complement other buildings on the property.
- iii) Council may require modification of the roof line to ensure the building is made visually acceptable in the streetscape.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
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LPP6 Extractive Industry

Policy Objective

The objectives of this policy are as follows:

- a) To assist Council in determining applications for extractive industries by providing general guidelines and outlining matters Council will have regard for in assessing applications.
- b) To protect and maintain the existing landscape character, native vegetation, productive agricultural uses and general amenity of the Shire.
- c) To set out standard conditions that will be considered by Council in their assessment of extractive industry applications.
- d) To provide for appropriate 'buffers' between extractive industries and sensitive land uses.

Policy

Background

The Shire of Ravensthorpe Local Planning Scheme No.6 defines an extractive industry as follows:

“industry – extractive” means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes –

- (a) the processing of raw materials including crushing, screening, washing, blending or grading;
- (b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration;

Extractive industries are an Adverting land use in the 'Rural' zone and not permitted in any other zone. Council may require that they be referred to neighbouring landowners for comment. Extractive industries can have a high impact on the surrounding road infrastructure, existing vegetation and amenity of surrounding landowners and will therefore be referred to the relevant government agencies during the assessment period for comment. These may include Main Roads WA, Department of Biodiversity Conservation and Attractions, Department of Water and Environmental Regulation, Department of Mines, Industry Regulation and Safety and Department of Primary Industries and Regional Development depending upon the nature of the application.

Where existing remnant vegetation is proposed to be cleared the applicant may need to seek a Vegetation Clearing Permit from the Department of Water and Environmental Regulation in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

Larger extractive industries may require registration or a license as a 'prescribed premise' from the Department of Water and Environmental Regulation under Part V of the Environmental Protection Act 1986 (Environmental Protection Regulations, 1987, Schedule 1)

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Finally, the Department of Mines, Industry Regulation and Safety (DMIRS) have a separate role under the Mine Safety & Inspection Act 1994 to ensure the safety of extractive industries throughout the Shire. A separate approval and process is required with the DMIRS including preparing a 'Project Management Plan'. More information is available at <http://www.dmp.wa.gov.au/Safety/Submitting-a-project-management-9184.aspx>

Local Planning Policy No.6 - Requirements

Exemptions from Development Approval

No exemptions are applicable to this policy

General Requirements

- a. The following setbacks will generally be applied to excavation areas/ pits;
 - i) A minimum of 75 metres to any road or thoroughfare;
 - ii) A minimum of 50 metres to any property boundary in a different ownership;
 - iii) A minimum of 50 metres to any water course or stand of remnant vegetation.
- b. Excavation areas/ pits are to be separated from the closest 'sensitive land use' on a different lot (usually a house) by the recommended generic buffer distance listed in Table 1 unless a site specific technical study is prepared.
- c. Where an extractive industry proposes direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by Council), the Council may require crossover and vehicle access areas within 50 metres of the road to be constructed with a stable, impervious surface.
- d. Those portions of public roads as are affected by the activities related to an extractive industry shall be maintained to a 'pre-development' standard acceptable to Council at the applicants cost. A road maintenance contribution and / or bond may be payable to Council prior to commencement of works to ensure roads are maintained to satisfactory standards. The contribution may be applied at the discretion of Council. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.
- e. An Environmental Management Plan is to be submitted addressing dieback controls, spread of noxious weeds, dust and noise is to be compiled in consultation with the Department of Biodiversity Conservation and Attractions and submitted to the Shire for separate written endorsement prior to commencement of any site work or an alternative time period agreed to in writing by the Shire.
- f. A Rehabilitation Plan is to be submitted and approved by the Shire in writing. This plan is to address (but not be limited to) the following issues:
 - i) Restrict the area of open pit to 2 hectares. Larger pits may be considered for gravel extraction where the applicant can demonstrate that it will not have any detrimental impact on the environment or amenity of the area (by lodging a detailed environmental management plan).
 - ii) How the portions of land subject to extraction are to be rehabilitated (following each stage of extraction) to allow for future rural use and shall include;
 - Flattening the land;
 - Spreading of stockpiled topsoil (capable of supporting seed and plant re-growth);
 - Forming stable battered banks not to be steeper than 1 in 5; and/or

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- And revegetation using native trees, shrubs and groundcovers/ undergrowth.
- g. An extractive industry licence is valid for twelve (12) months from issue of the Planning Development Approval starting from the 1st July. It is renewable annually by the Shire subject to no complaints being received by the Shire.
- h. Should Council be informed by the Permit Holder that renewal of the Approval is not required; Council will formally revoke the Approval. The operator is to ensure that the excavation is properly rehabilitated.

Table 1 – Generic buffers to sensitive land uses

Industry	Description of Industry	Buffer distance in meters
Clay extraction or processing	Mining, extraction or processing of clay	500-1000 depending on size.
Extractive Industry – hard rock	quarrying (including blasting), crushing and screening	1000
Sand and limestone extraction	no grinding or milling works	300-500 depending on size

Special Application Requirements

- a. Where a new extractive industry is proposed, or an existing industry is to be increased in size over what was originally approved, development approval is required prior to the industry commencing or extending. Applicants need to lodge;
- A completed development application form to be signed by the owner of the land.
 - A detailed written submission explaining the application, and addressing the matters to be considered at part 3b of this policy (as per below).
 - Detailed, accurate and scaled plans.
- b. In considering any application, Council will have regard for the following matters;
- i) It is important that each application be examined on its individual merit having regard for the existing land uses, topography of the land, and its specific location.
 - ii) Whether the site is in a visually significant location such as on a ridge, adjacent to the coast or an estuary, close to a national park or nature reserve, visible from a major road, tourist destination, scenic route or tourist route
 - iii) Compatibility with adjoining land uses.
 - iv) Noise, dust and vibration abatement measures.
 - v) Proximity and buffers to wetlands and water courses.
 - vi) Whether the proposal includes clearing of significant remnant vegetation and the quality of vegetation.
 - vii) Drainage implications including surface and ground water impacts.
 - viii) Rehabilitation measures.
 - ix) Intended end use of the land and future planning for the area.
 - x) Prevention of spread of dieback or other disease.
 - xi) Environmental management and measures proposed to be undertaken by the proponent to address environmental issues.

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- xii) Whether the access roads proposed are suitable for the volume of traffic and type of heavy vehicles proposed.
 - xiii) Whether the site has access to major roads, and whether the existing roads to be used by trucks are in good condition.
 - xiv) The proposed road haulage route and whether the use of any state controlled roads are proposed.
 - xv) Size of trucks and number of truck movements.
 - xvi) Existence of other extractive industry or heavy haulage-associated use in the vicinity.
 - xvii) Details of the storage of fuel and flammable materials on the site;
 - xviii) The material to be excavated, including maximum depth of excavation, area to be open at any one time and expected pit life;
- c. Council has discretion to advertise any application for extractive industry through letters to adjacent and nearby landowners, letters to relevant authorities, newspaper advertising and / or a sign on site.

Whilst the need for advertising can be determined on a 'case by case' basis, this Policy recommends that all 'extractive industry' applications be advertised due to potential impact on amenity and application of buffers.

Advertising will be for a minimum of 14 days in accordance with Clause 64 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

The application may also be referred to relevant authorities in accordance with Clause 66 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015. The types of authorities that Council may liaise with include (but are not limited to);

- Environmental Protection Authority (EPA);
- Department of Biodiversity Conservation and Attractions (DBCA);
- Water Corporation (WC);
- Department of Water and Environmental Regulation (DWER);
- Department of Mines, Industry Regulation and Safety (DMIRS);
- Department of Primary Industries and Regional Development (DPIRD);
- Main Roads (MRWA);
- Western Power (WP);
- Department of Planning, Lands and Heritage (DPLH);
- Tourism WA; and
- Any other authority Council considers relevant.

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Decision Maker:	Council						
Compliance Requirements:							
Legislation:	Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2)						
Industry:	Residential Design Codes of WA						
Organisational:	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:		Description				
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2.	OCM 15/09/20 – Item 15.1		Policy Reconfirmed – No Amendments.				

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LPP7 Public Open Space – 3-5 Lot Subdivision

Policy Objective

The objectives of this policy are as follows:

- a) To ensure that there is adequate provisions of Public Open Space within the townsites of the Shire of Ravensthorpe;
- b) To ensure that Public Open Space owned and maintained by the Shire of Ravensthorpe is of a high quality for use; and
- c) To provide suitable guidelines to Council where it should request a land or cash-in lieu contribution to Public Open Space for subdivisions creating between 3 – 5 lots.

Policy

Local Planning Policy No.7 - Requirements

Exemptions from Public Open Space contribution:

This policy only applies to subdivision which creates 3-5 lots zoned 'Residential' by the Shire of Ravensthorpe Local Planning Scheme No.6.

General Requirements

- a) The following contribution of land or cash-in-lieu shall be applied:
 - i) 5 percent where a proposal creates three (3) 'Residential' zoned lots;
 - ii) 7.5 percent where a proposal creates four (4) 'Residential' zoned lots; and
 - iii. 10 percent where a proposal creates five (5) 'Residential' zoned lots.
- b) The Shire of Ravensthorpe shall determine if a land or cash-in-lieu contribution to Public Open Space is appropriate. In making this decision, Council shall consider:
 - i) The proximity of the proposed subdivision to any nearby reserves;
 - ii) If the proposed subdivision immediately adjoins a reserve for recreation and whether a land contribution could be amalgamated with that reserve;
 - iii) If funding from a cash-in-lieu contribution for Public Open Space would be able to be used to improve nearby existing reserves that would be used by the proposed subdivision; and
 - iv) If the proposed subdivision contains land which the Shire of Ravensthorpe wishes to secure for Public Open Space purposes.

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Compliance Requirements:							
Legislation:							
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Organisational:	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
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1.	OCM 20/12/18 – Item 10.2.1		Major Revision to Planning Scheme Policies				
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LPP8 Alfresco Dining & Trading in Public Places

Policy Objective

The objectives of this Policy are:

- a) To enhance the functions, appearance and character of the commercial areas by permitting alfresco dining associated with existing food establishments on Council controlled land such as road reserves;
- b) To allow for the operation of trading activities in public places in such a manner and location that they do not conflict with, or act prejudicially towards the Shire's retail and service base, or any other function of the town centre.

Policy

Background

Alfresco dining in appropriate locations within the Shire's townsites can contribute to its ambience by adding colour, vibrancy and interest to the streetscapes. Alfresco dining is encouraged in all town centres, and especially in locations closely associated with retailing, entertainment and tourism.

The Shire of Ravensthorpe supports and encourages the establishment of alfresco dining areas which:

- i) Enhance the amenity, vitality and ambience of the town's retail, commercial, entertainment and tourism areas;
- ii) Contribute to the activation of streets or laneways on which they are located;
- iii) Provide innovative, unique and creative alfresco street furniture;
- iv) Do not interfere with the safe and reasonable movement of pedestrians, people with prams and motorised wheelchairs; and
- v) Are located so that they do not cause danger or unnecessary distraction to motorists, pedestrians or other road users.

In the interests of encouraging alfresco dining and street activity the additional floor space will not attract a requirement to provide additional parking.

Local Planning Policy No.8 - Requirements

General Requirements

This Policy applies to applications seeking approval to use public land for alfresco dining and trading in public places activities whether on a permanent or temporary basis. Council will have regard to the policy statements below in assessing and considering all applications.

- a. The proposed dining area or display is to be attractively integrated with, and enhance the character of the immediate locality and overall streetscape.
- b. Council will not approve dining and/or display activities where, in its opinion, approval would conflict with or inconvenience other existing businesses. Council in its consideration of the impacts may consult with the owners/occupiers of other nearby premises.

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- c. Generally, dining and/or displays will be approved only where they are directly associated with an existing adjacent business. Activities that are not directly associated with an adjacent business may be considered in special circumstances but only where they meet a demand for goods and services that are not available already.
- d. All objects for dining and/or display placed within the footpath area must not obstruct pedestrian movement or access to and from kerbside parking bays and a minimum clear footpath width of 2m shall be maintained in all cases.
- e. All objects and furniture located as part of the dining and/or display area are to be readily removable. However, where it is demonstrated to the satisfaction of Council there are positive benefits to the public, more permanent features may be permitted providing all costs associated with removal and restoration are borne by the applicant and Council is satisfied with the form, construction and appearance of those more permanent features.
- f. Objects placed on the footpath within the road reserve must not obstruct sight lines for either vehicles or pedestrians, either at road junctions and crossovers.
- g. The applicant is responsible for attending the dining and/or display area and ensuring it is maintained in a good condition and clean and tidy state at all times.
- h. If a dining area and/or display are not maintained in a good condition and clean and tidy state and/or the conditions of Council's approval are not adhered to, Council may withdraw the approval and all associated materials and objects associated with the approved use must be removed.
- i. The applicant shall be solely responsible for all and any associated costs with the removal, alteration, repair, reinstatement or reconstruction to Council's satisfaction of the street carriageway, footpath or any part thereof arising from the use of the approved area. If an applicant does not complete the necessary works, Council may recoup such costs from the applicant.
- j. The installation of transparent, roll-down blinds to provide weather protection for an alfresco area is supported in principle but they must be taken down each night at the close of business.
- k. An Alfresco Dining and Trade Display permit is valid for twelve (12) months from issue of the Development Approval starting from the 1 July. It is renewable annually by the Shire subject to no complaints being received by the Shire.

Special Application Requirements

- (i) The applicant is required to show evidence of appropriate comprehensive public liability insurance covering any activity, object or provision within the approved public place and indemnify Council against any claim from its use by them and/or patrons.
- (ii) In addition to normal development application requirements, applications for Alfresco Dining Areas or Street Displays must be accompanied by plans, drawn to scale, which clearly indicate the proposed location of tables, chairs and any other object(s) and shows their relationship to existing features such as the building, kerb line, street furniture, landscaping and adjoining buildings
- (iii) Applications must contain a written submission and must specify proposed days and hours of trading in the public area.

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LPP9 Farm Forestry

Policy Objective

The objectives of this Policy are to:

- a) To facilitate a more consistent, efficient and effective planning process for tree farms.
- b) To facilitate the establishment, management and harvesting of plantations consistent with the Code of Practice for Timber Plantations in Western Australia, as amended.
- c) To support and encourage the development of Agroforestry in the Shire for its combined economic, environmental and social benefits and its greater contribution to sustainability in rural areas.

Policy

Background

There is potential for commercial timber and associated products in the Shire, but the choice of species is restricted to well defined ranges due to soil type and rainfall. Another emerging plantation industry is the establishment of carbon plantations to create carbon offsets through the establishment and management of plantations dedicated to that purpose.

These carbon plantations are not subject to harvesting and may be left in place for 70 years. The accumulated carbon dioxide in these plantations is 'traded' with entities that have an obligation to reduce their greenhouse gas emissions profile (such as vehicle manufactures and petroleum companies). Carbon dioxide sequestered by these plantations needs to be certified under the National Carbon Offset Standard of the Commonwealth Government Department of Environment and Energy.

The environmental benefits of such plantations include lowering of water tables (and salinity levels), improved biodiversity (including habitat linkages), improved soil conservation and reduced sediment loads in waterways. Also from a local government perspective, additional road construction and maintenance is not required as the plantation may never be harvested.

However, carbon plantations do generate areas of concern particularly from a local government perspective. After the initial planting and other than annual firebreak maintenance, nothing is returned to the local community. There is essentially no production of food from the land which once was carrying livestock and/or being used for cropping. There is the real potential that extensive areas planted to carbon plantations exacerbate population drift and rural re-population.

However, at this stage the Shire has not taken a position in regard to limiting or controlling carbon plantations as a land use, this policy governs plantations that are harvested such as Blue Gum and pine plantations.

The active management of plantations is critical to ensure that fire, weed and vermin issues are kept to a manageable level. These matters (and others) are addressed by the Code of Practice for Timber Plantations in Western Australia.

Farm Forestry and Agroforestry operations are defined as 'Tree Farm' by the Scheme. A 'Tree Farm' is a permitted land use in the "Rural" zone. The Scheme requires Development Approval to be granted by the Local Government prior to the establishment of a plantation.

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Definitions

For the purposes of this Policy, the following definitions apply:

“Agroforestry” - Land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.

“Farm Forestry” - Any commercial tree production on farmland.

“Plantation” - A stand of trees of 10 hectares, or larger, that has been established by sowing or planting of either native or exotic tree species selected and managed intensively for their commercial and environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

“Plantation Management Plan” - A plan that details the establishment and tending procedures for a plantation in a manner consistent with Part A of Appendix 1 of the Code of Practice for Timber Plantations in Western Australia; Protocols for management Plans.

“Transport Strategy” - A plan and/or agreement outlining the transport arrangements related to the subject property and the surrounding local and district road system for transporting harvested or processed product from the site of production prepared in a manner consistent with Part B of Appendix 1 and Appendix 2 of the Code of Practice for Timber Plantations in Western Australia; Plantation Timber Haulage Notification to Local Governments.

Local Planning Policy No.9 - Requirements

Exemptions from Development Approval

Nil

General Requirements

- a. In assessing an Application for Development Approval that proposes a Plantation, Council is to have regard to the Development Control Provisions of this Policy and the following criteria as appropriate:
 - i) the provisions of the Code of Practice for Timber Plantations in Western Australia, as amended;
 - ii) the need to encourage farm forestry in locations where it is significant to the State, regional and local economies;
 - iii) the benefits of farm forestry in addressing land degradation, including soil erosion, water logging and salinity;
 - iv) the role of farm forestry in protecting water quality and preventing adverse effects on groundwater recharge;
 - v) Any loss of high quality, productive agricultural land;
 - vi) the impact on the natural environment and on visual amenity; and
 - vii) the compatibility of farm forestry with adjacent land uses.

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- b. Compliance with the Code of Practice for Timber Plantations in Western Australia (as amended) is required. The Code of Practice for Timber Plantations in WA ('the Code') which sets out goals and guidelines for specific areas, including management plans, planning and design, plantation roads, weed and pest control, waterway protection, drainage, harvesting, fire prevention and control, research and development, safety and investment. All plantation applications will be required to meet the minimum standards as outlined in the Code of Practice. All applications will be assessed having regard for the general principles of the Code.
- c. The preparation and submission of a Plantation Management Plan to accompany applications in accordance with the protocol of the Code of Practice for Timber Plantations in Western Australia (as amended) (Code of Practice). Appendix 1 of the Code of Practice provides a detailed description of matters to be addressed so will not be replicated in this policy (e.g.. establishment and maintenance plan, fire management plan, weed control, vermin and insect control, planting details, native vegetation management etc).
- d. The preparation and submission of a Transport Strategy as part of the Application for Development Approval. The Transport Strategy is to include the following information:
- i) Area of land to be planted to trees and subsequently to be harvested;
 - ii) Anticipated season/s and year/s of harvest;
 - iii) Anticipated tonnage of product at harvest;
 - iv) Whether trucked product is likely to be in the form of logs or chips or other;
 - v) Anticipated haul routes on local and district roads;
 - vi) Proposed destination of haulage; and
 - vii) Proposals for upgrading/rehabilitation or making financial contribution towards the upgrading/ rehabilitation of the local and district road system.
- The Transport Strategy is to be updated and presented to the Local Government for final approval a minimum of eighteen (18) months prior to harvesting commencing.
- e. The Local Government may require a report on the general pre-condition of the main haulage roads and payment of a bond to cover any potential road damage.
- f. The Local Government will require the preparation and submission of a Fire Management Plan as part of the Application for Development Approval. The Fire Management Plan is to be prepared by an experienced fire professional in accordance with the Guidelines for Plantation Fire Protection, as amended.
- g. In order to reduce the potential for conflict between farm forestry practices and areas of sensitive land uses, Council will not approve the development of Tree Farms within:
- i) 500m of the Townsites of Hopetoun, Munglinup and Ravensthorpe.
 - ii) 250m of the Townsite of Jerdacuttup.

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- iii) 500m of areas zoned 'Rural Residential'.
- iv) 250m of areas zoned 'Rural Small Holding'.

Notwithstanding the separation distances stated above, Council may consider reducing the separation distance where it can be demonstrated that the planting of trees closer to sensitive land uses will address pre-existing environmental damage, such as salinity. The proponent is to demonstrate in this case that the plantation can be operated without adverse impact on the amenity of residents in the adjoining areas.

- h. All plantations shall be setback:
 - i) 50 metres for permanent water or greater ephemeral streams (intermittent);
 - ii) 30 metres for ephemeral streams and margins of water supply Variation to these setbacks can be considered following referral to the department of Water for advice.
- i. Agency referrals.
 - i) Where a property subject to an Application for the establishment of a Tree Farm adjoins land managed by the Department of Biodiversity Conservation and Attractions as part of a designated Nature Reserve, Conservation Area or National Park, the Application is to be referred for comment to the Department.
 - ii) Applications that use Main Roads WA controlled highways for access will be referred to Main Roads for comment.
 - iii) Applications in close proximity to waterways will be referred to the Department of Water and Environmental Regulation for comment prior to determination.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:	Residential Design Codes of WA						
Organisational:	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies					
2.	OCM 15/09/20 – Item 15.1	Policy Reconfirmed – No Amendments.					

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LPP10 Holiday Houses

Policy Objective

The objectives of this Policy are:

- To establish clear guidelines for the short stay use of holiday houses for tourism accommodation.
- To ensure that the predominant residential nature and character of neighbourhoods is retained.
- To minimise negative impacts of holiday homes on the amenity of adjoining residents.
- To encourage the provision of good quality, well managed holiday houses.

Policy

Background

Holiday houses are private residential dwellings that are leased out for short term accommodation for a period not exceeding three (3) months. Holiday homes are a small but growing aspect of the tourism industry in the Shire of Ravensthorpe and have long been an important part of local and Western Australian lifestyle and culture.

The informal development of this section of the tourist accommodation market has meant that holiday homes have so far operated with minimal regulation, resulting in an uncertain legal & insurance environment, issues of inequity with other service providers and increased potential for land use conflict. Community concerns about holiday homes often relate to the behaviour of tenants, rather than being associated with the use per se. In addition there has been concern that some holiday homes are not maintained to a satisfactory standard, which in turn reflects negatively on the Shire's tourism industry.

The Western Australian Planning Commission (WAPC) has prepared Planning Bulletin 99 - 'Holiday Homes Guidelines' that sets out the WAPC's position in relation to the planning and regulation of holiday homes in Western Australia. The bulletin provides guidance to local governments when dealing with issues associated with holiday homes in the local government planning framework. This policy is consistent with the recommendations of this Bulletin.

The Shire of Ravensthorpe Local Planning Scheme No.6 (the Scheme) lists 'holiday home' as an 'A' use in the 'Residential', 'Rural Townsite', 'Mixed Use', 'Rural' and 'Rural Residential' zones.

Definitions

'holiday house' means a single dwelling on one lot used to provide short term accommodation but does not include a bed and breakfast;

'short term accommodation' means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12 month period.

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'Holiday home' means a single house, which might also be used for short stay accommodation for no more than twelve people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit).

'Short stay' means that no person is to stay for more than three months in any 12 month period.

'Property Manager' means a person or company responsible for the day to day administration of the holiday home and may be the landowner.

Local Planning Policy No.1 - Requirements

Exemptions from Development Approval

This policy does not apply to houses used by absentee landowners for their own holidays but only to houses rented out for commercial gain.

