

# Notice of Meeting



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

Dear Elected Member

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

## **Schedule**

6.00pm                      Ordinary Council Meeting

A handwritten signature in blue ink, appearing to be 'G. Pollock', is written over a light blue horizontal line.

Gavin Pollock  
**Chief Executive Officer**

14 August 2020

## **DISCLAIMER**

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

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

## **AGENDA**

Shire of Ravensthorpe  
Ordinary Council Meeting  
18 August 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 be '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:

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

# SHIRE OF RAVENSTHORPE

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, Hopetoun on Tuesday, 18 August 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 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)  
                                 Les Mainwaring            (Director Corporate and Community Services)  
                                 Graham Steel                (Director Technical Services)  
                                 Mark Ridgwell              (Senior Governance and Policy Officer)  
                                 Kim Bransby                (Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE:

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**

### **9.1 Ordinary Council Meeting Minutes 21 July 2020 (Attachment Green)**

#### **Statutory Environment:**

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

#### **Voting Requirements:**

Simple Majority

#### **Recommendation:**

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

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

### **9.2 Special Council Meeting Minutes 4 August 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 Special Meeting of Council held in Council Chambers, Ravensthorpe on 4 August 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 - Vacant  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Vacant  
Proxy – Cr Belli
- Munglinup Community Group Delegate - Vacant  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - Vacant
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie

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

## **12. Reports from Councillors**

**Cr Keith Dunlop (President)**

**Cr Julianne Belli (Deputy President)**

**Cr Ian Goldfinch**

**Cr Sue Leighton**

**Cr Thomas Major**

**Cr Mark Mudie**

**Cr Graham Richardson**

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

### **13.1 Chief Executive Officer Annual Leave and Appointment of Acting Chief Executive Officer**

|                                |                                |
|--------------------------------|--------------------------------|
| <b>File Reference:</b>         | <b>PL.ES.172</b>               |
| <b>Location:</b>               | <b>Shire of Ravensthorpe</b>   |
| <b>Applicant:</b>              | <b>Chief Executive Officer</b> |
| <b>Author:</b>                 | <b>Chief Executive Officer</b> |
| <b>Authorising Officer:</b>    | <b>Chief Executive Officer</b> |
| <b>Date:</b>                   | <b>14 August 2020</b>          |
| <b>Disclosure of Interest:</b> | <b>Nil</b>                     |
| <b>Attachments:</b>            | <b>Nil</b>                     |
| <b>Previous Reference:</b>     | <b>Nil</b>                     |

#### **Summary:**

Council to consider the Chief Executive Officer's request for annual leave from Saturday 26 September 2020 to Sunday 11 October 2020 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 1975*.

#### **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 1995*.

**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:**

Absolut Majority.

**Recommendation:**

**That Council Endorse;**

- 1. The Chief Executive Officer’s request for annual leave from Saturday 26 September 2020 to Sunday 11 October 2020 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: \_\_\_\_\_

## 13.2 Council Delegates to Committee Representation

**File Reference:** GR.ME.1  
**Location:** Shire of Ravensthorpe  
**Applicant:** N/A  
**Author:** Senior Governance and Policy Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 11 August 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Item 13.3 – 19 November 2019

### Summary:

Council to consider reviewing and appointing elected members, delegates and proxies to Council and external Committees following the extraordinary election held on 31 July 2020.

### Background:

Council has the following Committees and delegated positions:

- *Audit Committee*  
To assist Council on all matters relating to:
  - the auditor and ensure that audits are conducted successfully and timely;
  - meet with the auditor at least once a year;
  - examine the auditor’s report and ensure appropriate action is taken; and
  - report on actions taken in respect of any issues raised by the auditor to council.
- *Bushfire Advisory Committee*  
To advise Council on all matters relating to:
  - the prevention, controlling and extinguishing of bush fires;
  - prosecutions for breaches of the Bush Fire Act;
  - the formation and de-formation of bush fire brigades;
  - the co-ordination of the efforts and activities of the bush fire brigades; and
  - any other matter relating to bush fire control.
- *CEO Performance Review Committee*  
To advise Council on matters relating to:
  - meet with the Chief Executive Officer at least once a year;
  - the Performance Review process being conducted timely and fairly;
  - the Chief Executive Officer being satisfied with the Performance Review process; and
  - actions required following the Chief Executive Officer Performance Review.

### Council has previously appointed Delegates to the following council committees:

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

**Council has previously appointed Delegates to the following external committees:**

- Goldfields Voluntary Regional Organisation Of Councils (GVROC) Delegate - President  
Delegate - Cr Goldfinch  
Proxy - Deputy President

Note: On the 16 June 2020 Council resolved to withdraw from the Goldfields Voluntary Regional Organisation of Councils (GVROC). No further representation is required.

- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Cr Goldfinch
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Belli  
Delegate - **Vacant**  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - **Vacant**  
Proxy – Cr Belli
- Munglinup Community Group Delegate - **Vacant**  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy – Chief Executive Officer  
Proxy – Director Corporate and Community Services
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - **Vacant**
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie
- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Proxy - Cr Mudie
- Fitzgerald Biosphere Implementation Group Delegate - Cr Richardson  
Proxy - Cr Mudie

- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy - Cr Goldfinch
- Ravensthorpe Historical Society Delegate - Cr Goldfinch  
**Proxy - Vacant**

**Comment:**

With the recent extraordinary election Council has the opportunity to review the representation on Council Committees and External Committees.

**Consultation:**

Elected Members.  
Executive Team.

**Statutory Environment:**

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

Section 7.1A (Audit committee) provides that:

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

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

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

**Policy Implications:**

Council has recently reviewed its Council Policy Manual, as part of these governance enhancements new/enhanced policies have been developed for;

- G21 Audit Committee Terms of Reference; and
- LO2 Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC).

**Financial Implications:**

There are no financial implications associated with this report.

**Strategic Implications:**

There are no strategic 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 economic considerations.

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Absolute Majority.

**Recommendation:**

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

***Council Delegates appointed to the following council committees:***

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

***Council Delegates appointed to the following external committees:***

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

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

### 13.3 Shire of Ravensthorpe 2020 Policy Review (Stage 2)

|                                |  |
|--------------------------------|--|
| <b>File Reference:</b>         | <b>CM.PO.1</b>   |
| <b>Location:</b>               | <b>Shire of Ravensthorpe</b>                                   |
| <b>Applicant:</b>              | <b>Shire of Ravensthorpe</b>                                   |
| <b>Author:</b>                 | <b>Senior Governance and Policy Officer</b>                    |
| <b>Authorising Officer</b>     | <b>Chief Executive Officer</b>                                 |
| <b>Date:</b>                   | <b>10 August 2020</b>  |
| <b>Disclosure of Interest:</b> | <b>Nil</b>   |
| <b>Attachments:</b>            | <b>Draft 2020 Policy Manual – Stage 2 (Attachment Mustard)</b> |
| <b>Previous Reference:</b>     | <b>N/A</b>   |

#### **Summary:**

This report recommends Council consider and endorse the second stage of the Shire of Ravensthorpe 2020 Policy Review. The objectives of the review are to;

- Ensure the Shire has compliant policies and are aligned to current legislation.
- Remove obsolete policies and consolidate others where possible.
- Improve operational efficiency by ensuring decision making is scalable to Council's own decision making tolerances.

#### **Background:**

At the 21 July 2020 Ordinary Council Meeting the majority of Council's policies were reviewed and updated. Several policies were to be further considered by Council and are to be presented for consideration at the August 2020 Ordinary Council Meeting.

A summary of the proposed policy amendments is detailed below;

#### Governance Section

##### G20 Advocacy

- New policy proposed to consider advocacy matters of strategic importance to the Shire.

##### G21 Audit Committee Terms of Reference

- Formalisation of Council Policy for the Terms of Reference for the Audit Committee. Regulations have expanded to include Risk and Internal Controls (Reg 16), this is then linked to be closely aligned to the triennial reviews associated with Reg 17. The Operational Guidelines by the Department of Local Government have been used as the basis and has been adapted to meet the operational requirements of the Shire.

#### Administration Section

##### A1 Corporate Discussion Meetings

- 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.

##### A2 Operational Guidelines

- To establish a mechanism that enables the Shire to develop guidelines that assist the public on matters of an operational nature.

**A4 Vehicle Plant and Equipment Management**

- Combined policies “A4 Staff – Use of Vehicles by Employees” and “A16 Vehicle Policy”.
- Amendments to reflect current organisational structure.
- Where possible the Shire of Ravensthorpe will aim for a standardisation fleet through a reputable manufacturer.

**A8 Corporate Uniforms**

- Combined Policy “A8 Internal Staff” and “WS12 Outside Staff”.
- Introduction of sun smart clothing requirements.

**Works and Services Section**

**WS1 Road Facilities – Painting of Kerb Numbers**

- Amended to include the provision of street number signs where town site kerbs are not installed.

**Proposed Rescinded Policies**

**Technical Specifications for Subdivisional Development**

- Recommend to rescind policy “Technical Specifications for Subdivisional Development” and become an Operational Guideline.

**Vehicle Policy**

- Recommend to rescind “Vehicle Policy” and combined with “Staff – Use of Vehicles by Employees” and retitled “Vehicle Plant and Equipment Management”.

**Comment:**

Stage 2 of the 2020 Policy Review has seen the development of seven (7) new or revised policies, as well as a further two (2) policies proposed to be rescinded.

**Consultation:**

Elected Members.  
Executive Team.

**Statutory Environment:**

Section 2.7 of the *Local Government Act 1995* specifies the role of Council is to:

- Govern the local government’s affairs;
- Be responsible for the performance of the local government’s functions;
- Oversee the allocation of the local government’s finances and resources; and
- Determine the local government’s policies.

**Policy Implications:**

Refer to above summary.

**Financial Implications:**

Refer to above summary.

**Strategic Implications:**

Refer to above summary.



**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.

**Voting Requirements:**

Absolute Majority.

**Recommendation:**

That Council by an Absolute Majority decision;

1. Adopts the following policies as detailed in the attachments:

- 
- **G20 Advocacy;**
- **G21 Audit Committee Terms of Reference;**
- **A1 Corporate Discussion Meetings;**
- **A2 Operational Guidelines;**
- **A4 Vehicle Plant and Equipment Management;**
- **A8 Corporate Uniform;**
- **WS1 Road Facilities – Painting of Kerb Numbers; and**

**2. Rescinds the following policies identified for rescission within this officer report, being:**

- **A16            Vehicle Policy; and**
- **WS15        Technical Specifications for Subdivisional Development.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

### 13.4 2020 Community Survey Results

|                                |  |
|--------------------------------|--|
| <b>File Reference:</b>         | <b>CR.CC.5</b>                                 |
| <b>Location:</b>               | <b>Shire of Ravensthorpe</b>                   |
| <b>Applicant:</b>              | <b>Shire of Ravensthorpe</b>                   |
| <b>Author:</b>                 | <b>Chief Executive Officer</b>                 |
| <b>Authorising Officer</b>     | <b>Chief Executive Officer</b>                 |
| <b>Date:</b>                   | <b>7 August 2020</b>                           |
| <b>Disclosure of Interest:</b> | <b>Nil</b>                                     |
| <b>Attachments:</b>            | <b>2020 Community Survey (Attachment Jade)</b> |
| <b>Previous Reference:</b>     | <b>Nil</b>                                     |

#### **Summary:**

This report is seeking approval to publish the Community Survey that was undertaken as part of the Major Strategic Review. The Community Survey is ready to be published on the Shire website in preparation for a further round of community workshops. The workshops will pick up where the process left off when COVID-19 provisions forced the cancellation of round 2 in April 2020. The sessions will test and refine the findings of the community engagement in order to finalise the plans.

#### **Background:**

The Shire is conducting a Major Strategic Review under Western Australia's Integrated Planning and Reporting (IPRF) Framework. The review process was well underway when the COVID-19 restrictions were applied. At that time, the process was put on hold.

With restrictions lifted, and considerable work undertaken to incorporate our revised financial position and granted-funded plans, it is timely to publish the results of the community survey and re-commence the review.

#### **Comment:**

The Community Survey was considered in detail by the Council in a workshop held on 5 June 2020. Key findings include:

*Health, Safety, Road Infrastructure, Community Engagement, and Community Grants are most important*

- Health and medical services; Ranger, fire and emergency services; Roads, bridges and drainage; Community engagement and communications; and Community grants are the service elements deemed most important by the residents.

*High overall perception of the Shire's performance and mixed perceptions of individual service areas*

- More than seven in ten residents (73%) consider the Shire of Ravensthorpe's performance as 'good' or 'excellent' and 65% see improvement in the prior 12 months.
- Health and medical services and Ranger, fire and emergency services, are in the top group for both importance and performance. Community grants are not far behind.
- On the other hand, community engagement and communication and roads, bridges and drainage, are both top rated for importance but rate relatively low for performance. Seniors, disability and youth services also shows a gap between importance and performance. These areas are highlighted as opportunities for improvement.

*Residents have high hopes for the future*

- Over 80% of the residents anticipate they will be living in the Shire for at least the next five years.
- Looking ahead, residents would like to see economic growth and more local businesses in the Shire as well as an increase in activities promoting tourism.

*A newsletter is the preferred means of getting information about the Shire*

- The majority of the residents feel that it is fairly easy to obtain information and updates regarding the Shire.
- Nearly a quarter of the residents (24%) would like to have a regular newsletter distributed in the community.

**Consultation:**

Shire of Ravensthorpe Community.

**Statutory Environment:**

Section 5.56.[Planning for the future] of the Local Government Act 1995 -

**Policy Implications:**

Council Policy – G16 Community Consultation.

**Financial Implications:**

Nil.

**Strategic Implications:**

Enables the Major Strategic Review to proceed.

**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 2020 Community Survey as presented and request the Chief Executive Officer to issue for publication via the Shire Website.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

### 13.5 Lease Renewal – Ravensthorpe Hand Gun Club

|                                |  |
|--------------------------------|--|
| <b>File Reference:</b>         | <b>CP.LO.8</b>   |
| <b>Location:</b>               | <b>Part Reserve 32874 – Hopetoun and Ravensthorpe Road, Ravensthorpe</b> |
| <b>Applicant:</b>              | <b>Ravensthorpe Hand Gun Club</b>  |
| <b>Author:</b>                 | <b>Senior Governance and Policy Officer</b>                              |
| <b>Authorising Officer</b>     | <b>Chief Executive Officer</b>   |
| <b>Date:</b>                   | <b>12 August 2020</b>  |
| <b>Disclosure of Interest:</b> | <b>Nil</b>   |
| <b>Attachments:</b>            | <b>Current Lease (Attachment Brown)</b>                                  |
| <b>Previous Reference:</b>     | <b>N/A</b>   |

#### **Summary:**

This report recommends Council consider authorising the Chief Executive Officer to be granted Delegated Authority to review, negotiate and enter into a new lease with the Ravensthorpe Hand Gun Club for a portion of land along Hopetoun and Ravensthorpe Road, Ravensthorpe for the purpose of 'Rifle Range (Gun Club) and associated recreational activities.

#### **Background:**

The Ravensthorpe Hand Gun Club have a current lease that commenced on 1 May 2011 for a ten (10) year period with a further term of ten (10) years (Attachment Brown).

Whilst the current term does not expire until 30 April 2021 the Shire has been approached about a discrepancy in the existing lease document as it relates to the identified leased area. Annexure 1 of the lease in its preparation clearly delineates the leased area however also shows that the Clubs facilities and activities are proportionally situated outside of the existing leased area at the time.

This anomaly was identified by the Club through its accreditation process of being a licenced rifle/gun range. It is imperative that the leased area reflects the clubs applicable area for both accreditation, liability and insurance purposes.

Given the lease extension period is soon to commence, it is an opportune time to address this issue and consider a new lease that encapsulates the correct leased area.

#### **Comment:**

The variation to the leased area will have a nominal impact on the existing reserve as it reflects the current active area being used by the Club. The renewal of the lease for a further 10 years is supported, no complaints have been received on the operations of the Club and no outstanding debts are owed to the Shire of Ravensthorpe.

#### **Consultation:**

Elected Members.  
Executive Team.  
Ravensthorpe Hand Gun Club.

#### **Statutory Environment:**

Regulation 30 of the Local Government (Functions and General) Regulations 1996 states;

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act if 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:**

Council Policy "G13 - Common Seal and Document Signing Authority" outlines the authority to undertake land transaction processes by affixing the Common Seal.

**Financial Implications:**

There are no ongoing costs related to this agreement.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations as the leased area has already been cleared.
- **Economic:** There are no known significant economic considerations.
- **Social:** Recreation activities within the community provide numerous benefits and a diversity of recreation and sporting clubs is to be encouraged.

**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;**

- 1. Grants Delegated Authority to the Chief Executive Officer to review, negotiate and enter into a lease with the Ravensthorpe Hand Gun Club for a portion of land along Hopetoun and Ravensthorpe Road, Ravensthorpe for the purpose of ‘Rifle Range (Gun Club) and associated recreational activities’; and**
- 2. Authorises the President and Chief Executive Officer to affix the Common Seal to a lease with the Ravensthorpe Hand Gun Club for a portion of land along Hopetoun and Ravensthorpe Road, Ravensthorpe.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_



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

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

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

#### **Summary:**

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

#### **Background:**

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

#### **Comment:**

The July 2020 Monthly Financial Reports are presented for review.

#### **Consultation:**

Chief Executive Officer.

#### **Statutory Environment:**

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

#### **Policy Implications:**

Nil

#### **Financial Implications:**

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

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

#### **Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant economic 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 July flow from it. An effect July be positive, negative or a deviation from the expected and July 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 July 2020 Monthly Financial Reports as presented.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

## 14.2 Schedule of Account Payments – July 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:** 12 August 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 31 July 2020  
 Credit Card Transactions to 1 July 2020  
 Creditors List of Accounts Paid July 2020  
 (Attachment Red)  
**Previous Reference:** Nil

### Summary:

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

### Background:

Period 01/07/2020 to 31/07/2020

#### 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          |                |                   |                  |                |                |                   |                  |
| Sep          |                |                   |                  |                |                |                   |                  |
| Oct          |                |                   |                  |                |                |                   |                  |
| Nov          |                |                   |                  |                |                |                   |                  |
| Dec          |                |                   |                  |                |                |                   |                  |
| Jan          |                |                   |                  |                |                |                   |                  |
| Feb          |                |                   |                  |                |                |                   |                  |
| Mar          |                |                   |                  |                |                |                   |                  |
| Apr          |                |                   |                  |                |                |                   |                  |
| May          |                |                   |                  |                |                |                   |                  |
| Jun          |                |                   |                  |                |                |                   |                  |
| <b>Total</b> | <b>32,246</b>  | <b>1,089,988</b>  | <b>72,966</b>    | <b>5,765</b>   | <b>0</b>       | <b>1,200,963</b>  | <b>256,870</b>   |
| <b>19/20</b> | <b>197,977</b> | <b>8,450,678</b>  | <b>997,212</b>   | <b>102,791</b> | <b>6,319</b>   | <b>9,754,977</b>  | <b>3,174,082</b> |
| <b>18/19</b> | <b>147,967</b> | <b>21,298,438</b> | <b>1,329,904</b> | <b>70,241</b>  | <b>13,590</b>  | <b>22,860,140</b> | <b>2,219,053</b> |
| <b>17/18</b> | <b>327,905</b> | <b>18,507,404</b> | <b>209,587</b>   | <b>65,010</b>  | <b>317,445</b> | <b>19,427,351</b> | <b>2,601,283</b> |

### Comment:

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

### Consultation:

Senior Finance Officer.

### Statutory Environment:

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Simple Majority

**Recommendation:**

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

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

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

### **15.1 Development Application – Lot 182 (82) France Street, Hopetoun – Boat Shelter and Deck**

**File Reference:** P20-25  
**Location:** Lot 182 (82) France Street, Hopetoun  
**Applicant:** Elisha Moody  
**Author:** Planning Services  
**Authorising Officer:** Chief Executive Officer  
**Date:** 12 August 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Application Plans (Attachment Peach)  
**Previous Reference:** N/A

#### **Summary:**

For Council to consider Development Application P20-25 for a Boat Shelter and Raised Deck at Lot 182 (82) France Street, Hopetoun.

#### **Background:**

Shire of Ravensthorpe received Development Application P20-25 for a Boat Shelter and Raised Deck at Lot 182 (82) France Street, Hopetoun on 3 July 2020.

The application was publicly advertised between 14 July 2020 and 28 July 2020 with no comments or objections being received.

The planning officer has requested that this application be determined by Council as the officers recommendation is for refusal.

#### **Comment:**

#### **Background:**

Lot 182 (82) France Street, Hopetoun is zoned Residential R20 with a lot size of 737 square metres. The property is currently developed as a Single Dwelling.

#### **Assessment:**

The proposal calls for a Boat Shelter with a raised deck on top. Variations are proposed to side and rear setback, as well as overlooking and privacy criteria under the *Residential Design Codes*. Due to provisions under the *Residential Design Codes* relating to unenclosed outdoor active habitable spaces, a variation to Building Height can also be identified.

Under most circumstances, reduced side and rear setbacks for Outbuildings such as Sheds and Garages are preferable on Residential properties to increase the amount of potential living area at the rear of a dwelling. In this instance however the Outbuilding is proposed with a raised and enclosed deck on top of the structure with a floor level at least three metres above ground level which causes significant privacy and overlooking concerns. A standard boundary fence by comparison is 1.8 metres in height which leaves the proposed deck with an unobstructed view of the adjoining properties to the north and east.

Privacy criteria under the *Residential Design Codes* for raised decks, balconies and similar calls for a 7.5 metre cone of vision setback to common boundaries, however the proposal only provides a 300mm (0.3 metre) setback from the Boat Shelter/Deck to the common boundaries.

While the adjoining owner of Lot 181 (84) France Street has declined to object to the proposal, the parties responsible for the property to the rear could not be identified by Planning Services, despite assistance from several other employees of the Shire of Ravensthorpe.

Given the impact the proposed raised deck will cause on adjoining properties, as well as the potential impact on subdivision of the property to the east of Lot 182 (82) France Street, Planning Officers recommend that the proposal be refused.

**Response to Applicants Justification:**

No justification has been provided by the applicant.

**Consultation:**

The application was publicly advertised between 14 July 2020 and 28 July 2020 with no comments or objections being received.