General Requirements

- a. Holiday homes are generally considered an acceptable land use where permitted in Clause 3.2 of the Scheme, subject to appropriate management measures being put in place.
- b. Where development is proposed to be located within a bushfire prone area a Bushfire Attack Level Assessment must be prepared and lodged with a development application unless the development is subject to the BAL Contour Plan over Ravensthorpe and Hopetoun Townsites and a template for lodging Bushfire Management Plans as referenced in LPP11-Development in Bushfire Prone Areas.
- c. Where a Bushfire Attack Level Assessment of BAL-40 and BAL-Flame Zone applies and the rating cannot be reduced it is considered inappropriate for a Holiday Home land use and an application for development approval will be refused.
- d. The holiday home may only be rented for a maximum period of three (3) months to any one person in any twelve (12) month period.
- e. Car parking bays are to be provided on-site at a rate of one bay per two adults accommodated.
- f. The applicant is to provide a copy of the approved Property Management Plan to adjoining landowners/occupiers as identified by the Shire.
- g. On-site holiday home signage is not permitted with the exception of a 0.2m² nameplate (i.e. identifies the name of holiday home if relevant).
- h. Business Directional Signs are not permitted for holiday homes.
- i. The use of grouped or multiple dwellings will generally not be supported for holiday home accommodation given the potential impacts on adjoining residents, unless all owners/strata owners or the body corporate are in agreement.

Special Application Requirements

- a. A Property Management Plan is required to be submitted and approved by the Shire. Matters that need to be addressed in the Property Management Plan include:

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- (i) Details of the appointed property manager;
- (ii) Details of the maximum number of adults to be accommodated at any one time.
- (iii) Details of how bookings are to be made;
- (iv) Duties of the property manager;
- (v) In relation to the appointment of a Property Manager, the following is applicable:
 - is a person/company that will have day-to-day management of the holiday home; and
 - will specifically respond to complaints pertaining to guest behaviour made before 1am within a two hour timeframe; and
 - in relation to any other complaints will respond, within a reasonable timeframe but in any event within 24 hours.
- (vi) Fire and emergency plan arrangements (i.e. location of smoke alarms, fire blankets, exit lighting, fire extinguishers, external taps/garden hoses, a fire evacuation route leading to the nearest main road and emergency information details); and
- (vii) A Code of Conduct for guests.

Renewal & Approval Period

- a. All initial development approvals for holiday homes shall be granted for a one year period unless the local government determines otherwise.
- b. In determining an application for renewal, the Shire will consider the nature of any comments made regarding the operation of the activity and any other information available relating to the adverse impact of the activity on the amenity of neighbours and surrounding area.
- c. Where complaints have been made, issues relating to impact on amenity have been verified or other non-compliance with the planning development approval has occurred, approval of the renewal application is unlikely to be granted.
- d. Where the Shire is satisfied that the holiday home has been appropriately managed an approval of the renewal application ~~for a period of up to three years~~ may be granted.

Note:

Property Managers are fully responsible for the holiday home and to ensure there is minimal impact on the amenity of neighbouring properties. This provides a degree of certainty to operators, while also enabling the Shire flexibility to terminate approval of non-compliant operators, particularly where valid complaints are received, conditions of approval are not being complied with and/or there are concerns relating to the holiday home operations.

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Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
Document Management: Holiday Home Property Management Plan Holiday Home Date: Fire and Emergency Plan Holiday Home Code of Conduct							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies					
2.	OCM 15/09/20 – Item 15.1	Policy Amended – Added two additional new “General Requirements.”					

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LPP11 Development in Bushfire Prone Areas

Policy Objective

The purpose of this Policy is to:

- a) Adopt and apply BAL Contour Plans for the townsites Ravensthorpe and Hopetoun in order to assign a Bushfire Attack Level (BAL) rating to the residential areas within these townsites.
- b) Clarify and streamline the development process for residential development in bushfire prone areas zoned Rural, Rural Residential and Rural Small Holdings by providing a Bushfire Management Statement template.

Policy

Background

Large areas of the Shire of Ravensthorpe are prone to bushfires due to topography, vegetation and climate. In 2015 the state government released a suite of reforms in response to the Keelty Report 2011 that apply across the state and elevate bush fire issues to the highest level of planning policy.

The Department of Fire and Emergency Services (DFES), Building Commission and Western Australian Planning Commission (WAPC) collectively released a Bushfire Policy Framework which includes:

- State Planning Policy 3.7 'Planning in Bushfire Prone Areas';
- Amendments to Planning Regulations;
- Amendments to Building Regulations;
- An order by the Fire & Emergency Services Commissioner designating bushfire prone areas;
- Published the Map of Bushfire Prone areas; and
- Published the Guidelines for Planning in Bushfire Prone Areas

The intention of this policy framework is to "implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure."

The recent release of this policy framework has increased the level of complexity when lodging development applications. The majority of landowners and developers in the Shire of Ravensthorpe are 'owner builders' or reasonably unfamiliar with the development process and requirements.

Additionally, the townsites are remote to professional services, any service usually comes with considerable travel costs added. Large areas of the townsites are required to prepare a BAL Assessment being identified as 'bushfire prone' by the recently released State-wide Bushfire Prone mapping.

This policy seeks to aid applicants in preparing information for lodging development applications by providing a BAL Contour Plan over Ravensthorpe and Hopetoun Townsites and a template for lodging Bushfire Management Plans.

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Scheme Requirements

Regulation 10A of the Planning Regulations 'Deemed Provisions' require planning development approval for all development within a designated bushfire prone area; except lots less than 1100m².

The Scheme then requires that Council have 'due regard' for State Planning Policy 3.7 and the Guidelines for Planning in Bushfire Prone Area when determining development applications in bushfire prone areas.

Therefore, this policy is to be read in conjunction with:

- The Deemed Provisions contained in the Planning and Development (Local Planning Schemes) Amendment Regulations 2015, which form part of every local planning scheme;
- Where relevant, any supplementary provisions of a scheme;
- State Planning Policy 3.7 and the supporting Guidelines; and
- Australian Standard 3959: Construction of buildings in bushfire-prone areas.

Importantly, this policy compliments the above requirements only and does not supersede any other requirement of this policy framework. It seeks to streamline, add clarity and consistency to the requirements of the abovementioned documents when applied in the Shire of Ravensthorpe.

Definitions

These definitions are largely from State Planning Policy 3.7 and apply in the context of SPP 3.7, the Guidelines and this policy.

'AS 3959': Australian Standard 3959 Construction of Buildings in Bushfire-Prone Areas.

'BAL': Bushfire Attack Level (BAL) as set out in the Australian Standard 3959 Construction of Buildings in Bushfire-Prone Areas (AS 3959), as referenced in the Building Code of Australia (as amended).

'BAL Assessment': An assessment prepared in a manner and form set out in AS 3959 to determine a BAL. It is required that BAL assessments are prepared by accredited Level 1 BAL Assessors.

'BAL Contour Map': A BAL Contour Map is a scale map of the subject lot/s illustrating the potential radiant heat impacts and associated indicative BAL ratings in reference to any classified vegetation remaining within 100 metres of the assessment area after the development is complete. The intent of the BAL Contour Map is to identify land suitable for development based on the indicative BAL rating.

'Bushfire Policy Framework': The collective term for the package of requirements released in December 2015 that guide development in bushfire prone areas. These documents include:

- State Planning Policy 3.7 'Planning in Bushfire Prone Areas';
- Amendments to Planning Regulations;
- Amendments to Building Regulations;

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- An order by the Fire & Emergency Services Commissioner designating bushfire prone areas;
- Published the Map of Bushfire Prone areas; and
- Published the Guidelines for Planning in Bushfire Prone Areas

'Bushfire Protection Criteria': means Appendix Four of the Planning for Bushfire Risk Management Guidelines (2015).

'Bushfire Management Plan': means a plan which sets out the proposed fire mitigation measures for land. It is normally required to comply with the Bushfire Protection Criteria (Appendix 4 & 5 of the Bushfire Risk Management Guidelines). A bushfire management plan or bushfire management plan is to be prepared by a person with expertise in fire management planning who is preferably accredited under the national BPAD scheme.

'Bushfire Management Statement': means a statement prepared by an experienced person or BAL Assessor that demonstrates how a development proposal complies with the 'acceptable solutions' listed in Appendix 4 of the Bushfire Risk Management Guidelines and this Policy.

General Requirements

Local Planning Policy No.11 - Requirements

Exemptions from Development Approval

There are no exemptions; all development in bushfire prone areas require assessment against the Bushfire Policy Framework, including this policy.

BAL Contour Plan

1. The Shire of Ravensthorpe has prepared a BAL Contour Plan for the townsites of Ravensthorpe and Hopetoun (2 Townsites BAL Contour Plans). This Plan and report apply a BAL rating to all properties capable of residential development. It is to be applied in the context of the WAPC's 'Bushfire Policy Framework'.
2. The BAL Contour Plan applies BAL ratings to those areas designated bushfire prone.
3. An applicant can choose to prepare their own BAL Assessment should they chose to not accept the BAL Contour Plan recommended BAL rating. This must be prepared by a suitably accredited fire consultant.
4. The BAL Contour Plans will be reviewed in order to respond to any townsite mitigation actions completed.
5. The BAL Contour Plans are not applicable to strategic planning proposals and subdivisions.

Bushfire Management Statement

That development applications on land zoned 'Rural', 'Rural Residential', Residential' or 'Rural Small Holdings' in the Study Area are to be accompanied by:

- A. A BAL Assessment prepared by an accredited person.
- B. A Bushfire Management Statement prepared by as experienced bushfire practitioner that addresses the matters listed in the template provided at Appendix 1 of this policy.

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These measures include:

“Essential”:

- i) Define the proposed Building Envelope (where applicable)
- ii) Incorporate findings of BAL Assessment including:
 - House constructed to AS3959 - "Construction of Buildings in Bushfire Prone Areas";
 - Distance to classified vegetation; and
 - Attach a copy of BAL Assessment as an appendix.
- iii) Asset Protection Zone (APZ) -minimum of 20m wide managed to the standard described at Element 2, Appendix 1 of the Guidelines for Planning in Bushfire Probe Areas.
- iv) Council may consider a lesser width APZ where there are environmental, topographical, visual amenity or erosion issues. In all cases the minimum width of the APZ must allow the house to achieve a BAL-29 rating.
- v) Driveway maintained at a trafficable standard at all times. The driveway is to have a minimum trafficable surface of 4m, horizontal clearance of 6m, vertical clearance of 4.5m and maximum grade of 1 in 10.
- vi) An emergency services vehicle turnaround within 50m of the dwelling (three point or circular).
- vii) Dedicated water supply of 10,000L accessible from the driveway or turnaround and provided with a 50mm male camlock fitting.
- viii) Fire Breaks (as appropriate).
- ix) Sheds located at least 6m from the house or assessed as part of the house and a BAL rating applied as appropriate.
- x) Fences and sheds within the APZ are constructed of non-combustible materials; and
- xi) Avoid areas of Kwongkan Shrubland.

“Desirable/Complimentary”:

- Use a simple house design to reduce wind turbulence around house;
- Method for managing vegetation on balance of property;
- Secondary access points through neighbouring property, developed in conjunction with neighbouring landowner;
- Sprinkler Systems; and
- Fire Bunkers.

Note: Where any 'essential' element of the Bushfire Management Statement cannot be complied with a full Bushfire Management Plan shall be prepared by an appropriately accredited fire consultant.

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Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	Regulation 10A of the Planning Regulations 'Deemed Provisions' Planning and Development (Local Planning Schemes) Amendment Regulations 2015.						
Industry:							
Organisational:	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy						
Document Management: Bushfire Management Statement Template							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
1.	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies					
2.	OCM 15/09/20 – Item 15.1	Policy Amendment – Bushfire Attack Level (BAL) Contours will be reviewed annually to being reviewed as required.					

ATTACHMENT



**Shire of Ravensthorpe
Bush Fire Advisory Committee**

MINUTES

**Held on Tuesday 15th September 2020
at the Ravensthorpe Fire Station - Dunn St, Ravensthorpe**

**SHIRE OF RAVENSTHORPE
BUSHFIRE ADVISORY COMMITTEE MEETING
TUESDAY 15th SEPTEMBER 2020
VENUE: RAVENSTHORPE FIRE STATION - Dunn St, Ravensthorpe**

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.

The Chairperson declared the meeting open at 1709hrs

2. ATTENDANCE

Mr Rod Daw	Chief Bush Fire Control Officer
Mr Gavin Gibson	Deputy Chief Bush Fire Control Officer
Mr Bernard Fetherstonhaugh	Deputy Chief Bush Fire Control Officer
Mr Keith Rowe	Chairperson/Cocanarup BFB
Mr Brett Kershaw	West River BFB
Mr Peter Kuiper	West River BFB
Mr Reece Laycock	North Ravensthorpe BFB
Mr Gary Webster	Cocanarup BFB/Ravensthorpe VFRS
Mr Luke Webster	Cocanarup BFB
Mr Chad Tuckett	North Ravensthorpe BFB
Mr Scott Lawry	Hopetoun VFES
Mr Andy Daw	East Ravensthorpe BFB
Mr Richard Norrish	Mt Short BFB
Mr Kye Chambers	North Ravensthorpe BFB
Mr Stott Redman	Hopetoun Rural BFB
Mr Ash Peczka	Shire of Ravensthorpe
Mr Mal Grant	Shire of Ravensthorpe
Mr Steve Peterson	Dept of Fire & Emergency Services

3. APOLOGIES

Mr Graham Steel	Shire of Ravensthorpe
Mr Gavin Pollock	Shire of Ravensthorpe
Cr. Tom Major	Shire of Ravensthorpe
Mr Mark Mudie	West River BFB
Mr Jack Cosgrove	Parks and Wildlife Services
Mr Malcom Tilbrook	North Ravensthorpe BFB

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

OFFICER & COMMITTEE DECISION

Moved: Mr Peter Kuiper Seconded: Mr Gary Webster
The minutes of the Bushfire Advisory Committee held on Tuesday 10th
March 2020 to be confirmed as a true and correct record of
proceedings.

Carried

5. BUSINESS ARISING FROM MINUTES

5.1- Mr Gavin Gibson enquired about FCO nomination of Graham Stewart and Ben Liddle. Mr Ash Peczka advised he will have to revisit his notes. Mr Rod Daw from his notes it was discussed that if both completed FCO course it was generally agreed they would be added as FCO's to the Munglinup brigade.

Follow up point post-BFAC meeting.

Going back over notes of previous meeting, it was discussed at the BFAC AGM minutes it was suggested for both gentlemen to complete the course first then decide if they were to shadow a current FCO's or nominated as a full FCO for the Munghlinup area.

- 5.2- Mr Gavin Gibson enquired about a discussion that occurred regarding radios? Mr Ash Peczka advised he will have to revisit his notes. Mr Keith Rowe mentioned it was regarding radios for the Shire vehicles.

Follow up point post-BFAC meeting.

Going back over notes of the previous meeting, a discussion was held under (8.1) debrief of the recent fires, where it was highlighted the need for the Shire to have Bushfire radio's installed into equipment. Currently the Works Supervisor and Team Leader vehicle have radios installed, with the Shire looking at to purchase further radios.

- 5.3- Mr Bernard Fetherstonhaugh asked if a letter was sent in regards to the decommissioning of fire appliance. Mr Ashley Peczka advised that is has been raised and discussed at the Bushfire Operations Committee where it is an ongoing action item, as there are issues with the state government disposal policy preventing DFES to offer decommissioned appliances back to primary producers.

Follow up point post-BFAC meeting.

No letter was sent out in regards to this issue, instead conversation was held with Bushfire Operations Committee (BOC) member for it to be directly raised and discussed at the next BOC meeting.

- 5.4- Mr Andy Daw enquired if the Bandalup name change to East Ravensthorpe BFB has been forwarded across to DFES, as they still receiving correspondence with the Bandalup name on it. Mr Ashley Peczka advises it probably still filtering through, but will follow up.

- 5.5- (8.3) Minimum Training Standards

Mr Ash Peczka advised the group due to Covid-19 the rollover of Bushfire Training Modules has been pushed back to the 2021 Calender.

Will be running both Introduction to Fire Fighting and Bushfire Fire Fighting courses to help facilitate volunteer qualifications rolling over into the new modular training.

- 5.6- (9.1) Extension of Clarke Rd

Mr Ash Peczka advised the committee the Shire has visited the Clarke Rd reserve extension and have applied for MAF funding to reinstate the Clarke Rd road reserve extension as fire access track/road.

6. CORRESPONDENCE

6.1 General Circular 118/2020 – Prescribed Noisy Workplace

6.2 General Circular 121/2020 – Bushfire Training Products - Updates & Extension

6.3 General Circular 131/2020 – Emergency Services Volunteer Fuel Card Scheme

6.4 General Circular 145/2020 – New Bushfire Community Safety Resources

6.5 General Circular 152/2020 – Bushfire Preparedness Season Launch

6.6 General Circular 153/2020 – Finalists Announced - 2020 FES Awards

- 6.7 General Circular 158/2020 – R U OK? Resources
- 6.8 Operational Circular 48/2020 – Publishing Estimated Impact areas to
Emergency WA
- 6.9 Operational Circular 53/2020 – Vehicle Identifier Sticker Orders
- 6.10 Letter - Automated External Defibrillators – LGGS Rollout
- 6.11 Email - Dick Kuiper: Resign as BFCO

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

7.1 CBFCO Report – as tabled

7.2 DPAW Report

Email – Jack Cosgrove: Chopper Rolling Program

7.3 CESO Report – provided verbally

- There are some changes to the staff structure and reporting lines.
- There will be soon disruptions in the office with the Cultural precinct development and the relocating of staff during the build project.
- Final stages of finalising MAF program for the 2020/21 period with round 2 funding to be made available by November/December
- Talks are currently be held within DFES regional office in regards to the schedule of the Hi-Fire Season appliance, with hope to have vehicle be received by November subject to release from the Northern Bushfire Season.
- New locks are been put onto standpipes located at Munglinup, Danial Rd and Springdale Rd. This is a requirement from the Water Corp otherwise the Shire will lose is concession charge rates for when water is withdrawn from these locations. Keys to the locks will be provided to fire trucks and FCO's but is the padlock needs to be cut in the event of an emergency please notify the Shire for them to be replaced.
- WAERN radio servicing to commence next week.

7.4 DFES Report – provided verbally

- Super single tyres are being trailed in Esperance. Current sizing on trial are 445/65R, 385/65R and 425/65R which had to be approved by the Department of Transport.
- Central Tyre Inflation System has been successful and looks like being installed on new builds moving forward.
- Trials are occurring in the removal of the DPD, which required Isuzu engineers to remap the ECU. By doing this has gained 36% increase in horse power and 54% increase in torque.
- Costs of been estimated to be around \$15,000.00 per truck to retrofit.
- Coronial inquest – DFES and DBCA have provided a submission to State Government for them to respond to the recommendations. At this stage it is unlikely that there will be extra staff for the Esperance office.
- There will be a lot of discussion at the upcoming ROAC in regards to upcoming bushfire season. There is identified issues relating to Covid, increase tourist numbers and campers around the coast, Esperance looks like to only get 1,000 of the 5,000 seasonal workers, extended harvest period, etc.
- From a recent fire in the Esperance area, a dozer was tasked to create a break which unfortunately went through an area of value to traditional landowners. Now Delarac is seeking to be notified of all fires occurring within their native title area.

8. BFAC ITEMS SUBMITTED

8.1 - Fire Control Officers

Mr Ash Peczka has received nomination from Munglinup BFB for Ben Liddle to become a Fire Control Officer and a nomination from East Ravensthorpe BFB for Malcom Grant to become Fire Control Officer.

Mr Ash Peczka advised the committee that Rod and I have received resignation letters from Dick Kuiper (West River BFB) and Malcom Tilbrook (North Ravensthorpe BFB) from the roles as Fire Control Officers.

COMMITTEE DECISION

Moved: Mr Gavin Gibson

Seconded: Mr Rod Daw

Recommends the Shire of Ravensthorpe to;

1) Endorse the following volunteers as Fire Control Officers;

Mr Ben Liddle (Munglinup BFB)

Mr Malcom Grant (East Ravensthorpe BFB)

2) A letter of thanks to be sent to Mr Dick Kuiper and Mr Malcom Tilbrook to for their years of service.

Carried

8.2 - Local Government Grant Scheme LGGs/ESL

Mr Ash Peczka advised the committee the Shire was unsuccessful in our submission to obtain LGGs Capital Grants funding for 2 bay fire shed for Hopetoun Rural BFB, 4.4B appliance for North Ravensthorpe BFB and a 2.4B appliance for East Ravensthorpe BFB.

Discussion was held in regards where funding has gone to and the number of trucks that is being offloaded to auctions rather being held.

COMMITTEE DECISION

Moved: Mr Kye Chambers

Seconded: Mr Reece Laycock

Recommends the Shire of Ravensthorpe to write a letter requesting for a second hand appliance to be allocate to North Ravensthorpe BFB, until they can obtain a new appliance;

Carried

Mr Ash Peczka mentioned that staff from LGGs/ESL is travelling around the state holding information sessions to hear issues from Local Government staff and volunteers. An information session is to held in Ravensthorpe on Saturday, 31 October 2020 @ 2pm-4pm

Mr Gary Webster mentioned to the group Cocanarup BFB had land donated to them for the purpose to build a fire station and enquired if the land transfer had been completed into the Shire's name for that purpose and if Cocanarup can have an application submitted to obtain capital grant funding to build a shed.

COMMITTEE DECISION

Moved: Mr Gary Webster

Seconded: Mr Rod Daw

Cocanarup BFB to be included in the 2021/22 LGGs Capital Grant submission for a new shed.

Carried

8.3 - WA Recovery Plan - Bush Fire Brigade Water Tank Initiative

Mr Ash Peczka advised the group that DFES has obtained funding from the State Government Recovery Stimulus package to build a tank at brigade facilities currently in drought declared deficient or become drought deficient within 3 years for firefighting water to available to be utilised during the bushfire season.

Submission has been made for a 190,000lt tank to be located at the North Ravensthorpe Hall site.

8.4 - Frequency of meetings

Mr Keith Rowe enquired with group whether we need to increase the number of times this group meets. Currently, 2x meetings are held in March and September. Depending on the availability of FCO's at the time is whether you are out of the loop for 12 months.

The group felt if relevant correspondence that is sent and received is distributed out at the end of the month, as well as the meeting minutes. There is no real need to increase the amount of meetings held.

8.6 - Training Calender

Mr Ash Peczka advised the group of upcoming training.

- IFF & BFF – 21/22 September (Ravensthorpe)
- Fire Control Officer – 23 September (Hopetoun)
- IFF & BFF – 3/4 October (Hopetoun)
- If brigades are requiring Seasonal worker training please let Ash know for it to be programmed as required.

8.7 - Review of Council Fire Policies

Mr Ash Peczka advised the Shire has reviewed and updated all its policies, including the Bush Fire Control policies for BFAC to review.

8.7a- LO3 Bush Fire Control – Burning Restrictions;

*Amalgamation of Burning on Sunday and Burning Permit Exemptions policies

*To include minimum requirements as mentioned within the Fire Break Notice for burning under 0.1 of a hectare

8.7b- LO5 Shire of Ravensthorpe Bush Fire Advisory Committee;

*Membership to say: *Membership of the Committee will comprise of all gazetted Fire Control Officers for the Shire of Ravensthorpe who shall have voting rights as well as key stakeholders to the group who are non-voting members.*

*AGM to say *AGM is to be held on the 1st Tuesday of March*

*Committee Meetings: to say: *The committee to meet on the 1st Tuesday in September*

8.7c- LO1 Bush Fire Control – Camping and Cooking Fires;

*Group recommended the policy stays as it is.