**Statutory Environment:**

Local Planning Scheme No. 6

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

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

**Policy Implications:**

None.

**Financial Implications:**

Application fees totalling \$147.00 were received as part of this application.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

| Consequence    |   | 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:**

Simple Majority

**Recommendation:**

**That Development Application P20-25 for a Boat Shelter and Raised Deck at Lot 182 (82) France Street, Hopetoun be refused on the following grounds:**

1. **The proposal is not consistent with Clause 5.1.3 Lot Boundary Setback of the *Residential Design Codes*.**
2. **The proposal is not consistent with Clause 5.4.1 Visual Privacy of the *Residential Design Codes*.**
3. **The proposal is not consistent with the provisions of Shire of Ravensthorpe Local Planning Policy: Outbuildings.**

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**

**19. Closure of Meeting**

The Presiding Member to declare the meeting closed.



# **ATTACHMENTS**

**Ordinary Council Meeting**

**Tuesday**

**18 August 2020**

**6.00pm**

**Council Chambers**

**Hopetoun**

**ATTACHMENT**



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 21 July 2020**

**Commencing at 6.00pm**

**Council Chambers  
Ravensthorpe**

# SHIRE OF RAVENSTHORPE

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, Ravensthorpe on Tuesday, 21 July 2020 – commencing at 6.00pm.

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

The Presiding Member declared the meeting open at 6.10pm.

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

COUNCILLOR'S: Cr Keith Dunlop (Shire President)  
Cr Julianne Belli (Deputy Shire President)  
Cr Thomas Major  
Cr Mark Mudie

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

APOLOGIES: Nil.

ON LEAVE OF ABSENCE:

Cr Ian Goldfinch (Leave of Absence)  
Cr Graham Richardson (Leave of Absence)

ABSENT: Nil.

MEMBER 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**

Request for leave of absence Cr Mudie from 28 July 2020 to 31 July 2020.

**Moved: Cr Belli**

**Seconded: Cr Major**

**Res: 79/20**

### **Decision:**

**That the Council approves Cr Mudie application for leave of absence from the Ravensthorpe Shire Council from 28 July 2020 to 31 July 2020.**

**Voting Requirements: Simple Majority**

**Carried: 4/0**

## **8. Disclosures of Interest**

Nil.

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

### **9.1 Ordinary Council Meeting Minutes 16 June 2020 (Attachment Grey)**

#### **Statutory Environment:**

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

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 80/20**

#### **Recommendation:**

**That the Minutes of the Ordinary Meeting of Council held in Council Chambers, Hopetoun held on 16 June 2020 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 4/0**

### **9.2 Special Council Meeting Minutes 2 July 2020 (Attachment Green)**

#### **Statutory Environment:**

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

**Moved: Cr Belli**

**Seconded: Cr Dunlop**

**Res: 81/20**

#### **Recommendation:**

**That the Minutes of the Special Council Meeting at the Ravensthorpe Recreation Centre held on 2 July 2020 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 4/0**

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

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

## **11. Reports of Council Delegates on External Committees**

- Goldfields Voluntary Regional Organisation Of Councils (GVROC) Delegate - President  
Delegate - Cr Goldfinch  
Proxy - Deputy President
- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Cr Goldfinch
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Belli  
Delegate - Vacant  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Vacant  
Proxy – Cr Belli
- Munglilup Community Group Delegate - Vacant  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - Vacant
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie



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

## **12. Reports from Councillors**

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

Cr Dunlop advised he had attended the Hopetoun Progress Association meeting and provided a short report.

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

Nil.

### **Cr Ian Goldfinch**

Nil.

### **Cr Thomas Major**

Cr Major advised he attended the recent RAIN meeting. He provided a short report of matters, of note was despite being the middle of winter and having seen some rain there is still expected to be a water deficiency in the region this coming summer.

Cr Major advised he attended the Munglinup Community Group meeting. He provided a short report of matters.

### **Cr Mark Mudie**

Cr Mudie advised he attended the Fitzgerald Biosphere Implementation Group meeting and provided a short report of matters. Of note they are planning to register a 'Marine Park', additionally there was some recent structural changes to the group. Feedback from the group is the preference that the Shire remove the word "Coast" from the from new branding as the name is registered with UNESCO as "Fitzgerald Biosphere".

### **Cr Graham Richardson**

Nil.

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

#### **13.1 Licence Renewal – Enduro Club Activities – Portion of Lots 184 and 185 - Floater Road, Ravensthorpe**

**File Reference:** RC.LC.1  
**Location:** Portion of Lots 184 and 185 - Floater Road, Ravensthorpe  
**Applicant:** N/A  
**Author:** Senior Governance and Policy Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 1 July 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Expired Licence (Attachment Jade)  
**Previous Reference:** N/A

#### **Summary:**

This report recommends Council consider authorising the Chief Executive Officer to be granted Delegated Authority to review, negotiate and enter into a licence with the State of Western Australia (Minister for Lands) for a portion of land along Floater Road, Ravensthorpe for the purpose of 'Enduro Club Activities'.

#### **Background:**

The Ravensthorpe Enduro Club have operated from a Portion of Lots 184 and 185 - Floater Road, Ravensthorpe since 1 April 2011 under a licence granted by the Minister for Lands to the Shire of Ravensthorpe. The licence allows for Enduro Club Activities to be undertaken on the site subject to conditions placed on the licence (Refer Attachment Jade).

The licence was initially for a seven year period and expired on 31 March 2018. On the 12 April 2019 the Chief Executive Officer wrote to the Ravensthorpe Enduro Club advising that a temporary extension would operate until a more formal licence renewal could be requested of the Minister for Lands.

On the 18 June 2020 the Chief Executive Officer, Director Corporate & Community Services met with the Vice President of the Ravensthorpe Enduro Club in which the continuance of the Enduro Club Activities was discussed. A commitment was made for a report to Council seeking the relevant authorisation for the Chief Executive Officer to seek a longer term commitment over the subject site.

Whilst a longer term is supported the site is identified for the purposes of mineral exploration and remains accessible for exploratory drilling and sampling. The Chief Executive Officer would seek a longer term of between 7 - 10 years but like the current licence will likely have conditions placed on the licence by the Minister for Lands for prioritisation of mining operation uses.

#### **Comment:**

The licence has expired and it is important that the renewal of licence is addressed. The Club will benefit greatly from having security of tenure for its community/sporting operations and therefore a recommendation to authorise the Chief Executive Officer to undertake action associated with the renewal of licence is supported.

#### **Consultation:**

Elected Members  
Executive Team  
Ravensthorpe Enduro Club

**Statutory Environment:**

s.91 of the *Land Administration Act 1997* allows for the Minister to grant a licence in respect of Crown land.

**Policy Implications:**

Nil.

**Financial Implications:**

There are no ongoing costs related to this agreement. A one off licence fee and nominal costs in the preparation of the documentation will be incurred, this is anticipated to be in the order of \$1,000.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** The licence stipulates a number of environmental protection conditions associated with the use and activities that are held on site.
- **Economic:** There are no known significant economic considerations.
- **Social:** Recreation activities within the community provide numerous benefits and a diversity of recreation and sporting clubs is to be encouraged.

**Risk Implications:**

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

**Risk Matrix:**

A known risk for the Club is that this area could be used for an expansion of mining operations. The Ravensthorpe Enduro Club have sought that the current licence condition (below) be reconsidered;

*“The Enduro Club / Licence Holder agreeing to relocate any club development at its expense should the land be required for mining operations”.*

The Club have stated that it acknowledges a clause like the above is reasonable in the short to medium term as operated in the initial licence, however continuing to imposing a condition such as this on a not for profit community group's premises that has been continually occupied for over 15 years appears unreasonable. The Club seek to have the condition removed and replaced with;

*“Should the land be required for mining operations, the new land user shall bear the relocation costs in full”.*

This request will be put to the Minister for Lands, however it is ultimately a decision of the State if this condition can be varied, or in fact if a licence will be issued.

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

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 82/20**

**Recommendation:**

**That Council;**

1. **Grants Delegated Authority to the Chief Executive Officer to review, negotiate and enter into a licence with the Minister for Lands for a portion of Lots 184 and 185 - Floater Road, Ravensthorpe; and**
2. **Authorises the President and Chief Executive Officer to affix the Common Seal to a licence with the Minister for Lands for a portion of Lots 184 and 185 - Floater Road, Ravensthorpe.**

**Voting Requirements: Absolute Majority**

**Carried: 4/0**

### 13.2 Shire of Ravensthorpe 2020 Policy Review

|                                |  |
|--------------------------------|--|
| <b>File Reference:</b>         | <b>CM.PO.1</b>                                       |
| <b>Location:</b>               | <b>Shire of Ravensthorpe</b>                         |
| <b>Applicant:</b>              | <b>N/A</b>   |
| <b>Author:</b>                 | <b>Senior Governance and Policy Officer</b>          |
| <b>Authorising Officer</b>     | <b>Chief Executive Officer</b>                       |
| <b>Date:</b>                   | <b>12 July 2020</b>                                  |
| <b>Disclosure of Interest:</b> | <b>Nil</b>   |
| <b>Attachments:</b>            | <b>Draft 2020 Policy Manual (Attachment Mustard)</b> |
| <b>Previous Reference:</b>     | <b>N/A</b>   |

#### **Summary:**

This report recommends Council consider and endorse the Shire of Ravensthorpe 2020 Policy Review. The objectives of the review were to;

- Ensure the Shire has compliant policies and are aligned to current legislation.
- Remove obsolete policies and consolidate others where possible.
- Improve operational efficiency by ensuring decision making is scalable to Council's own decision making tolerances.

#### **Background:**

The Chief Executive Officer has commenced a comprehensive organisational governance review. The first stage of this is to review Council Policies, this will be followed by the development of an up to date Delegated Authority and Statutory Authorisations Register.

A key feature to this Council policy review is a revised Policy Template which introduces a Document Control Box for each Policy, the benefits include:

- Policies now have custodians to encourage ownership of policies;
- Linkage of compliance requirements (ease of reference for Staff and Elected Members). This will include Delegated Authority, reminder for budget purposes that a commitment has been made by policy and this needs to be incorporated into new budgets, potential for a Compliance Calendar;
- Legislation Reference (Gives assistance to staff to check the more prescriptive requirements of the legislation);
- Industry (To support staff with guidance to valuable resources, this can be from numerous sources such as Department of Local Government, WALGA);
- Organisational (Internal references such as related policies, Enterprise Bargaining Agreement, etc); and
- The contents of the Document Control Box can be updated outside of the policy review process.

Additionally policies will be reviewed on a risk based approach. (High risk policies annually, medium every two-three years, low risk every four years. This ensures Council is considering important policies more frequently and less important policy risks less frequently).

Also included will be the introduction of version control for each Policy, so that people can track the more significant variations over time and the intent of the changes as they were presented to Council.

A summary of the proposed policy amendments is detailed below;

### Governance Section

#### G1 Meetings of Council

- Removed procedural matters.
- Added Delegations for setting Council Meetings and Annual Electors' Meetings (A condition of Delegation is liaison with Council Members).

#### G2 Council Member Training and Development

- Separated Staff from Council Member Training.
- Included Mandatory Training Provisions (Requirement of new legislation).
- Aligned payments to the Public Service Award.
- Removed New Zealand from automatically being an approved training location.

#### G3 Code of Conduct for Council Members & Committee Members

- Reviewed and modified slightly to align with the WALGA Model Code of Conduct including Social Media provisions.

#### G4 Legal Representation for Council Members and Employees

- Reviewed and updated to Department of Local Government, Sport and Cultural Industries Guidelines.
- Defined initial limit of Council Legal Representation costs to be initially set at \$10,000 (Previously not defined).
- Added potential for defamation defence or threatening behaviour.

#### G5 Community Development Fund

- Modified acquittal deadline (30 April – Previously 28 February).
- Provision to allow CEO Delegated Authority for acquittals between May and June.
- Amended funding from 1% rates (approx. \$45,000 pa) to “up to \$35,000pa”. Council on merit can increase this amount at its discretion from time to time.
- Remove eligibility of claiming for operating expenses.

#### G6 Senior Employees

- Minor edit to clarify extension and renewal of contracts of Senior Employees is at the discretion of the CEO as detailed in legislation.

#### G7 Organisational Structure

- Amended to allow CEO to determine structure in line with Shire of Ravensthorpe Workforce Plan (rather than a specific organisational structure map).
- Introduced consultation and review process with Council Members.

#### G8 Recognition of Volunteers

- Minor review and modified slightly to align with the National Standards for Involving Volunteers in Not-for-Profit Organisations.
- Delegated Authority linkage to allow the CEO proposed waiving of fees for not for profit / sporting / community organisations where applicable.

#### G9 Recognition of Service - Elected Members

- Consolidation of three policies (Elected Members – Presentation on Retirement) / (Council Photograph) / (Honour Board).
- Compliance with regulations about minimum term for eligibility for gift (Minimum of one full four year term).

- Recognition of Service gift value defined to accord to regulations of \$100 for every year of service up to \$1,000 limit.

G10 Civic Receptions and Ceremonial Functions

- Provided greater guidance for Civic Receptions, Volunteer Recognition Events, Citizenship Ceremonies and events of significance to the shire, state and nation.
- Incorporated “Ravensthorpe Returned and Services League Policy”. Note: The budget allocation will remain the same.

G11 Honorary Freeman of the Shire

- New policy to provide clarity on entitlements, limitations and nomination procedure.

G12 Political/Election Campaign Advertising

- Slight modification to include Shire structures.
- Alignment to Shire of Ravensthorpe Planning Policy No 2 – Signage.
- Reference to Retuning Officer for contents of electoral material.
- Included provisions requiring removal of electoral signage post the election.

G13 Common Seal and Document Signing Authority

- New Policy to establish, in accordance with the requirements of the *Local Government Act 1995*:
  - Protocols for affixing and administration of the Shire of Ravensthorpe Common Seal; and
  - Authority for the Chief Executive Officer (CEO) and other nominated officers to sign (execute) documents on behalf of the Shire of Ravensthorpe.

G14 Customer Service Charter

- Added customer service commitments for email.
- Customer Service hours amended to increase service hours at Hopetoun Office with a corresponding reduction at Ravensthorpe. Both offices to be a consistent operating time of 9.00am to 4.00pm.

G15 Attendance by Councillors and the Chief Executive Officer at Events

- New policy to ensure compliance with 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.
- No longer a need to disclose gifts related to attending events that are sponsored by the Shire, events held at Shire facilities, or events by not for profits, associations or other government departments or agencies.

G16 Community Consultation

- Slight modification to include social media and Integrated Planning and Reporting Framework requirements.

G17 Invitation of Ratepayers and Residents to Council Dinners and Functions

- Slight modification to ensure adequate budget provisions.

G18 Support to the Ravensthorpe Hopetoun Future Fund Board

- Greater alignment to the Ravensthorpe Hopetoun Future Fund Deed to ensure compliance with *Charities Act 2013*.

G19 Risk Management

- Updated to ISO 31000:2018 which provides more strategic guidance than ISO 31000:2009 and places more emphasis on both the involvement of senior management and the integration of risk management into the organisation.

### Administration Section

#### A1 Recognition of Service - Employees

- Removal of gratuity payments.
- Significant reduction in the value of gifts (now aligned to industry standards), by removing significant financial commitment to the Shire. (Previous limit was \$5,000, now \$500).

#### A2 Occupational Safety & Health

- Policy aligned to recognised industry leader in Occupational Safety & Health to clearly outline commitments and responsibilities.

#### A3 Staff – Superannuation Salary Sacrifice

- Recognition of Enterprise Bargaining Agreement provisions.

#### A4 Records Management

- Updated in line with the *State Records Act 2000*.
- Removed references to IT software specific record keeping system and specifications.

#### A5 Internet and Email Usage

- Linked to Code of Conduct and included Contractors into obligations.

#### A6 Staff – Education and Study Assistance

- Recognition of Enterprise Bargaining Agreement provisions.
- Reduction in the maximum claimable by staff (Previous limit was \$5,000pa, now \$2,000pa) which now aligns to industry standards.
- Incorporated eligibility for traineeships or apprenticeships.

#### A7 Mobile Phone Allowance

- New Policy - Introduced as a mechanism to reduce the pool of Council mobile phone devices in order to reduce overall operating expenditure to the Shire.

#### A8 Fitness for Work

- Updated to new Australian Standard AS4308.
- Consistent with new Enterprise Bargaining Agreement provisions.

#### A9 Code of Conduct for Employees

- Reviewed and modified slightly to align with the WALGA Model Code of Conduct.

#### A10 Staff Training and Development

- Incorporated Policy “Conferences – Study Tours into Staff Training and Development Policy”.
- Separated Council Members from Staff Training.
- Included Mandatory Training Provisions (Requirement of new legislation).
- Aligned payments to the Public Service Award.

### Finance Section

#### F1 Transaction Card

- Updated in line with Department of Local Government, Sport and Cultural Industries Operational Guidelines for Transaction Cards.
- Added Council Authorised User Matrix reflecting the current organisational structure.
- Now fully compliant with the recent WA Auditor General (Controls over Purchasing Cards) Report.



F2 Investments

- Updated to include clearer Delegated Authority.
- Replaced limitation on “Big Four Banks, plus Bankwest” with “an Australian Prudential Regulation Authority (APRA) authorised deposit-taking institution (ADIs).”

F3 Disposal of Minor Surplus Assets

- Updated to include clearer Delegated Authority.
- Introduction of thresholds to the value and simplicity of disposals.

F4 Purchasing

- Updated to include clearer Delegated Authority.
- Alignment to WALGA Procurement Model.
- Changes to strengthen findings from WA Auditor General's Report – Local Government Contract Extensions and Variations.
- Revisions also based on Local Government (COVID-19 Response) Order 2020 – State of Emergency provisions.
- Tender threshold now \$250,000 as per legislative amendments.
- Changes to reflect current organisational structure.

F5 Regional Price Preference

- Removal of Esperance as an approved price preference location.
- Minor amendments and greater linkage to Purchasing Policy.

F6 Financial Hardship

- Included dispensations where state of emergency or natural disasters have affected the Community.
- Included COVID-19 specifically as it relates to the Ministerial Order issued on 8 May 2020.
- The policy has changed to be in line with the Ombudsman Western Australia publication, “Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance”.

F7 Complaints Management

- Introduced complaints management principles.
- Removed complaints associated with Water.

F8 Related Party Disclosures

- Minor edits, plus included a statement of Ordinary Citizen Transactions (OCT's) in policy rather than requiring a draft resolution of Council each year.

F9 Debt Recovery

- Minor edits, removal of procedural guidelines and linkage to Financial Hardship Policy.

Works and Services Section

WS1 Construction/Upgrade of Crossovers

- Removed requirement for standalone Bond for crossovers, and greater encouragement to ensure compliance with the specifications in order to allow for a rebate to be applicable to the applicant.
- Clarified the Shire contribution and provided a maximum set amount.

WS2 Traffic Management – Street Events

- Previously covered only street parties, broadened scope to include community events (ie charity runs or soapbox events).

WS3 Protection of Shire Infrastructure in Road Reserves

- Revised to incorporate \$2,000 verge deposit.

WS4 Road Improvements – Municipal Works in Street (Notification to Owners/Occupiers)

- Minor revision to include notification to owners as well as occupiers.

WS5 Conservation of Flora and Fauna

- Requirement for mandatory conservation management plans by developers (as opposed to encourage to provide).
- Recognition of Fitzgerald Coast Biosphere.
- Conditions included on the collection of native seeds along the Shire's roadside and land.

WS6 Streetscape Management – Registration of Street Lawns and Gardens

- Minor revision to correct policy cross referencing.

WS7 Streetscape Management – Maintenance of Shire Land and Road Verges

- Adjusted the service levels to make it a lot clearer and provide a greater emphasis on it being for town sites (not the broader District).

WS8 Street Verge Treatments

- Minor edits only to incorporate new format. Added laterite gravel as an acceptable material and removed paving slabs as an acceptable material.

WS9 Tree Management in Urban Areas and Public Reserves

- Minor edits only to incorporate new format.

WS10 Dangerous Trees on Private Property

- Minor edits only to incorporate new format and linkage to Legal Aid/Building Commission for neighbour dispute resolution.

WS11 Street Trees

- Minor Revisions and clarity on Authorised Officers.

WS12 Beekeeping on Shire Managed Reserves

- Removed wording of Apiarist to now be Beekeeping. Minor updates to reflect current Government Department name.

WS13 Asset Management

- Minor Edits and removal of references to Senior Management Group and replaced with Executive Team, removal of Asset Management Working Group, removal of Manager Emergency Services and replace with Director Technical Services.

WS14 Urban Revegetation and Greening

- Minor edits only to incorporate new format.

Law, Order and Public Safety

LO1 Bush Fire Control - Camping & Cooking Fires

- Minor edits to the policy at this time. A major revision has been drafted, but will go through the next Bush Fire Advisory Committee before consideration by Council.

LO2 Bush Fire Advisory Committee

- Amended to align with Bush Fire Brigades Local Law 2010 and general formatting.

LO3 Bush Fire Control - Burning Restrictions

- Amalgamation of Policies “Burning on Sundays” and “Burning Permit Exemptions”. Updated dates to be in line with adopted Firebreak Notice dates

LO4 Removal and Disposal of Certain Abandoned Vehicles

- Minor edits only to incorporate new format. Greater linkages with Document Control Box for Parking Local Law and application of Fees and Charges.

LO5 Shark Response

- Linkage to Property Local Law on signage and enforcement, Clear escalation steps in line with Department of Primary Industries and Regional Development and Surf Life Saving WA

LO6 Installation and use of Closed Circuit Television (CCTV)

- Introduced Installation guidelines, addressing privacy concerns, limits on who can access information and complaints handling.

Building Section

B1 Building Permit - Permit Requirements - Incidental Structures

- Amended to comply with Schedule 4, Clause 2 of the Western Australia Building Regulations 2012 for Class 10 structures so that there is consistency between the regulations and policy.

**Proposed Rescinded Policies**

Community Needs/Customer Satisfaction Survey

- Recommend to rescind as this is a statutory requirement within the Integrated Planning and Reporting Framework and is undertaken every two years as part of Community Consultation and Engagement.

Council Photograph

- Recommend to rescind. Transferred to “Recognition of Service - Elected Members”.