*Group recommended the Shire to provide additional cement concrete rings at Masons & Starvation Bay campgrounds and for them to be pinned down so they cannot be moved around.

9. GENERAL BUSINESS

9.1 Mr Malcom Grant was introduced to the BFAC group as the new Bushfire Risk Planning Coordinator for the Shires of Jerramungup and Ravensthorpe. Malcom briefly discussed with the group outline of his role and key projects to undertake.

9.2 Mr Andy Daw raised the concern with the increase tourist travelling around the country and associated campfires. Having issues with Wikicampers site recommending to tourist that campfires are permitted and you do see them regularly in the Elverdton Rd Gravel Pit and the Carlingup Rd truck bay.

A general discussion was held in regards to the camping in other locations recommended via similar wikicampers sites

COMMITTEE DECISION

Moved: Mr Andy Daw

Seconded: Mr Rod Daw

Recommends the Shire of Ravensthorpe to install 'no camp fire' signs, at Elverdton Rd gravel pit and the Carlingup Rd parking bay sites. In addition, provide advertising on Wikicampers and associated sites to advise of camp fires are not permitted.

Carried

9.3 Mr Peter Kuiper asked if a yellow WAERN radio will be installed in Mark Mudie vehicle. Mr Ash Peczka advised yes, the radio from Mr Dick Kuiper will be allocated to Mark.

9.4 Mr Stott Redman he noticed Springdale Rd has been slashed but 3 weeks ago and no chemical spray afterwards seemed to be waste of money.

9.5 Mr Gavin Gibson asked with the amount of mitigation burning coming up should we look into some sort of decent drip torch for the Shire. There is always an issue of finding/borrowing one to light up the bush when organising burns, then having to track one down when we are trying to put in back burns during incidents.

COMMITTEE DECISION

Moved: Mr Gavin Gibson

Seconded: Mr Rod Daw

Recommends the Shire of Ravensthorpe to purchase a flame thrower to be utilised for fire mitigation and fire suppression activities.

Carried

9.6 Mr Peter Kuiper asked how can we communicate with the Water Bombers when they are overhead? There seemed to be no communication with the bombers during the initial stages of the Moir Rd fire. Mr Steve Petersen advised there would have been a ground controller nominated to provide that communication link. Mr Mal Grant advised bombers usually operate on WAERN Ch 525, if nothing is heard switch to the local parks repeater WAERN Ch 529.

10. MEETING CLOSED

Chairperson declared the meeting closed at 1958hrs

ATTACHMENT

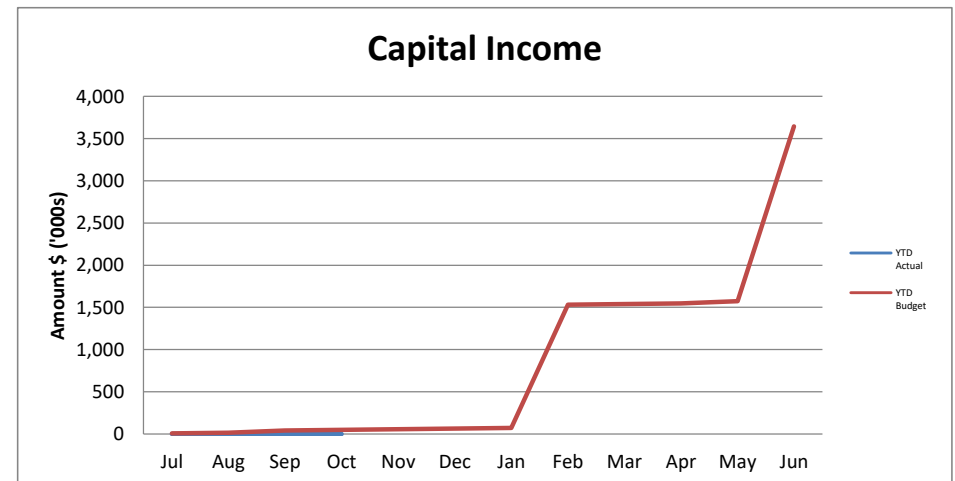
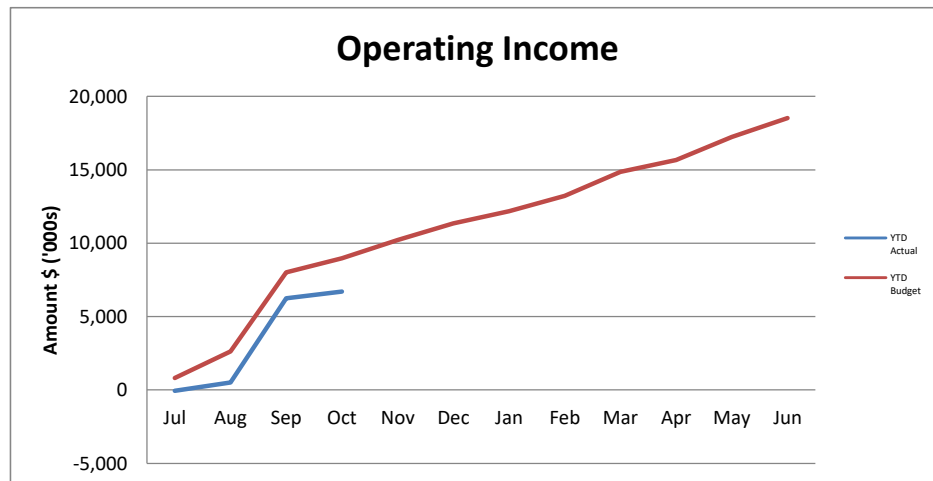
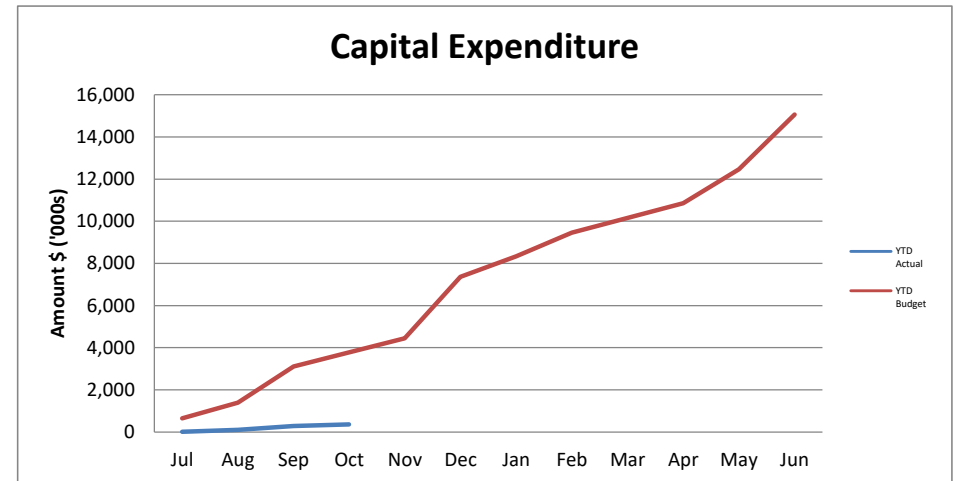
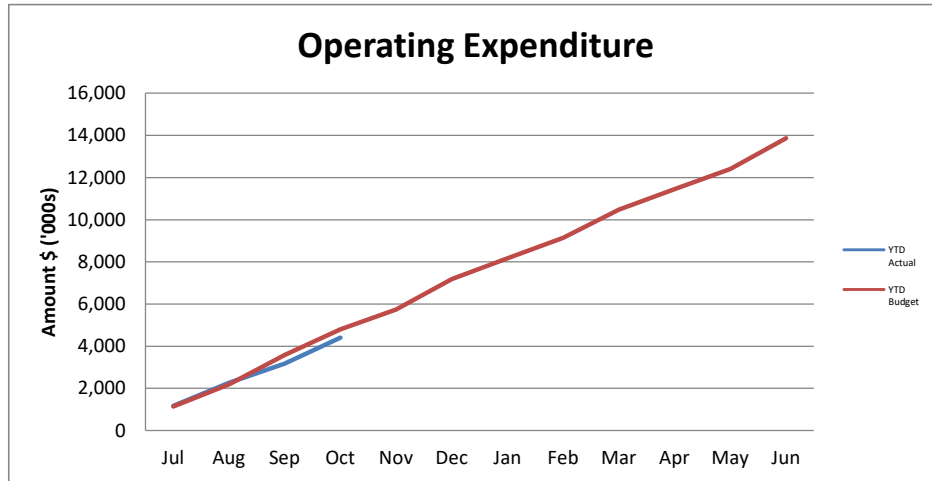


SHIRE OF RAVENSTHORPE
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

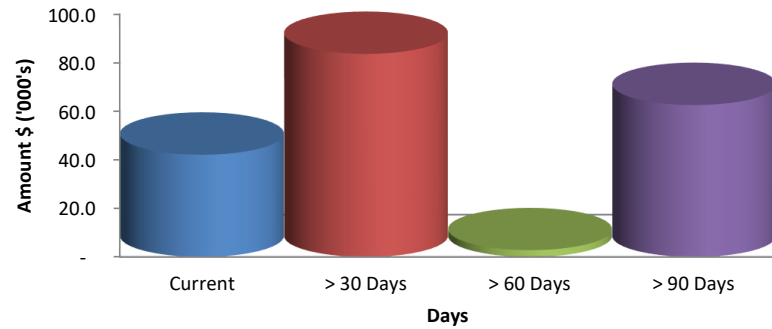
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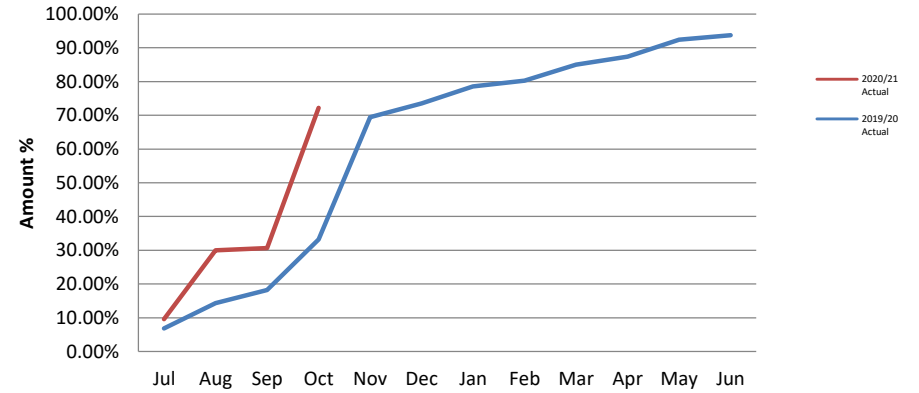
Income and Expenditure Graphs to 31 October 2020



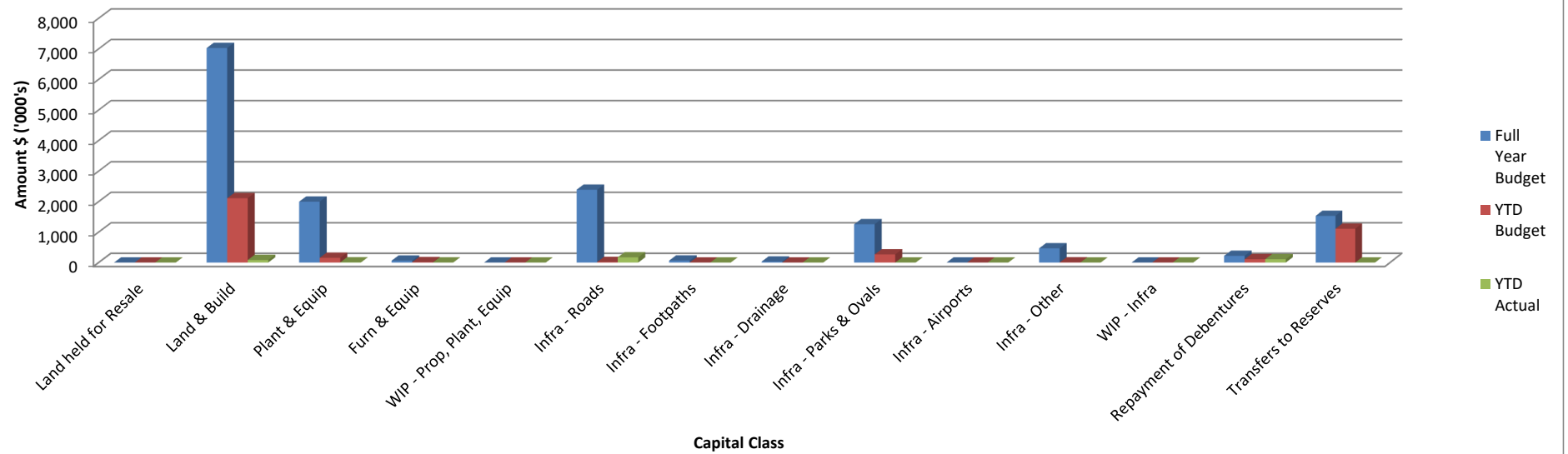
Sundry Debtors Amount O/S



Rates % Collected



Capital Expenditure



SHIRE OF RAVENSTHORPE
SHIRE OF RAVENSTHORPE
STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

	NOTE	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	OCTOBER 2020 Y-T-D Budget \$	OCTOBER 2020 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
Operating								
Revenues/Sources								
Governance		20,000	20,000	6,664	0	(6,664)	0.00%	
General Purpose Funding		1,049,356	1,049,356	324,272	400,516	76,244	123.51%	
Law, Order, Public Safety		377,790	377,790	77,497	256,150	178,653	330.53%	▲
Health		15,500	15,500	4,736	0	(4,736)	0.00%	
Education and Welfare		1,264,965	1,264,965	440,069	228,672	(211,397)	51.96%	▲
Housing		5,200	5,200	1,699	1,600	(99)	94.17%	
Community Amenities		954,474	954,474	716,244	496,170	(220,074)	69.27%	▲
Recreation and Culture		7,268,967	7,268,967	2,423,999	280,365	(2,143,634)	11.57%	▲
Transport		2,299,852	2,299,852	352,071	288,160	(63,911)	81.85%	
Economic Services		341,468	341,468	30,316	145,375	115,059	479.53%	▲
Other Property and Services		470,345	470,345	153,070	143,433	(9,637)	93.70%	
		14,067,917	14,067,917	4,530,637	2,240,441	(2,290,196)	49.45%	
(Expenses)/(Applications)								
Governance		(965,894)	(965,894)	(293,332)	(258,540)	34,792	(88.14%)	
General Purpose Funding		(297,378)	(297,378)	(97,920)	(71,761)	26,159	(73.29%)	
Law, Order, Public Safety		(885,379)	(885,379)	(331,032)	(454,611)	(123,579)	(137.33%)	▲
Health		(325,386)	(325,386)	(101,459)	(97,355)	4,104	(95.96%)	
Education and Welfare		(1,085,456)	(1,085,456)	(372,343)	(312,468)	59,875	(83.92%)	
Housing		(251,223)	(251,223)	(90,258)	(72,707)	17,551	(80.55%)	
Community Amenities		(1,645,471)	(1,645,471)	(543,640)	(461,900)	81,740	(84.96%)	
Recreation & Culture		(1,963,297)	(1,963,297)	(638,634)	(583,181)	55,453	(91.32%)	
Transport		(5,209,942)	(5,209,942)	(1,725,286)	(1,474,069)	251,217	(85.44%)	▲
Economic Services		(710,359)	(710,359)	(310,994)	(123,858)	187,136	(39.83%)	▲
Other Property and Services		(531,578)	(531,578)	(289,472)	(500,104)	(210,632)	(172.76%)	▲
		(13,871,363)	(13,871,363)	(4,794,370)	(4,410,554)	383,816	(91.99%)	
Net Operating Result Excluding Rates		196,554	196,554	(263,733)	(2,170,113)	(1,906,380)	822.84%	
Adjustments for Non-Cash								
(Revenue) and Expenditure								
(Profit)/Loss on Asset Disposals	2	177,500	177,500	(332)	0	332	0.00%	
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	0	0	0.00%	
Depreciation on Assets		4,902,716	4,902,716	1,647,704	1,587,594	(60,110)	(96.35%)	
Capital Revenue and (Expenditure)								
Purchase of Land and Buildings	1	(7,024,071)	(7,024,071)	(2,110,300)	(83,266)	2,027,034	(3.95%)	
Purchase of Furniture & Equipment	1	(61,600)	(61,600)	(12,000)	(425)	11,575	(3.54%)	
Purchase of Plant & Equipment	1	(1,996,000)	(1,996,000)	(153,332)	(4,986)	148,346	(3.25%)	
Purchase of WIP - PP & E	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(2,387,022)	(2,387,022)	(17,328)	(170,660)	(153,332)	(984.88%)	▲
Purchase of Infrastructure Assets - Footpaths	1	(63,250)	(63,250)	0	0	0	0.00%	
Purchase of Infrastructure Assets - Drainage	1	(30,000)	(30,000)	0	0	0	0.00%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,254,217)	(1,254,217)	(265,048)	0	265,048	0.00%	
Purchase of Infrastructure Assets - Airports	1	(32,200)	(32,200)	0	(9,740)	(9,740)	0.00%	
Purchase of Infrastructure Assets - Other	1	(464,360)	(464,360)	(3,120)	0	3,120	0.00%	
Proceeds from Disposal of Assets	2	393,500	393,500	50,664	0	(50,664)	0.00%	
Repayment of Leases	2	(121,000)	(121,000)	(30,251)	0	0	0.00%	
Repayment of Debentures	3	(218,282)	(218,282)	(109,139)	(108,058)	1,081	(99.01%)	
Transfers to Restricted Assets (Reserves)	4	(1,530,000)	(1,530,000)	(1,107,500)	0	1,107,500	0.00%	
Transfers from Restricted Asset (Reserves)	4	3,249,410	3,249,410	0	0	0	0.00%	
Net Current Assets July 1 B/Fwd	5	1,753,623	1,753,623	1,753,623	1,753,623	0	(100.00%)	
Net Current Assets Year End/To date	5	0	(54,000)	3,830,536	5,327,947	1,497,411	(139.09%)	
Amount Raised from Rates		(4,508,699)	(4,454,699)	(4,450,628)	(4,533,978)	(83,350)	101.87%	

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

03 - General Purpose

Variation due to Unspent Special Purpose Grant carried forward from a prior year which will now be spent this year

04 - Governance

Timing Issue with Budget spread across the year, however revenue expected in one lump sum later in the year.

05 - Law, Order & Public Safety

Variance relates to 19/20 Unspent Grant Funding for Bushfire Mitigation that was accrued to 20/21 and returned to DFES once the project was completed.

07 - Health

Timing Issue, Budget is spread out equally through the year, however the main income payments are annual fees that have been raised in November

08 - Education & Welfare

Income reduced during July due to the Free Childcare Scheme in effect until mid-July. Childcare Attendances are improving for both centres however have been impacted by available staff with a waitlist in effect.

10 - Community Amenities

Variance is due to the timing of the Grant Proceeds and Quarterly Contribution from the Shire of Jerramungup being received.

11 - Recreation & Culture

Timing Issue with Major Grant Projects such as DCP Oval Irrigation and Cultural Precinct unable to fully commence until Budget Adoption and finalisation of Grant Agreements

12 - Transport

An increase in flights arriving at the Airport and associated income provides a higher than forecast revenue for Aerodromes. However Roads to Recovery revenue has not yet been received as per YTD budget with this revenue expected next quarter

13 - Economic Services

Timing Issue with DAWE Grant not budgeted until January however paid in July

REPORTABLE OPERATING EXPENSE VARIATIONS

03 - General Purpose

Timing issue with budget spread out over the financial year, however expenditure relating to rates collection and valuations not yet due to be paid. Administration Allocations also lower than forecast at this stage of the year.

04 - Governance

A Purchase Order for the By-Election forecast to be expended in October has been raised, but not yet invoiced. Audit Fees not yet received as budgeted.

05 - Law, Order & Public Safety

Variance relates to 19/20 Unspent Grant Funding for Bushfire Mitigation that was accrued to 20/21 and returned to DFES once the project was completed.

08 - Education & Welfare

Childcare employment expenditure lower than budget due to current staff levels with recruitment underway at present.

09 - Housing

Timing Issue with Budget spread out over the financial year, however maintenance projects not scheduled until later.

10 - Community Amenities

Timing issue with maintenance projects forecast for later in the year, however budget is pro-rated evenly. Also Administration Allocations lower than forecast at this stage.

12 - Transport

Timing issue with maintenance projects forecast for later in the year, however budget is pro-rated evenly. Also Administration Allocations and Depreciation lower than forecast at this stage.

13 - Economic Services

Pest and Weed Control Project forecast to be fully expended, however not yet invoiced as yet. Hopetoun Roundabout and Entry Statement Project Budgeted for completion in August, however not yet started due to timing of Budget Adoption

14 - Other Property & Services

Allocations for Public Works Overheads, Plant Operations and Administration lower than budgeted. To be reviewed to ensure the allocations correctly allocate the expenditure.

REPORTABLE NON-CASH VARIATIONS

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

REPORTABLE CAPITAL EXPENSE VARIATIONS

Many Capital Projects are waiting on Grant Agreements to be finalised prior to commencement or have only just commenced.

Plant Purchases beginning to occur, however budget is split equally across the year.

REPORTABLE CAPITAL INCOME VARIATIONS

Please note that there is a current SynergySoft system error under investigation with the support team causing an imbalance in several accounts.

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	OCTOBER 2020 Actual \$
1. ACQUISITION OF ASSETS				
The following assets have been acquired during the period under review:				
<u>By Program</u>				
Governance				
<u>Members of Council</u>				
New Council Chairs X 14	0	0	0	0
Law, Order & Public Safety				
<u>Fire Prevention & Control</u>				
Land Sub-Division Hopetoun	0	0	0	0
Water Bomber Tank Upgrade	2,000	2,000	0	6,255
Hopetoun Rural Bushfire Shed	0	0	0	0
<u>Animal Control</u>				
Construct Animal Holding Pen - Hopetoun	10,000	10,000	0	0
Health				
<u>Doctors & Other Health</u>				
Surgery Equipment Replacement	12,000	12,000	12,000	425
Surgery Upgrade Ravensthorpe - Painting	21,573	21,573	10,786	0
20/21 Purchase Toyota Hilux - Doctor	55,000	55,000	55,000	0
Surgery Upgrade - Hopetoun	11,677	11,677	5,838	0
Education & Welfare				
<u>Child Care Centres</u>				
Little Barrens - Cot And Kindy Room Furniture	6,500	6,500	0	0
Little Barrens - Painting (Lrci Funded)	10,000	10,000	0	0
Little Barrens - Playground Upgrade	100,000	100,000	0	0
Cub House - Playground Upgrade	80,000	80,000	0	0
Housing				
<u>Staff Housing</u>				
30 Kingsmill Street, Ravensthorpe	40,000	40,000	0	55,088
Community Amenities				
<u>Sanitation - Household Refuse</u>				
Munglinup Waste Site Improvements	9,360	9,360	3,120	0
Ravensthorpe Regional Landfill	250,000	250,000	0	0
<u>Sewerage</u>				
2019/20 Purchase Plant - Sewerage Fencing	10,500	10,500	0	0
Sewerage Trailer And Genset	12,000	12,000	0	0
<u>Other Community Amenities</u>				
Two Mile Ablution Block - Hopetoun (Dcp)	68,200	68,200	0	0
Recreation and Culture				
<u>Public Halls & Civic Centres</u>				
Herbarium At Ravensthorpe Hall	0	0	0	154
<u>Other Recreation & Sport</u>				
Hopetoun Sports Pavilion - Timber Sealing	20,400	20,400	0	0
Hopetoun Sports Pavilion, Repair Doors,	258,000	258,000	0	0
Ravensthorpe Rec Centre -	114,149	114,149	0	0
Ravensthorpe Rec Centre - Hot Water System	25,000	25,000	0	0
Skate Park Shade And Seating (Dcp Funded)	8,000	8,000	0	0
Basketball Hoops Near Skatepark Hopetoun	15,000	15,000	0	0
Dual Irrigation - Hopetoun Oval (Dcp And Dsr	282,425	282,425	0	0
Maitland Street Park Playground Upgrade (Dcp	45,000	45,000	0	0
Mcculloch Park Playground Upgrade -	108,642	108,642	0	0
20/21 Purchase Toyota Hilux P&G - Team	45,000	45,000	0	0
20/21 Purchase Toyota Hilux P&G - Hopetoun	45,000	45,000	0	0
20/21 Purchase Case Tractor P&G	90,000	90,000	0	0
20/21 Purchase Toro Zero Turn Mower P&G -	6,000	6,000	0	0
Single Cab Tip Truck	120,000	120,000	0	0
20/21 Purchase Water Tank/Trailer P&G -	10,000	10,000	0	0

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

1. ACQUISITION OF ASSETS (Continued)	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	OCTOBER 2020 Actual \$
The following assets have been acquired during the period under review:				
By Program (Continued)				
Recreation and Culture (Continued)				
<i>Other Culture</i>				
Ravensthorpe Museum	4,500	4,500	0	0
Rcp Architect Services	250,000	250,000	83,332	15,000
Rcp Consultants Services	237,064	237,064	79,020	2,400
Rcp Project Management	54,118	54,118	18,036	0
Rcp Building Construction (& Builders)	3,928,005	3,928,005	1,309,332	0
Rcp Project Fees And Charges	41,822	41,822	13,940	0
Rcp Demolition	100,000	100,000	33,332	2,601
Rcp Contingency	1,435,163	1,435,163	478,384	0
Rcp Utility Services (External Services)	234,900	234,900	78,300	0
Rcp Landscaping And Playground	614,250	614,250	204,748	0
Rcp Public Art	0	0	0	0
Rcp Carpark	180,900	180,900	60,300	0
Transport				
<i>Construction - Roads, Bridges, Depots</i>				
Roads Construction Council				
Four Mile Carpark - Construct New Parking	21,500	21,500	0	18,018
Tamarine Road Patch And Seal Repairs (Lrci)	75,000	75,000	0	0
Mills Road Construction	0	0	0	0
Mallee Road Construction	271,320	271,320	0	0
Cowel Road Floodway Sealing (Lrci Funded)	14,000	14,000	4,664	0
Fitzgerald Road Floodway Sealing (Lrci)	38,000	38,000	12,664	0
Gravel Pit Reinstatement	30,000	30,000	0	0
Gravel Pit Development	20,000	20,000	0	0
Roads Mrwa V Of G Constr				
Hamersley Drive Slk 6.0 To End Of Shire	154,000	154,000	0	0
Jerdacuttup Road Slk 5.2 To 10	216,300	216,300	0	0
Springdale Road Slk 4 To 5.66	100,000	100,000	0	0
Hamersley Drive Bitumen Reseal (Rrg)	0	0	0	1,640
Roads To Recovery Construction				
West River Road Gravel Resheet Slk 10.65 To	346,902	346,902	0	51,003
Footpath Construction				
Hosking Street - Concrete Footpath	30,000	30,000	0	0
Cambewarra Drive Pavement Overlay	33,250	33,250	0	0
Bridges Construction				
Jerdacuttup River Bridge - Springdale Road	1,100,000	1,100,000	0	100,000
Purchase Land - Roadworks And Depots				
Purchase Depot Block - 1 Moir Road	100,000	100,000	0	0
Purchase Land & Buildings - Roadworks				
Ravensthorpe Depot Office Refit	40,000	40,000	0	0
Hopetoun Depot Mechanic Workshop And	12,000	12,000	0	1,769
Purchase Furniture & Equipment - Roads				
Depot Office And Workshop Improvements	7,000	7,000	0	0
Street Furniture - Hopetoun (Dcp Funded)	10,500	10,500	0	0
Road Plant Purchases				
20/21 Purchase Grader	370,000	370,000	0	0
20/21 Purchase Prime Mover	300,000	300,000	0	0
20/21 Purchase Side Tipper	160,000	160,000	0	0
20/21 Purchase Road Broom	5,000	5,000	0	0
Multi Tyre Roller	160,000	160,000	0	0
14.6M Tri Axle Low Loader	200,000	200,000	0	0
Aerodromes				
20/21 Purchase Toro Mower With Canopy -	35,000	35,000	0	0
Airport Tug	10,000	10,000	0	0
Airport Lighting Upgrade	32,200	32,200	0	0
Runway Reseal	0	0	0	9,740
Transport Facilities				
Hopetoun Standpipe Upgrade	12,500	12,500	0	0

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

1. ACQUISITION OF ASSETS (Continued)	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	OCTOBER 2020 Actual \$
The following assets have been acquired during the period under review:				
<u>By Program (Continued)</u>				
Economic Services				
<i>Tourism</i>				
Illuminating Silo Art Work (Dcp Funded)	25,000	25,000	0	0
Other Property & Services				
<i>Works</i>				
20/21 Purchase Flat Bed Truck - Bmo	75,000	75,000	25,000	0
20/21 Purchase Toyota Hilux Sign Ute	45,000	45,000	15,000	0
20/21 Purchase Toyota Hilux Maint Grader 1	45,000	45,000	15,000	0
20/21 Purchase Toyota Hilux Maint Grader 2	45,000	45,000	15,000	0
20/21 Purchase Toyota Hilux Leading Hand	45,000	45,000	15,000	0
20/21 Purchase Toyota Hilux Dozer Operator	40,000	40,000	13,332	0
<i>Administration</i>				
20/21 Purchase Toyota Fortuna - Dccs	55,000	55,000	0	0
Computer Upgrades	9,600	9,600	0	0
Office Furniture And Painting	10,000	10,000	0	0
Administration Office Photocopier	6,000	6,000	0	0
Records Sea Container	5,500	5,500	0	0
	<u>13,312,720</u>	<u>13,312,720</u>	<u>2,561,128</u>	<u>271,097</u>
<u>By Class</u>				
Land	100,000	100,000	0	0
Buildings	6,924,071	6,924,071	2,110,300	83,266
Furniture & Equipment	61,600	61,600	12,000	425
Plant & Equipment	1,996,000	1,996,000	153,332	4,986
Infrastructure - Roads	2,387,022	2,387,022	17,328	170,660
Infrastructure - Footpaths	63,250	63,250	0	0
Infrastructure - Drainage	30,000	30,000	0	0
Infrastructure - Parks & Ovals	1,254,217	1,254,217	265,048	0
Infrastructure - Airports	32,200	32,200	0	9,740
Infrastructure - Other	464,360	464,360	3,120	0
	<u>13,312,720</u>	<u>13,312,720</u>	<u>2,561,128</u>	<u>269,077</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 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)	
			2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
Health								
Toyota Hilux SRS	P711B	P711B	35,000		20,000		(15,000)	0
Other Sport & Recreation								
Toyota Hilux - Ravy	P678A	P678A	32,000		15,000		(17,000)	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000		15,000		(17,000)	0
Tractor - Parks & Gardens	P642	P642	35,000		20,000		(15,000)	0
Zero Turn Mower - Hopetoun	NA	NA	0		1,000		1,000	0
Water Tank/Trailer - Hopetoun	NA	P173A	0		0		0	0
Transport								
Komatsu GD565 Grader	P706	P706	145,000		80,000		(65,000)	0
DAF Prime Mover	P630	P580	35,000		40,000		5,000	0
Haulpro Side Tipper	P611	P577	30,000		40,000		10,000	0
Bomag Smooth Drum Roller	P569A	P569A	0		0		0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0		30,000		30,000	0
Multi Tyre Roller	P609	P570	18,000		15,000		(3,000)	0
Sewell Road Broom	NA	P572	0		500		500	0
Toro GM360 2wd with Canopy	P670	P670	13,000		5,000		(8,000)	0
Administration								
Toyota Fortuna (DCCS)	P701B	P701B	42,000		20,000		(22,000)	0
Public Works Overheads								
Mitsubishi Ute (BMO)	P632A	P632A	12,000		15,000		3,000	0
Toyota Hilux (Sign Ute)	AP715	P654	27,000		15,000		(12,000)	0
Toyota Hilux (Maint Grader 1)	P699A	P699A	28,000		15,000		(13,000)	0
Toyota Hilux (Maint Grader 2)	P700B	P700B	29,000		15,000		(14,000)	0
Toyota Hilux (Leading Hand)	P677B	P677B	29,000		17,000		(12,000)	0
Toyota Hilux (Dozer Operator)	P691A	P691A	29,000		15,000		(14,000)	0
			571,000.00	0.00	393,500.00	0.00	(177,500.00)	0.00

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
Plant & Equipment								
Toyota Hilux SRS	P711B	P711B	35,000	0	20,000	0	(15,000)	0
Toyota Hilux - Ravy	P678A	P678A	32,000	0	15,000	0	(17,000)	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000	0	15,000	0	(17,000)	0
Tractor - Parks & Gardens	P642	P642	35,000	0	20,000	0	(15,000)	0
Zero Turn Mower - Hopetoun	NA	NA	0	0	1,000	0	1,000	0
Water Tank/Trailer - Hopetoun	NA	P173A	0	0	0	0	0	0
Komatsu GD565 Grader	P706	P706	145,000	0	80,000	0	(65,000)	0
DAF Prime Mover	P630	P580	35,000	0	40,000	0	5,000	0
Haulpro Side Tipper	P611	P577	30,000	0	40,000	0	10,000	0
Bomag Smooth Drum Roller	P569A	P569A	0	0	0	0	0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0	0	30,000	0	30,000	0
Multi Tyre Roller	P609	P570	18,000	0	15,000	0	(3,000)	0
Sewell Road Broom	NA	P572	0	0	500	0	500	0
Toro GM360 2wd with Canopy	P670	P670	13,000	0	5,000	0	(8,000)	0
Toyota Fortuna (DCCS)	P701B	P701B	42,000	0	20,000	0	(22,000)	0
Mitsubishi Ute (BMO)	P632A	P632A	12,000	0	15,000	0	3,000	0
Toyota Hilux (Sign Ute)	AP715	P654	27,000	0	15,000	0	(12,000)	0
Toyota Hilux (Maint Grader 1)	P699A	P699A	28,000	0	15,000	0	(13,000)	0
Toyota Hilux (Maint Grader 2)	P700B	P700B	29,000	0	15,000	0	(14,000)	0
Toyota Hilux (Leading Hand)	P677B	P677B	29,000	0	17,000	0	(12,000)	0
Toyota Hilux (Dozer Operator)	P691A	P691A	29,000	0	15,000	0	(14,000)	0
			571,000.00	0.00	393,500.00	0.00	(177,500)	0.00

Summary

Profit on Asset Disposals	49,500	0.00
Loss on Asset Disposals	(227,000)	0.00
	<u>(177,500)</u>	<u>0.00</u>

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-20	Principal Repayments		Principal Outstanding		Interest Repayments	
		2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
Housing							
Loan 145 Staff Housing	190,080	35,888	17,817	154,192	172,263	6,186	1,214
Loan 147 Other Housing	222,334	17,016	8,437	205,318	213,897	7,886	2,638
Recreation and Culture							
Loan 146 Hopetoun Community Centre	298,392	14,091	6,983	284,301	291,409	11,080	2,165
Transport							
Loan 138D Town Street	262,694	30,559	15,029	232,135	247,665	18,961	3,064
Loan 144 Town Street	107,876	52,611	25,982	55,265	81,894	7,251	1,825
Loan 143B Refinance	170,227	32,140	15,956	138,087	154,271	5,540	1,087
Loan 138E Refinance	232,966	35,977	17,854	196,989	215,112	7,828	1,561
	1,484,569	218,282	108,058	1,266,287	1,376,511	64,732	13,554

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

(b) Lease Repayments

Particulars	Principal 1-Jul-20	Principal Repayments		Principal Outstanding		Interest Repayments	
		2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
Law, Order & Public Safety							
Lease Contract 939384 CESO Vehicle	32,852	16,314	0	16,538		345	0
Community Amenities							
Lease Contract 908707	664,874	71,247	0	593,627		17,550	0
Lease Contract 915953	283,024	33,439	0	249,585		8,341	0
	980,750	121,000	0	859,750	0	26,236	0

Particulars/Purpose	Amount Borrowed	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$				Actual \$		
Loan 143B Refinance	0	10	71,576	3.85	0	0	NIL

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
4. RESERVES		
Cash Backed Reserves		
(a) Plant Reserve		
Opening Balance	900,487	900,487
Amount Set Aside / Transfer to Reserve	957,835	0
Amount Used / Transfer from Reserve	<u>(1,569,500)</u>	<u>0</u>
	<u>288,822</u>	<u>900,487</u>
(b) Emergency Farm Water Reserve		
Opening Balance	12,201	12,201
Amount Set Aside / Transfer to Reserve	106	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>12,307</u>	<u>12,201</u>
(c) Building Reserve		
Opening Balance	1,386,509	1,386,509
Amount Set Aside / Transfer to Reserve	462,065	0
Amount Used / Transfer from Reserve	<u>(1,630,000)</u>	<u>0</u>
	<u>218,574</u>	<u>1,386,509</u>
(d) Road & Footpath Reserve		
Opening Balance	395,961	395,961
Amount Set Aside / Transfer to Reserve	103,445	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>499,406</u>	<u>395,961</u>
(e) Swimming Pool Upgrade Reserve		
Opening Balance	44,909	44,909
Amount Set Aside / Transfer to Reserve	391	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>45,300</u>	<u>44,909</u>
(f) UHF Repeater Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>
(g) Airport Reserve		
Opening Balance	379,993	379,993
Amount Set Aside / Transfer to Reserve	3,306	0
Amount Used / Transfer from Reserve	<u>(18,050)</u>	<u>0</u>
	<u>365,249</u>	<u>379,993</u>
(h) Waste & Sewerage Reserve		
Opening Balance	285,162	285,162
Amount Set Aside / Transfer to Reserve	2,481	0
Amount Used / Transfer from Reserve	<u>(31,860)</u>	<u>0</u>
	<u>255,783</u>	<u>285,162</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
(i) State Barrier Fence Reserve		
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>
(j) Leave Reserve		
Opening Balance	42,686	42,686
Amount Set Aside / Transfer to Reserve	371	0
Amount Used / Transfer from Reserve	0	0
	<u>43,057</u>	<u>42,686</u>
Total Cash Backed Reserves	<u><u>1,728,498</u></u>	<u><u>3,447,908</u></u>

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

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

Plant Reserve	957,835	0
Emergency Farm Water Reserve	106	0
Building Reserve	462,065	0
Road & Footpath Reserve	103,445	0
Swimming Pool Upgrade Reserve	391	0
UHF Repeater Reserve	0	0
Airport Reserve	3,306	0
Waste & Sewerage Reserve	2,481	0
State Barrier Fence Reserve	0	0
Leave Reserve	371	0
	<u>1,530,000</u>	<u>0</u>

Transfers from Reserves

Plant Reserve	(1,569,500)	0
Emergency Farm Water Reserve	0	0
Building Reserve	(1,630,000)	0
Road & Footpath Reserve	0	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	(18,050)	0
Waste & Sewerage Reserve	(31,860)	0
State Barrier Fence Reserve	0	0
Leave Reserve	0	0
	<u>(3,249,410)</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u><u>(1,719,410)</u></u>	<u><u>0</u></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

4. RESERVES (Continued)

Cash Backed Reserves (Continued)

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

Plant Reserve

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

Emergency Farm Water Reserve

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

Building Reserve

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

Road and Footpath Reserve

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

Swimming Pool Upgrade Reserve

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

UHF Repeater Reserve

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

Airport Reserve

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

Waste and Sewerage Reserve

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

State Barrier Fence Reserve

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

Leave Reserve

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

	2019/20 B/Fwd Per 2020/21 Budget \$	2019/20 B/Fwd Per Financial Report \$	OCTOBER 2020 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	(588,322)	931,537	2,684,023
Cash - Restricted Unspent Grants	177,845	77,100	1,331,116
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	3,413,771	3,447,908	3,447,908
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	210,163	307,463	1,458,912
Sundry Debtors	246,994	205,584	232,997
Provision for Doubtful Debts	0	0	0
Gst Receivable	182,324	183,358	40,511
Accrued Income/Payments In Advance	3,711,625	1,432,345	9,416
Payments in Advance	0	0	0
Inventories	2,704	2,358	34,424
	<u>7,357,104</u>	<u>6,587,653</u>	<u>9,239,307</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(701,563)	(740,128)	(138,019)
Accrued Interest On Loans	(23,701)	(20,889)	0
Accrued Salaries & Wages	(54,808)	(8,618)	0
Income In Advance	0	(345,384)	(31,000)
Gst Payable	(31,316)	(21,813)	(34,058)
Payroll Creditors	(59,697)	(101,279)	(96,523)
Accrued Expenses	(872,533)	(21,668)	(20,574)
PAYG Liability	0	0	0
Right of Use Assets - Current	(98,617)	(121,001)	(121,001)
Trust	0	0	0
Other Payables	(24,489)	(126,343)	(143,278)
Current Employee Benefits Provision	(377,707)	(437,159)	(437,159)
Current Loan Liability	0	(218,282)	(110,225)
	<u>(2,244,431)</u>	<u>(2,162,564)</u>	<u>(1,131,837)</u>
NET CURRENT ASSET POSITION	5,112,673	4,425,089	8,107,470
Less: Cash - Reserves - Restricted	(3,413,771)	(3,447,908)	(3,447,908)
Less: Cash - Unspent Grants - Restricted	0	0	
Less: Movements Associated with Change in Accounting Standards	(177,845)		
Add Back : Component of Leave Liability not Required to be Funded	377,707	437,159	437,159
Add Back : Current Loan Liability	0	218,282	110,225
ADD: Current Portion of Lease Liability	98,617	121,001	121,001
Adjustment for Trust Transactions Within Muni	60	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>1,997,441</u>	<u>1,753,623</u>	<u>5,327,947</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2020/21 Rate Revenue \$	2020/21 Interim Rates \$	2020/21 Back Rates \$	2020/21 Total Revenue \$	2020/21 Budget \$
General Rate								
GRV Residential	0.117165	781	10,959,706	1,284,094			1,284,094	1,284,094
GRV Commercial	0.131567	33	1,382,612	181,906	6,773	2,794	191,473	181,906
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	63	2,400,257	200,661			200,661	200,662
UV - Other	0.008139	329	244,266,000	1,988,081	(922)		1,987,159	1,988,081
Non-Rateable							0	0
Sub-Totals		1,243	260,374,147	4,002,448	5,851	2,794	4,011,093	4,002,449
Minimum Rates	Minimum \$							
GRV Residential	870.00	374	1,079,820	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	80,050	17,600		0	17,600	17,600
UV - Other	850.00	100	5,605,530	85,000		0	85,000	85,000
Sub-Totals		550	6,855,408	446,250	0	0	446,250	446,250
				4,448,698			4,457,343	4,448,699
Back Rates								1,000
Interim Rates								5,000
Total Amount Raised From Rates							4,457,343	4,454,699
Ex Gratia Rates		check after rates raised					49,234	49,234
Total Rates							4,506,577	4,503,933

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

The general rates detailed above for the 2019/20 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

7. TRUST FUNDS

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

8. OPERATING STATEMENT BY PROGRAM

	OCTOBER 2020 Actual \$	2020/21 Adopted Budget \$	2019/20 Actual \$
OPERATING REVENUES			
Governance	0	20,000	26,350
General Purpose Funding	4,857,859	5,504,055	6,580,771
Law, Order, Public Safety	256,150	377,790	478,161
Health	0	15,500	16,559
Education and Welfare	228,672	1,264,965	471,343
Housing	1,600	5,200	5,400
Community Amenities	496,170	954,474	674,353
Recreation and Culture	280,365	7,268,967	129,075
Transport	288,160	2,299,852	2,443,487
Economic Services	145,375	341,468	247,208
Other Property and Services	143,433	470,345	140,247
TOTAL OPERATING REVENUE	6,697,784	18,522,616	11,212,952
OPERATING EXPENSES			
Governance	(258,540)	(965,894)	(776,593)
General Purpose Funding	(71,761)	(297,378)	(259,153)
Law, Order, Public Safety	(454,611)	(885,379)	(1,060,659)
Health	(97,355)	(325,386)	(307,973)
Education and Welfare	(312,468)	(1,085,456)	(818,705)
Housing	(72,707)	(251,223)	(247,111)
Community Amenities	(461,900)	(1,645,471)	(1,329,532)
Recreation & Culture	(583,181)	(1,963,297)	(1,617,964)
Transport	(1,474,069)	(5,209,942)	(5,214,045)
Economic Services	(123,858)	(710,359)	(435,441)
Other Property and Services	(500,104)	(531,578)	(903,844)
TOTAL OPERATING EXPENSE	(4,410,554)	(13,871,363)	(12,971,019)
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	2,287,230	4,651,253	(1,758,066)

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

8. OPERATING STATEMENT BY NATURE & TYPE

	OCTOBER	2020/21	2019/20
	2020	Adopted	Actual
	Actual	Budget	Actual
	\$	\$	\$
OPERATING REVENUES			
Rates	4,506,578	4,503,933	4,481,702
Operating Grants, Subsidies and Contributions	822,316	2,011,246	4,154,628
Non-Operating Grants, Subsidies and Contributions	345,964	9,166,318	884,405
Fees and Charges	782,173	2,137,072	1,151,610
Service Charges	0	0	0
Interest Earnings	15,245	78,300	103,065
Profit on Asset Disposals	0	49,500	23,036
Proceeds on Disposal of Assets	0	393,500	279,800
Realisation on Disposal of Assets	0	(393,500)	(279,800)
Other Revenue	225,508	576,247	414,508
TOTAL OPERATING REVENUE	6,697,784	18,522,616	11,212,954
OPERATING EXPENSES			
Employee Costs	(1,341,650)	(4,261,814)	(3,867,559)
Materials and Contracts	(891,002)	(3,519,666)	(3,505,377)
Utility Charges	(72,923)	(219,758)	(236,160)
Depreciation on Non-Current Assets	(1,587,594)	(4,902,716)	(4,588,500)
Interest Expenses	(13,553)	(90,968)	(102,827)
Insurance Expenses	(399,376)	(293,511)	(223,390)
Loss on Asset Disposals	0	(227,000)	(95,046)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(104,456)	(355,930)	(352,160)
TOTAL OPERATING EXPENSE	(4,410,554)	(13,871,363)	(12,971,019)
CHANGE IN NET ASSETS			
RESULTING FROM OPERATIONS	<u>2,287,230</u>	<u>4,651,253</u>	<u>(1,758,065)</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