Honour Board

- Recommend to rescind. Transferred to “Recognition of Service - Elected Members”.

Conferences – Study Tours

Recommend to rescind. Transferred conferences to “Staff Training and Development” and propose rescission of policy on fact finding tours, stigma, not common practice and if there is an occasion to use a fact finding tour it would be subject to a specific report to Council.

Safety – AIDS and HIV

- Recommend to rescind. Generally covered under Code of Conduct (Equal Opportunity and Prevention of Workplace Discrimination and Harassment).

Staff – Harassment in the Workplace

- Recommend to rescind. Incorporated into “Code of Conduct for Employees”.

Staff – Equal Employment Opportunity

- Recommend to rescind. Incorporated into “A17 Code of Conduct for Employees”.

Staff and Councillors Membership to the REC Gym and Facilities and the Ravensthorpe Community Swimming Pool

- Recommend to rescind as not aligned to industry standard and discouraged by Department of Local Government as an entitlement. Would need Ministerial approval to be exempt under Local Government, Sport and Cultural Industries Operational Guidelines Number 20 - Disclosure of Financial Interests at Meetings.

Hire of Furniture and Equipment from Ravensthorpe Entertainment Centre

- Recommend to rescind and place under Facility User Agreement.

Financial Management – Payment of Accounts & Purchasing Authority Limits

- Recommend to rescind. Duplication with Purchasing Policy, other elements incorporated into “Purchasing Policy”.

Material Variances in Budget and Actual Expenditure

- Recommend to rescind. Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 covers this as part of Council budget adoption.

Ravensthorpe Returned and Services League Budget Allocation

- Recommend to rescind. Transferred to “Civic Receptions and Ceremonial Functions”.

Purchase of Goods and Services – Local Groups and Organisations

- Recommend to rescind as this is very operational and is a specific accounting treatment/rule.

Value of Land Under Roads

- Recommend to rescind this as it is contained within the adopted budget each year as accompanying budget note and has already been resolved by Council.

Audit Services

- Recommend to rescind as the *Local Government Amendment (Auditing) Act 2017* provides that the Auditor General has been given the mandate to audit the annual financial reports of WA’s 148 local governments and regional councils, conduct performance audits of local government entities, perform supplementary audits requested by the Minister for Local Government and report to Parliament on the results of financial and performance audits.

Outside Staff Uniform

- Recommend to rescind policy “Outside Staff Uniform” and combined with policy “Internal Staff Uniform” and retitle “Corporate Uniform”.

Brigade Unit Inspections

- Commitments extensively covered in both Emergency Services Levy and Shire of Ravensthorpe Adopted Budget

Burning Permit Exemptions

- Amalgamation of Policies “Burning on Sundays” and “Burning Permit Exemptions”. Now “Bush Fire Control - Burning Restrictions.”

**Comment:**

The 2020 Policy Review has seen fifty nine (59) new or revised policies, as well as a further eighteen (18) policies proposed to be rescinded.

Council will be asked to consider a further seven (7) policies which will be presented to the next Corporate Discussion and Ordinary Council Meeting to be held in August 2020.

**Consultation:**

Elected Members  
Executive Team

**Statutory Environment:**

Section 2.7 of the *Local Government Act 1995* specifies the role of Council is to:

- Govern the local government’s affairs;
- Be responsible for the performance of the local government’s functions;
- Oversee the allocation of the local government’s finances and resources; and
- Determine the local government’s policies.

**Policy Implications:**

Refer to above summary.

**Financial Implications:**

Refer to above summary.

**Strategic Implications:**

Refer to above summary.

**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.

**Voting Requirements:**

Absolute Majority.

**Moved: Cr Mudie**

**Seconded: Cr Belli**

**Res: 83/20**

**Recommendation:**

**That Council by an Absolute Majority decision:**

- 1. Adopts the 2020 Policy Manual as detailed in the attachment; and**
- 2. Rescinds the policies identified for rescission within this officer report.**

**Voting Requirements: Absolute Majority**

**Carried: 4/0**

Unconfirmed

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

### **14.1 Monthly Financial Report – 30 June 2020**

|                                |   |
|--------------------------------|---|
| <b>File Reference:</b>         | <b>N/A</b>  |
| <b>Location:</b>               | <b>Shire of Ravensthorpe</b>  |
| <b>Applicant:</b>              | <b>Nil</b>  |
| <b>Author:</b>                 | <b>Senior Finance Officer</b>   |
| <b>Authorising Officer</b>     | <b>Director Corporate and Community Services</b>                          |
| <b>Date:</b>                   | <b>15 July 2020</b>   |
| <b>Disclosure of Interest:</b> | <b>Nil</b>  |
| <b>Attachments:</b>            | <b>Monthly Financial Reports for 30 June 2020<br/>(Attachment Yellow)</b> |
| <b>Previous Reference:</b>     | <b>Nil</b>  |

#### **Summary:**

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

#### **Background:**

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

#### **Comment:**

The June 2020 Monthly Financial Reports are presented for review.

#### **Consultation:**

Acting Chief Executive Officer

#### **Statutory Environment:**

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

#### **Policy Implications:**

Nil

#### **Financial Implications:**

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

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

#### **Sustainability Implications:**

**Environmental:** There are no known significant environmental considerations.

**Economic:** There are no known significant economic considerations.

**Social:** There are no known significant social considerations.

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 84/20**

**Recommendation:**

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

**Voting Requirements: Simple Majority**

**Carried: 4/0**



## 14.2 Schedule of Account Payments – June 2020

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Senior Finance Officer  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 10 July 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 30 June 2020  
 Credit Card Transactions to 01 June 2020  
 Creditors List of Accounts Paid June 2020  
 (Attachment Red)  
**Previous Reference:** Nil

### Summary:

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

### Background:

Period 01/07/2019 to 30/06/2020

### 2019/2020

| Month        | Cheques        | EFT Pymts         | Direct Debits    | Credit Card    | Trust          | Total Creditors   | Payroll          |
|--------------|----------------|-------------------|------------------|----------------|----------------|-------------------|------------------|
| Jul          | 670            | 1,739,001         | 135,848          | 3,843          | 1,781          | 1,881,144         | 275,274          |
| Aug          | 9,391          | 736,269           | 51,773           | 7,094          | 1,260          | 805,788           | 188,496          |
| Sep          | 21,940         | 428,530           | 144,319          | <b>12,630</b>  | 2,857          | 610,277           | 241,584          |
| Oct          | 892            | 490,678           | 113,137          | 9,015          | 420            | 614,142           | 233,232          |
| Nov          | 20,449         | 789,186           | 37,772           | 6,412          | 0              | 853,820           | 242,169          |
| Dec          | 14,227         | 373,429           | 50,545           | 17,620         | 0              | 455,821           | 349,953          |
| Jan          | 15,567         | 395,595           | 66,327           | 8,351          | 0              | 485,840           | 247,361          |
| Feb          | 17,550         | 565,741           | 168,401          | 2,831          | 0              | 754,523           | 255,946          |
| Mar          | 27,093         | 317,625           | 91,762           | 7,684          | 0              | 444,164           | 253,445          |
| Apr          | 15,591         | 875,688           | 68,694           | 10,711         | 0              | 970,684           | 278,747          |
| May          | 22,002         | 464,997           | 21,047           | 4,923          | 0              | 512,969           | 238,456          |
| Jun          | 32,605         | 1,273,940         | 47,585           | 11,675         | 0              | 1,365,805         | 369,418          |
| <b>Total</b> | <b>197,977</b> | <b>8,450,678</b>  | <b>997,212</b>   | <b>102,791</b> | <b>6,319</b>   | <b>9,754,977</b>  | <b>3,174,082</b> |
| <b>18/19</b> | <b>147,967</b> | <b>21,298,438</b> | <b>1,329,904</b> | <b>70,241</b>  | <b>13,590</b>  | <b>22,860,140</b> | <b>2,219,053</b> |
| <b>17/18</b> | <b>327,905</b> | <b>18,507,404</b> | <b>209,587</b>   | <b>65,010</b>  | <b>317,445</b> | <b>19,427,351</b> | <b>2,601,283</b> |

### Comment:

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

### Consultation:

Senior Finance Officer

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Belli**

**Seconded: Cr Major**

**Res: 85/20**

**Recommendation:**

**That Council endorse:**

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

**Voting Requirements: Simple Majority**

**Carried: 4/0**

Unconfirmed

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

### **15.1 Appointment of a contract Ranger as an Authorised Officer**

|                                |                                |
|--------------------------------|--------------------------------|
| <b>File Reference:</b>         | <b>LE.LL.12</b>                |
| <b>Location:</b>               | <b>Shire of Ravensthorpe</b>   |
| <b>Applicant:</b>              | <b>Not Applicable</b>          |
| <b>Author:</b>                 | <b>Michaela Pritchard</b>      |
| <b>Authorising Officer</b>     | <b>Chief Executive Officer</b> |
| <b>Date:</b>                   | <b>10 July 2020</b>            |
| <b>Disclosure of Interest:</b> | <b>Nil</b>                     |
| <b>Attachments:</b>            | <b>Nil</b>                     |
| <b>Previous Reference:</b>     | <b>N/A</b>                     |

#### **Summary:**

Council to consider the appointment of a Contract Ranger as an authorised officer to enforce and administer legislative compliance for the Shire of Ravensthorpe from 3 to 20 August 2020 whilst the Shire's full time Ranger is on annual leave.

#### **Background:**

Local Governments are bound to enforce various legislation including Local Laws. As a result it is required to appoint authorised officers to undertake various roles and responsibilities in relation to these requirements. As existing officers roles change and new officers are employed, it is essential that these officers are properly authorised under the appropriate legislation and delegations to undertake their duties.

#### **Comment:**

In order to ensure appropriate service levels whilst an officer is on Annual Leave, a contract Ranger is to be appointed to administer and enforce the Shire of Ravensthorpe Local Laws and Compliance issues.

The Shire of Ravensthorpe is currently in the process of a full review of its policies, delegated Authority and Statutory Authorisations. It is proposed that the Chief Executive Officer be granted delegated authority to appoint suitable persons to such roles, however such a delegation has not been considered by Council at this time and therefore a Council resolution is required.

#### **Consultation:**

Acting Chief Executive Officer  
Director Technical Services

#### **Statutory Environment:**

Authorisation under the Shire of Ravensthorpe Local Laws and the following legislation is sought:

- *Dog Act 1976*
- *Cat Act 2011*
- *Bush Fire Act 1954*
- *Litter Act 1979*
- *Caravan and Camping Act 1995*
- *Control of Vehicles (Off Road Areas) Act 1978*
- *Local Government Act 1995*
- *Local Government (Miscellaneous Provisions) Act 1960*

#### **Policy Implications:**

Nil.

**Financial Implications:**

The contract salary amount is identified in normal operating expenses within the Shire of Ravensthorpe Budget.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Res: 86/20**

**Recommendation:**

**That Council resolves to appoint Deborah Walker - Ranger as an Authorised Officer for the Shire of Ravensthorpe for the period 3 to 20 August 2020 (dates inclusive) pursuant to the following legislation:**

- ***Dog Act 1976;***
- ***Cat Act 2011;***
- ***Bush Fire Act 1954***
- ***Litter Act 1979***
- ***Caravan and Camping Act 1995***
- ***Control of Vehicles (Off Road Areas) Act 1978***
- ***Local Government Act 1995***
- ***Local Government (Miscellaneous Provisions) Act 1960***
- ***All Shire of Ravensthorpe Local Laws.***

**Voting Requirements: Absolute Majority**

**Carried: 4/0**

Unconfirmed

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

Nil.

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

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

**17.1 Elected Members**

Nil.

**17.2 Officers**

The Chief Executive Officer addressed Council wishing to thank the Acting CEO, Director Technical Services for the continuation of smooth running of the Shire while he was on annual leave. He noted the Executive Team did a great job in his absence.

The Shire President followed on by passing on the Council's thanks and acknowledgement of well done to the Director Technical Services and Executive Team during this period.

**18. Matters Behind Closed Doors**

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

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

**Moved: Cr Belli**

**Seconded: Cr Mudie**

**Res: 87/20**

**Voting Requirements: Absolute Majority**

**Carried: 4/0**

### 18.1 Confidential - RFT 01-2020/21 – Tender for Architectural Services

**File Reference:** CA.TE.1  
**Location:** 61-63 Morgans Street, Ravensthorpe  
**Applicant:** N/A  
**Author:** Senior Governance and Policy Officer  
**Authorising Officer:** A/Chief Executive Officer  
**Date:** 15 July 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Request for Tender Specifications –RFT 01-2020/21 (Attachment Brown)  
Tender Submissions (Attachment Pink)  
Tender Evaluation Matrix (Attachment Purple)  
**Previous Reference:** Item 17.2.1 – 18 December 2019 –Cultural Precinct – Concept Drawings – Quantity Survey and Commitment of funding.

**Moved:** Cr Major **Seconded:** Cr Mudie **Res:** 88/20

**Recommendation:**

**That Council;**

1. **Accepts the Tender submitted by Petal Nominees (WA) PTY LTD, Trading as Peter Hobbs Architects (ABN 73 437 664 413) as the most advantageous Tender to form a Contract for Architectural Service (RFT 01- 2020/21) as detailed in their submission (Attachment Pink); and**
2. **by Absolute Majority decision delegates the formation and execution of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.**

**Voting Requirements: Absolute Majority** **Carried: 4/0**

**Moved: Cr Major** **Seconded: Cr Belli** **Res: 89/20**

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

**Voting Requirements: Absolute Majority** **Carried: 4/0**

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

The Presiding Member declared the meeting closed at 6.45pm

These minutes were confirmed at the meeting of the 18 August 2020.

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

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



# ATTACHMENT



# **MINUTES**

**Special Council Meeting**

**Tuesday, 7 July 2020**

**Commencing at 12.30pm**

**Ravensthorpe Recreation Centre  
Ravensthorpe**

## SHIRE OF RAVENSTHORPE

Minutes for the Special Meeting of Council to be held in Ravensthorpe Recreation Centre, Ravensthorpe on Tuesday 7 July 2020 – commencing at 12.30pm.

### Contents

|           |  |           |
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| <b>1.</b> | <b>Declaration of Opening / Announcements of Visitors</b> .....                              | <b>3</b>  |
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| <b>3.</b> | <b>Announcements by the Presiding Member</b> .....   | <b>3</b>  |
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| 5.1       | Chief Executive Officer Annual Leave and Appointment of Acting Chief Executive Officer ..... | 4         |
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## **EXTRACT FROM LOCAL GOVERNMENT ACT 1995**

### **5.5. CONVENING COUNCIL MEETINGS**

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

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

The Presiding Member declared the meeting open at 12.35pm.

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

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

STAFF:                Gavin Pollock                (Chief Executive Officer)  
                             Graham Steel                (Director Technical Services)  
                             Mark Ridgwell              (Senior Governance and Policy Officer)  
                             Kim Bransby                (Executive Assistant)

APOLOGIES:            Les Mainwaring (Director Corporate and Community Services)

ON LEAVE OF ABSENCE:

Request for leave of absence from Cr Ian Goldfinch for next Ordinary Council Meeting of 21 July 2020.

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 75/20**

**Decision:**

**That Council approves Cr Goldfinch's request for leave of absence for the Ravensthorpe Shire Council for the Ordinary Council Meeting to be held on 21 July 2020.**

**Voting Requirements: Simple Majority**

**Carried: 6/0**

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

### **3. Announcements by the Presiding Member**

Nil.

#### **4. Disclosures of Interest**

Nil.

#### **5. Special Business**

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).

##### **5.1 Chief Executive Officer Annual Leave and Appointment of Acting Chief Executive Officer**

|                                |                                |
|--------------------------------|--------------------------------|
| <b>File Reference:</b>         | <b>PL.ES.172</b>               |
| <b>Location:</b>               | <b>Shire of Ravensthorpe</b>   |
| <b>Applicant:</b>              | <b>Chief Executive Officer</b> |
| <b>Author:</b>                 | <b>Chief Executive Officer</b> |
| <b>Authorising Officer:</b>    | <b>Chief Executive Officer</b> |
| <b>Date:</b>                   | <b>14 June 2019</b>            |
| <b>Disclosure of Interest:</b> | <b>Nil</b>                     |
| <b>Attachments:</b>            | <b>Nil</b>                     |
| <b>Previous Reference:</b>     | <b>Nil</b>                     |

##### **Summary:**

Council to consider the Chief Executive Officer's request for annual leave from Saturday 11 July 2020 to Sunday 19 July 2020 and the appointment of Mr Graham Steel 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 Graham Steel and the Executive Team. Mr Steel 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 Graham Steel within the Band 3 reward package range prescribed by the Salaries and Allowances Tribunal under Section 7A of the *Salaries and Allowances Act 1975*.

##### **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 1995*.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix**

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

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

**Moved: Cr Richardson**

**Seconded: Cr Mudie**

**Res: 76/20**

**Recommendation:**

**That Council Endorse;**

1. The Chief Executive Officer's request for annual leave from Saturday 11 July 2020 to Sunday 19 July 2020 and the appointment of Mr Graham Steel as Acting Chief Executive Officer for this period of annual leave.
2. The Chief Executive Officer offering Mr Graham Steel 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.

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

## 5.2 Partial Subdivisional Clearance – Lot 8 Steeredale Road, Hopetoun

|                                |  |
|--------------------------------|--|
| <b>File Reference:</b>         | <b>A1149</b>                                   |
| <b>Location:</b>               | <b>Lot 8 Steeredale Road, Hopetoun</b>         |
| <b>Applicant:</b>              | <b>John Kinnear and Associates</b>             |
| <b>Author:</b>                 | <b>Senior Governance Officer</b>               |
| <b>Authorising Officer</b>     | <b>Chief Executive Officer</b>                 |
| <b>Date:</b>                   | <b>30 June 2020</b>                            |
| <b>Disclosure of Interest:</b> | <b>Nil</b>                                     |
| <b>Attachments:</b>            | <b>Plan of Subdivision (Attachment Purple)</b> |
| <b>Previous Reference:</b>     | <b>N/A</b>                                     |

### Summary:

This report recommends Council consider authorising the Shire President and Chief Executive Officer to affix the Common Seal on documentation related to the clearance of several conditions associated with Western Australian Planning Commission (WAPC) approval for subdivision at Lot 8 Steeredale Road, Hopetoun.

### Background:

Conditional Approval for subdivision by the WAPC was issued on the 18 January 2018 for Lot 8 Steeredale Road, Hopetoun. The subdivision approval would create three lots in the Northern portion of the overall subject site and one remaining lot comprising the balance of title. A copy of the plan of subdivision plan is attached.

Whilst the subdivision of three lots has been granted, only Lot A is being actively subdivided as part of this request. The remaining lots B and C are not likely to be subdivided at this time as the WAPC approval extends for a maximum of three years and therefore will expire on 18 January 2021. As a result a new application would need to be lodged for consideration of Lots B and C.

The WAPC approval of 18 January 2018 included several conditions requiring clearance by the Shire of Ravensthorpe included;

- Engineering drawings for subdivisional works;
- Urban Water Management Plan;
- Written Undertakings to advise potential purchasers of the provisions of the local planning scheme; and
- Bushfire Management Plan.

Specific to this report are the conditions related to placing notifications on the new title as they relate to;

- 'A mains potable water supply is not available to the lot(s).
- 'A reticulated sewerage service is not available to the lot(s). As such, an on-site secondary treatment and disposal system for sewerage will be required. Therefore, the developable area of the lot is reduced. There are ongoing landowner obligations to ensure that the treatment and disposal system is regularly maintained in accordance with relevant health regulations.'
- 'A network electricity supply is not available to the lot'.

### Comment:

The conditions related to placing notifications on the title were sought by the Shire of Ravensthorpe and therefore the recommendation to authorise the Shire President and Chief Executive Officer to affix the Common Seal is supported.

Other conditions of subdivisional approval have not currently been completed and will need to be satisfied in order for the WAPC to allow the Subdivision to be completed.



**Consultation:**

Nil.

**Statutory Environment:**

s.70A [Factors affecting use and enjoyment of land, notification on title] of the *Transfer of Land Act 1893*. The purpose of such a notification is to give notice of circumstances which may affect the amenity or enjoyment of the land.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Goldfinch**

**Seconded: Cr Major**

**Res: 77/20**

**Recommendation:**

**That Council authorise the Shire President and Chief Executive Officer to affix the Common Seal to the Section 70A's (*Transfer of Land Act 1893*) associated with Western Australian Planning Commission Subdivision Approval (155638) for Lot 8 Steeredale Road, Hopetoun.**

**Voting Requirements: Simple Majority**

**Carried: 6/0**

Unconfirmed

### 5.3 Management Agreement – Community Housing – 29 Dunn Street, Ravensthorpe

|                                |  |
|--------------------------------|--|
| <b>File Reference:</b>         | <b>A11696</b>  |
| <b>Location:</b>               | <b>29 Dunn Street, Ravensthorpe</b>                    |
| <b>Applicant:</b>              | <b>N/A</b>   |
| <b>Author:</b>                 | <b>Senior Governance Officer</b>                       |
| <b>Authorising Officer</b>     | <b>Chief Executive Officer</b>                         |
| <b>Date:</b>                   | <b>1 July 2020</b>                                     |
| <b>Disclosure of Interest:</b> | <b>Nil</b>   |
| <b>Attachments:</b>            | <b>Expired Management Agreement (Attachment Peach)</b> |
| <b>Previous Reference:</b>     | <b>N/A</b>   |

#### **Summary:**

This report recommends Council consider authorising the Chief Executive Officer be granted Delegated Authority to review, negotiate and enter into an agreement for the management of Community Housing at 29 Dunn Street, Ravensthorpe.

#### **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 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. (Refer to the Attachment). In summary Advance Housing would manage the three 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.

#### **Comment:**

The management agreement has expired and it is an opportune time to review the existing arrangements and review the current operations and consider appropriate service providers.

#### **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 revenue received from the income for residential tenancies is required to cover the costs of managing the properties, operational maintenance of the properties. The Shire of Ravensthorpe is responsible for structural maintenance of the buildings.

The buildings are known to have structural cracking associated with the original concrete foundations, an engineering report was commissioned by the Shire in January 2020. The report by Structerre Consulting Engineers observed that damage is considered to be of aesthetic consequence and of no structural concern at this time.

Ongoing monitoring is recommended and may require future financial commitment by the Shire of Ravensthorpe to remedy any structural works should the situation deteriorate.

**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 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 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.

**Moved: Cr Major**

**Seconded: Cr Richardson**

**Res: 78/20**

**Recommendation:**

**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**

Unconfirmed

**6. Matters Behind Closed Doors**

Nil.

**7. Closure of Meeting**

The Presiding Member declared the meeting closed at 12.43pm

These minutes were confirmed at the meeting of the 18 August 2020.

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

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

Unconfirmed

# ATTACHMENT



**2020**

# **POLICY MANUAL (STAGE 2)**



Adopted: \_\_\_\_\_



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# GOVERNANCE

## G20 Advocacy

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### 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.

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### 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   |   |                          |                       |                  |      |             |  |
|--|---|--------------------------|-----------------------|------------------|------|-------------|--|
| <b>Custodian:</b>  | Chief Executive Officer   |                          |                       |                  |      |             |  |
| <b>Decision Maker:</b>   | Council   |                          |                       |                  |      |             |  |
| <b>Compliance Requirements:</b><br>Appropriate Annual Budget Allocations |   |                          |                       |                  |      |             |  |
| <b>Legislation:</b>  | s2.8. [Role of President] s2.10 [Role of Councillors] of the <i>Local Government Act 1995</i> |                          |                       |                  |      |             |  |
| <b>Industry:</b>   |   |                          |                       |                  |      |             |  |
| <b>Organisational:</b>   |   |                          |                       |                  |      |             |  |
| <b>Document Management:</b>  |   |                          |                       |                  |      |             |  |
| <b>Risk Rating:</b>  | Low   | <b>Review Frequency:</b> | Every Four Years      | <b>Next Due:</b> | 2024 | <b>Ref:</b> |  |
| <b>Version #</b>   | <b>Decision Reference:</b>  |                          | <b>Description</b>    |                  |      |             |  |
| 1.   | OCM<br>XX/XX/XX –<br>Item X.xx  |                          | <b>Amended Policy</b> |                  |      |             |  |
| 2.   |   |                          |                       |                  |      |             |  |

## G21 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.

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### 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.

## 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.

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.

| Document Control Box   |   |                          |                       |                  |      |             |  |
|--|---|--------------------------|-----------------------|------------------|------|-------------|--|
| <b>Custodian:</b>  | Chief Executive Officer   |                          |                       |                  |      |             |  |
| <b>Decision Maker:</b>   | Council   |                          |                       |                  |      |             |  |
| <b>Compliance Requirements:</b><br>Delegated Authority – DA <b>x</b> – 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)]. |   |                          |                       |                  |      |             |  |
| <b>Legislation:</b>  | S7.1A. [Audit Committee] of the <i>Local Government Act 1995</i>  |                          |                       |                  |      |             |  |
| <b>Industry:</b>   | <a href="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">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</a> |                          |                       |                  |      |             |  |
| <b>Organisational:</b>   |   |                          |                       |                  |      |             |  |
| <b>Document Management:</b>  |   |                          |                       |                  |      |             |  |
| <b>Risk Rating:</b>  | Low   | <b>Review Frequency:</b> | Every Four Years      | <b>Next Due:</b> | 2024 | <b>Ref:</b> |  |
| <b>Version #</b>   | <b>Decision Reference:</b>  |                          | <b>Description</b>    |                  |      |             |  |
| 3.   | OCM<br>XX/XX/XX –<br>Item X.xx  |                          | <b>Amended Policy</b> |                  |      |             |  |
| 4.   |   |                          |                       |                  |      |             |  |



## A1 Corporate Discussion Meetings

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### 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.

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### 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            |  |                          |                       |                  |      |             |  |
|---------------------------------|--|--------------------------|-----------------------|------------------|------|-------------|--|
| <b>Custodian:</b>               | Chief Executive Officer  |                          |                       |                  |      |             |  |
| <b>Decision Maker:</b>          | Council  |                          |                       |                  |      |             |  |
| <b>Compliance Requirements:</b> |  |                          |                       |                  |      |             |  |
| <b>Legislation:</b>             |  |                          |                       |                  |      |             |  |
| <b>Industry:</b>                | Local Government Operational Guidelines Number 05 – January 2004<br>Council Forums <a href="https://www.dlgsc.wa.gov.au/docs/default-source/local-government/operational-guidelines/operational-guideline-5-council-forum-guideline.pdf?sfvrsn=bc1818aa_1">https://www.dlgsc.wa.gov.au/docs/default-source/local-government/operational-guidelines/operational-guideline-5-council-forum-guideline.pdf?sfvrsn=bc1818aa_1</a> |                          |                       |                  |      |             |  |
| <b>Organisational:</b>          |  |                          |                       |                  |      |             |  |
| <b>Document Management:</b>     |  |                          |                       |                  |      |             |  |
| <b>Risk Rating:</b>             | Low  | <b>Review Frequency:</b> | Every Four Years      | <b>Next Due:</b> | 2024 | <b>Ref:</b> |  |
| <b>Version #</b>                | <b>Decision Reference:</b>   |                          | <b>Description</b>    |                  |      |             |  |
| 1.                              | OCM<br>XX/XX/XX –<br>Item X.xx   |                          | <b>Amended Policy</b> |                  |      |             |  |
| 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            |   |                          |                       |                  |      |             |  |
|---------------------------------|---|--------------------------|-----------------------|------------------|------|-------------|--|
| <b>Custodian:</b>               | Chief Executive Officer   |                          |                       |                  |      |             |  |
| <b>Decision Maker:</b>          | Council   |                          |                       |                  |      |             |  |
| <b>Compliance Requirements:</b> |   |                          |                       |                  |      |             |  |
| <b>Legislation:</b>             |   |                          |                       |                  |      |             |  |
| <b>Industry:</b>                |   |                          |                       |                  |      |             |  |
| <b>Organisational:</b>          | <ul style="list-style-type: none"><li>• Subdivisional Development Guidelines</li><li>• Early Learning Centre Guidelines</li></ul> |                          |                       |                  |      |             |  |
| <b>Document Management:</b>     |   |                          |                       |                  |      |             |  |
| <b>Risk Rating:</b>             | Low   | <b>Review Frequency:</b> | Every Four Years      | <b>Next Due:</b> | 2024 | <b>Ref:</b> |  |
| <b>Version #</b>                | <b>Decision Reference:</b>  | <b>Description</b>       |                       |                  |      |             |  |
| 1.                              | OCM<br>XX/XX/XX<br>Item X.xx  | –                        | <b>Amended Policy</b> |                  |      |             |  |
| 2.                              |   |                          |                       |                  |      |             |  |

## A4 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              |
| Technical Officer Vehicles      | 4WD – (Minimum) Extra Cab Ute      | 3 years              |

| <b>Position or Work Purpose</b>  | <b>Type and Description</b>                                     | <b>Replacement Strategy</b> |
|--|---|-----------------------------|
| 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)<br>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)<br>(ie Prime Mover, Tip Truck, Loader, Backhoe)<br>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.

| <b>Document Control Box</b>     |  |                          |                       |                  |      |             |  |
|---------------------------------|--|--------------------------|-----------------------|------------------|------|-------------|--|
| <b>Custodian:</b>               | Chief Executive Officer                            |                          |                       |                  |      |             |  |
| <b>Decision Maker:</b>          | Council  |                          |                       |                  |      |             |  |
| <b>Compliance Requirements:</b> |  |                          |                       |                  |      |             |  |
| <b>Legislation:</b>             |  |                          |                       |                  |      |             |  |
| <b>Industry:</b>                |  |                          |                       |                  |      |             |  |
| <b>Organisational:</b>          | Vehicle Plant and Equipment Operational Guidelines |                          |                       |                  |      |             |  |
| <b>Document Management:</b>     |  |                          |                       |                  |      |             |  |
| <b>Risk Rating:</b>             | Medium   | <b>Review Frequency:</b> | Biennial              | <b>Next Due:</b> | 2022 | <b>Ref:</b> |  |
| <b>Version #</b>                | <b>Decision Reference:</b>                         |                          | <b>Description</b>    |                  |      |             |  |
| 1.                              | OCM XX/XX/XX – Item X.xx                           |                          | <b>Amended Policy</b> |                  |      |             |  |
| 2.                              |  |                          |                       |                  |      |             |  |

## A8 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 Pants – 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 Paints
- 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            |  |                          |                            |                  |      |             |  |
|---------------------------------|--|--------------------------|----------------------------|------------------|------|-------------|--|
| <b>Custodian:</b>               | Chief Executive Officer  |                          |                            |                  |      |             |  |
| <b>Decision Maker:</b>          | Council  |                          |                            |                  |      |             |  |
| <b>Compliance Requirements:</b> |  |                          |                            |                  |      |             |  |
| <b>Legislation:</b>             | <i>Occupational Safety &amp; Health Act 1984</i><br>Occupational Safety & Health Regulations 1996<br>AS/NZS 4399:2017 Sun Protection Clothing – Evaluation and Classification<br>AS/NZS 2604:2012 Sunscreen Products – Evaluation and Classification             |                          |                            |                  |      |             |  |
| <b>Industry:</b>                | Sun-Protective Clothing Information Sheet<br><a href="https://www.sunsmart.com.au/downloads/resources/info-sheets/sun-protective-clothing-info-sheet.pdf">https://www.sunsmart.com.au/downloads/resources/info-sheets/sun-protective-clothing-info-sheet.pdf</a> |                          |                            |                  |      |             |  |
| <b>Organisational:</b>          | Shire of Ravensthorpe Occupational Safety & Health Policy  |                          |                            |                  |      |             |  |
| <b>Document Management:</b>     |  |                          |                            |                  |      |             |  |
| <b>Risk Rating:</b>             | Low  | <b>Review Frequency:</b> | Every Four Years           | <b>Next Due:</b> | 2024 | <b>Ref:</b> |  |
| <b>Version #</b>                | <b>Decision Reference:</b>   |                          | <b>Description</b>         |                  |      |             |  |
| 1.                              | OCM<br>XX/XX/XX<br>Item X.xx   |                          | –<br><b>Amended Policy</b> |                  |      |             |  |
| 2.                              |  |                          |                            |                  |      |             |  |

## WS1 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            |   |                          |                  |                  |      |             |  |
|---------------------------------|---|--------------------------|------------------|------------------|------|-------------|--|
| <b>Custodian:</b>               | Director Technical Services   |                          |                  |                  |      |             |  |
| <b>Decision Maker:</b>          | Council   |                          |                  |                  |      |             |  |
| <b>Compliance Requirements:</b> |   |                          |                  |                  |      |             |  |
| <b>Legislation:</b>             |   |                          |                  |                  |      |             |  |
| <b>Industry:</b>                | AS1744-1975 - Forms of Letters and Numerals for Road Signs - Western Australia<br><br>AS1743-1992 - Road Signs - Specifications |                          |                  |                  |      |             |  |
| <b>Organisational:</b>          |   |                          |                  |                  |      |             |  |
| <b>Document Management:</b>     |   |                          |                  |                  |      |             |  |
| <b>Risk Rating:</b>             | Low   | <b>Review Frequency:</b> | Every Four Years | <b>Next Due:</b> | 2024 | <b>Ref:</b> |  |
| <b>Version #</b>                | <b>Decision Reference:</b>  | <b>Description</b>       |                  |                  |      |             |  |
| 1.                              | OCM<br>XX/XX/XX<br>Item X.xx  | -                        | Amended Policy   |                  |      |             |  |

**ATTACHMENT**



# Shire of Ravensthorpe Community Survey



Summary Report | August 2020





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## Research background, objectives and method

### Background:

- The Shire of Ravensthorpe commissioned Key Research to undertake a community survey on their behalf
- This report presents the findings from the research project

### Research Objectives

- To determine the relative importance of, and satisfaction with, various services and facilities
- To understand residents' willingness to pay for desired improvements
- To identify future aspirations and most important priorities
- To establish and understand the factors that make this a special place
- To find out if there are any barriers to volunteering
- To find out the best ways to keep the community informed

### Method

- The study consisted of 120 telephone interviews with residents within the local government area of the Shire of Ravensthorpe
- The interviewing took place between 19 – 31 March 2020
- The overall results have a margin of error of +/- 8.6% at the 95% confidence level
- The following steps were taken to ensure the objectivity, validity and reliability of the study:
  - The questionnaire was designed by Key Research in partnership with Localise
  - Respondents were selected using a random number generation service
  - All telephone interviews were conducted by trained and experienced interviewers from Thinkfield, a division of the Key Research Group

### Notes

- Note: due to rounding, percentages may add to plus or minus 1% over or under 100%



## Executive Summary

1

### **Health, Safety, Road Infrastructure, Community Engagement, and Community Grants are most important**

- Health and medical services; Ranger, fire and emergency services; Roads, bridges and drainage; Community engagement and communications; and Community grants are the service elements deemed most important by the residents

2

### **High overall perception of the Shire's performance and mixed perceptions regarding individual service areas**

- More than seven in ten residents (73%) consider the Shire of Ravensthorpe's performance as 'good' or 'excellent' and 65% see improvement in the prior 12 months.
- Health and medical services and Ranger, fire and emergency services, are in the top group for both importance and performance. Community grants are not far behind.
- On the other hand, Community engagement and communication and Roads, bridges and drainage, are both top rated for importance but rate relatively low for performance. Seniors, disability and youth services also shows a gap between importance and performance. These areas are highlighted as opportunities for improvement.

3

### **Residents have high hopes for the future**

- Over 80% of the residents anticipate they will be living in the Shire for at least the next five years
- Looking ahead, residents would like to see economic growth and more local businesses in the Shire as well as an increase in activities promoting tourism

4

### **A newsletter is the preferred means of getting information about the Shire**

- The majority of the residents feel that it is fairly easy to obtain information and updates regarding the Shire
- Nearly a quarter of the residents (24%) would like to have a regular newsletter distributed in the community



## Key findings





*'Health and medical services'* and *'Ranger, fire and emergency services'* are two of the most important and best performing service areas, while *'Community engagement and communications'*, which is also an important service finds itself in the bottom five regarding performance

### Dashboard – Importance and performance: top and bottom five

|             | Importance   | Performance   |
|-------------|--|---|
| Top five    | <ul style="list-style-type: none"><li>• Health and Medical Services</li><li>• Ranger, Fire and Emergency Services</li><li>• Roads, Bridges and Drainage</li><li>• Community Engagement and Communications</li><li>• Community Grants</li></ul> | <ul style="list-style-type: none"><li>• Ranger, Fire and Emergency Services</li><li>• Community Halls and Public Toilets</li><li>• Health and Medical Services</li><li>• Parks, Open Space and Cemetery</li><li>• Library and Museum</li></ul>                  |
| Bottom five | <ul style="list-style-type: none"><li>• Shire Buildings and Leases</li><li>• Library and Museum</li><li>• Arts, Culture and Events</li><li>• Paths, Trails and Tracks</li><li>• Swimming Pool</li></ul>  | <ul style="list-style-type: none"><li>• Environmental Management</li><li>• Community Engagement and Communications</li><li>• Seniors, Disability and Youth Services</li><li>• Advocacy and Collaboration</li><li>• Town Planning and Building Control</li></ul> |

1. Sample: n=120  
2. Q3. Importance  
3. Q4. Performance  
4. Excludes 'Don't know' responses



The services with the highest gaps between importance and performance were *Community engagement and communications; Roads, bridges and drainage; and Seniors, disability and youth services*

## Dashboard – Comparison of importance and performance

### Comparison of Importance and Performance

| Key Indicators   | Importance | Performance | Difference |
|--|------------|-------------|------------|
| Health and Medical Services                                    | 9.3        | 7.5         | -1.8       |
| Ranger, Fire and Emergency Services                            | 9.1        | 7.8         | -1.3       |
| Roads, Bridges and Drainage ●                                  | 8.9        | 6.8         | -2.1       |
| Community Engagement and Communications ●                      | 8.6        | 6.4         | -2.2       |
| Community Grants   | 8.4        | 7.3         | -1.1       |
| Community Halls and Public Toilets                             | 8.3        | 7.7         | -0.6       |
| Recreation facilities and Services                             | 8.3        | 7.3         | -1.0       |
| Waste Management   | 8.3        | 6.9         | -1.4       |
| Environmental management                                       | 8.2        | 6.6         | -1.6       |
| Environmental Health   | 8.2        | 6.7         | -1.5       |
| Seniors, Disability and Youth Services ●                       | 8.2        | 6.3         | -1.9       |
| Parks, Open Space and Cemetery                                 | 8.1        | 7.5         | -0.6       |
| Economic Development, Tourism and Visitor Information Services | 8.1        | 7.3         | -0.8       |
| Childcare  | 7.7        | 7.1         | -0.6       |
| Town Planning and Building Control                             | 7.7        | 6.2         | -1.5       |
| Advocacy and Collaboration                                     | 7.5        | 6.3         | -1.2       |
| Shire Buildings and Leases                                     | 7.5        | 7.2         | -0.3       |
| Library and Museum   | 7.4        | 7.4         | -          |
| Arts, Culture and Events                                       | 7.2        | 7.3         | 0.1        |
| Paths, Trails and Tracks                                       | 7.1        | 6.7         | -0.4       |
| Swimming pool  | 6.7        | 7.3         | 0.6        |

Mean Rating  
(max = 10)

Mean Rating  
(max = 10)

Mean Rating  
(max = 10)

### Key

● Dots represent top 3 gaps between importance and performance

1. Sample: n=120
2. Q3. Importance
3. Q4. Performance
4. Excludes 'Don't know' responses



Interestingly, two of the top-rated services were areas that residents were willing to pay more for – *Health and medical services* and *Ranger, fire and emergency services*

### Dashboard – comparisons of importance, performance and willingness to pay more

|  |       | Importance Mean | Performance Mean | Willingness to Pay More Mean |
|--|-------|-----------------|------------------|------------------------------|
| Health and Medical Services                                    | ● ● ● | 9.3             | 7.5              | 3.5                          |
| Ranger, Fire and Emergency Services                            | ● ● ● | 9.1             | 7.8              | 3.5                          |
| Roads, Bridges and Drainage                                    | ● ● ● | 8.9             | 6.8              | 3.3                          |
| Community Engagement and Communications                        | ● ● ● | 8.6             | 6.4              | 3.1                          |
| Community Grants   | ● ● ● | 8.4             | 7.3              | 3.1                          |
| Community Halls and Public Toilets                             | ● ● ● | 8.3             | 7.7              | 3.0                          |
| Recreation facilities and Services                             | ● ● ● | 8.3             | 7.3              | 3.2                          |
| Waste Management   | ● ● ● | 8.3             | 6.9              | 3.3                          |
| Environmental management                                       | ● ● ● | 8.2             | 6.6              | 3.3                          |
| Environmental Health   | ● ● ● | 8.2             | 6.7              | 3.3                          |
| Seniors, Disability and Youth Services                         | ● ● ● | 8.2             | 6.3              | 3.7                          |
| Parks, Open Space and Cemetery                                 | ● ● ● | 8.1             | 7.5              | 3.0                          |
| Economic Development, Tourism and Visitor Information Services | ● ● ● | 8.1             | 7.3              | 3.3                          |
| Childcare  | ● ● ● | 7.7             | 7.1              | 3.3                          |
| Town Planning and Building Control                             | ● ● ● | 7.7             | 6.2              | 3.1                          |
| Advocacy and Collaboration                                     | ● ● ● | 7.5             | 6.3              | 3.0                          |
| Shire Buildings and Leases                                     | ● ● ● | 7.5             | 7.2              | 2.9                          |
| Library and Museum   | ● ● ● | 7.4             | 7.4              | 3.0                          |
| Arts, Culture and Events                                       | ● ● ● | 7.2             | 7.3              | 3.3                          |
| Paths, Trails and Tracks                                       | ● ● ● | 7.1             | 6.7              | 3.3                          |
| Swimming pool  | ● ● ● | 6.7             | 7.3              | 3.1                          |

\* Of those who consider the service / facility very important  
 \*\* In the order of importance (highest to lowest)

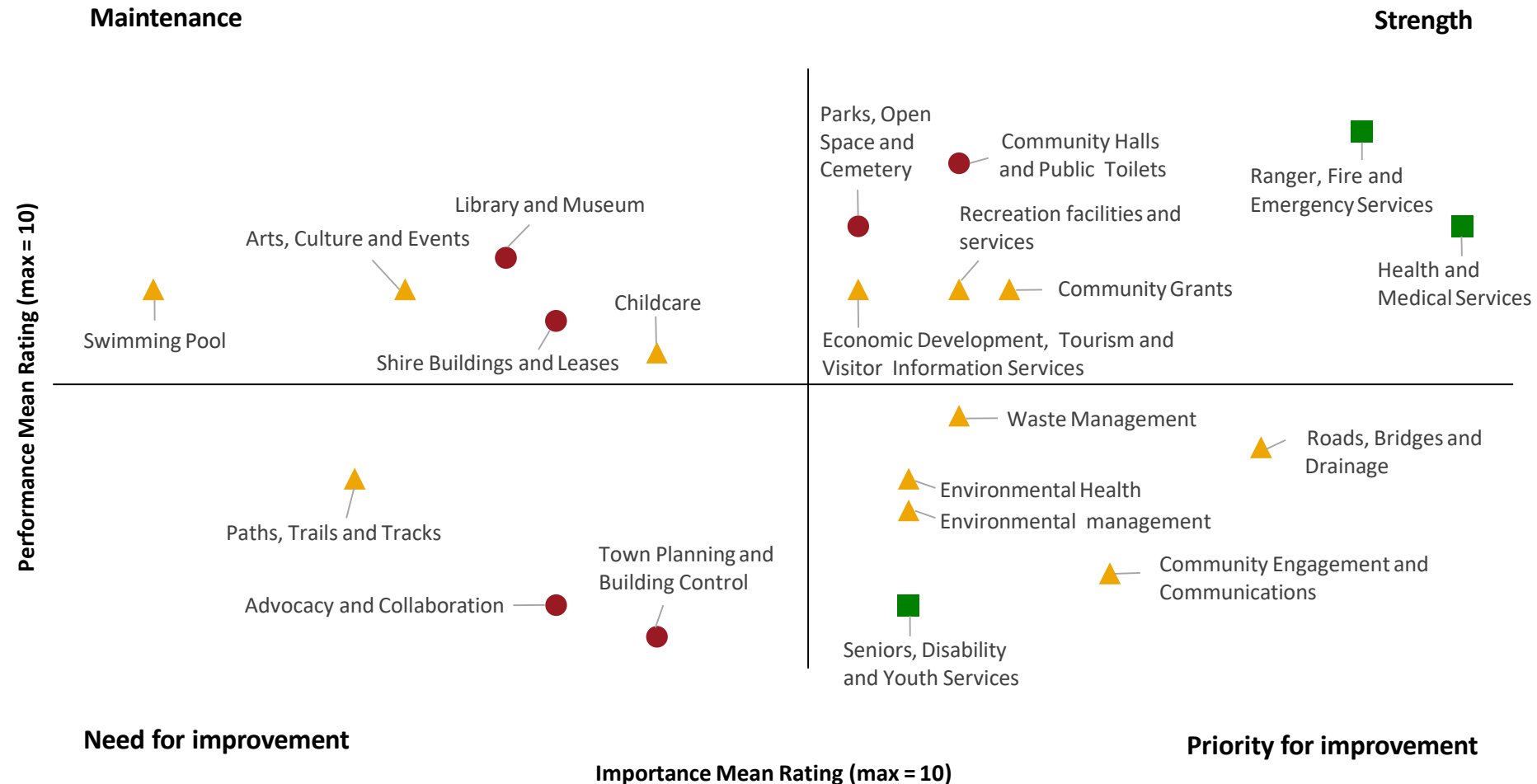
Mean Rating (max = 10)      Mean Rating (max = 10)      Mean Rating (max = 5)