9. STATEMENT OF FINANCIAL POSITION

	OCTOBER 2020 Actual \$	2019/20 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	7,463,047	4,456,545
Trade and Other Receivables	1,741,836	2,128,749
Inventories	34,424	2,358
TOTAL CURRENT ASSETS	<u>9,239,307</u>	<u>6,587,652</u>
NON-CURRENT ASSETS		
Other Receivables	11,931	11,931
Inventories	0	0
Property, Plant and Equipment	32,851,543	33,277,373
Infrastructure	122,680,069	123,572,754
TOTAL NON-CURRENT ASSETS	<u>155,543,543</u>	<u>156,862,058</u>
TOTAL ASSETS	<u>164,782,850</u>	<u>163,449,710</u>
CURRENT LIABILITIES		
Trade and Other Payables	463,451	1,386,120
Right of Use Asset	121,001	121,001
Long Term Borrowings	110,225	218,282
Provisions	437,159	437,159
TOTAL CURRENT LIABILITIES	<u>1,131,836</u>	<u>2,162,562</u>
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	1,266,287	1,266,287
Right of Use Assets	825,493	825,493
Provisions	81,660	81,660
TOTAL NON-CURRENT LIABILITIES	<u>2,173,440</u>	<u>2,173,440</u>
TOTAL LIABILITIES	<u>3,305,276</u>	<u>4,336,002</u>
NET ASSETS	<u>161,477,574</u>	<u>159,113,708</u>
Retained Surplus	40,044,419	37,863,126
Reserves - Cash Backed	3,447,908	3,447,908
Revaluation Surplus	117,908,609	117,908,609
TOTAL EQUITY	<u>161,400,937</u>	<u>159,219,643</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2020

10. FINANCIAL RATIOS

	2021 YTD	2020	2019	2018
Current Ratio	6.42	1.78	3.01	1.64
Operating Surplus Ratio	2.00	3.93	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

2020/2021

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	32,246	1,089,988	72,966	5,765	0	1,200,963	256,870
Aug	24,821	361,337	159,976	7,275	0	553,410	247,790
Sep	9,832	467,211	92,158	6,744	0	575,945	275,691
Oct	16,876	501,519	57,600	9,242	0	585,238	320,530
Nov						0	
Dec						0	
Jan						0	
Feb						0	
Mar						0	
Apr						0	
May						0	
Jun						0	
Total	83,775	2,420,055	382,699	29,026	0	2,915,556	1,100,881
19/20	197,977	8,450,678	997,212	102,791	6,319	9,754,977	3,174,082
18/19	147,967	21,298,438	1,329,904	70,241	13,590	22,860,140	2,219,053
17/18	327,905	18,507,404	209,587	65,010	317,445	19,427,351	2,601,283

Payroll = payroll + payroll deductions + super

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

02 Sept 2020 - 01 Oct 2020
Business Credit Card - Gavin Pollock

Date	Payment to	Description	Amount	GST
31/08/2020	Ravensthorpe Hotel	Meals and refreshments	\$ 432.60	39.33
4/09/2020	Lake Grace Roadhouse	Fuel ORA	\$ 136.29	12.39
4/09/2020	Seek	Job advertisement - Early Childhood Teacher	\$ 297.00	27.00
4/09/2020	Seek	Job advertisement - Early Childhood Educators - Casual	\$ 297.00	27.00
9/09/2020	JB HI-FI, Cannington	Iphone SE 128GB, phone cover & USB lightning car charger	\$ 933.90	84.90
9/09/2020	JB HI-FI, Cannington	Dyson - V11 Outside - Admin office	\$ 1,299.00	118.09
9/09/2020	Retravision, Cannington	Microwave - 41 Kingsmill Street	\$ 378.10	34.37
18/09/2020	Port Hotel, Hopetoun	Councillor meals	\$ 119.60	10.87
21/09/2020	FE Daw & Sons, Ravensthorpe	Morning tea for staff	\$ 53.88	3.63
22/09/2020	Seek	Job advertisement - Admin Officer (Technical Services)	\$ 220.00	20.00
22/09/2020	Seek	Job advertisement - Payroll / HR Officer	\$ 297.00	27.00
23/09/2020	Crown Metropol Perth	CEO accomodation 23/09/2020 & 24/09/2020	\$ 542.43	49.31
24/09/2020	Spotto	CEO taxi fare	\$ 26.67	2.42
24/09/2020	Swan Taxis	CEO taxi fare	\$ 16.38	1.49
24/09/2020	City Toyota, Northbridge	10,000km - ORA	\$ 426.18	38.74
24/09/2020	Swan Taxis	CEO taxi fare	\$ 29.24	2.66
24/09/2020	GM Cabs, Mascot	CEO taxi fare	\$ 24.26	2.21
24/09/2020	Crown Metropol Perth	Shire President accomodation 24/09/2020 - 26/09/2020	\$ 605.18	55.02

*some items GST free

Total Purchases for G. Pollock	\$ 6,134.71	556.43
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Business Credit Card - Leslie Mainwaring

Date	Payment to	Description	Amount	GST
9/09/2020	BP Ravensthorpe Roadhouse	Lunch for LGIS Operation Leadership Training	\$ 204.85	\$ 18.62
15/09/2020	Ravensthorpe Hotel	Council meals & refreshments	\$ 441.70	\$ 40.15
17/09/2020	Blue Pod Coffee	Coffee pods for admin office	\$ 384.00	\$ -

*GST F

Total Purchases for L. Mainwaring	\$ 1,030.55	58.78
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Business Credit Card - Graham Steel

Date	Payment to	Description	Amount	GST
7/09/2020	All Tech Mechanical, Albany	30,000km service - RA682	\$ 295.30	26.85
21/09/2020	Humanitix Ticketing	3 X tickets for Gala Business Awards 03/10/2020	\$ 240.00	21.82
23/09/2020	St John Ambulance	2 X wall mountable workplace first aid kits - Hopetoun & Ravensthorpe tips	\$ 450.00	40.91
25/09/2020	Bunnings, Albany	Drain cleaner & door screen	\$ 117.90	10.72

Total Purchases for G. Steel	\$ 1,103.20	\$ 100.29
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Business Credit Card - Ashley Peczka

Date	Payment to	Description	Amount	GST
15/09/2020	Ravensthorpe Hotel	Meals and refreshments for FCO training	\$ 308.00	\$ 28.00
19/09/2020	Bunnings Albany	Padlocks for standpipes	\$ 40.58	\$ 3.69
23/09/2020	Shipwrecked Bakery, Hopetoun	Lunch and refreshments for FCO training	\$ 33.50	\$ 3.05
30/09/2020	Bankwest	Annual fee	\$ 39.00	\$ -

*GST N

Total Purchases for A. Peczka	\$ 421.08	\$ 34.73
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Business Credit Card - Evelyn Houghton

Date	Payment to	Description	Amount	GST
5/09/2020	Bunnings, Maddington	Broom - The Cub House	\$ 30.00	2.73
12/09/2020	Bunnings, Esperance	Disposable gloves - Little Barrens	\$ 56.90	5.17

Total Purchases for E. Houghton	\$ 86.90	\$ 7.90
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Business Credit Card - Russell Dyer

Date	Payment to	Description	Amount	GST
3/09/2020	Ravensthorpe Building Supplies	Pine decking	\$ 24.35	2.21
4/09/2020	Ravensthorpe Building Supplies	Pine and clam	\$ 63.80	5.80
4/09/2020	Ravensthorpe Building Supplies	Flowers & cable ties	\$ 211.39	19.22
9/09/2020	FE Daw & Sons, Ravensthorpe	UHT milk X 6	\$ 23.40	0.00
21/09/2020	Ravensthorpe Building Supplies	Shackle bow 19mm load	\$ 18.60	1.69
23/09/2020	Ravensthorpe Building Supplies	Hose reel and camlock	\$ 25.50	2.32

*GST F

Total Purchases for R. Dyer	\$ 367.04	\$ 23.23
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Business Credit Card - Miscellaneous Fees and Charges Bankwest

Date	Payment to	Description	Amount	GST
1/10/2020	Bankwest	Facility Fee	\$ 99.00	0.00

*GST N

Total fees and charges	\$ 99.00	\$ -
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Total Bankwest Corporate Mastercard Statement	\$ 9,242.48	\$ 781.36
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Business Debit Card - Les Mainwaring

Date	Payment to	Description	Amount	Amount
16/09/2020	Deposit - Petty Cash	Ravensthorpe office petty cash	\$ 914.70	
22/09/2020	Withdrawal - Petty Cash	Withdrawal for Ravensthorpe office petty cash		-\$ 914.70

Closing Balance for Debit Card - Les Mainwaring	\$ -	\$ -
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
429	09/10/2020	Horizon Power	HOPETOUN LAMPS 01/09/2020 - 30/09/2020	1		6,498.93
INV 513789	23/09/2020	Horizon Power	LOT 3000 BUCKIE STREET 23/07/2020 - 22/09/2020		859.29	
INV 414511	23/09/2020	Horizon Power	U6 / LOT 705 TAMAR STREET 23/07/2020 - 22/09/2020		277.13	
INV 267634	23/09/2020	Horizon Power	LOT 548 TAMAR STREET 23/07/2020 - 23/09/2020		315.31	
INV 442429	24/09/2020	Horizon Power	79 ESPLANADE 23/07/2020 - 22/09/2020		285.97	
INV 185210	25/09/2020	Horizon Power	LOT 461 CANNING BVD 24/07/2020 - 24/09/2020		192.55	
INV 137406	25/09/2020	Horizon Power	LOT 245 VEAL STREET 25/07/2020 - 24/09/2020		292.63	
INV 450414	28/09/2020	Horizon Power	LOT 501 VEAL STREET 28/07/2020 - 25/09/2020		189.61	
INV 397872	28/09/2020	Horizon Power	LOT 314 MAITLAND STREET 28/07/2020 - 25/09/2020		135.64	
INV 136499	01/10/2020	Horizon Power	HOPETOUN LAMPS 01/09/2020 - 30/09/2020		3,950.80	
430	09/10/2020	Shire of Denmark	LONG SERVICE LEAVE ENTITLEMENTS FOR CLINT DAW	1		4,203.88
INV 24132	23/09/2020	Shire of Denmark	LONG SERVICE LEAVE ENTITLEMENTS FOR CLINT DAW		4,203.88	
431	09/10/2020	Telstra	TELSTRA ACCOUNT TO 10 SEPTEMBER 2020	1		3,372.25
INV K479192218/08/2020		Telstra	TELSTRA ACCOUNT TO 10 AUGUST 2020		-9,504.54	
INV K784088318/09/2020		Telstra	TELSTRA ACCOUNT TO 10 SEPTEMBER 2020		12,180.77	
INV T311 - 2322/09/2020		Telstra	SATELLITE PHONES TO 21 OCTOBER 2020		83.46	
INV K579426124/09/2020		Telstra	LITTLE BARRENS TELSTRA ACCOUNT TO 16 SEPTEMBER 2020		180.44	
INV T311 - 1325/09/2020		Telstra	TIM / SMS SERVICE 26/08/2020 - 23/09/2020		432.12	
432	23/10/2020	Horizon Power	LOT 80 JERDACCUTTUP ROAD 07/08/2020 - 05/10/2020	1		1,595.68
INV 224027	02/10/2020	Horizon Power	LOT 694 BEACON DRIVE 04/08/2020 - 01/10/2020		754.72	
INV 308541	07/10/2020	Horizon Power	LOT 80 JERDACCUTTUP ROAD 07/08/2020 - 05/10/2020		840.96	
433	23/10/2020	Telstra	LAPTOP DATA PLANS X 8 TO 24 OCTOBER 2020	1		405.00

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INV T311 - 2325/09/2020		Telstra	LAPTOP DATA PLANS X 8 TO 24 OCTOBER 2020		405.00	
434	23/10/2020	Water Corporation	DISCONNECT SERVICE LOT 19 MORGANS STREET	1		800.66
INV 9007746812/10/2020		Water Corporation	DISCONNECT SERVICE LOT 19 MORGANS STREET		800.66	
1040	01/10/2020	1 - BANK FEES	OBB RECORD FEE	1		19.20
1040	01/10/2020	1 - BANK FEES	MAINTENANCE FEES	1		60.00
1040	01/10/2020	1 - BANK FEES	ELECTRONIC TRANSACTION FEE	1		7.20
1040	01/10/2020	1 - BANK FEES	BPAY CREDIT CARD MERCHANT FEE	1		209.10
1040	01/10/2020	1 - BANK FEES	BPAY TRANSACTION FEES	1		282.75
1040	05/10/2020	1 - BANK FEES	CBA MERCHANT FEE	1		289.10
1040	05/10/2020	1 - BANK FEES	CBA MERCHANT FEES	1		100.51
1040	12/10/2020	1 - BANK FEES	AUDIT CERTIFICATE FEE	1		60.00
EFT12237	09/10/2020	ABCO Products PTY LTD	VARIOUS CLEANING PRODUCTS - RAVENSTHORPE RECREATION CENTRE	1		787.24
INV 607033	24/09/2020	ABCO Products PTY LTD	VARIOUS CLEANING PRODUCTS - RAVENSTHORPE RECREATION CENTRE		787.24	
EFT12238	09/10/2020	BE Stearne & Co Pty Ltd	HUNTER HI-ICD100 1-STATION DECODER	1		218.45
INV 85590	23/09/2020	BE Stearne & Co Pty Ltd	HUNTER HI-ICD100 1-STATION DECODER		218.45	
EFT12239	09/10/2020	Barrett's Tree Services	ADDITIONAL TREE PRUNING IN RAVENSTHORPE TOWNSITE	1		7,634.00
INV 3169	14/07/2020	Barrett's Tree Services	ADDITIONAL TREE PRUNING IN RAVENSTHORPE TOWNSITE		7,634.00	
EFT12240	09/10/2020	Best Office Systems	PRINTER READINGS - RAVENSTHORPE OFFICE - 20/08/2020 - 20/09/2020	1		4,058.98

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 577956	24/09/2020	Best Office Systems	PRINTER READINGS - HOPETOUN OFFICE - 20/08/2020 - 20/09/2020		276.46	
INV 578061	27/09/2020	Best Office Systems	PRINTER READINGS - RAVENSTHORPE OFFICE - 20/08/2020 - 20/09/2020		3,782.52	
EFT12241	09/10/2020	Central Regional TAFE	1 DAY COURSE FOR SENIOR RANGER- IMPLANT MICROCHIP IN CATS AND DOGS	1		321.45
INV 10012383	30/09/2020	Central Regional TAFE	1 DAY COURSE FOR SENIOR RANGER- IMPLANT MICROCHIP IN CATS AND DOGS		280.75	
INV 10012400	30/09/2020	Central Regional TAFE	CATERING FOR MICROCHIP IMPLANTATION COURSE - SENIOR RANGER		40.70	
EFT12242	09/10/2020	Community Spirit Newspaper Inc	-ADVERTISING - FIRE BREAK NOTICE 2020/21 - 24 SEPTEMBER 2020 - 2 PAGES	1		720.00
INV 23876	24/09/2020	Community Spirit Newspaper Inc			360.00	
INV 23872	24/09/2020	Community Spirit Newspaper Inc	ADVERTISING - STAFF RECRUITMENT		360.00	
EFT12243	09/10/2020	Cr. Graham Richardson	COUNCIL PAYMENT Q1 20/21	1		3,675.00
INV 1 QTR 2008/10/2020		Cr. Graham Richardson	COUNCIL PAYMENT Q1 20/21		3,675.00	
EFT12244	09/10/2020	Cr. Ian Goldfinch	COUNCIL PAYMENT Q1 20/21	1		3,675.00
INV 1 QTR 2008/10/2020		Cr. Ian Goldfinch	COUNCIL PAYMENT Q1 20/21		3,675.00	
EFT12245	09/10/2020	Cr. Julianne Belli	COUNCIL PAYMENT Q1 20/21	1		4,776.14
INV 1 QTR 2008/10/2020		Cr. Julianne Belli	COUNCIL PAYMENT Q1 20/21		4,776.14	
EFT12246	09/10/2020	Cr. Keith Dunlop	COUNCIL PAYMENT Q1 20/21	1		10,759.98
INV 1 QTR 2008/10/2020		Cr. Keith Dunlop	COUNCIL PAYMENT Q1 20/21		10,759.98	
EFT12247	09/10/2020	Cr. Mark Mudie	COUNCIL PAYMENT Q1 20/21	1		4,540.80
INV 1 QTR 2008/10/2020		Cr. Mark Mudie	COUNCIL PAYMENT Q1 20/21		4,540.80	
EFT12248	09/10/2020	Rhoda Suzanna (sue) Leighton	COUNCIL PAYMENT Q1 20/21	1		2,714.65
INV 1 QTR 2008/10/2020		Rhoda Suzanna (sue) Leighton	COUNCIL PAYMENT Q1 20/21		2,714.65	

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EFT12249	09/10/2020	Cr. Tom Major	COUNCIL PAYMENT Q1 20/21	1		3,877.80
INV 1 QTR 2008/10/2020		Cr. Tom Major	COUNCIL PAYMENT Q1 20/21		3,877.80	
EFT12250	09/10/2020	Department of Water and Environment Regulation	REGIONAL WASTE MANAGEMENT FACILITY - ANNUAL LICENCE FEE	1		6,496.00
INV WL8839/23/09/2020		Department of Water and Environment Regulation	REGIONAL WASTE MANAGEMENT FACILITY - ANNUAL LICENCE FEE		6,496.00	
EFT12251	09/10/2020	Diane Kelly	BOND REFUND	1		20.00
INV T1697	09/10/2020	Diane Kelly	BOND REFUND	1	20.00	
EFT12253	09/10/2020	Farmers Centre (WA) Pty	2 X EZI PAK OF 4 1/4 QUICK-FILLA & 3 X QUICK-FIT B/HELLA	1		78.11
INV 719498	30/09/2020	Farmers Centre (WA) Pty	2 X EZI PAK OF 4 1/4 QUICK-FILLA & 3 X QUICK-FIT B/HELLA		78.11	
EFT12254	09/10/2020	Freight Lines Group	FREIGHT CHARGES - FULTON HOGAN, SIGMA CHEMICALS & KLEENWEST	1		1,106.90
INV 86381	18/09/2020	Freight Lines Group	FREIGHT CHARGES - FULTON HOGAN, SIGMA CHEMICALS & KLEENWEST		620.58	
INV 86821	25/09/2020	Freight Lines Group	FREIGHT CHARGES - GC SALES & KOMATSU		486.32	
EFT12255	09/10/2020	G.C. Sales	30 X 240 LITRE GREEN BINS WITH RED LIDS & EXTRA LIDS & LID PINS	1		2,380.40
INV 12490	10/09/2020	G.C. Sales	30 X 240 LITRE GREEN BINS WITH RED LIDS & EXTRA LIDS & LID PINS		2,380.40	
EFT12256	09/10/2020	Grants Empire	CRIMINAL PROPERTY CONFISCATION GRANTS APPLICATION - HOPETOUN CCTV - PAYMENT 1 OF 2	1		1,584.00
INV 1924	30/09/2020	Grants Empire	CRIMINAL PROPERTY CONFISCATION GRANTS APPLICATION - HOPETOUN CCTV - PAYMENT 1 OF 2		792.00	
INV 1925	06/10/2020	Grants Empire	CRIMINAL PROPERTY CONFISCATION GRANTS APPLICATION - HOPETOUN CCTV - PAYMENT 2 OF 2		792.00	
EFT12257	09/10/2020	Hopetoun Men In Sheds Incorporated	WEEKEND TRANSFER STATION ATTENDANTS - SEPTEMBER 2020	1		800.00
INV 293	30/09/2020	Hopetoun Men In Sheds Incorporated	WEEKEND TRANSFER STATION ATTENDANTS - SEPTEMBER 2020		800.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT12258	09/10/2020	Hopetoun Tyres & Batteries	TYRE BALANCING AND REPAIRS - RA41	1		44.00
INV 0197	24/09/2020	Hopetoun Tyres & Batteries	TYRE BALANCING AND REPAIRS - RA41		44.00	
EFT12259	09/10/2020	It Vision Australia Pty Ltd	UPDATE PAYSリップ TEMPLATE AS PER QUOTE 7229	1		550.00
INV 34186	30/09/2020	It Vision Australia Pty Ltd	UPDATE PAYSリップ TEMPLATE AS PER QUOTE 7229		550.00	
EFT12260	09/10/2020	Jenny Symonds	BOND REFUND	1		20.00
INV T1703	09/10/2020	Jenny Symonds	BOND REFUND	1	20.00	
EFT12261	09/10/2020	Jerramungup Electrical	AIRCONDITIONER SERVICE AT VARIOUS SHIRE BUILDINGS	1		3,658.05
INV 1737	23/09/2020	Jerramungup Electrical	AIRCONDITIONER SERVICE AT VARIOUS SHIRE BUILDINGS		2,425.50	
INV 1674	29/09/2020	Jerramungup Electrical	AIRCONDITIONER SERVICE AT VARIOUS SHIRE BUILDINGS		1,232.55	
EFT12262	09/10/2020	Kleenwest Distributors	VARIOUS CLEANING PRODUCTS	1		1,682.01
INV 51036	02/10/2020	Kleenwest Distributors	VARIOUS CLEANING PRODUCTS		1,682.01	
EFT12263	09/10/2020	Komatsu Australia PTY LTD	VARIOUS PARTS & FITTINGS	1		10,492.58
INV 2038005	22/09/2020	Komatsu Australia PTY LTD	VARIOUS PARTS & FITTINGS		2,594.87	
INV 2038422	22/09/2020	Komatsu Australia PTY LTD	VARIOUS PARTS & FITTINGS		7,329.38	
INV 2041351	24/09/2020	Komatsu Australia PTY LTD	VARIOUS PARTS & FITTINGS		565.46	
INV 2039880	24/09/2020	Komatsu Australia PTY LTD	VARIOUS PARTS & FITTINGS - PLOW BOLT X 2		1.91	
INV 2042561	25/09/2020	Komatsu Australia PTY LTD	VARIOUS PARTS & FITTINGS - PLOW BOLT X 1		0.96	
EFT12264	09/10/2020	Landgate	RURAL UV'S CHARGEABLE 13/06/2020 - 18/09/2020	1		85.46
INV 359290	21/09/2020	Landgate	RURAL UV'S CHARGEABLE 13/06/2020 - 18/09/2020		85.46	
EFT12265	09/10/2020	Livingston Medical Pty Ltd	MAGGYLAMP EXAM LED LIGHT MOBILE	1		819.50
INV LME018018/09/2020		Livingston Medical Pty Ltd	MAGGYLAMP EXAM LED LIGHT MOBILE		467.50	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 42823	23/09/2020	Livingston Medical Pty Ltd	PRE EMPLOYMENT MEDICAL - JESSICA BATES - INCLUDING DRUG AND ALCOHOL DRUG TEST		352.00	
EFT12266	09/10/2020	Lloydey's Power Services	REPLACEMENT EXIT LIGHTS AND SECURITY LIGHTS - RAVENSTHORPE RECREATION CENTRE	1		806.30
INV 0503	30/09/2020	Lloydey's Power Services	REPLACEMENT EXIT LIGHTS AND SECURITY LIGHTS - RAVENSTHORPE RECREATION CENTRE		806.30	
EFT12267	09/10/2020	Lo-Go Appointments	PERMANENT PLACEMENT FEE - MARK RIDGWELL - 6% OF BASE SALARY	1		13,596.95
INV 422428	22/09/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 19/09/2020		3,233.34	
INV 422436	23/09/2020	Lo-Go Appointments	PERMANENT PLACEMENT FEE - MARK RIDGWELL - 6% OF BASE SALARY		6,600.00	
INV 422463	29/09/2020	Lo-Go Appointments	TEMPORARY RATES OFFICER - GEMMA BOYCE - W/E 26/09/2020		3,009.16	
INV 422462	29/09/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 26/09/2020		754.45	
EFT12268	09/10/2020	Market Force	ADVERTISING - RAVENSTHORPE WILDFLOWER SHOW AND SPRING FESTIVAL (HALF PAGE ADVERT)	1		2,658.09
INV 34888	03/08/2020	Market Force	EARLY SETTLEMENT DISCOUNT - INVOICE 34888		-91.91	
INV 34743	25/08/2020	Market Force	ADVERTISING - RAVENSTHORPE WILDFLOWER SHOW AND SPRING FESTIVAL (HALF PAGE ADVERT)		2,750.00	
EFT12269	09/10/2020	Michaela Pritchard	REIMBURSEMENT FOR USB AND DIARY (MERIDIAN AGENCIES)	1		40.49
INV REIMBU08/10/2020		Michaela Pritchard	REIMBURSEMENT FOR USB AND DIARY (MERIDIAN AGENCIES)		40.49	
EFT12270	09/10/2020	Nutrien Ag Solutions Ravensthorpe	45KG LPG BOTTLE - LITTLE BARRENS	1		310.94
INV 9034100407/09/2020		Nutrien Ag Solutions Ravensthorpe	45KG LPG BOTTLE - LITTLE BARRENS		310.94	
EFT12271	09/10/2020	Perfect Computer Solutions Pty Ltd	EPSOM TM-T82iii PRINTER & 4TB, 2.5" EXTERNAL HARD DRIVE	1		2,090.00
INV 25889	24/09/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES 10/09/2020 - 23/09/2020		552.50	
INV 25890	24/09/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES 10/09/2020 - 15/09/2020		170.00	