- Sample: n=120
- Q3. Importance
- Q4. Performance
- Q6. Willing to pay more
- Excludes 'Don't know' responses

**Key**  
 ● ● ● Dots represent top five in importance and performance; and top three in willingness to pay



# Dashboard - Priority Areas for Focus

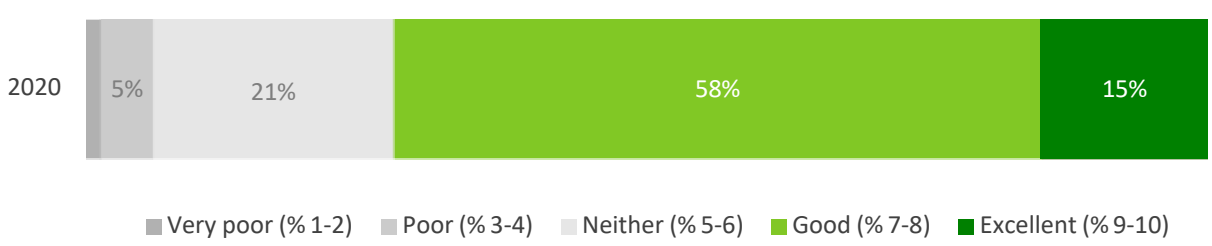


Willingness to pay: ■ Most willing to pay more ▲ Moderately willing to pay more ● Least willing to pay more



More than seven out of ten residents (73%) rate the Shire of Ravensthorpe as performing well, while only a small proportion (5%) are of the opinion that it is performing poorly

### Overall performance



73%  
Good/Excellent  
(rating of 7-10)

1. Sample: n=120  
2. Q5. Overall, how would you rate the performance of the Shire of Ravensthorpe? Please rate this using the same scale as before.  
3. Excludes 'Don't know' responses





Views on *Community engagement and communications; Town planning and building control, as well as Environmental management* most influence people’s perception of the overall performance of the Shire

## Dashboard – Services that most influence perception of overall performance

| Services   | Ranking |
|--|---------|
| Community Engagement and Communications                        | 1       |
| Town Planning and Building Control                             | 2       |
| Environmental Management                                       | 3       |
| Advocacy and Collaboration                                     | 4       |
| Environmental Health   | 5       |
| Childcare  | 6       |
| Health and Medical Services                                    | 7       |
| Roads, Bridges and Drainage                                    | 8       |
| Community Halls and Public Toilets                             | 9       |
| Waste Management   | 10      |
| Parks, Open Space and Cemetery                                 | 11      |
| Community Grants   | 12      |
| Economic Development, Tourism and Visitor Information Services | 13      |
| Recreation Facilities and Services                             | 14      |
| Seniors, Disability and Youth Services                         | 15      |
| Paths, Trails and Tracks                                       | 16      |
| Ranger, Fire and Emergency Services                            | 17      |
| Swimming pool  | 18      |
| Shire Buildings and Leases                                     | 19      |
| Library and Museum   | 20      |
| Arts, Culture and Events                                       | 21      |

**Legend: Top 3**

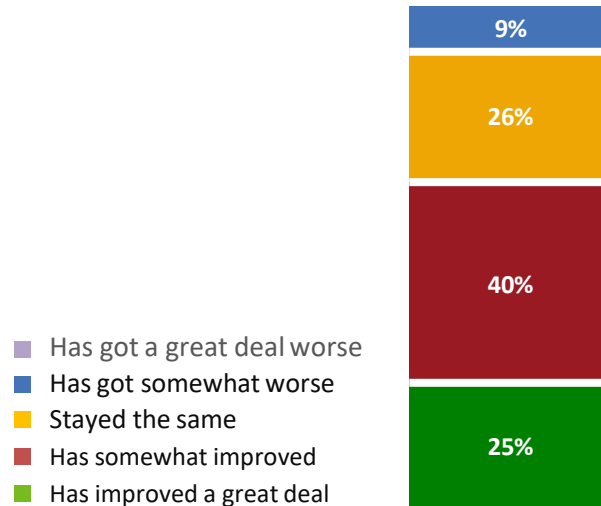
Statistically significant relationship with perception of overall performance.

1. Q4. Performance  
 2. Q5. Overall Performance  
 3. Excludes 'Don't know' responses



65% of residents consider that the performance of the Shire has improved somewhat or a great deal over the preceding 12 months

### Performance of the Shire in comparison to 12 months ago





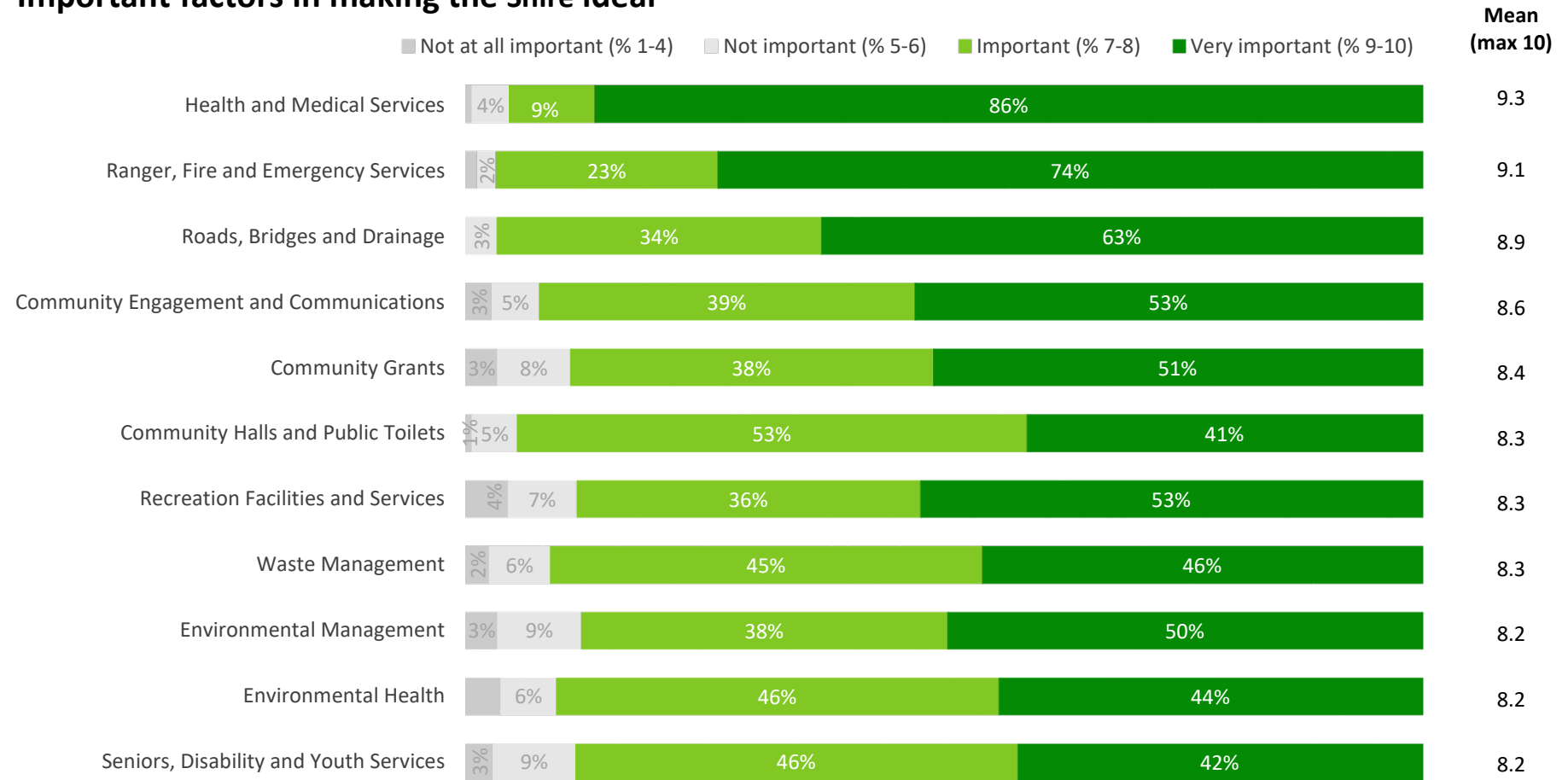
# Importance





Residents perceive *Health and medical services; Ranger, fire and emergency services; and Roads, bridges and drainage* to be the most important features in making the Shire an ideal place to live

### Important factors in making the Shire ideal

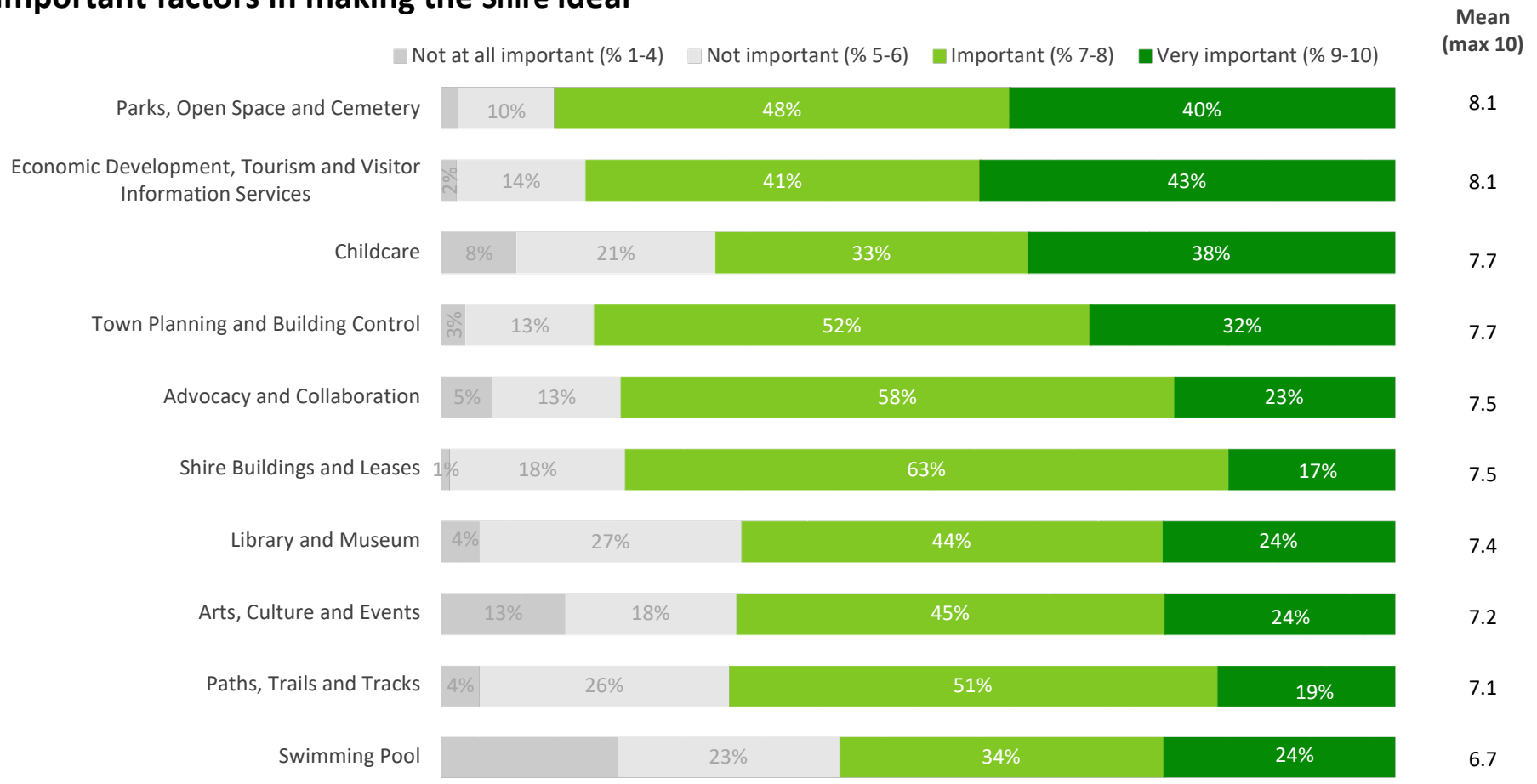


1. Sample: n=120  
 2. Q3. When you think of the Shire of Ravensthorpe as a place to live, how important are the following to making the Shire of Ravensthorpe ideal? Please rate this on a scale of 1 to 10 where 1 is not at all important and 10 is very important  
 3. Excludes 'Don't know' responses



*Arts, culture and events; Paths, trails and tracks, and Swimming Pool are seen as being less important*

### Important factors in making the Shire ideal



1. Sample: n=120  
 2. Q3. When you think of the Shire of Ravensthorpe as a place to live, how important are the following to making the Shire of Ravensthorpe ideal? Please rate this on a scale of 1 to 10 where 1 is not at all important and 10 is very important  
 3. Excludes 'Don't know' responses



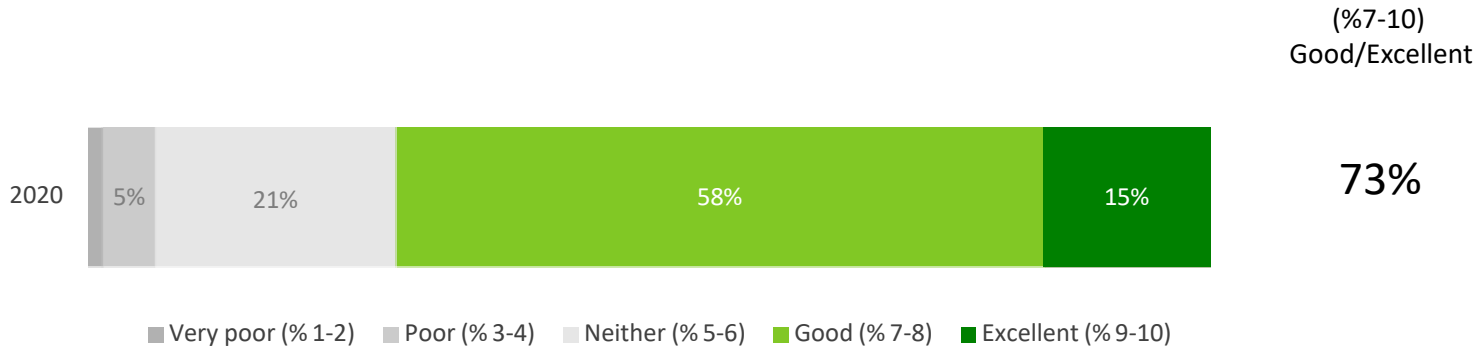
## Performance





More than seven out of ten residents (73%) rate the Shire of Ravensthorpe as performing well, while only a small proportion (5%) are of the opinion that it is performing poorly

### Overall performance

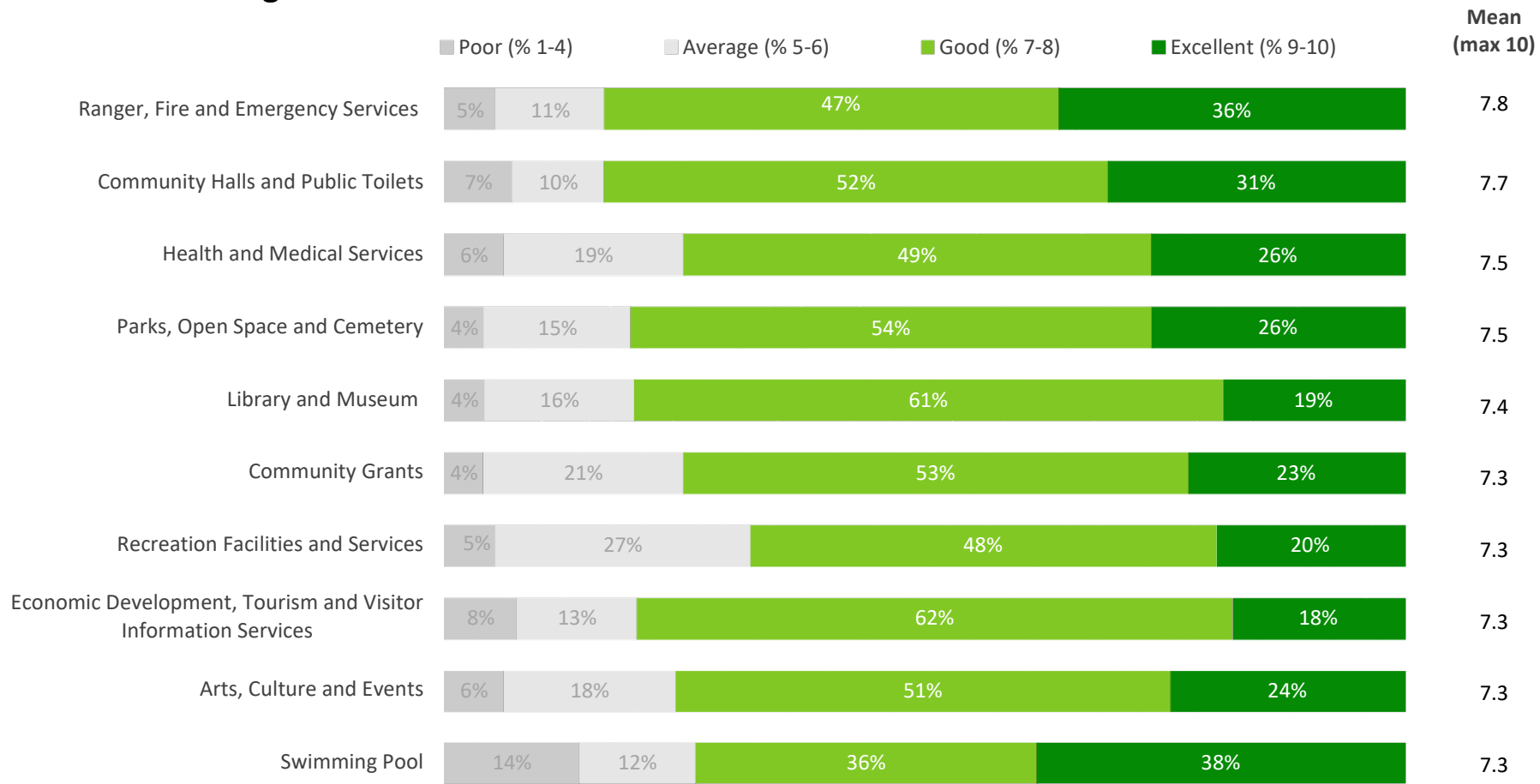


1. Sample: n=120  
2. Q5. Overall, how would you rate the performance of the Shire of Ravensthorpe? Please rate this using the same scale as before.  
3. Excludes 'Don't know' responses



# Residents see *Ranger, fire and emergency services, community halls and public toilets, and Health and medical services* as the highest performing services

## Performance ratings



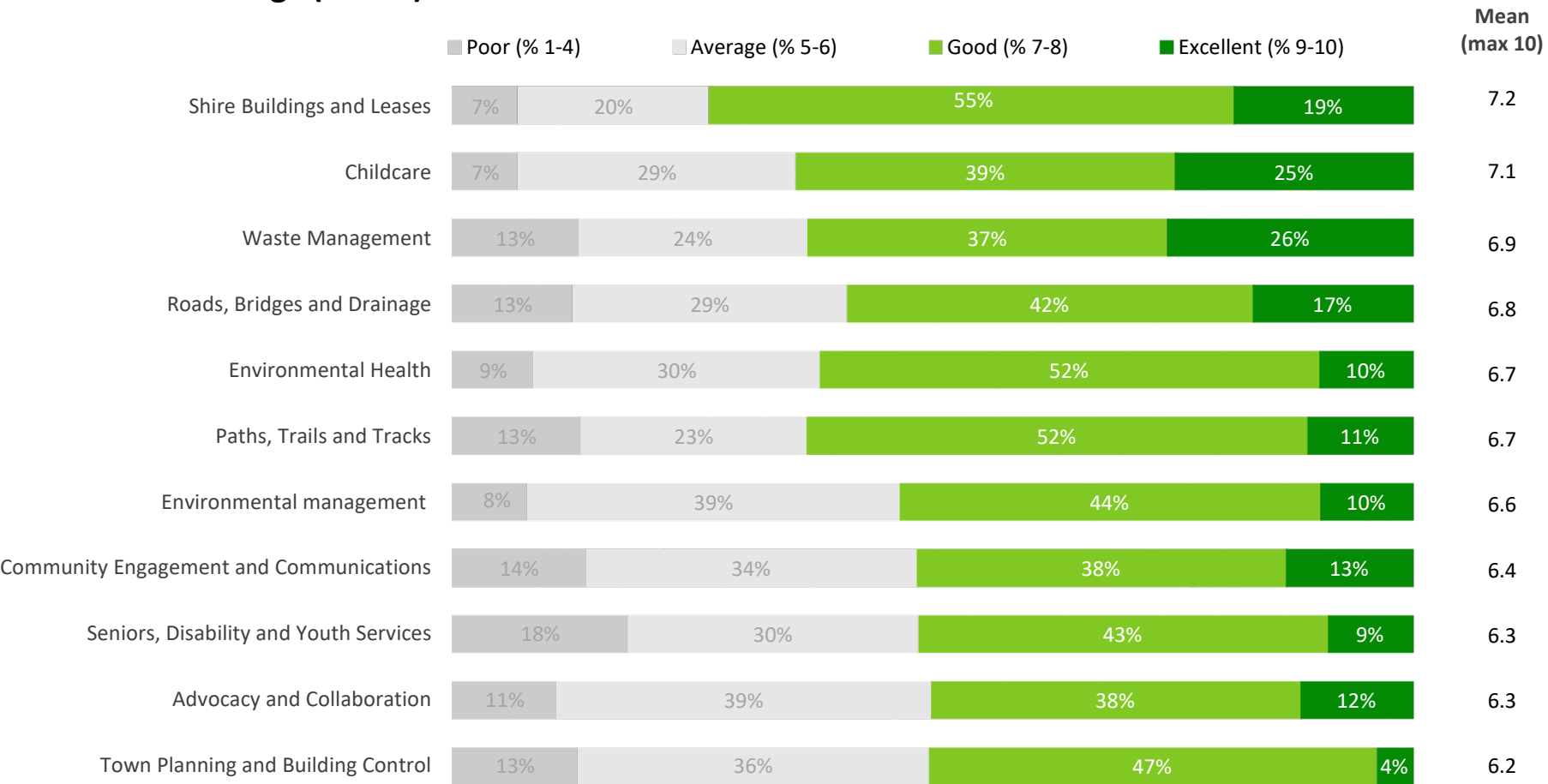
1. Sample: n=120  
 2. Q4. And how would you rate the performance of the Shire of Ravensthorpe on each of these services and facilities? Again, please rate this on a scale of 1 to 10 where 1 is poor and 10 is excellent performance  
 3. Excludes 'Don't know' responses





Residents rated *Seniors, disability and youth services; Advocacy and Collaboration and Town planning and building control* the lowest in terms of performance

Performance ratings (cont'd)



1. Sample: n=120  
 2. Q4. And how would you rate the performance of the Shire of Pingelly on each of these services and facilities? Again, please rate this on a scale of 1 to 10 where 1 is poor performance and 10 is excellent performance  
 3. Excludes 'Don't know' responses



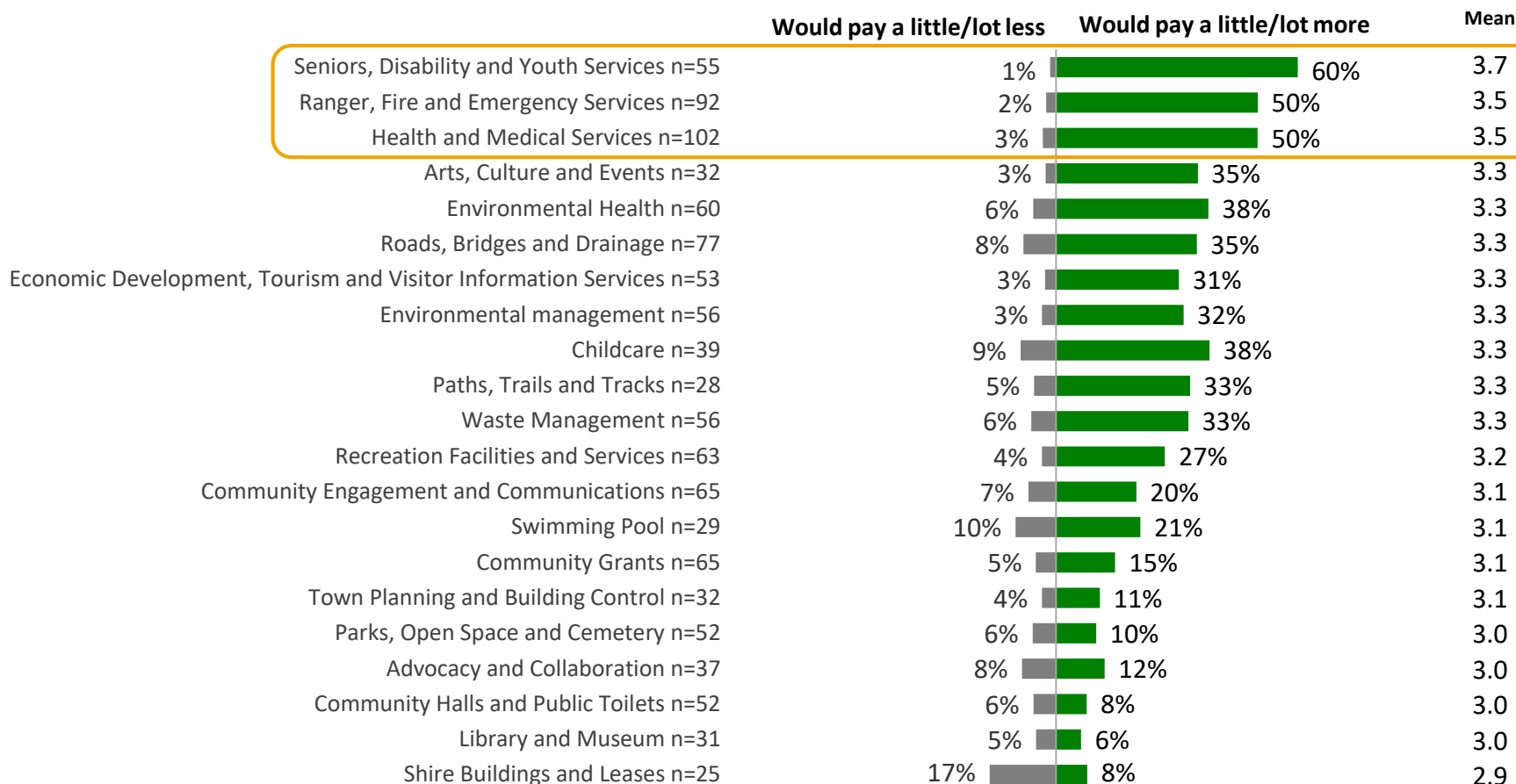
Willingness to pay for improvements





There were three services that at least 50% of residents who rated them highly were willing to pay more for: *Health and medical services, Ranger, fire and emergency services, and Seniors, disability and youth services*

## Willingness to pay more for service or facility



1. Q6. Would you be willing to pay more to improve this service or facility? Residents who rated the service or facility a 9 or 10 out of 10 for importance  
 2. Excludes 'Don't know' responses



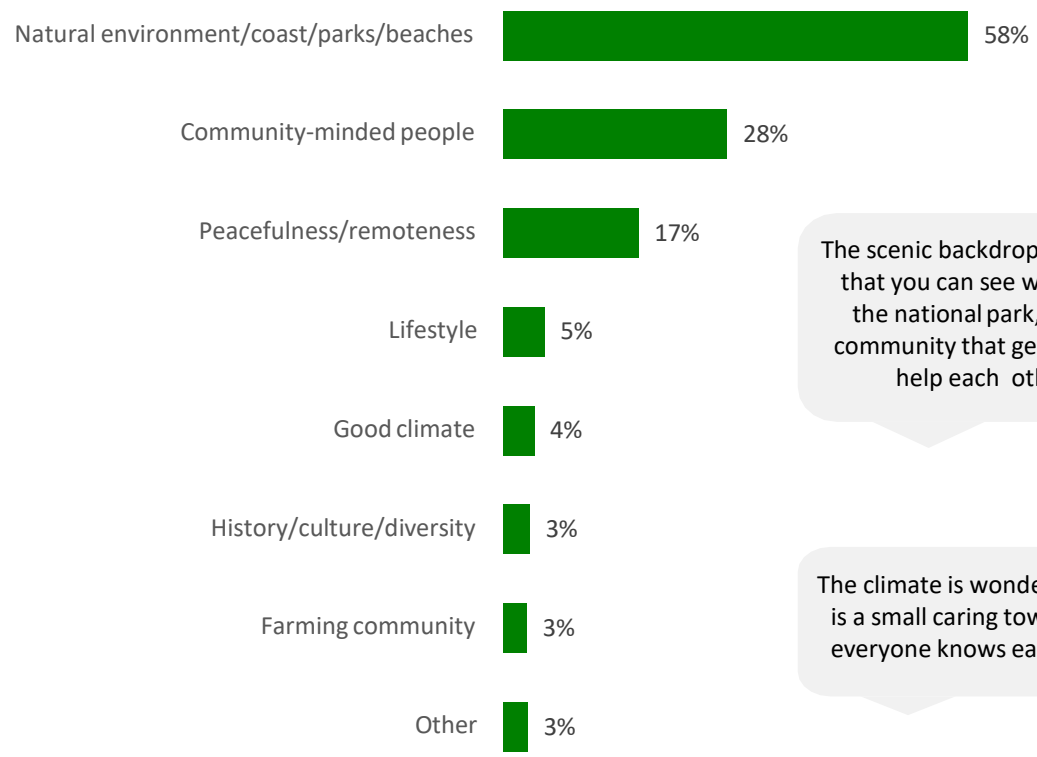
## Future Direction





The features that make the Shire a special place to live in include the *natural environment, coast, parks, beaches* and the *people*

### Most special thing about the Shire



The scenic backdrop around places that you can see with your eye, the national park, it is a small community that gels together to help each other out.

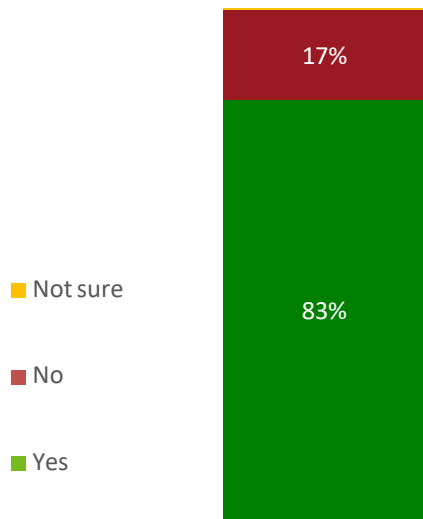
The climate is wonderful and it is a small caring town where everyone knows each other.

1. Sample: n=120  
2. Q15. Thinking now about what makes the Shire of Ravensthorpe a special place to live, in your opinion, what is the most special thing about it? Open ended. Multipleresponse

Most of the residents (83%) are likely to stay in the Shire of Ravensthorpe for at least the next five years. For those planning to leave, services and care for ageing population is a significant factor.

## Likelihood of living in the Shire in five years time

### Still likely to be living in the Shire in five years



### Reasons for not being likely to be living in the Shire in five years

I will retire and move closer to my family

Need to improve aged care so that there is residential facilities for the people who can no longer live in their own homes

I am getting older and there are not enough services in the Shire/hospital not adequate

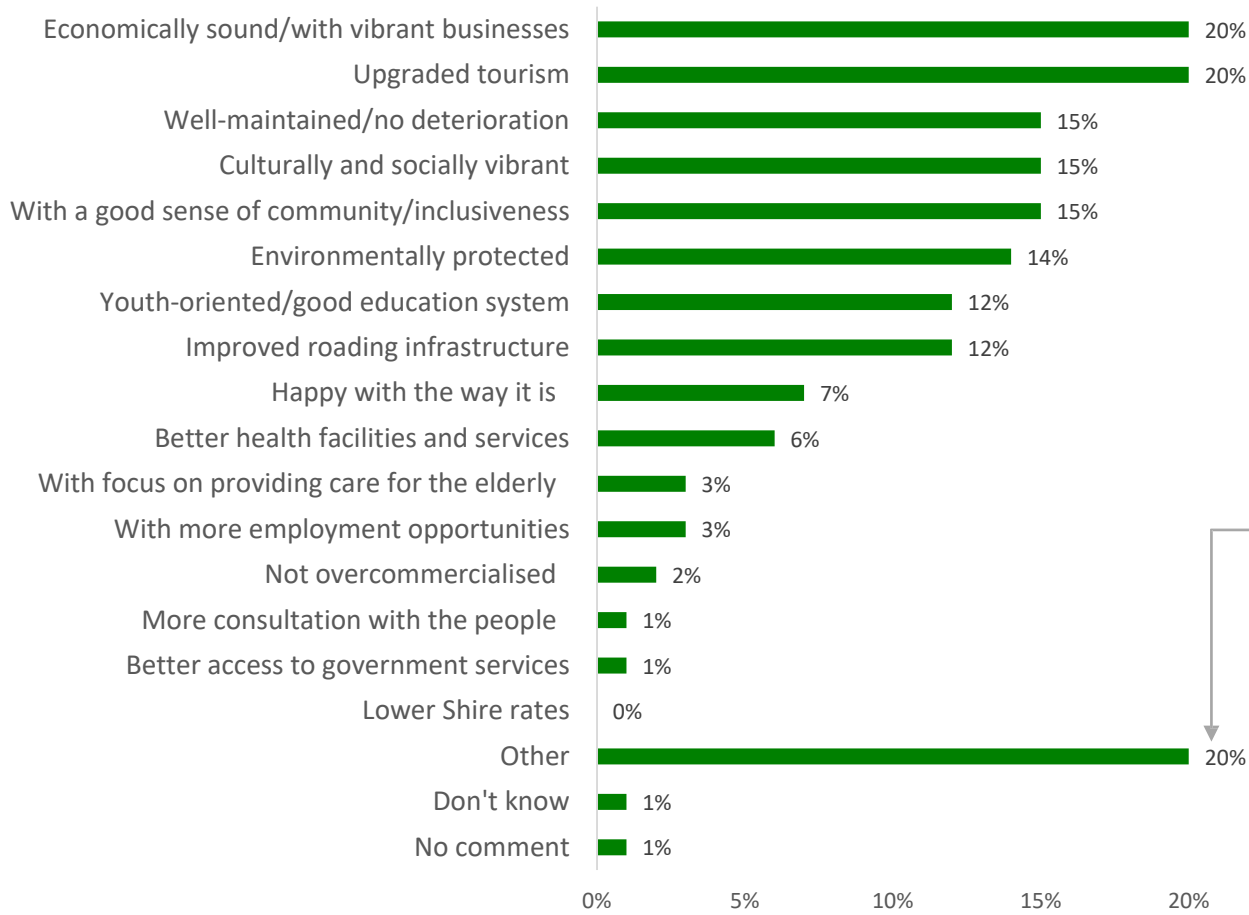
It is more that everyone is complaining about everything/ just need a change

Sadly, I no longer feel the community can supply community requirements for the aged, like good aged care, as I am now an older person myself and feel community cannot care for needs of the elderly



Looking ahead (ten to fifteen years), residents would like to see the Shire of Ravensthorpe to be *economically sound/with vibrant local businesses* and *more tourism programs and activities*

### What the Shire of Ravensthorpe would be like in 10 years' time



Some comments under 'Other'

I'd like to see the town get the trucks to divert outside the main town

I think we cannot rely on volunteers anymore

Hopetoun should become the centre of the Shire as it where most people live/the Shire base should be in Hopetoun

1. Sample: n=120  
 2. Q12. Now, imagine the Shire of Ravensthorpe as you would like it to be in 10 years time. What comes to mind? Please consider things like the economy, social wellbeing, natural environment, townscape and cultural vitality. What would you like the Shire of Ravensthorpe to be like in 10 to 15 years' time?  
 3. Excludes 'Don't know' responses



Residents cite *improving roading infrastructure* and *tourism promotion* feature as important activities to focus on both now and in the future

### Most important activities for the Shire to focus on now and in the future

#### Activities to focus on now (first mention)

|  |     |
|--|-----|
| Improve transportation/roading                 | 20% |
| Maintain/sustain health system                 | 11% |
| Keep people in the Shire                       | 11% |
| Promote tourism                                | 10% |
| Engage the community                           | 7%  |
| Improve education system/school administration | 6%  |
| More/better aged care programs                 | 5%  |
| Programs post-corona virus                     | 4%  |
| Develop the economy/attract new businesses     | 2%  |
| Reduce/stop increasing rates                   | 2%  |
| Manage waste                                   | 2%  |
| Maintain the area/Shire                        | 2%  |
| Create jobs                                    | 1%  |
| Manage the environment                         | 1%  |
| Improve internet access and phone connectivity | 1%  |
| More childcare/youth programs                  | 1%  |

#### Activities to focus on in the future (first mention)

|  |     |
|--|-----|
| Maintain/improve roads   | 17% |
| Improve public/recreation facilities                                 | 15% |
| Promote tourism  | 14% |
| Have a sustainability plan/develop the area                          | 10% |
| Maintain/preserve the environment                                    | 5%  |
| Improve health services/facilities                                   | 5%  |
| Attract businesses/more economic activities                          | 4%  |
| More aged care programs/facilities                                   | 4%  |
| Improve school/education system and services                         | 3%  |
| Keep people informed/open communication/consultation with the people | 3%  |
| More opportunities for the youth                                     | 3%  |
| Provide support for the farming community                            | 2%  |
| Manage water supply  | 1%  |
| Not increase rates   | 1%  |

1. Sample: n=120  
 2. Q13. Can you tell me what you consider to be the three most important activities that the Shire of Ravensthorpe should be focusing on now? Open ended. Multiple response  
 3. Q14. And what are the three most important activities in the future? Open ended. Multiple response





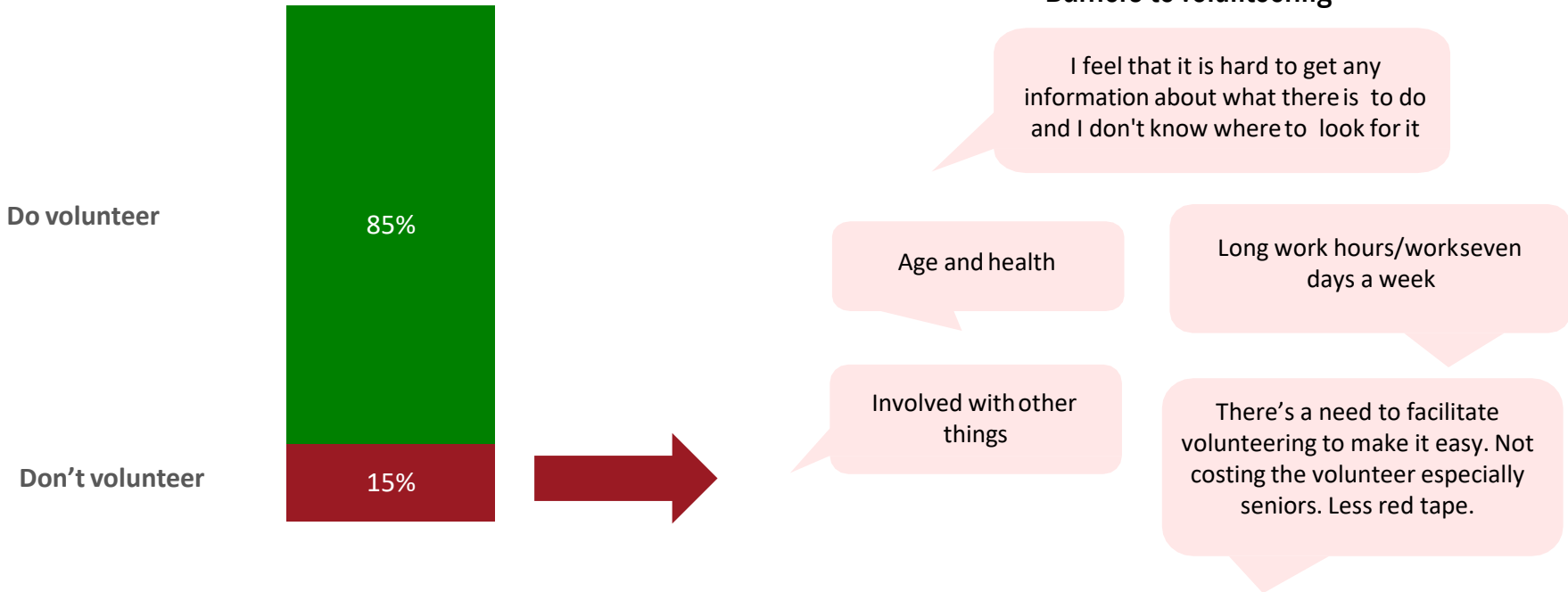
# Volunteering





More than eight out of ten residents (85%) engage in some form of volunteering; of those who are not involved, *age* and *health* are two of the most commonly mentioned barriers. Other demands and red tape are also issues.

### Volunteering



1. Sample: n=120  
 2. Q10. In the last 12 months, did you spend any time doing voluntary work through an organisation or group?  
 3. Q11. The Shire is interested to know if there are any barriers to volunteering. Do you have any comments on that?