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INV 25920	29/09/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES - 24/09/2020		170.00	
INV 25921	29/09/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES - 24/09/2020 & SEPT MONTHLY FEE		127.50	
INV 25934	29/09/2020	Perfect Computer Solutions Pty Ltd	EPSOM TM-T82iii PRINTER & 4TB, 2.5" EXTERNAL HARD DRIVE		1,070.00	
EFT12272	09/10/2020	Peter Hobbs Architects	PROGRESSIVE CHARGE FOR DEVELOPMENT OF DESIGN PHASE - RAVENSTHORPE CULTURAL PRECINCT	1		16,500.00
INV 342	30/09/2020	Peter Hobbs Architects	PROGRESSIVE CHARGE FOR DEVELOPMENT OF DESIGN PHASE - RAVENSTHORPE CULTURAL PRECINCT		16,500.00	
EFT12273	09/10/2020	Powerplant Motorcycles	3 X TRIMMER LINE	1		179.70
INV I-140458	18/09/2020	Powerplant Motorcycles	3 X TRIMMER LINE		179.70	
EFT12274	09/10/2020	R And R Heavy Diesel Services	BRAKE SHOES & WHEEL BEARINGS, REPLACE FAULTY 7 PIN PLUG & BREAKAWAY BATTERY - 1TRJ360	1		3,289.62
INV 4371	24/09/2020	R And R Heavy Diesel Services	ANNUAL SERVICE - JERDACCUTTUP LIGHT TANKER - 1BSB370		1,010.75	
INV 4375	25/09/2020	R And R Heavy Diesel Services	SUPPLY AND FIT NEW TRUCK BATTERY - RA3379		880.00	
INV 4381	30/09/2020	R And R Heavy Diesel Services	BRAKE SHOES & WHEEL BEARINGS, REPLACE FAULTY 7 PIN PLUG & BREAKAWAY BATTERY - 1TRJ360		1,188.33	
INV 4380	30/09/2020	R And R Heavy Diesel Services	REPAIRS TO HOPETOUN TRANSFER STATION GENERATOR		210.54	
EFT12275	09/10/2020	Ravensthorpe Agencies	1 X OLIVER HIGH-LEG WHEAT ZIP SIDED BOOTS SIZE 9.5	1		234.50
INV 835	30/09/2020	Ravensthorpe Agencies	1 X OLIVER HIGH-LEG WHEAT ZIP SIDED BOOTS SIZE 9.5		218.00	
INV 871	01/10/2020	Ravensthorpe Agencies	SHUTTLE ADAPTOR FOR POOL CHEMICAL DRUMS		16.50	
EFT12276	09/10/2020	Ravensthorpe Community Resource Centre	2020-2021 PROVISION OF LIBRARY & CUSTOMER SERVICES - QUARTER 2	1		13,369.94
INV 2008	23/09/2020	Ravensthorpe Community Resource Centre	2020-2021 PROVISION OF LIBRARY & CUSTOMER SERVICES - QUARTER 2		13,369.94	
EFT12277	09/10/2020	Ravensthorpe Mechanical Services	SUPPLY AND FIT 265/60R18 AT771 114H MAXXIS TYRE X 2	1		805.28
INV 37466	24/09/2020	Ravensthorpe Mechanical Services	SUPPLY AND FIT 265/60R18 AT771 114H MAXXIS TYRE X 2		805.28	

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EFT12278	09/10/2020	Rodney Clarence Daw	CBFCO TELSTRA REIMBURSEMENT TO 10 SEPT 2020	1		92.21
INV REIMBU25/09/2020		Rodney Clarence Daw	CBFCO TELSTRA REIMBURSEMENT TO 10 SEPT 2020		92.21	
EFT12279	09/10/2020	Roselea Trading	Hopetoun Gym Rent	1		638.45
INV RENT	07/10/2020	Roselea Trading	Hopetoun Gym Rent		488.34	
INV RATES	07/10/2020	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT12280	09/10/2020	Sai Sreekanth Jogineni	BOND REFUND	1		20.00
INV T1650	09/10/2020	Sai Sreekanth Jogineni	BOND REFUND	1	20.00	
EFT12281	09/10/2020	Seton Australia	BRADY BALL VALVE LOCKOUTS, PART NUMBER A21788 & FREIGHT	1		345.07
INV 9344548429/09/2020		Seton Australia	BRADY BALL VALVE LOCKOUTS, PART NUMBER A21788 & FREIGHT		345.07	
EFT12282	09/10/2020	Signs Plus	NAME BADGES - MARK, MELISSA & MALCOM	1		67.20
INV 157688	10/09/2020	Signs Plus	NAME BADGE - DENE		20.10	
INV 157944	22/09/2020	Signs Plus	NAME BADGES - MARK, MELISSA & MALCOM		47.10	
EFT12283	09/10/2020	South Regional TAFE - Esperance	INTERMEDIATE EXCEL COURSE - 17 SEPTEMBER - EIMEAR GUIDERA & SHELLEY HAYES	1		254.00
INV I0012780 22/09/2020		South Regional TAFE - Esperance	INTERMEDIATE EXCEL COURSE - 17 SEPTEMBER - EIMEAR GUIDERA & SHELLEY HAYES		254.00	
EFT12284	09/10/2020	Stacey Webster	BOND REFUND	1		40.00
INV T595	09/10/2020	Stacey Webster	BOND REFUND	1	20.00	
INV T956	09/10/2020	Stacey Webster	BOND REFUND	1	20.00	
EFT12285	09/10/2020	Toll Transport Pty Ltd	FREIGHT CHARGES - SIGMA CHEMICALS, BE STEARNE & PCS	1		230.92
INV 0461-S3020/09/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - SETON & PCS		27.47	
INV 0462-S3027/09/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - SIGMA CHEMICALS, BE STEARNE & PCS		203.45	

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EFT12286	14/10/2020	Jumping Pillows Pty Ltd ATF Jumping Pillows Trust	1 x JUMPING PILLOW R/ SUPREME PVC COMPONENT SIZE JP5 - 13.80 M X 9.00M	1		10,648.00
INV 2573	13/10/2020	Jumping Pillows Pty Ltd ATF Jumping Pillows Trust	1 x JUMPING PILLOW R/ SUPREME PVC COMPONENT SIZE JP5 - 13.80 M X 9.00M		10,648.00	
EFT12289	15/10/2020	Aerodrome Management Services Pty Ltd	AERODROME REPORTING OFFICER TRAINING COURSE - MARK RIDGWELL - 6 - 9 OCTOBER 2020	1		2,340.00
INV AMSINV06/10/2020		Aerodrome Management Services Pty Ltd	AERODROME REPORTING OFFICER TRAINING COURSE - MARK RIDGWELL - 6 - 9 OCTOBER 2020		2,340.00	
EFT12290	15/10/2020	Australia Post	POSTAGE CHARGES - SEPTEMBER 2020	1		1,413.76
INV 1009978103/10/2020		Australia Post	POSTAGE CHARGES - SEPTEMBER 2020		1,413.76	
EFT12291	15/10/2020	Cleanaway Pty Ltd	COLLECTIONS FOR SEPTEMBER 2020	1		26,869.07
INV 2159812730/09/2020		Cleanaway Pty Ltd	COLLECTIONS FOR SEPTEMBER 2020		26,869.07	
EFT12292	15/10/2020	Hopetoun Earthworks	60 TON OF SAND	1		990.00
INV 2473	06/10/2020	Hopetoun Earthworks	60 TON OF SAND		990.00	
EFT12293	15/10/2020	Hopetoun Mobile Crane Hire PTY LTD	CRANE HIRE TO RELOCATE 2 SEA CONTAINERS	1		247.50
INV RINV34629/09/2020		Hopetoun Mobile Crane Hire PTY LTD	CRANE HIRE TO RELOCATE 2 SEA CONTAINERS		247.50	
EFT12294	15/10/2020	LGIS Liability	LGIS PUBLIC LIABILITY 2020/2021 - INSTALMENT 2	1		14,120.70
INV 100-140630/09/2020		LGIS Liability	LGIS PUBLIC LIABILITY 2020/2021 - INSTALMENT 2		14,120.70	
EFT12295	15/10/2020	LGIS Property	LGIS PROPERTY 2020/2021 - INSTALMENT 2	1		53,155.87
INV 100-141002/10/2020		LGIS Property	LGIS PROPERTY 2020/2021 - INSTALMENT 2		53,155.87	
EFT12296	15/10/2020	LGIS Workcare	LGIS WORKCARE 2020/2021 - INSTALMENT 2	1		54,524.80
INV 100-140630/09/2020		LGIS Workcare	LGIS WORKCARE 2020/2021 - INSTALMENT 2		54,524.80	
EFT12297	15/10/2020	Lavinia Mercer	BOND REFUND	1		400.00
INV T786	15/10/2020	Lavinia Mercer	BOND REFUND	1	400.00	

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EFT12298	15/10/2020	Livingston Medical Pty Ltd	STAFF WAGES SUPPORT FOR 20/21 - QUARTER 2	1		26,215.75
INV LM0020202/10/2020		Livingston Medical Pty Ltd	STAFF WAGES SUPPORT FOR 20/21 - QUARTER 2		26,215.75	
EFT12299	15/10/2020	Lo-Go Appointments	TEMPORARY RATES OFFICER - GEMMA BOYCE - W/E 03/10/2020	1		2,821.09
INV 422502	06/10/2020	Lo-Go Appointments	TEMPORARY RATES OFFICER - GEMMA BOYCE - W/E 03/10/2020		2,821.09	
EFT12300	15/10/2020	Market Force	ADVERTISING - LOCAL GOVERNMENT TENDER 02-2020/21 X 2	1		2,839.27
INV 35224	24/09/2020	Market Force	ADVERTISING - TOWN PLANNING SCHEME 6. AMENDMENT NO. 3 - SATURDAY 29 AUGUST 2020		1,262.27	
INV 35225	24/09/2020	Market Force	ADVERTISING - LOCAL GOVERNMENT TENDER 02-2020/21 X 2		1,577.00	
EFT12301	15/10/2020	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT FOR MEDICAL CENTRES - OCTOBER 2020	1		110.00
INV 052440	01/10/2020	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT FOR MEDICAL CENTRES - OCTOBER 2020		110.00	
EFT12302	15/10/2020	Nutrien Ag Solutions Ravensthorpe	5 x 45KG GAS BOTTLES	1		932.79
INV 9034197909/09/2020		Nutrien Ag Solutions Ravensthorpe	1 x 45KG GAS BOTTLE FOR 79 ESPLANADE		155.47	
INV 9034853623/09/2020		Nutrien Ag Solutions Ravensthorpe	5 x 45KG GAS BOTTLES		777.32	
EFT12303	15/10/2020	R And R Heavy Diesel Services	ANNUAL SERVICE - MT SHORT 2.4 'B' MAJOR - 1DHY580	1		9,368.74
INV 4386	06/10/2020	R And R Heavy Diesel Services	2,000HR SERVICE - RA3508		4,186.50	
INV 4387	07/10/2020	R And R Heavy Diesel Services	ANNUAL SERVICE - MT SHORT 2.4 'B' MAJOR - 1DHY580		4,809.38	
INV 4389	08/10/2020	R And R Heavy Diesel Services	50,000KM SERVICE - RA106		372.86	
EFT12304	15/10/2020	Selena Olliver T/A Ravy Country Kitchen	CATERING - LUNCH MEETING WITH MP RICK WILSON AND COUNCILLORS	1		917.40
INV 7	16/09/2020	Selena Olliver T/A Ravy Country Kitchen	CATERING - PROCESS FOR GRANT FUNDING - CULTURAL PRECINCT - 11 PEOPLE		290.40	
INV 6	21/09/2020	Selena Olliver T/A Ravy Country Kitchen	CATERING - LUNCH MEETING WITH MP RICK WILSON AND COUNCILLORS		330.00	

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INV 8	06/10/2020	Selena Olliver T/A Ravy Country Kitchen	CATERING - CORPORATE DISCUSSION - 6 OCTOBER 2020		297.00	
EFT12305	15/10/2020	WINC Australia Pty Ltd	NET49222304 - VARIOUS CONSUMABLES - LITTLE BARRENS	1		782.88
INV 9033887524/09/2020		WINC Australia Pty Ltd	NET49178746 - VARIOUS CONSUMABLES - THE CUB HOUSE		249.60	
INV 9033887424/09/2020		WINC Australia Pty Ltd	NET49178746 - VARIOUS CONSUMABLES - THE CUB HOUSE		18.24	
INV 9033889525/09/2020		WINC Australia Pty Ltd	NET49178746 - VARIOUS CONSUMABLES - THE CUB HOUSE		49.25	
INV 9033973806/10/2020		WINC Australia Pty Ltd	NET49222304 - VARIOUS CONSUMABLES - LITTLE BARRENS		9.12	
INV 9033974306/10/2020		WINC Australia Pty Ltd	NET49222304 - VARIOUS CONSUMABLES - LITTLE BARRENS		437.40	
INV 9033975607/10/2020		WINC Australia Pty Ltd	NET49222304 - VARIOUS CONSUMABLES - LITTLE BARRENS		19.27	
EFT12306	15/10/2020	Will Chalk Carpentry	30 KINGSMILL STREET - LABOUR COSTS TO REINSTALL FENCING	1		1,199.00
INV 325	01/10/2020	Will Chalk Carpentry	30 KINGSMILL STREET - LABOUR COSTS TO REINSTALL FENCING		902.00	
INV 324	01/10/2020	Will Chalk Carpentry	PATCH INTERNAL AND EXTERNAL WALLS WHERE AIRCONDITIONER UNITS WERE REMOVED		297.00	
EFT12307	23/10/2020	4 Rivers Plumbing Gas & Civil Contracting	INSTALL NEW TOILET CISTERN IN THE STAFF TOILET AT THE RAVENSTHORPE DOCTORS SURGERY	1		392.70
INV 5638	13/10/2020	4 Rivers Plumbing Gas & Civil Contracting	INSTALL NEW TOILET CISTERN IN THE STAFF TOILET AT THE RAVENSTHORPE DOCTORS SURGERY		392.70	
EFT12308	23/10/2020	Albany Lift Design and Vertical Motion Systems	CALL OUT TO REPAIR THE LIFT AT THE RAVENSTHORPE RECREATION CENTRE	1		1,870.00
INV 1862	08/10/2020	Albany Lift Design and Vertical Motion Systems	CALL OUT TO REPAIR THE LIFT AT THE RAVENSTHORPE RECREATION CENTRE		1,870.00	
EFT12309	23/10/2020	Australian Taxation Office (ATO)	BAS RETURN SEPTEMBER 2020	1		75,552.00
INV BAS SEP21/10/2020		Australian Taxation Office (ATO)	BAS RETURN SEPTEMBER 2020		75,552.00	
EFT12310	23/10/2020	BE Stearne & Co Pty Ltd	1 X GALCON 7101BT RETIC CONTROLLER	1		234.08

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INV 86073	09/10/2020	BE Stearne & Co Pty Ltd	I X GALCON 7101BT RETIC CONTROLLER		234.08	
EFT12311	23/10/2020	BP Australia Pty Ltd	BP FUEL CARDS - SEPTEMBER 2020	1		3,600.86
INV 1127605830/09/2020		BP Australia Pty Ltd	BP FUEL CARDS - SEPTEMBER 2020		3,600.86	
EFT12312	23/10/2020	Best Office Systems	TRAVEL TO RAVENSTHORPE TO REPAIR SQUEAKING PRINTER	1		88.00
INV 578729	15/10/2020	Best Office Systems	TRAVEL TO RAVENSTHORPE TO REPAIR SQUEAKING PRINTER		88.00	
EFT12313	23/10/2020	Bunnings	VILLABOARD, PADBOLT, BUILDERS FILM GRUNT TAPE	1		99.93
INV 2272/00112/10/2020		Bunnings	VILLABOARD, PADBOLT, BUILDERS FILM GRUNT TAPE		99.93	
EFT12314	23/10/2020	Esperance Branch AMPOL Australia Petroleum PTY LTD	DIESEL - 16,000L	1		16,661.92
INV S141599809/10/2020		Esperance Branch AMPOL Australia Petroleum PTY LTD	DIESEL - 16,000L		16,661.92	
EFT12315	23/10/2020	City of Albany	BUILDING SERVICES - 2 X CERTIFICATE OF DESIGN COMPLIANCE	1		374.00
INV 90509	09/10/2020	City of Albany	BUILDING SERVICES - 2 X CERTIFICATE OF DESIGN COMPLIANCE		374.00	
EFT12316	23/10/2020	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 05/10/2020	1		1,875.76
INV BWR10/216/10/2020		Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 05/10/2020		1,875.76	
EFT12317	23/10/2020	Corsign WA	VARIOUS SIGNS	1		314.60
INV 50875	06/10/2020	Corsign WA	VARIOUS SIGNS		314.60	
EFT12318	23/10/2020	Dawry's Bottlo PTY LTD	BOTTLED WATER FOR COUNCIL MEETINGS	1		103.00
INV 183939	19/10/2020	Dawry's Bottlo PTY LTD	BOTTLED WATER FOR COUNCIL MEETINGS		103.00	
EFT12319	23/10/2020	Esperance Fire Services	JACKING PUMP ROUTINE INSPECTION AND TESTING MORGANS STREET - 07/10/2020	1		324.50
INV 08370	08/10/2020	Esperance Fire Services	JACKING PUMP ROUTINE INSPECTION AND TESTING MORGANS STREET - 07/10/2020		324.50	

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EFT12320	23/10/2020	Evelyn Houghton	REIMBURSEMENT FOR TEMPORARY SERVICE WAIVER FOR LITTLE BARRENS (DEPT. OF COMMUNITIES)	1		112.00
INV REIMBU05/10/2020		Evelyn Houghton	REIMBURSEMENT FOR TEMPORARY SERVICE WAIVER FOR LITTLE BARRENS (DEPT. OF COMMUNITIES)		112.00	
EFT12321	23/10/2020	Executive Media	CARAVANNING AUSTRALIA SPRING 2020 EDITION ADVERT WITH EDITORIAL	1		950.00
INV 162476	03/09/2020	Executive Media	CARAVANNING AUSTRALIA SPRING 2020 EDITION ADVERT WITH EDITORIAL		950.00	
EFT12322	23/10/2020	FE Daw and Sons	CATERING COST FOR FCO TRAINING HELD ON 23 SEPTEMBER	1		25.75
INV M225 - S102/10/2020		FE Daw and Sons			25.75	
EFT12323	23/10/2020	Floris Hooft	BOND REFUND	1		20.00
INV T1679	21/10/2020	Floris Hooft	BOND REFUND	1	20.00	
EFT12324	23/10/2020	Foundation Electrical	SERVICING OF RAVENSTHORPE SWIMMING POOL PUMP	1		553.47
INV 84113	12/10/2020	Foundation Electrical	SERVICING OF RAVENSTHORPE SWIMMING POOL PUMP		553.47	
EFT12325	23/10/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & FULTON HOGAN	1		1,101.81
INV 87402	30/09/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & KOMATSU		444.86	
INV 88165	16/10/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & FULTON HOGAN		656.95	
EFT12326	23/10/2020	Fulton Hogan	EZ STREET POTHOLE REPAIR MIX X 96 BAGS	1		3,590.40
INV 1447568314/10/2020		Fulton Hogan	EZ STREET POTHOLE REPAIR MIX X 96 BAGS		3,590.40	
EFT12327	23/10/2020	Hopetoun Plumbing and Gas	PUMP OUT TOILETS AT PHILLIPS RIVER CANOE TRAIL, KUNDIP & LEE CREEK	1		5,980.70
INV 2775	20/10/2020	Hopetoun Plumbing and Gas	PLUMBING WORK AT VARIOUS SHIRE BUILDINGS		1,503.70	
INV 2776	20/10/2020	Hopetoun Plumbing and Gas	TEST AND REPORT VARIOUS RPZD DEVICES		2,200.00	
INV 2777	20/10/2020	Hopetoun Plumbing and Gas	PUMP OUT TOILETS AT PHILLIPS RIVER CANOE TRAIL, KUNDIP & LEE CREEK		2,277.00	

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EFT12328	23/10/2020	Isabelle van den Nieuwendijk	BOND REFUND	1		20.00
INV T1691	21/10/2020	Isabelle van den Nieuwendijk	BOND REFUND	1	20.00	
EFT12329	23/10/2020	Jamie Galwey	REIMBURSEMENT FOR STAFF UNIFORM (LIGHT IN THE BOX)	1		170.92
INV REIMBU19	19/10/2020	Jamie Galwey	REIMBURSEMENT FOR STAFF UNIFORM (LIGHT IN THE BOX)		131.72	
INV REIMBU20	20/10/2020	Jamie Galwey	REIMBURSEMENT FOR CPR REFRESHER COURSE (ST JOHN AMBULANCE)		39.20	
EFT12330	23/10/2020	John Brent Haydon	REFUND FOR OVERPAYMENT OF BUILDING PERMIT FEES	1		47.75
INV T3	23/10/2020	John Brent Haydon	REFUND FOR OVERPAYMENT OF BUILDING PERMIT FEES	1	47.75	
EFT12331	23/10/2020	Kleenheat Gas Pty Ltd (wesfarmers)	FACILITY FEE / CYLINDER SERVICE CHARGE - REC CENTRE	1		1,266.65
INV 4321012	01/10/2020	Kleenheat Gas Pty Ltd (wesfarmers)	FACILITY FEE / CYLINDER SERVICE CHARGE - REC CENTRE		1,180.85	
INV 4321106	01/10/2020	Kleenheat Gas Pty Ltd (wesfarmers)	FACILITY FEE / CYLINDER SERVICE CHARGE - 79 ESPLANADE		85.80	
EFT12332	23/10/2020	Landgate	LAND ENQUIRY SEARCH FEES - SEPTEMBER 2020	1		80.10
INV 1046280	01/10/2020	Landgate	LAND ENQUIRY SEARCH FEES - SEPTEMBER 2020		80.10	
EFT12333	23/10/2020	Livingston Medical Pty Ltd	1 x HEPATITIS B CONSULT AND VACCINE FOR KELLY POWER	1		772.00
INV 43262	09/10/2020	Livingston Medical Pty Ltd	FULL EMPLOYMENT MEDICAL - ELLA GROVES - INCLUDING DRUG AND ALCOHOL LAB TEST		352.00	
INV LMHV1616	16/10/2020	Livingston Medical Pty Ltd	1 x HEPATITIS B CONSULT AND VACCINE FOR KELLY POWER		420.00	
EFT12334	23/10/2020	Lloydey's Power Services	CALL OUT TO 18 CARLISLE STREET - LIGHT ISSUES	1		189.20
INV 518	15/10/2020	Lloydey's Power Services	CALL OUT TO 18 CARLISLE STREET - LIGHT ISSUES		189.20	
EFT12335	23/10/2020	Lo-Go Appointments	TEMPORARY RATES OFFICER - GEMMA BOYCE - W/E 10/10/2020	1		2,821.09