# Communication

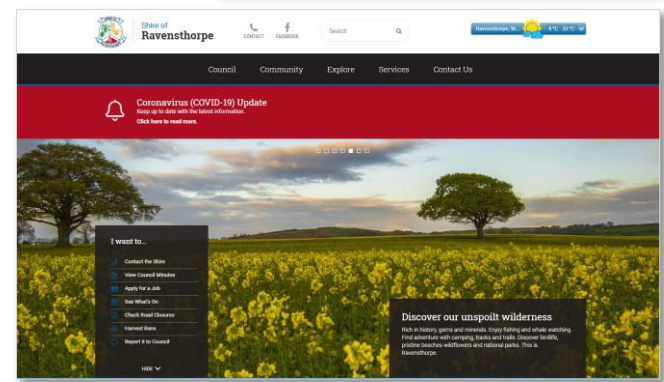
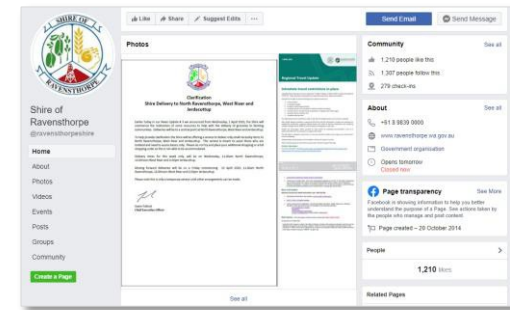
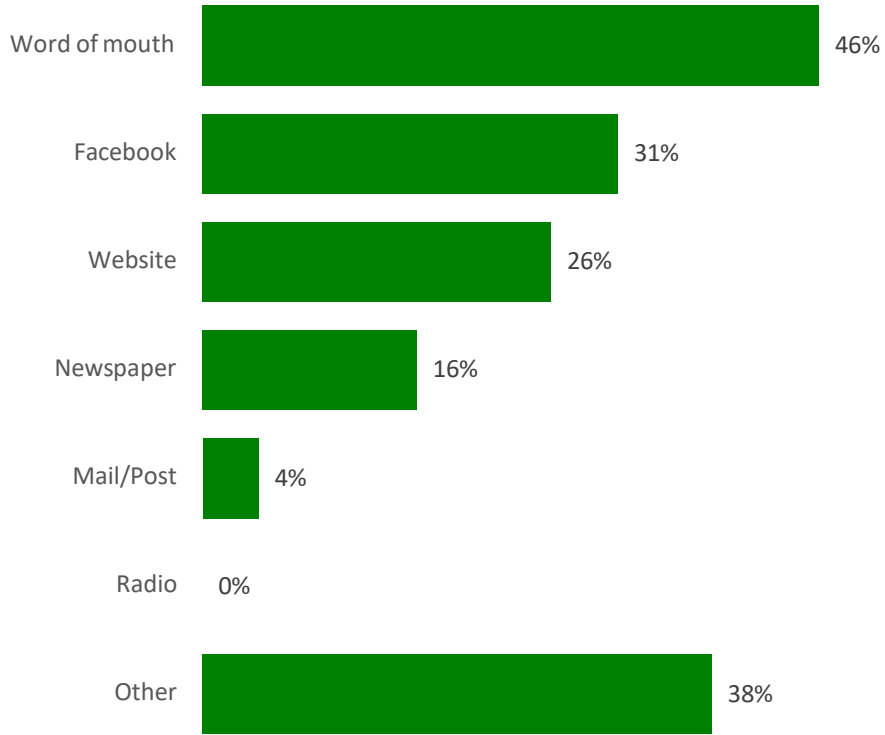




Information about the Shire is mainly sourced through *word of mouth*, followed by *Facebook* and the *Shire website*

### Sources of information about the Shire and its activities

Sources of information

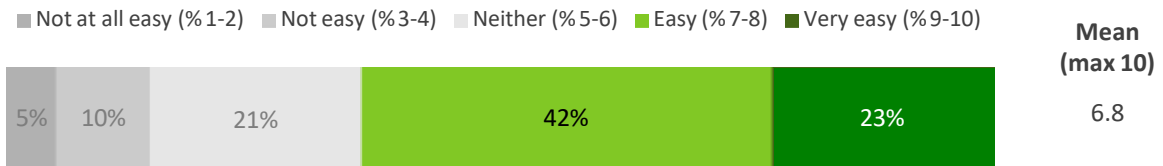


1. Sample: n=120  
 2. Q16. Where do you primarily get your information about the Shire and what it is doing?

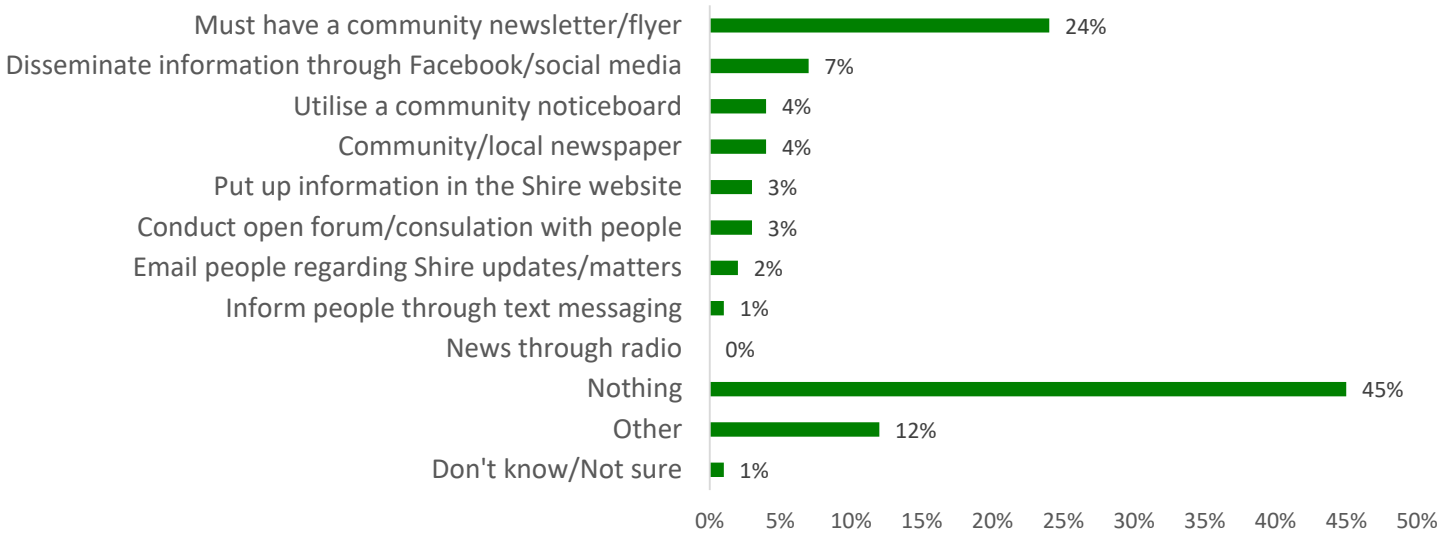


More than six in ten residents (65%) say that it is relatively easy to get information about the Shire; some residents (24%) feel that there could be a community newsletter that should be distributed regularly

### Ease of getting information



### Suggested improvements to information provided by Shire



1. Sample: n=120  
 2. Q17. Overall, how would you rate the ease of getting information about the Shire and what it is doing on a scale of 1 to 10 where 1 is not at all easy and 10 is very easy? Results exclude 'Don't know'  
 3. Q18. Is there anything you would like to see improved in the way that the Shire information is provided? Open ended. Multiple response



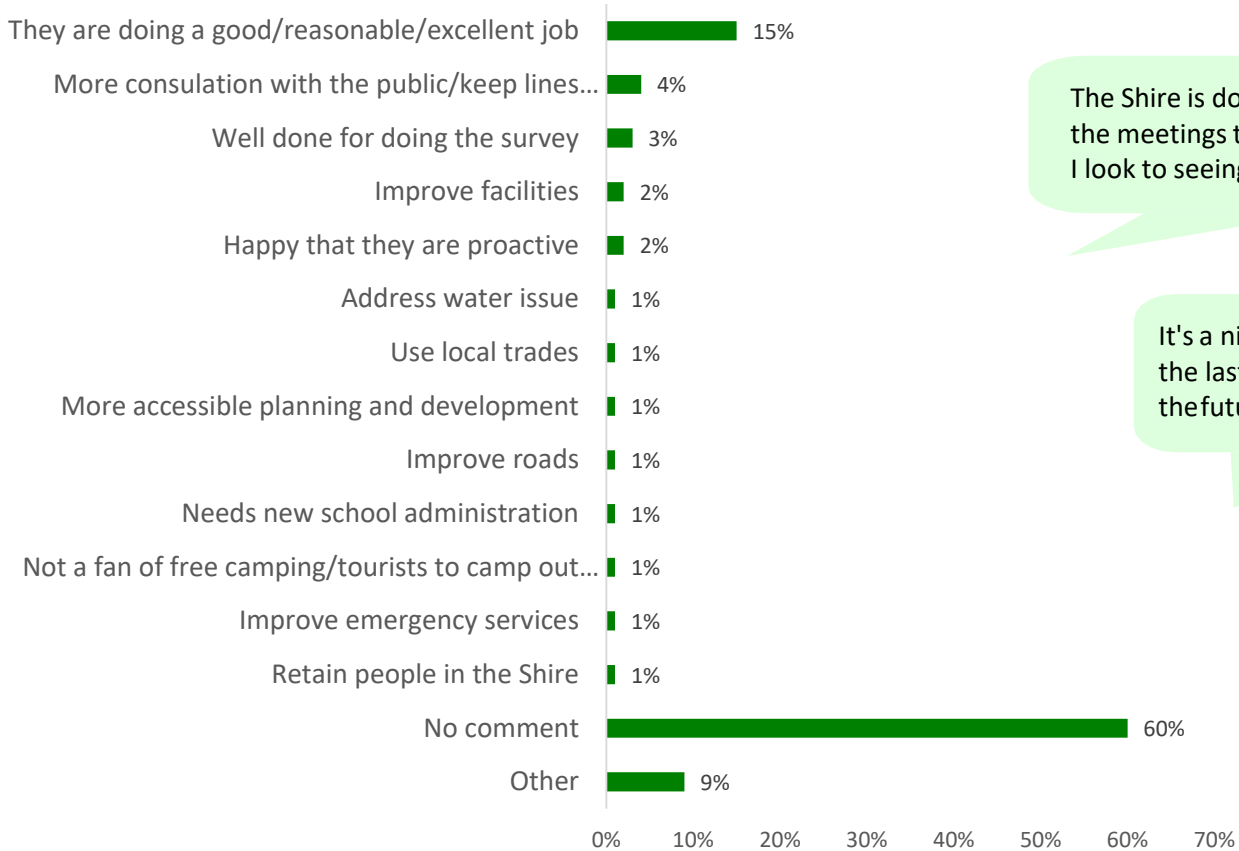
## Further Comments





Most of the residents who responded had no further comment (60%); some provided general comments think that the Ravensthorpe Council is *doing a good/reasonable/excellent job* (15%)

### Other feedback



The Shire is doing a great job I have appreciated all the meetings to give information, the surveying and I look to seeing and hearing about the results from it

It's a nice place to live/they've improved in the last 12 months which is encouraging/ the future looks pretty bright

1. Sample: n=120  
 2. Q19. Finally, is there anything else you would like to comment further on or do you have any other comments or feedback for the Shire of Ravensthorpe? Open ended. Multiple response



## Sample Profile





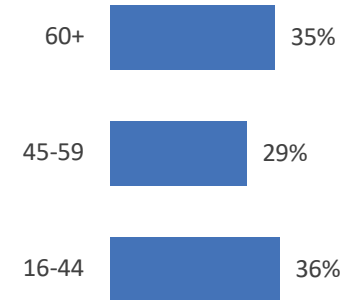


# Demographics

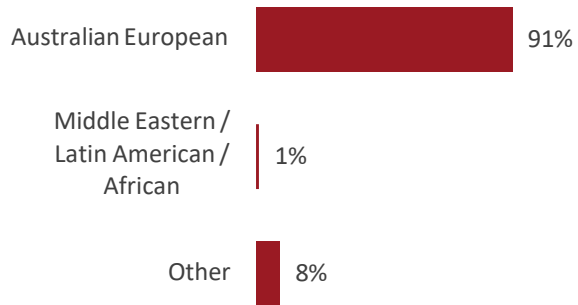
## Gender



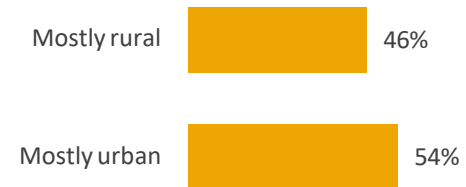
## Age



## Ethnicity



## Location



1. Sample: n=120  
2. Ethnicity - multiple response



### Head Office

**Telephone:** + 64 7 575 6900

**Address:** Level 1, 247 Cameron Road  
PO Box 13297  
Tauranga 3141

**Website:** [www.keyresearch.co.nz](http://www.keyresearch.co.nz)

### Key Staff

**Project lead:** Laarni Mandap  
Research Executive

**Email:** [laarni@keyresearch.co.nz](mailto:laarni@keyresearch.co.nz)



# ATTACHMENT

CP. 10.8  
LM1463103

---

SHIRE OF RAVENSTHORPE

AND

RAVENSTHORPE HAND GUN CLUB.

---

LEASE

of Ravensthorpe Hand Gun Club Reserve and Buildings

---

McLeods

Barristers & Solicitors



220-222 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: [mcleods@mcleods.com.au](mailto:mcleods@mcleods.com.au)

REF: JM:RAVE-27412

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THIS LEASE is made     First                    day of                    May    2011.

**BETWEEN:**

SHIRE OF RAVENSTHORPE of )  
PO Box 43, Ravensthorpe, Western )  
Australia (**Lessor**)    )

**AND**

RAVENSTHORPE HAND GUN )  
CLUB of Lot 753 Hopetoun – )  
Ravensthorpe Road, Ravensthorpe, )  
western Australia. (**Lessee**)

---

**RECITALS**

- A. The Lessor is the management body of the land described in **Item 1** of the Schedule (**Land**) under the Management Order.
- B. Under the Management Order the Lessor has the power to lease the Land for any term not exceeding 21 years, subject to the approval of the Minister for Lands first being obtained.
- C. The Lessee has requested that the Lessor grant it a lease of that portion of the Land described in **Item 1** of the Schedule (**Premises**), and the Lessor has agreed subject to the Parties entering into this agreement.

---

**OPERATIVE PART:**

**1. GRANT OF LEASE**

The Lessor leases to the Lessee the Premises for the Term subject to:

- (a) all Encumbrances;
- (b) the payment of the Amounts Payable;
- (c) the performance of the Lessee's Obligations; and

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- (d) the prior written approval of the Minister for Lands.

## LESSEE'S RIGHTS & OBLIGATIONS

### 2. QUIET ENJOYMENT

Except as provided in the Lease, subject to the performance of the Lessee's Obligations the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

### 3. RENT AND OTHER PAYMENTS

The Lessee AGREES with the Lessor:

(a) **Rent**

To pay to the Lessor the Rent in the amount and manner set out at **Item 5** of the Schedule from the Commencement Date clear of any deductions whatsoever.

(b) **Outgoings**

(i) To pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges (if applicable), assessed or incurred in respect of the Premises:

- (A) local government services and other charges, including but not limited to rubbish collection charges;
- (B) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
- (C) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
- (D) land tax; and
- (E) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.

(ii) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 3(b)(i)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

(c) **Interest**

Without affecting the rights, power and remedies of the Lessor under this Lease, to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 35

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days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

(d) **Costs**

- (i) That the Lessee will be responsible for the payment of:
  - (A) all duty, fines and penalties payable under the Duties Act 2008 and other statutory duties or taxes payable on or in connection with this Lease; and
  - (B) all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies.
- (ii) To pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:
  - (A) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
  - (B) any breach of an obligation or agreement by the Lessee or an Authorised Person;
  - (C) the preparation and service of a notice under Section 81 of the Property Law Act 1969 requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
  - (D) any work done at the Lessee's request; and
  - (E) any action or proceedings arising out of or incidental to any matters referred to in this **clause 3(d)** or any matter arising out of this Lease.

**4. RENT REVIEW**

- (a) The Rent will be reviewed on and from each Rent Review Date to determine the Rent to be paid by the Lessee until the next Rent Review Date.
- (b) The review will be based on CPI on the dates specified in **Item 8** of the Schedule.
- (c) The CPI rent review will increase the amount of Rent payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly CPI published immediately prior to the later of the Commencement Date or the last Rent Review Date as the case may be and the quarterly CPI published immediately prior to the relevant Rent Review Date. If there is a decrease in CPI having regard to the relevant CPI publications the Rent payable from the relevant Rent Review Date will be the same as the Rent payable during the immediately preceding period. Should the CPI be discontinued or suspended at any time or its method of computation substantially altered, the parties shall endeavour to agree upon the substitution of the CPI with an equivalent index.

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- (d) Notwithstanding the provisions of this clause, the Rent payable from any Rent Review Date will not be less than the Rent payable in the period immediately preceding such Rent Review Date.
  - (e) The Lessor may institute a rent review notwithstanding the Rent Review Date has passed and the Lessor did not institute a rent review on or prior to that Rent Review Date, and in which case the Rent agreed or determined shall date back to and be payable from the Rent Review Date for which such review is made.

## **5. ACCRUAL OF AMOUNTS PAYABLE**

Amounts Payable accrue on a daily basis.

## **6. PAYMENT OF MONEY**

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

## **7. INSURANCE**

### **7.1 Insurance required**

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being:

- (a) adequate public liability insurance for a sum not less than the sum set out at **Item 7** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require;
- (b) insurance against all risks as the Lessor may require, of all plate glass windows, doors and display show cases forming part of or within the Premises for a sum which is not less than its full insurable value; and
- (c) where the Lessor so requires, insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary.

### **7.2 Details and Receipts**

In respect of the insurances required by **clause 7.1** the Lessee must:

- (a) on demand supply to the Lessor details of the insurances and give to the Lessor copies of the certificates of currency in relation to those insurances;
- (b) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and
- (c) notify the Lessor immediately:

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- (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
  - (ii) when a policy of insurance is cancelled.

### **7.3 Not to Invalidate**

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might;

- (a) render any insurance effected under **clause 7.1** on the Premises, or any adjoining premises, void or voidable;
- (b) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

### **7.4 Reports**

Each party must report to the other promptly in writing and in an emergency verbally:

- (a) any damage to the Premises of which they are or might be aware; and
- (b) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person who is lawfully using or may lawfully use the Premises.

### **7.5 Settlement of Claim**

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any insurance required by **clause 7.1**.

### **7.6 Lessor as Attorney**

The Lessee appoints the Lessor as the Lessee's attorney during the Term:

- (a) in respect to all matters and questions which may arise in relation to any insurances required by **clause 7.1**;
- (b) with full power to demand, sue for and recover and receive from any insurance company or society or person liable to pay the insurance money as are payable for the risks covered by the insurances required by **clause 7.1**;
- (c) to give good and effectual receipts and discharges for the insurance; and
- (d) to settle, adjust, arbitrate and compromise all claims and demands and generally to exercise all powers of absolute owner.

### **7.7 Lessee May be Required to Pay Excess on Insurances**

The Lessee AGREES with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 7.1**.

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## 7.8 Lessee's equipment and possessions

The Lessee ACKNOWLEDGES it is responsible to obtain all relevant insurances to cover any damage and/or theft to its property. The Lessor does not take any responsibility for the loss or damage of the Lessee's property.

## 8. INDEMNITY

### 8.1 Indemnity

The Lessee indemnifies the Lessor and the Minister for Lands against any liability or loss arising from and any costs, charges and expenses incurred in connection with:

- (a) any damage to the Premises, or any loss of or damage to anything on it; and
- (b) any injury to any person on the Premises,

and for which the Lessor becomes liable. The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

### 8.2 Indemnity Unaffected by Insurance

- (a) The Lessee's obligation to indemnify the Lessor under this Lease or at law is not affected by any insurance maintained by the Lessor in respect of the Premises and the indemnity under **clause 8.1** is paramount; and
- (b) if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 8.1** will be reduced by the extent of such payment.

## 9. USE

### 9.1 Restrictions on Use

#### (a) Generally

The Lessee must not and must not suffer or permit a person to:

- (i) use the Premises or any part of it for any purpose other than for the purposes for which the Premises are held by the Lessee, as set out at **Item 6** of the Schedule; or
- (ii) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

#### (b) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

(c) **No nuisance**

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any thing which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

(d) **No dangerous substances**

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

- (i) any such storage must comply with all relevant statutory provisions;
- (ii) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;
- (iii) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and
- (iv) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

(e) **No harm or stress**

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

(f) **Signs**

The Lessee must comply with the Lessor's policy in respect of the displaying and affixation of signs, notices or advertisements on the Premises.

(g) **No smoking**

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(h) **Sale of Alcohol**

The Lessee will only sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

(i) **Removal of rubbish**

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

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**(j) No pollution**

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

**9.2 No Warranty**

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

**9.3 Premises Subject to Restriction**

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

**9.4 Indemnity for Costs**

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, incurred by the Lessor by reason of any claim in relation to any matters set out in this clause.

**10. CASUAL HIRE OF PREMISES**

**10.1 Casual Hire**

The Lessee may hire out the Premises or any part thereof on a casual basis only PROVIDED the Lessee ensures any hirer complies strictly with the relevant terms of this Lease.

**10.2 Lessee remains responsible for Premises at all times**

The Lessee ACKNOWLEDGES that at all times, including when the Premises are hired to a third party, it remains responsible for the Premises, including without limitation any damage that may be caused or occurs during any hire period.

**11. KEYS AND ACCESS**

The Lessee must make its own arrangements in respect of keys and access to the Premises.

**12. MAINTENANCE, REPAIR AND CLEANING**

**12.1 Generally**

- (a) The Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to:
  - (i) maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's fixtures and fittings) clean and in Good Repair having regard to the age of the Premises at the Commencement Date



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PROVIDED THAT this subclause shall not impose on the Lessee any obligation:

- (A) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary because of any action or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee (or its servants, agents, contractors or invitees); and
  - (B) in respect of any structural maintenance, replacement or repair EXCEPT when such maintenance, repair or replacement is necessary because of any action or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or by the Lessee's particular use or occupancy of the Premises;
- (b) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing or repairing in or on the Premises:
- (i) any electrical fittings and fixtures;
  - (ii) any plumbing;
  - (iii) any air-conditioning fittings and fixtures; and
  - (iv) any gas fittings and fixtures:

use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.

## **12.2 Maintain Surroundings**

The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings including but not limited to any flora, gardens, lawns, shrubs, hedges and trees.

## **12.3 Pest Control**

- (a) The Lessee must keep the Premises free of any vermin or any other recognised pests.
- (b) The Lessee will reimburse the Lessor for any costs expended by the Lessor in undertaking any pest extermination in respect of the Premises.

## **12.4 Responsibility for Securing the Premises**

### **(a) Securing Premises**

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

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(b) **Installation of Security Systems**

Subject to prior written approval from the Lessor, the Lessee may install a security system to the Premises, PROVIDED the Lessee:

- (i) pays for all costs associated with the installation and ongoing monitoring of the security system; and
- (ii) provides the Lessor with access keys or alarm codes.

**12.5 Comply with all reasonable conditions**

The Lessee must comply with all reasonable conditions, including but not limited to a requirement to repaint the Premises or part thereof, that may be imposed by the Lessor from time to time in relation to the Lessee's maintenance of the Premises.

**12.6 Acknowledgement of State of Repair of Premises**

The Lessee acknowledges that it has inspected the structure of the Premises internally and externally prior to the execution of this Lease and enters into the Lease with full knowledge of the structural state and state of repair of the Premises.