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INV 422541	13/10/2020	Lo-Go Appointments	TEMPORARY RATES OFFICER - GEMMA BOYCE - W/E 10/10/2020		2,821.09	
EFT12336	23/10/2020	Matthews Smash Repairs	INSURANCE EXCESS - RA3421 (CLAIM NUMBER 6044443)	1		500.01
INV 11910/2	14/10/2020	Matthews Smash Repairs			500.01	
EFT12337	23/10/2020	Meridian Agencies (Weistermann Family Trust)	VARIOUS STATIONARY ITEMS	1		693.66
INV 924	01/10/2020	Meridian Agencies (Weistermann Family Trust)	VARIOUS STATIONARY ITEMS		611.33	
INV 923	01/10/2020	Meridian Agencies (Weistermann Family Trust)	MANILA DOCUMENT WALLETS - STAPLER - NALCIP DISPENSERS - SCISSORS - BLU TACK		82.33	
EFT12338	23/10/2020	Metro Ceramic Tiles	1.4M2 V COTTO HOME SUEDE R10 200X200MM & ARDEX FG8 GROUT 05KG 277	1		72.55
INV 21733	12/10/2020	Metro Ceramic Tiles	1.4M2 V COTTO HOME SUEDE R10 200X200MM & ARDEX FG8 GROUT 05KG 277		72.55	
EFT12339	23/10/2020	Moore Australia (WA) Pty Ltd	2020 NUTS & BOLTS - THE GEARS WORKSHOP - EIMEAR GUIDERA - NOV 2020	1		946.00
INV 1409	07/10/2020	Moore Australia (WA) Pty Ltd	2020 NUTS & BOLTS - THE GEARS WORKSHOP - EIMEAR GUIDERA - NOV 2020		946.00	
EFT12340	23/10/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES 01/10/2020 - 08/10/2020	1		340.00
INV 25954	15/10/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES 01/10/2020 - 08/10/2020		170.00	
INV 25953	15/10/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES 30/09/2020 - 13/10/2020		170.00	
EFT12341	23/10/2020	Phillips River Grazing Pty Ltd	REPLACE 40M SECTION OF RINGLOCK FENCE AND STAR PICKET - SUPPLY & INSTALL	1		165.00
INV 40	08/10/2020	Phillips River Grazing Pty Ltd	REPLACE 40M SECTION OF RINGLOCK FENCE AND STAR PICKET - SUPPLY & INSTALL		165.00	
EFT12342	23/10/2020	R And R Heavy Diesel Services	ANNUAL SERVICE - WEST RIVER 2.4 'B' MAJOR - 1EEW142	1		10,196.80
INV 4388	07/10/2020	R And R Heavy Diesel Services	ANNUAL SERVICE - MUNGLINUP 4.4 'B' MAJOR - 1GAR559		2,966.30	
INV 4395	08/10/2020	R And R Heavy Diesel Services	ANNUAL SERVICE - WEST RIVER 2.4 'B' MAJOR - 1EEW142		3,300.41	
INV 4390	08/10/2020	R And R Heavy Diesel Services	CARRY OUT 250 HR SERVICE - RA3762		987.03	

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INV 4397	13/10/2020	R And R Heavy Diesel Services	ANNUAL SERVICE - COCANARUP 2.4 'B' MAJOR - 1EEM041		2,943.06	
EFT12343	23/10/2020	Ravensthorpe Agencies	1 X STEELBLUE BOOTS ARG BLK + SCUFFCAP SZ11 LACE/ ZIP - GREG BRITAIN	1		233.20
INV 01020	12/10/2020	Ravensthorpe Agencies	1 X STEELBLUE BOOTS ARG BLK + SCUFFCAP SZ11 LACE/ ZIP - GREG BRITAIN		233.20	
EFT12344	23/10/2020	Ravensthorpe Agricultural Initiative Network Inc	2020/21 BUDGETED FUNDING - RAVENSTHORPE AGRICULTURAL INITIATIVE NETWORK	1		11,000.00
INV 12102	12/10/2020	Ravensthorpe Agricultural Initiative Network Inc	2020/21 BUDGETED FUNDING - RAVENSTHORPE AGRICULTURAL INITIATIVE NETWORK		11,000.00	
EFT12345	23/10/2020	Ravensthorpe District Art Group	2020 ANNUAL RAVENSTHORPE SHIRE ART PRIZE	1		700.00
INV 001	12/10/2020	Ravensthorpe District Art Group	2020 ANNUAL RAVENSTHORPE SHIRE ART PRIZE		700.00	
EFT12346	23/10/2020	Shire of Ravensthorpe Social Club	Payroll deductions	1		190.00
INV DEDUCT05/10/2020		Shire of Ravensthorpe Social Club	Payroll deductions		95.00	
INV DEDUCT19/10/2020		Shire of Ravensthorpe Social Club	Payroll deductions		95.00	
EFT12347	23/10/2020	Sigma Chemicals	LIQUID CHLORINE 200L, PALLET & DRUM POLY	1		3.96
INV CN 4751206/04/2020		Sigma Chemicals	CREDIT - 3 X PALLET & 6 X 200L DRUM POLY		-330.00	
INV CN 4760822/04/2020		Sigma Chemicals	CREDIT - PALLET SKID & 15 X 20L DRUM POLY		-247.50	
INV CN 4787322/06/2020		Sigma Chemicals	CREDIT - 2 X PALLET & 8 X 200L DRUM POLY		-396.00	
INV 140754/0116/07/2020		Sigma Chemicals	HYDROCHLORIC ACID, SODIUM BICARBONATE, DRUM POLY & PALLET		299.20	
INV 141731	02/09/2020	Sigma Chemicals	8 X 20L HYDROCHLORIC ACID, PALLET & DRUM POLY		220.66	
INV 142124	18/09/2020	Sigma Chemicals	LIQUID CHLORINE 200L, PALLET & DRUM POLY		704.00	
INV CN 4829421/09/2020		Sigma Chemicals	CREDIT - 16 X 20L DRUM POLY		-246.40	
EFT12348	23/10/2020	St John Ambulance Western Australia Ltd.	CPR REFRESHER FOR CHILDCARE EMPLOYEES - E HOUGHTON N FISHLOCK C BYRNE C JANSSE	1		356.40
INV FAINV0019/09/2020		St John Ambulance Western Australia Ltd.	CPR REFRESHER FOR CHILDCARE EMPLOYEES - E HOUGHTON N FISHLOCK C BYRNE C JANSSE		356.40	

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EFT12349	23/10/2020	Stantec Australia Pty Ltd	PROFESSIONAL SERVICES FOR PROJECT 301248297 RAVENSTHORPE COMMUNITY CENTRE	1		2,640.00
INV 261207	23/09/2020	Stantec Australia Pty Ltd	PROFESSIONAL SERVICES FOR PROJECT 301248297 RAVENSTHORPE COMMUNITY CENTRE		2,640.00	
EFT12350	23/10/2020	Toll Transport Pty Ltd	FREIGHT CHARGES - ALBANY LOCK	1		25.03
INV 0463-S30:11/10/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - ALBANY LOCK		25.03	
EFT12351	23/10/2020	WINC Australia Pty Ltd	NET49222304 - VARIOUS CONSUMABLES - LITTLE BARRENS	1		13.04
INV 9034019412/10/2020		WINC Australia Pty Ltd	NET49222304 - VARIOUS CONSUMABLES - LITTLE BARRENS		13.04	
EFT12352	29/10/2020	4 Rivers Plumbing Gas & Civil Contracting	REPLACE SHOWER SET AT 93 SPENCE ST	1		324.50
INV 5650	20/10/2020	4 Rivers Plumbing Gas & Civil Contracting	REPLACE SHOWER SET AT 93 SPENCE ST		324.50	
EFT12353	29/10/2020	Altratus Property	BUILDING SURVEYING SERVICES - PROPERTY CONDITION REPORTS - YOUTH CENTRE & SENIORS	1		1,980.00
INV 0052	20/10/2020	Altratus Property	BUILDING SURVEYING SERVICES - PROPERTY CONDITION REPORTS - YOUTH CENTRE & SENIORS		1,980.00	
EFT12354	29/10/2020	Community Spirit Newspaper Inc	FIRE BREAK NOTICE 2020/21 - ADVERTISING - 8 OCTOBER 2020 - 2 PAGES	1		360.00
INV 23917	08/10/2020	Community Spirit Newspaper Inc	FIRE BREAK NOTICE 2020/21 - ADVERTISING - 8 OCTOBER 2020 - 2 PAGES		360.00	
EFT12355	29/10/2020	D & J Renton	TILE SHOWER RECESS AT 93 SPENCE ST INCLUDING INSTALLING SHOWER BASE	1		979.00
INV 57	24/10/2020	D & J Renton	TILE SHOWER RECESS AT 93 SPENCE ST INCLUDING INSTALLING SHOWER BASE		979.00	
EFT12356	29/10/2020	Department of Fire and Emergency Services (Previously FESA)	2020/2021 ESL INCOME LOCAL GOVERNMENT - PROPERTY	1		4,255.71
INV 151309	02/10/2020	Department of Fire and Emergency Services (Previously FESA)	2020/2021 ESL INCOME LOCAL GOVERNMENT - PROPERTY		4,255.71	
EFT12357	29/10/2020	Hopetoun Men In Sheds Incorporated	WEEKDAY TRANSFER STATION ATTENDANT. P FAWKES HOLIDAY RELIEF (5 OCT TO 16 OCT)	1		800.00

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INV 295	19/10/2020	Hopetoun Men In Sheds Incorporated	WEEKDAY TRANSFER STATION ATTENDANT. P FAWKES HOLIDAY RELIEF (5 OCT TO 16 OCT)		800.00	
EFT12358	29/10/2020	Information Enterprises Australia Pty Ltd ATF Information Enterprises Trust	RECORDS TRAINING - MEGHAN SYMONDS & LANI DIEDERIKS 14TH & 15TH OCTOBER 2020	1		435.60
INV 8010	23/09/2020	Information Enterprises Australia Pty Ltd ATF Information Enterprises Trust	RECORDS TRAINING - MEGHAN SYMONDS & LANI DIEDERIKS 14TH & 15TH OCTOBER 2020		435.60	
EFT12359	29/10/2020	Jamie Galwey	REIMBURSEMENT OF 50% OF TAFE FEES FOR DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE	1		294.00
INV REIMBU27/10/2020		Jamie Galwey	REIMBURSEMENT OF 50% OF TAFE FEES FOR DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE		294.00	
EFT12360	29/10/2020	Nicola Jane Crane	6 X POOL INDUCTIONS - 2019/2020 SEASON	1		1,050.00
INV 85	08/10/2020	Nicola Jane Crane	6 X POOL INDUCTIONS - 2019/2020 SEASON		900.00	
INV 86	12/10/2020	Nicola Jane Crane			150.00	
EFT12361	29/10/2020	Ravensthorpe Community Christmas Tree	CEO DONTATION - 2020 RAVENSTHORPE COMMUNITY CHRISTMAS TREE	1		250.00
INV SPONSO118/10/2020		Ravensthorpe Community Christmas Tree	CEO DONTATION - 2020 RAVENSTHORPE COMMUNITY CHRISTMAS TREE		250.00	
EFT12362	29/10/2020	Selena Olliver T/A Ravy Country Kitchen	CATERING X 18 PEOPLE - GREAT SOUTERN FIRE WORKING GROUP MEETING - 12/10/2020	1		396.00
INV 9	12/10/2020	Selena Olliver T/A Ravy Country Kitchen	CATERING X 18 PEOPLE - GREAT SOUTERN FIRE WORKING GROUP MEETING - 12/10/2020		396.00	
EFT12363	29/10/2020	Shire of Ravensthorpe- Petty Cash	HOPETOUN OFFICE PETTY CASH REIMBURSEMENT - OCTOBER 2020	1		83.05
INV HOPEY C26/10/2020		Shire of Ravensthorpe- Petty Cash	HOPETOUN OFFICE PETTY CASH REIMBURSEMENT - OCTOBER 2020		83.05	
DD5501.1	05/10/2020	WA Local Government Super Plan	Payroll deductions	1		11,776.07
INV SUPER	05/10/2020	WA Local Government Super Plan	Superannuation contributions	1	9,101.71	
INV DEDUCT05/10/2020		WA Local Government Super Plan	Payroll deductions	1	210.00	
INV DEDUCT05/10/2020		WA Local Government Super Plan	Payroll deductions	1	192.25	
INV DEDUCT05/10/2020		WA Local Government Super Plan	Payroll deductions	1	1,246.97	

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INV DEDUCT05/10/2020		WA Local Government Super Plan	Payroll deductions	1	334.62	
INV DEDUCT05/10/2020		WA Local Government Super Plan	Payroll deductions	1	71.07	
INV DEDUCT05/10/2020		WA Local Government Super Plan	Payroll deductions	1	218.07	
INV DEDUCT05/10/2020		WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT05/10/2020		WA Local Government Super Plan	Payroll deductions	1	292.31	
INV DEDUCT05/10/2020		WA Local Government Super Plan	Payroll deductions	1	35.99	
DD5501.2	05/10/2020	Rest Superannuation	Superannuation contributions	1		599.28
INV SUPER	05/10/2020	Rest Superannuation	Superannuation contributions	1	599.28	
DD5501.3	05/10/2020	BUSSQ	Payroll deductions	1		453.49
INV SUPER	05/10/2020	BUSSQ	Superannuation contributions	1	337.21	
INV DEDUCT05/10/2020		BUSSQ	Payroll deductions	1	116.28	
DD5501.4	05/10/2020	ANZ Smart Choice Super	Superannuation contributions	1		250.39
INV SUPER	05/10/2020	ANZ Smart Choice Super	Superannuation contributions	1	250.39	
DD5501.5	05/10/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		655.76
INV SUPER	05/10/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	528.84	
INV DEDUCT05/10/2020		The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	126.92	
DD5501.6	05/10/2020	GuildSuper	Superannuation contributions	1		193.71
INV SUPER	05/10/2020	GuildSuper	Superannuation contributions	1	193.71	
DD5501.7	05/10/2020	Australian Super Pty Ltd	Superannuation contributions	1		250.39
INV SUPER	05/10/2020	Australian Super Pty Ltd	Superannuation contributions	1	250.39	
DD5501.8	05/10/2020	Colonial First State	Payroll deductions	1		1,147.52
INV SUPER	05/10/2020	Colonial First State	Superannuation contributions	1	676.52	

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INV DEDUCT05/10/2020		Colonial First State	Payroll deductions	1	471.00	
DD5501.9	05/10/2020	IIOF Employer Super	Superannuation contributions	1		218.03
INV SUPER	05/10/2020	IIOF Employer Super	Superannuation contributions	1	218.03	
DD5506.1	19/10/2020	WA Local Government Super Plan	Payroll deductions	1		15,660.09
INV SUPER	19/10/2020	WA Local Government Super Plan	Superannuation contributions	1	9,248.94	
INV DEDUCT19/10/2020		WA Local Government Super Plan	Payroll deductions	1	3,940.00	
INV DEDUCT19/10/2020		WA Local Government Super Plan	Payroll deductions	1	192.25	
INV DEDUCT19/10/2020		WA Local Government Super Plan	Payroll deductions	1	1,168.36	
INV DEDUCT19/10/2020		WA Local Government Super Plan	Payroll deductions	1	334.62	
INV DEDUCT19/10/2020		WA Local Government Super Plan	Payroll deductions	1	67.32	
INV DEDUCT19/10/2020		WA Local Government Super Plan	Payroll deductions	1	308.94	
INV DEDUCT19/10/2020		WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT19/10/2020		WA Local Government Super Plan	Payroll deductions	1	292.31	
INV DEDUCT19/10/2020		WA Local Government Super Plan	Payroll deductions	1	34.27	
DD5506.2	19/10/2020	BUSSQ	Payroll deductions	1		453.49
INV SUPER	19/10/2020	BUSSQ	Superannuation contributions	1	337.21	
INV DEDUCT19/10/2020		BUSSQ	Payroll deductions	1	116.28	
DD5506.3	19/10/2020	ANZ Smart Choice Super	Superannuation contributions	1		234.74
INV SUPER	19/10/2020	ANZ Smart Choice Super	Superannuation contributions	1	234.74	
DD5506.4	19/10/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		655.76
INV SUPER	19/10/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	528.84	
INV DEDUCT19/10/2020		The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	126.92	
DD5506.5	19/10/2020	GuildSuper	Superannuation contributions	1		193.71

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INV SUPER	19/10/2020	GuildSuper	Superannuation contributions	1	193.71	
DD5506.6	19/10/2020	Australian Super Pty Ltd	Superannuation contributions	1		238.86
INV SUPER	19/10/2020	Australian Super Pty Ltd	Superannuation contributions	1	238.86	
DD5506.7	19/10/2020	Colonial First State	Payroll deductions	1		1,147.52
INV SUPER	19/10/2020	Colonial First State	Superannuation contributions	1	676.52	
INV DEDUCT	19/10/2020	Colonial First State	Payroll deductions	1	471.00	
DD5506.8	19/10/2020	IIOF Employer Super	Superannuation contributions	1		243.46
INV SUPER	19/10/2020	IIOF Employer Super	Superannuation contributions	1	243.46	
DD5506.9	19/10/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		7,885.04
INV SUPER	19/10/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,086.20	
INV DEDUCT	19/10/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	5,450.00	
INV DEDUCT	19/10/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	348.84	
DD5525.1	31/10/2020	Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY - OCTOBER 2020	1		32,783.55
INV OCT 2020	31/10/2020	Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY - OCTOBER 2020	1	32,783.55	
DD5525.2	31/10/2020	Synergy	PAYMENT BY AUTHORITY - OCTOBER 2020	1		9,952.34
INV OCT 2020	31/10/2020	Synergy	PAYMENT BY AUTHORITY - OCTOBER 2020	1	9,952.34	
DD5525.4	15/10/2020	SG Fleet	LEASE RENTALS OCTOBER 2020	1		13,496.72
INV AUSG0020	15/10/2020	SG Fleet	LEASE RENTALS OCTOBER 2020	1	13,496.72	
DD5525.5	01/10/2020	Westnet Pty Ltd	PAYMENT BY AUTHORITY - OCTOBER 2020	1		185.08
INV OCT 2020	01/10/2020	Westnet Pty Ltd	PAYMENT BY AUTHORITY - OCTOBER 2020	1	185.08	
DD5525.6	08/10/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1		154.00
INV 2655508408	08/10/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	77.00	

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INV 2655510708/10/2020		Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	77.00	
DD5526.1	21/10/2020	BANKWEST Corporate Mastercard	SEPTEMBER 2020 STATEMENT	1		9,242.48
INV SEPT 20221/10/2020		BANKWEST Corporate Mastercard	SEPTEMBER 2020 STATEMENT	1	9,242.48	
DD5501.10	05/10/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,423.10
INV SUPER	05/10/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,021.72	
INV DEDUCT05/10/2020		Australian Superannuation (Formally Westscheme)	Payroll deductions	1	1,050.00	
INV DEDUCT05/10/2020		Australian Superannuation (Formally Westscheme)	Payroll deductions	1	351.38	
DD5501.11	05/10/2020	MLC MasterKey Business Super	Superannuation contributions	1		644.11
INV DEDUCT05/10/2020		MLC MasterKey Business Super	Payroll deductions	1	63.44	
INV SUPER	05/10/2020	MLC MasterKey Business Super	Superannuation contributions	1	580.67	
DD5501.12	05/10/2020	MLC Superannuation	Superannuation contributions	1		56.45
INV SUPER	05/10/2020	MLC Superannuation	Superannuation contributions	1	56.45	
DD5501.13	05/10/2020	AMP Super	Superannuation contributions	1		59.85
INV SUPER	05/10/2020	AMP Super	Superannuation contributions	1	59.85	
DD5501.14	05/10/2020	BT Super for Life	Superannuation contributions	1		647.90
INV SUPER	05/10/2020	BT Super for Life	Superannuation contributions	1	647.90	
DD5501.15	05/10/2020	Care Super Pty Ltd	Superannuation contributions	1		174.94
INV SUPER	05/10/2020	Care Super Pty Ltd	Superannuation contributions	1	174.94	
DD5501.16	05/10/2020	Hesta Superannuation	Superannuation contributions	1		141.72
INV SUPER	05/10/2020	Hesta Superannuation	Superannuation contributions	1	141.72	
DD5501.17	05/10/2020	BT Super	Superannuation contributions	1		608.57
INV SUPER	05/10/2020	BT Super	Superannuation contributions	1	608.57	

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DD5506.10	19/10/2020	MLC MasterKey Business Super	Superannuation contributions	1		569.60
INV DEDUCT	19/10/2020	MLC MasterKey Business Super	Payroll deductions	1	50.59	
INV SUPER	19/10/2020	MLC MasterKey Business Super	Superannuation contributions	1	519.01	
DD5506.11	19/10/2020	MLC Superannuation	Superannuation contributions	1		63.70
INV SUPER	19/10/2020	MLC Superannuation	Superannuation contributions	1	63.70	
DD5506.12	19/10/2020	BT Super for Life	Superannuation contributions	1		677.65
INV SUPER	19/10/2020	BT Super for Life	Superannuation contributions	1	677.65	
DD5506.13	19/10/2020	Care Super Pty Ltd	Superannuation contributions	1		174.94
INV SUPER	19/10/2020	Care Super Pty Ltd	Superannuation contributions	1	174.94	
DD5506.14	19/10/2020	Hesta Superannuation	Superannuation contributions	1		139.43
INV SUPER	19/10/2020	Hesta Superannuation	Superannuation contributions	1	139.43	
DD5506.15	19/10/2020	BT Super	Superannuation contributions	1		618.12
INV SUPER	19/10/2020	BT Super	Superannuation contributions	1	618.12	
DD5506.16	19/10/2020	Rest Superannuation	Superannuation contributions	1		523.89
INV SUPER	19/10/2020	Rest Superannuation	Superannuation contributions	1	523.89	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Municipal Bank Account	636,019.19
TOTAL		636,019.19

ATTACHMENT

A468

ICR201017230

PO Box 303
Ravensthorpe 6346
27th October 2020

Shire of Ravensthorpe
CEO

Dear Sir

On behalf of the Ravensthorpe Senior Citizens I write to request that the Shire Rates for the period 2020/2021 be waived.

We apply for this immunity/release because the building we use is to be demolished shortly.

Your sincerely

Jerry Lloyd

Treasurer

Ravensthorpe Senior
Citizens





Shire of Ravensthorpe

65 Morgans Street
 PO Box 43 RAVENSTHORPE WA 6346
 Ph: (08) 9839 0000 Fax: (08) 9838 1282
 Email: shire@ravensthorpe.wa.gov.au
 Office Hours:
 Ravensthorpe: 9:00am - 4:00pm Monday to Friday
 Hopetoun: 9:00am - 4:00pm Monday to Friday

RATE NOTICE

FINANCIAL YEAR 1 JULY 2020 TO 30 JUNE 2021

ABN: 52 674 538 418

CHIEF EXECUTIVE OFFICER: Gavin Pollock

TAX INVOICE

Ravensthorpe District Senior Citizens
 PO Box 303
 RAVENSTHORPE WA 6346

SHOULD THE
 NAME OR
 ADDRESS
 SHOWN BE
 INCORRECT,
 PLEASE ADVISE
 COUNCIL IN
 WRITING.

ASSESSMENT NUMBER **A468**

DUE DATE **14.10.2020**

DATE ISSUED 09.09.2020
 VALUATION \$0.00
 VALUER GENERAL No. 790621
 LATE PAYMENT INTEREST 8.0000%
 MINIMUM RATE \$0.00

PLEASE SEE LAST PAGE FOR ADDITIONAL INFORMATION AND DEFAULT CONSEQUENCES

DESCRIPTION OF RATED LAND **57 Morgans Street RAVENSTHORPE**
 LOTS/LOCATIONS OR OTHER INFORMATION
16 A468

DETAILS	RATE IN \$ OR CHARGE/SERVICE	CURRENT	GST	ARREARS	TOTAL
EMERGENCY SERVICES LEVY	0.5194	\$84.00			\$84.00
ESL CATEGORY 4, PROPERTY USE MISC, GRV \$13,000					
SEWERAGE - ADDITIONAL FIXTURES	1@125.00	\$125.00			\$125.00
SEWERAGE - FIRST FIXTURE	1@200.00	\$200.00			\$200.00
RUBBISH - RESIDENTIAL	1@317.75	\$317.75			\$317.75
GST IS NIL					

NOTE: Payments not received by their due date may incur daily interest as per the above rate.

TOTAL AMOUNT **\$726.75**

PAYMENT OPTIONS	PAYMENTS	DUE DATE	AMOUNTS
1 ONE PAYMENT NO COST	\$726.75	14.10.2020	\$726.75
2 FOUR INSTALMENTS OPTION COST \$38.12	1ST INST \$193.37 2ND INST \$190.50 3RD INST \$190.50 4TH INST \$190.50	14.10.2020 09.12.2020 03.02.2021 01.04.2021	\$193.37
	TOTAL \$764.87		

PAYMENT METHODS:

ASSESSMENT NUMBER A468 Deposit Slip/Office Copy
 OWNER Ravensthorpe District Senior Citizens
 PROPERTY ADDRESS 57 Morgans Street RAVENSTHORPE

OPTION 1 \$726.75
 OPTION 2 \$193.37

I/We elect to pay (please tick box)

Signed:

PAYING BY PHONE

Call the Shire of Ravensthorpe during office hours 9.00am - 4.00pm Monday to Friday to pay with credit card.
 1.1% Surcharge fee applicable
 Office Number: (08) 9839 0000

PAYING BY BPAY

B **PAY**
 Biller Code: 205187
 Ref: 1000004687

Telephone & Internet Banking - BPAY
 Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

PAYING BY MAIL

Print this Notice and make cheque payable to Shire of Ravensthorpe and crossed 'Not Negotiable'
 Mail to: PO Box 43
 Ravensthorpe WA 6346
 A receipt will not be issued unless REQUESTED and the notice is returned intact

IN PERSON

Please present this Notice account intact when making payment at Council Office. The Shire offices can accept payment by Cash, Cheque and EFTPOS.
 Cashier's hours at Ravensthorpe and Hopetoun Monday to Friday 9.00am - 4.00pm.



ATTACHMENT

SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021 - AMENDMENT

Account Code	Statutory/Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/(Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
SCHEDULE 8 - EDUCATION AND WELFARE														
Outdoor Cinema Trailer														
1113010	C	Commercial Hire - per Event up to a maximum of 3 days per Event	\$227.27	\$22.73	\$250.00	\$0.00	\$0.00	\$0.00		\$250.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1113010	C	Social Hire - per Event up to a maximum of 3 days per Event	\$113.64	\$11.36	\$125.00	\$0.00	\$0.00	\$0.00		\$125.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1113010	C	Incorporated Not for Profit Hire - per Event up to a maximum of 3 days per Event	\$56.82	\$5.68	\$62.50	\$0.00	\$0.00	\$0.00		\$62.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
Bonds (Refundable)														
TRUST	C	Outdoor Cinema Trailer Bond	\$500.00	Nil	\$500.00	\$0.00	Nil	\$0.00		\$500.00		Moderate		Cost of the local government of providing the service or goods
TRUST	C	The CEO may authorise and implement an annual standing bond for community groups for the regular use of facilities and/or equipment. 1. Deposits and hire charges are to be paid when keys are collected unless standing deposit held. 2. Claims for credit/refunds will not be considered unless notified by the end of the following month. 3. Deposits will be refunded once clearance is given by caretaker, or at close of season as appropriate.	\$500.00	Nil	\$500.00	\$500.00	Nil	\$500.00		\$0.00				Cost of the local government of providing the service or goods
11111010	C	4. Should the facility be left in a state requiring cleaning, an hourly fee will apply and any Bond Held until payment for Cleaning is made. 5. The hirer of a public building or the Outdoor Cinema Trailer is responsible for the first \$1,000.00 of damage or breakages incurred, including but not limited to replacement cost of any Lost Keys. 6. A License from the Clerk of Courts to sell liquor is required if liquor is to be sold or is included in the ticket price for a function. 7. Any consumption of liquor must be authorised by the CEO.	\$100.00	\$10.00	\$110.00	\$100.00	\$10.00	\$110.00		\$0.00	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods

ATTACHMENT



mainroads
WESTERN AUSTRALIA

Enquiries: Kim Hawkins
Our Ref: 20/5453
Your Ref:

2 November 2020

Mr Gavin Pollock
Chief Executive Officer
Shire of Ravensthorpe
PO Box 43
RAVENSTHORPE WA 6346

Dear Gavin

BROOKTON HIGHWAY TRUCK PARKING BAYS – MT SHORT ROAD

Attached for consideration by Council are plans depicting land required for the installation of two truck parking bays between 504 and 505 SLK Brookton Highway. In order for the project to proceed, the land shown shaded on the enclosed copies of overall Land Dealing Plans 202001-0524 and 202001-0525 are required for inclusion in the road reserve.

Main Roads has approached all landowners and other affected parties and arrangements for acquisition are being finalised. To enable the land to be dedicated as road reserve, it is a requirement of the *Land Administration Act 1997* that local government resolve to dedicate the road.

It would be appreciated if Council could consider the matter at its next meeting and provide the following statement in a letter to Main Roads marked to my attention. This will satisfy the requirements of Regional and Metro Services (RMS) at the Department of Lands who will be arranging dedication when the land has been acquired.

"Council at its ordinary meeting held on (Day Month Year) passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plans 202001-0524 and 202001-0525 as a road pursuant to Section 56 of the Land Administration Act 1997".

In addition, please provide a copy of the minutes of the Council meeting relating to the resolution, which is required for the Department of Lands and Main Roads' records.

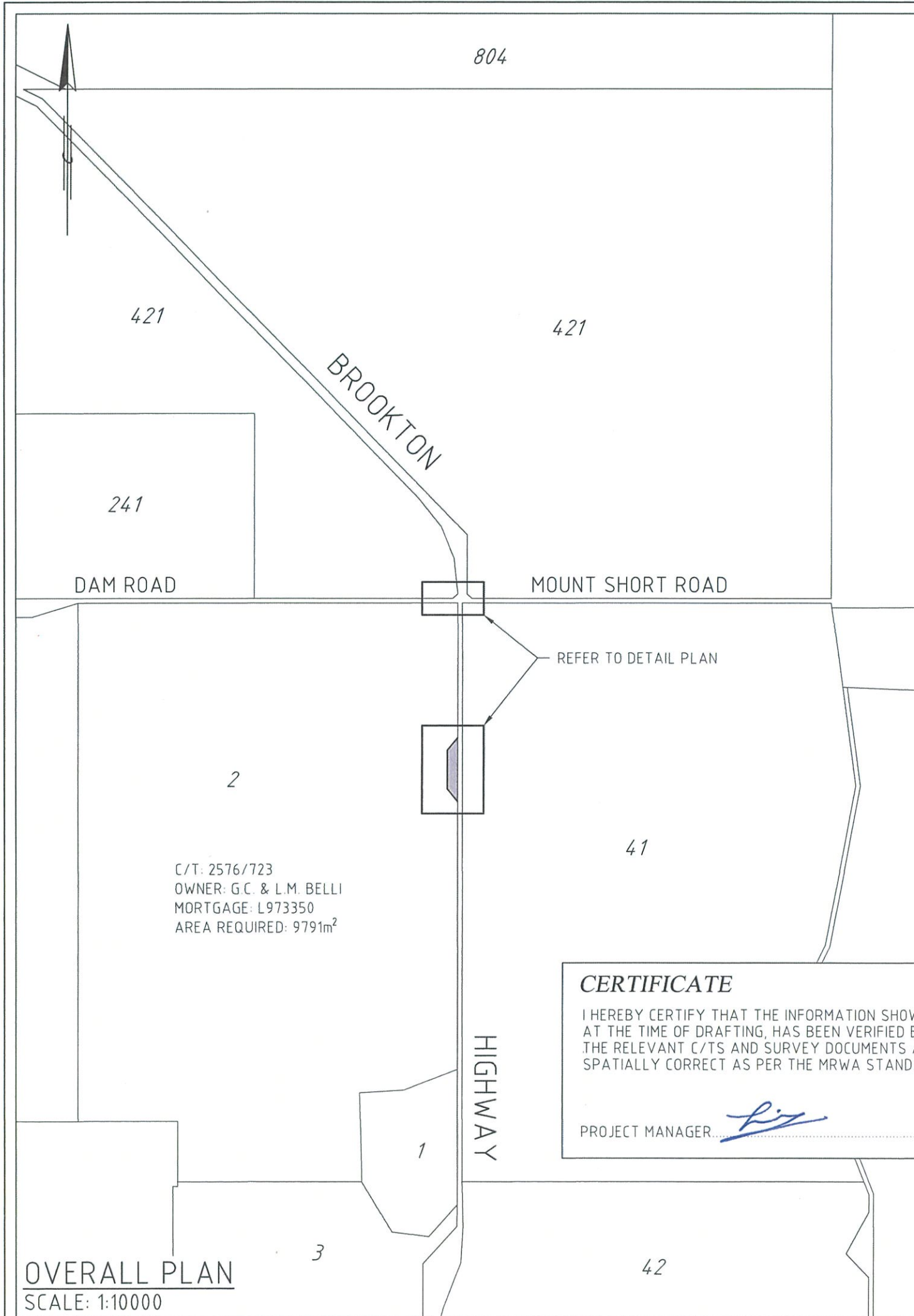
Main Roads will be responsible for any costs and claims that may arise as a result of the dedication.

If you require any further information please contact me on 9892 0528 or e-mail kim.hawkins@mainroads.wa.gov.au.

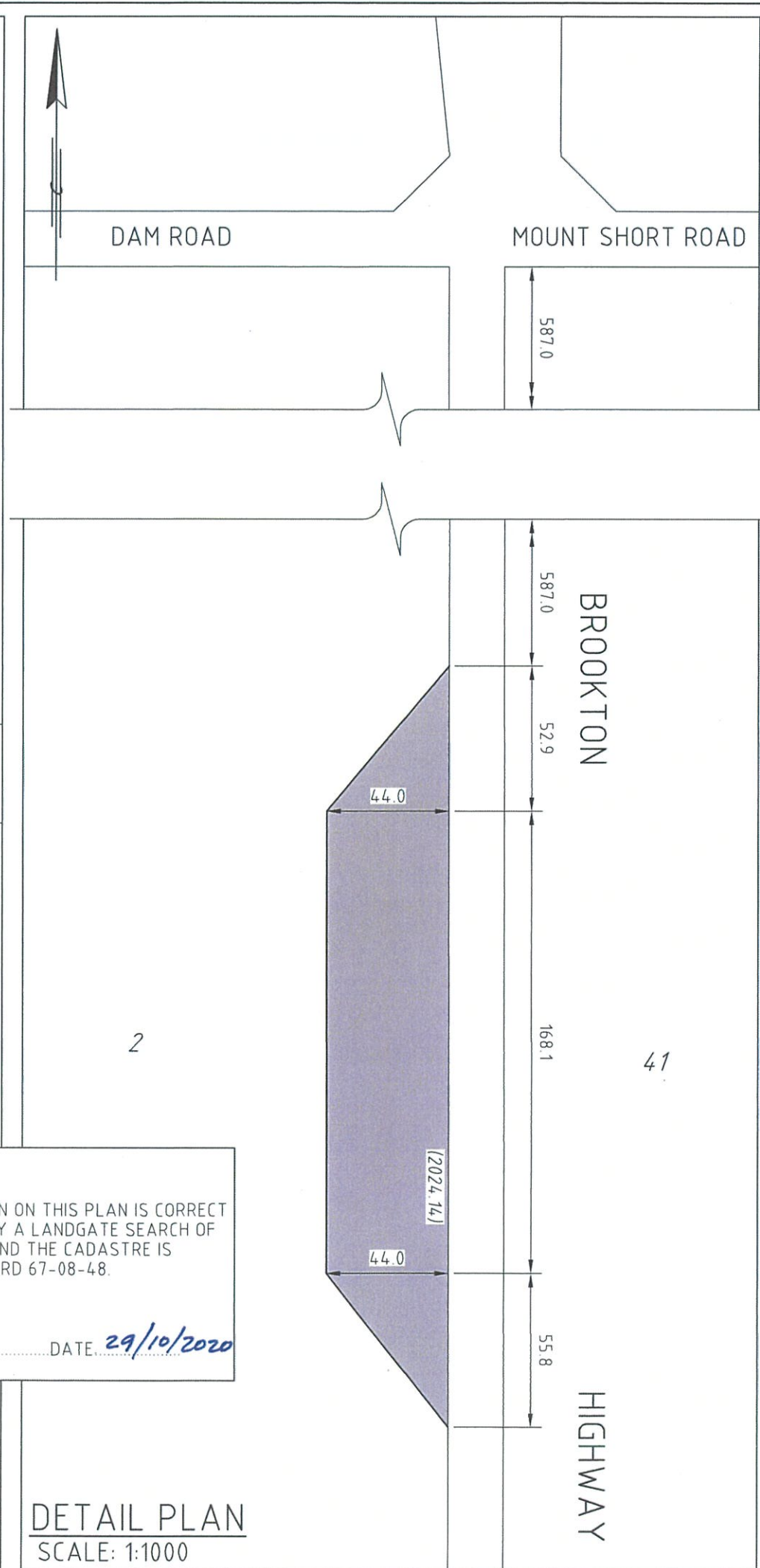
Yours faithfully

Kim Hawkins
Project Manager

Enc



OVERALL PLAN
SCALE: 1:10000



DETAIL PLAN
SCALE: 1:1000

C/T: 2576/723
OWNER: G.C. & L.M. BELLI
MORTGAGE: L973350
AREA REQUIRED: 9791m²

CERTIFICATE
I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING, HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/Ts AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48.
PROJECT MANAGER: *[Signature]* DATE: 29/10/2020

AMENDMENTS		
No.	DESCRIPTION	APPROVED & DATE

- NOTES**
- ALL DIMENSIONS IN METRES UNLESS NOTED OTHERWISE.
 - DIMENSIONS AND AREAS ARE SUBJECT TO SURVEY
 - SLK IS A MAIN ROADS W A STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.

- LEGEND**
- EXISTING CADASTRAL BOUNDARY
 - BOUNDARY TO BE SURVEYED
 - LAND REQUIRED FOR ROAD PURPOSES

METADATA

GROUND SURVEY STANDARD: -
DATE OF CAPTURE: AUGUST 2020
MAPPING SURVEY STANDARD: -
DATE OF CAPTURE: -
MAIN ROADS PROJECT ZONE: RAVENS94
HEIGHT DATUM: AHD

ARUP
Level 10, Exchange Tower,
2 Esplanade, Perth,
WA 6000, Australia
Tel: +61 (0)8 9327 8300
www.arup.com

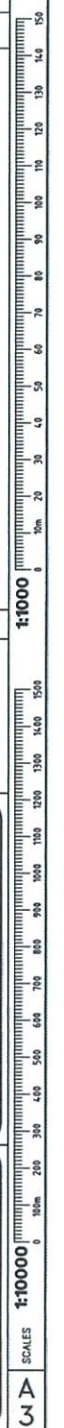
DRAWING NUMBER/DOCUMENT ID	J:\271000\271011-00\01_202001-0524.dwg
DRAWN	B. PETERS
DESIGNED	N. MACDONALD
VERIFIED	
DIRECTOR	

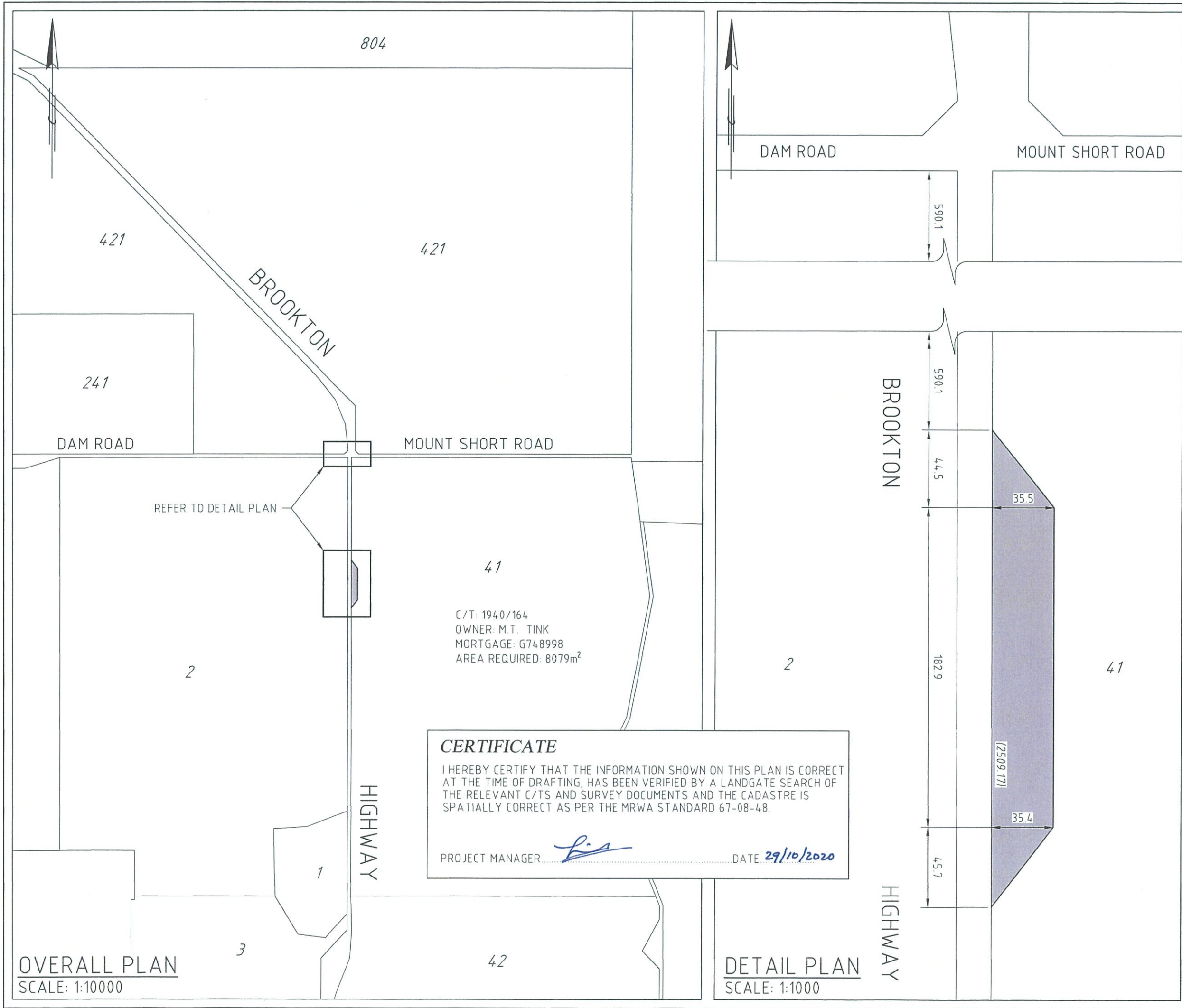
mainroads
WESTERN AUSTRALIA

METROPOLITAN & SOUTHERN REGIONS DIRECTORATE
GREAT SOUTHERN REGION
2-6 KELLY ST ALBANY WA 6330
Telephone (08) 9892 0555 Fax (08) 9892 0577

CLIENT FILE NO. 20/5453
RECOMMENDED *[Signature]* 29/10/2020
APPROVED *[Signature]* 30/10/20

BROOKTON HIGHWAY (H052)
RAVENSTHORPE TRUCK BAYS
504.00 SLK TO 505.00 SLK
LAND ACQUISITION PLAN
LOT 2
LOCAL AUTHORITY (610) SHIRE OF RAVENSTHORPE
MRWA DRAWING NUMBER 202001-0524
AMENDMENT





AMENDMENTS		
No.	DESCRIPTION	APPROVED & DATE

- NOTES**
1. ALL DIMENSIONS IN METRES UNLESS NOTED OTHERWISE.
 2. DIMENSIONS AND AREAS ARE SUBJECT TO SURVEY
 3. SLK IS A MAIN ROADS W A STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.

- LEGEND**
- EXISTING CADASTRAL BOUNDARY
 - BOUNDARY TO BE SURVEYED
 - LAND REQUIRED FOR ROAD PURPOSES

METADATA

GROUND SURVEY STANDARD:	-
DATE OF CAPTURE:	AUGUST 2020
MAPPING SURVEY STANDARD:	-
DATE OF CAPTURE:	-
MAIN ROADS PROJECT ZONE:	RAVENS94
HEIGHT DATUM:	AHD

ARUP Level 16, Exchange Tower, 2 Esplanade, Perth, WA 6000, Australia
 Tel: +61 (0)8 9327 8300 www.arup.com

DRAWING NUMBER/DOCUMENT ID	J\271000\271011-001\09_202001-0525.dwg
DRAWN	B. PETERS
DESIGNED	N. MACDONALD
VERIFIED	
DIRECTOR	

mainroads WESTERN AUSTRALIA
 METROPOLITAN & SOUTHERN REGIONS DIRECTORATE
 GREAT SOUTHERN REGION
 2-6 KELLY ST ALBANY WA 6330
 Telephone (08) 9892 0555 Fax (08) 9892 0577

CLIENT FILE NO. 20/5453
 RECOMMENDED *[Signature]* 29/10/2020
 APPROVED *[Signature]* 30/10/20

BROOKTON HIGHWAY (H052)
 RAVENSTHORPE TRUCK BAYS
 504.00 SLK TO 505.00 SLK
 LAND ACQUISITION PLAN
 LOT 41
 LOCAL AUTHORITY (610) SHIRE OF RAVENSTHORPE
 MRWA DRAWING NUMBER 202001-0525 AMENDMENT

CERTIFICATE

I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING, HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48.

PROJECT MANAGER *[Signature]* DATE 29/10/2020

C/T: 1940/164
 OWNER: M.T. TINK
 MORTGAGE: G748998
 AREA REQUIRED: 8079m²

OVERALL PLAN
 SCALE: 1:10000

DETAIL PLAN
 SCALE: 1:1000

1:10000
1:1000
A3