**13. ALTERATIONS**

**13.1 Restriction**

The Lessee must not without prior written consent from the Lessor or any other person from whom consent is required under this Lease or required under statute in force from time to time, including but not limited to the planning approval of the Lessor under a local or town planning scheme of the Lessor;

- (a) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or
- (b) subject to the performance of the Lessee's obligations in **clause 12**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

**13.2 Consent**

- (a) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 13.1** the Lessor may:
  - (i) give such consent subject to conditions; and
  - (ii) require that the works be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
  - (iii) require that any works be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and
- (b) if the Lessor consents to any matter referred to in **clause 13.1**:

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- (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
  - (ii) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

### **13.3 Cost of Works**

All works undertaken under this **clause 13** will be carried out at the Lessee's expense unless otherwise approved by the Lessor in writing.

### **13.4 Conditions**

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (a) carry out those other works at the Lessee's expense; or
- (b) permit the Lessor to carry out those other works at the Lessee's expense, in accordance with the Lessor's requirements.

## **14. REPORT TO LESSOR**

The Lessee must immediately report to the Lessor:

### **(a) Vandalism**

any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware;

### **(b) Pollution**

any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment;

### **(c) Notices, etc**

all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor;

### **(d) Defects**

any accident to or defect or want of repair in any services or fixtures, fittings, plant or equipment in the Premises and of any circumstances known to the Lessee that may be or may cause a risk or hazard to the Premises or to any person on the Premises.

## **15. PROVISION OF INFORMATION**

The Lessee AGREES to provide to the Lessor, upon the Lessor's request, where applicable:

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- (a) a copy of the Lessee's audited annual statement of accounts for each year;
  - (b) advice of any changes in its office holders or its rules of association during the Term; and
  - (c) any information on the Lessee's membership and other information on the Lessee reasonably required by the Lessor.

## **16. NO ASSIGNMENT OR CHARGING**

### **16.1 No Assignment**

The rights in this Lease are personal to the Lessee, and the Lessee may not transfer, assign, or otherwise part with possession or any way dispose of any of its rights or obligations under this Lease, except by way of subletting, without the written consent of the Lessor and the Minister for Lands, which consent may be withheld for any reason whatsoever in the Lessor's or Minister for Land's absolute discretion.

### **16.2 Property Law Act 1969**

Sections 80 and 82 of the Property Law Act 1969 are excluded.

### **16.3 No Mortgage or Charge**

The Lessee must not mortgage nor charge the leasehold interest in the Premises.

## **17. NO CAVEAT OR OTHER INTEREST**

### **17.1 No Caveat or other interest**

The Lessee nor any person on behalf of the Lessee must not lodge any absolute caveat, subject to claim or any other interest including any lease, sublease, mortgage, charge over the Land or Premises or part thereof, without the prior written consent of the Lessor.

### **17.2 Removal of interest**

If any caveat or other interest is lodged without the consent of the Lessor, the Lessee irrevocably appoints the Lessor (or any person authorised by the Lessor for that purpose) jointly and severally:

- (a) for the Term;
- (b) for any holding over under this Lease; and
- (c) for a period of six (6) months after Termination of this Lease,

to be the agent and attorney of the Lessee in its name and on its behalf to sign and lodge at Landgate;

- (d) a withdrawal of any absolute caveat lodged by or behalf of the Lessee;
- (e) a withdrawal of any caveat lodged by on or behalf of the Lessee and not withdrawn on Termination; and

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- (f) a surrender of the estate granted by this Lease.

### **17.3 Costs of removal, Indemnity and Ratification**

- (a) The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause; and
- (b) The Lessee indemnifies the Lessor against any loss arising from any act done under **clause 17**.

## **18. STATUTORY OBLIGATIONS & NOTICES**

### **18.1 Comply with Statutes**

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 9**;
- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

### **18.2 Indemnity if Fails to Comply**

The Lessee indemnifies the Lessor against:

- (a) failing to perform, discharge or execute any of the items referred to in **clause 18.1**; and
- (b) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 18.1**.

## **19. OBLIGATIONS ON EXPIRY OR TERMINATION OF LEASE**

### **19.1 Restore Premises**

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the performance by the Lessee of the Lessee's Obligations under this Lease fair wear and tear excepted.

### **19.2 Remove Lessee's Property prior to Termination**

Prior to Termination, the Lessee must remove from the Premises all property of the Lessee including the Lessee's signs, fixtures, fittings, plant, equipment and other articles upon the

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Premises in the nature of trade or tenant's fixtures brought upon the Premises by the Lessee (other than air-conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises) and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

### **19.3 Lessor can Remove Lessee's Property on Re-Entry**

On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing such property.

### **19.4 Peacefully Surrender**

On Termination the Lessee must:

- (a) peacefully surrender and return to the Lessor the Premises in a condition consistent with the performance of the Lessee's Obligations under this Lease; and
- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

### **19.5 Obligations to continue**

The Lessee's obligations under this clause will continue, notwithstanding the end or Termination of this Lease.

## **LESSOR'S RIGHTS & OBLIGATIONS**

### **20. PROVIDE KEYS**

(Not applicable)

### **21. LESSOR'S RIGHT OF ENTRY**

#### **21.1 Entry on Reasonable Notice**

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (a)
  - (i) at all reasonable times;
  - (ii) with or without workmen and others; and
  - (iii) with or without plant, equipment, machinery and materials;
- (b) for each of the following purposes:
  - (i) to undertake property inspections to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;

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- (ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
  - (iii) to comply with the Lessor's Obligations or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
  - (iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any rectification under this clause is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

## **21.2 Costs of Rectifying Breach**

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 21.1(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

## **22. LIMIT OF LESSOR'S LIABILITY**

### **22.1 No Liability for Loss on Premises**

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring.

### **22.2 Limit on Liability for Breach of Lessor's Obligations**

- (a) The Lessor is only liable for breaches of the Lessor's Obligations set out in this Lease which occur while the Lessor is registered as the management body for the Land; and
- (b) the Lessor will not be liable for any failure to perform and observe any of the Lessor's Obligations due to any cause beyond the Lessor's control.

## **23. BUILDING INSURANCE**

The Lessor shall effect and keep effected policies of insurance in relation to any risk relating to the Lessor's ownership or interest in the Land and the Premises including, without limitation, insurance for fire, Lessor's fixtures and fittings, and the Lessor is also responsible for the payment of any premiums or other costs arising therefrom.

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## **MUTUAL AGREEMENTS**

### **24. RIGHT TO TERMINATE UPON NOTICE**

#### **24.1 Termination by either party upon Notice**

Notwithstanding any other provision of this Lease, the Parties AGREE that either party may terminate this Lease for any reason upon six months written notice to the other party upon mutual agreement.

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## **24.2 Obligations upon termination**

If this Lease is terminated in accordance with this clause, **clause 19** will apply.

## **25. DAMAGE OR DESTRUCTION OF PREMISES**

If the Premises or any part of the Premises are totally or partially destroyed so as to require major rebuilding either party may within 2 months of the destruction or the damage terminate the Term with immediate effect by giving Notice to the other party.

## **26. OPTION TO RENEW**

### **26.1 Exercise of Option**

If the Lessee at least one month, but not earlier than 6 months, prior to the date for commencement of the Further Term gives the Lessor a Notice to grant the Further Term as specified in **Item 3** of the Schedule and:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the Notice in:
  - (i) the payment of Amounts Payable; or
  - (ii) the performance or observance of the Lessee's Obligations,

the Lessor shall grant to the Lessee a lease for the Further Term as specified in **Item 3** of the Schedule at the Rent and on terms and conditions similar to this Lease other than this **clause 26** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

## **27. HOLDING OVER**

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

## **28. DEFAULT**

### **28.1 Events of Default**

A default occurs if:

- (a) the Lessee is in breach of any of the Lessee's Obligations for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;



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- (b) where the Lessee is an association which is incorporated under the *Associations Incorporations Act 1987*, the association is wound up whether voluntarily or otherwise;
  - (c) where the Lessee is an association which is incorporated under the *Associations Incorporations Act 1987*, the Lessee passes a special resolution under the *Associations Incorporation Act 1997* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;
  - (d) a mortgagee takes possession of the property of the Lessee under this Lease;
  - (e) any execution or similar process is made against the Premises on the Lessee's property;
  - (f) the Premises are vacated; or
  - (g) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

## 28.2 Forfeiture

On the occurrence of any of the events of default specified in **clause 28.1** the Lessor may:

- (a) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (b) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (c) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 27**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Obligations or releasing the Lessee from liability in respect of the Lessee's Obligations.

## 28.3 Lessor May Remedy Lessee's default

If the Lessee:

- (a) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (b) does or fails to do anything which constitutes a breach of the Lessee's Obligations,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

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#### 28.4 Acceptance of Amount Payable By Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers of the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

#### 28.5 Essential Terms

Each of the Lessee's Obligations in **clauses 3** (Rent and Other Payments), **7** and **23** (Insurance), **8** (Indemnity), **9** (Use), **12** (Maintenance, Repair and Cleaning), **16** (No Assignment or Charging) and **31** (Goods and Services Tax) is an essential term of this Lease but this **clause 28** does not mean or imply that there are no other essential terms in this Lease.

#### 28.6 Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (a) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;
- (b) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (c) the Lessee AGREES with the Lessor that if the Term is determined:
  - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
  - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by lapse of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

- (d) the Lessee agrees that the obligation set out in this **clause 28.6(c)** will survive termination or any deemed surrender at law of the estate granted by this Lease;
- (e) the Lessee may deduct from the amounts referred to at **clause 28.6(c)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by lapse of time; and
- (f) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

---

## 29. DISPUTES

### 29.1 Appointment of Arbitrator

Except as otherwise provided any dispute arising out of this Lease is to be determined by a single arbitrator under the provisions of the Commercial Arbitration Act 1985 and the Lessor and the Lessee may each be represented by a legal practitioner.

### 29.2 Payment of Amounts Payable to Date of Award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid.

## 30. CONSENTS

### 30.1 Western Australian Planning Commission's Consent

If for any reason whatsoever this Lease requires the consent of the Western Australian Planning Commission or other consent under the *Planning and Development Act 2005*, then this Lease is made expressly subject to and conditional on the granting of that consent in accordance with the provisions of the *Planning and Development Act 2005*.

### 30.2 Minister for Land's Consent

In the event that the Land is subject to the provisions of the *Land Administration Act 1997* the grant of this Lease is made expressly subject to and is conditional on the consent of the Minister for Lands to this Lease.

## 31. GOODS AND SERVICES TAX

### (a) Lessee must Pay

If GST is payable on the Basic Consideration or any part thereof or if the Lessor is liable to pay GST in connection with the lease of the Premises or any goods, services or other Taxable Supply supplied under this Lease then, unless the Lessor is liable for the payment of a given Taxable Supply, as from the date of any such introduction or application:

- (i) the Lessor may increase the Basic Consideration or the relevant part thereof by an amount which is equal to the GST Rate; and
- (ii) the Lessee shall pay the increased Basic Consideration on the due date for payment by the Lessee of the Basic Consideration.

### (b) Increase in GST

If, at any time, the GST Rate is increased, the Lessor may, in addition to the GST Rate, increase the Basic Consideration by the GST Adjustment Rate and such amount shall be payable in accordance with **clause 31(b)(i)**.

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(c) **GST invoice**

Where the Basic Consideration is to be increased to account for GST pursuant to **clause 31(b)**, the Lessor shall in the month in which the Basic Consideration is to be paid, issue a Tax Invoice which enables the Lessee to submit a claim for a credit or refund of GST.

**32. ADDITIONAL TERMS AND CONDITIONS**

Each of the terms and conditions (if any) specified in **Item 9** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

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**GENERAL PROVISIONS**

**33. NOTICE**

**33.1 Form of Delivery**

A Notice to a person must be in writing and may be given or made:

- (a) by a delivery to the person personally; or
- (b) by addressing it to the person and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by notice to the other.

**33.2 Service of Notice**

A Notice to a person is deemed to be given or made:

- (a) if by personal delivery, when delivered;
- (b) if by leaving the Notice at an address specified in **clause 33.1**, at the time of leaving the Notice provided the Notice is left during normal business hours; and
- (c) if by post to an address specified in **clause 33.1**, on the second business day following the date of posting of the Notice.

**33.3 Signing of Notice**

A Notice to a person may be signed:

- (a) if given by an individual by the person giving the Notice;
- (b) if given by a corporation by a director, secretary or manager of that corporation; or
- (c) if given by a local government, by the CEO or a person authorised to sign on behalf of the local government; or

---

**GST Adjustment Rate** means the amount of any increase in the rate of tax imposed by the GST Law;

**GST Law** has the meaning that it bears in section 195-1 of the GST Act;

**GST Rate** means 10%, or such other figure equal to the rate of tax imposed by the GST Law;

**Input Tax Credit** has the meaning that it bears in section 195-1 of the GST Act;

**Interest Rate** means the rate at the time the payment falls due being 2% greater than the Lessor's general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00, which rate cannot exceed the rate prescribed by, and imposed in accordance with, section 6.13 of the *Local Government Act 1995*;

**Land** means the land described at **Item 1** of the Schedule;

**Lease** means this deed as supplemented, amended or varied from time to time;

**Lessee's Obligations** means the agreements and obligations set out or implied in this Lease or imposed by law to be performed by any person other than the Lessor;

**Lessor's Obligations** means the agreements and obligations set out or implied in this Lease, or imposed by law to be performed by the Lessor;

**Management Order** means the Management Order made under section 46 of the Land Administration Act 1997, under which the Land was vested in the Lessor to be held for the purpose of recreation;

**Notice** means each notice, demand, consent or authority given or made to any person under this Lease;

**Party** means the Lessor or the Lessee according to the context;

**Premises** means the premises described at **Item 1** of the Schedule;

**Rent** means the rent specified in **Item 5** of the Schedule;

**Rent Review Date** means a date identified in **Item 8** of the Schedule;

**Schedule** means the Schedule to this Lease;

**Tax Invoice** has the meaning which it bears in section 195-1 of the GST Act;

**Taxable Supply** has the meaning which it bears in section 195-1 of the GST Act;

**Term** means the term of years specified in **Item 2** of the Schedule and any Further Term; and

**Termination** means expiry by lapse of time or sooner determination of the Term or any period of holding over.

#### **43. INTERPRETATION**

In this Lease, unless expressed to the contrary:

- 
- (a) Words using:
    - (i) the singular include the plural;
    - (ii) the plural include the singular; and
    - (iii) any gender includes each gender;
  - (b) A reference to:
    - (i) a natural person includes a body corporate or local government; and
    - (ii) a body corporate or local government includes a natural person;
  - (c) A reference to a professional body includes a successor to or substitute for that body;
  - (d) A reference to a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
  - (e) A reference to a statute, ordinance, code, regulation, award, town planning scheme or other law includes a regulation, local law, by-law, requisition, order or other statutory instruments under it and any amendments to re-enactments of or replacements of any of them from time to time in force;
  - (f) A reference to a right includes a benefit, remedy, discretion, authority or power;
  - (g) A reference to an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
  - (h) A reference to this Lease or provisions or terms of this Lease or any other deed, agreement, instrument or contract include a reference to:
    - (i) both express and implied provisions and terms; and
    - (ii) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
  - (i) A reference to writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
  - (j) Any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
  - (k) If a Party comprises two or more persons the obligations and agreements on their part bind and must be observed and performed by them jointly and each of them severally and may be enforced against any one or more of them;
  - (l) The agreements and obligations on the part of the Lessee not to do or omit to do any act or thing include:

- 
- (i) an agreement not to permit that act or thing to be done or omitted to be done by an Authorised Person; and
  - (ii) an agreement to do everything necessary to ensure that that act or thing is not done or omitted to be done; and
- (m) Except in the Schedule headings do not affect the interpretation of this Lease.

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## SCHEDULE

**ITEM 1: LAND AND PREMISES**

**Land**

- (a) Part Reserve 32874 being Lot 776 on Deposited Plan 187789, Crown land title Volume 3160 Folio 719.

**Premises**

That part of the Land as is hachured on the sketch annexed to this Lease as

**Annexure 1.**

**ITEM 2: TERM**

Ten (10) years commencing on the Commencement Date.

**ITEM 3: FURTHER TERM**

Ten (10) years.

**ITEM 4: COMMENCEMENT DATE**

1<sup>st</sup> May 2011

**ITEM 5: RENT**

One peppercorn payable annually.

**ITEM 6: USE**

Rifle Range (Gun Club) – For Recreation and Associated Activities.

**ITEM 7: PUBLIC LIABILITY INSURANCE**

\$10,000,000 (Ten Million Dollars)



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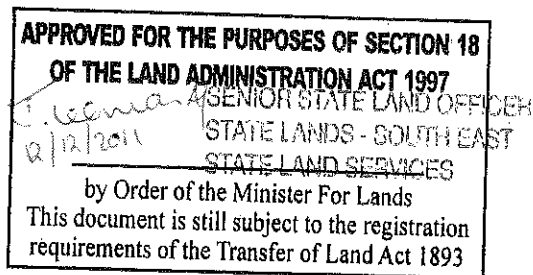
**ITEM 8: RENT REVIEW DATES**

Not applicable.

**ITEM 9: ADDITIONAL TERMS AND CONDITIONS**

**Lessee Must Repaint**

The Lessee must, every five years after the Commencement Date, and to the Lessor's reasonable satisfaction, properly paint and varnish with at least two coats of good quality paint and varnish (in colours approved by the Lessor in writing) those parts of the Premises, including the interior and exterior, as are now painted and varnished or are usually painted and varnished and to properly re-decorate in any other fashion (with suitable materials of good quality approved of by the Lessor in writing) all parts of the Premises that have been previously or are usually decorated. The Lessor shall not unreasonably withhold any approval required under this clause.

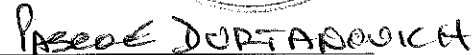



**EXECUTED by the parties as a Deed:**


THE COMMON SEAL of the SHIRE OF )  
RAVENSTHORPE was hereunto affixed by )  
authority of a resolution of the Council in the )  
presence of:



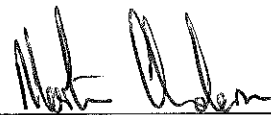
  
\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

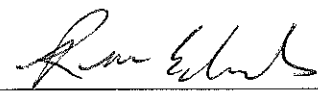
  
\_\_\_\_\_  
(Print Full Name)

  
\_\_\_\_\_  
SHIRE PRESIDENT

  
\_\_\_\_\_  
(Print Full Name)

THE COMMON SEAL of Ravensthorpe Hand Gun Club was )  
hereunto affixed pursuant to the constitution of the Ravensthorpe )  
Hand Gun Club in the presence of the undersigned each of whom )  
hereby declares by the execution of this Lease that he or she holds )  
the office in the Ravensthorpe Hand Gun Club indicated under his )  
or her name:

  
\_\_\_\_\_  
OFFICE HOLDER SIGN

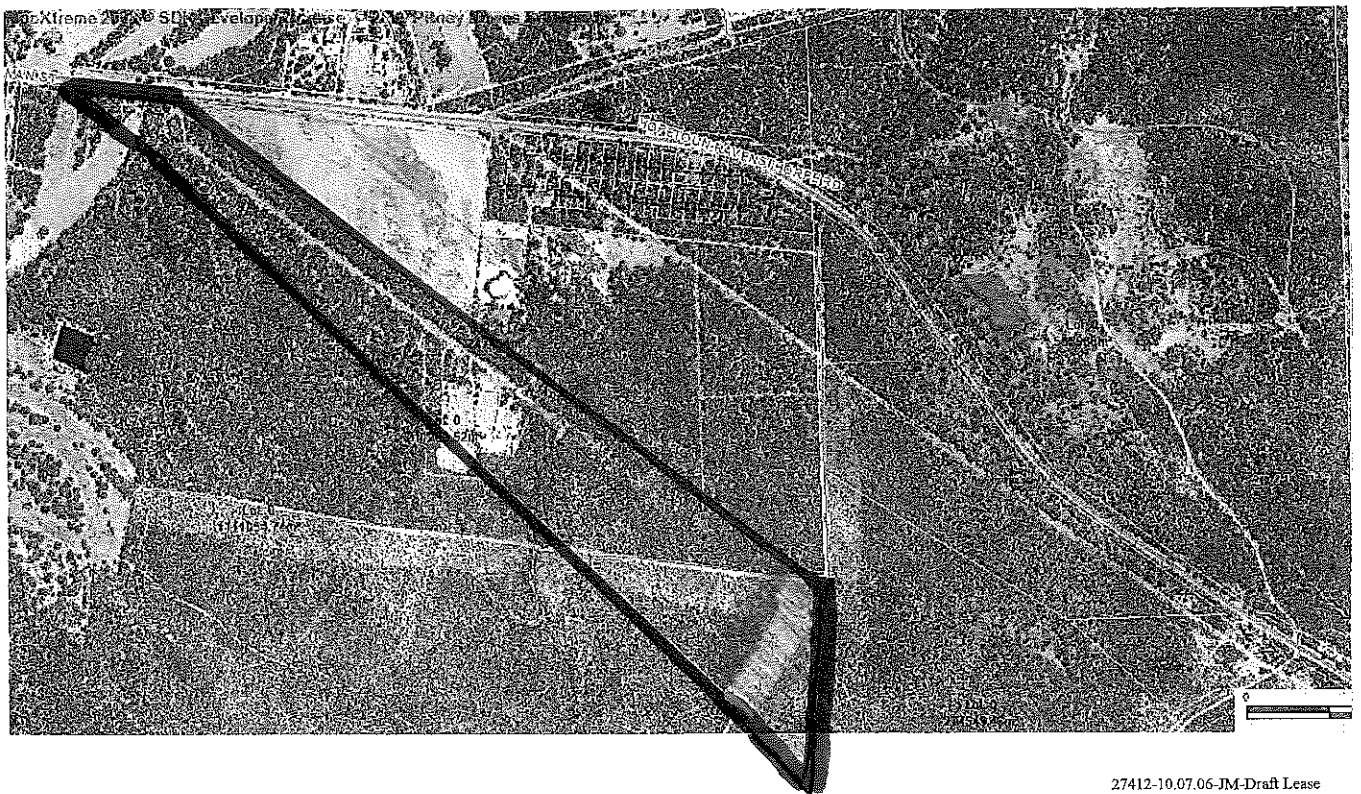
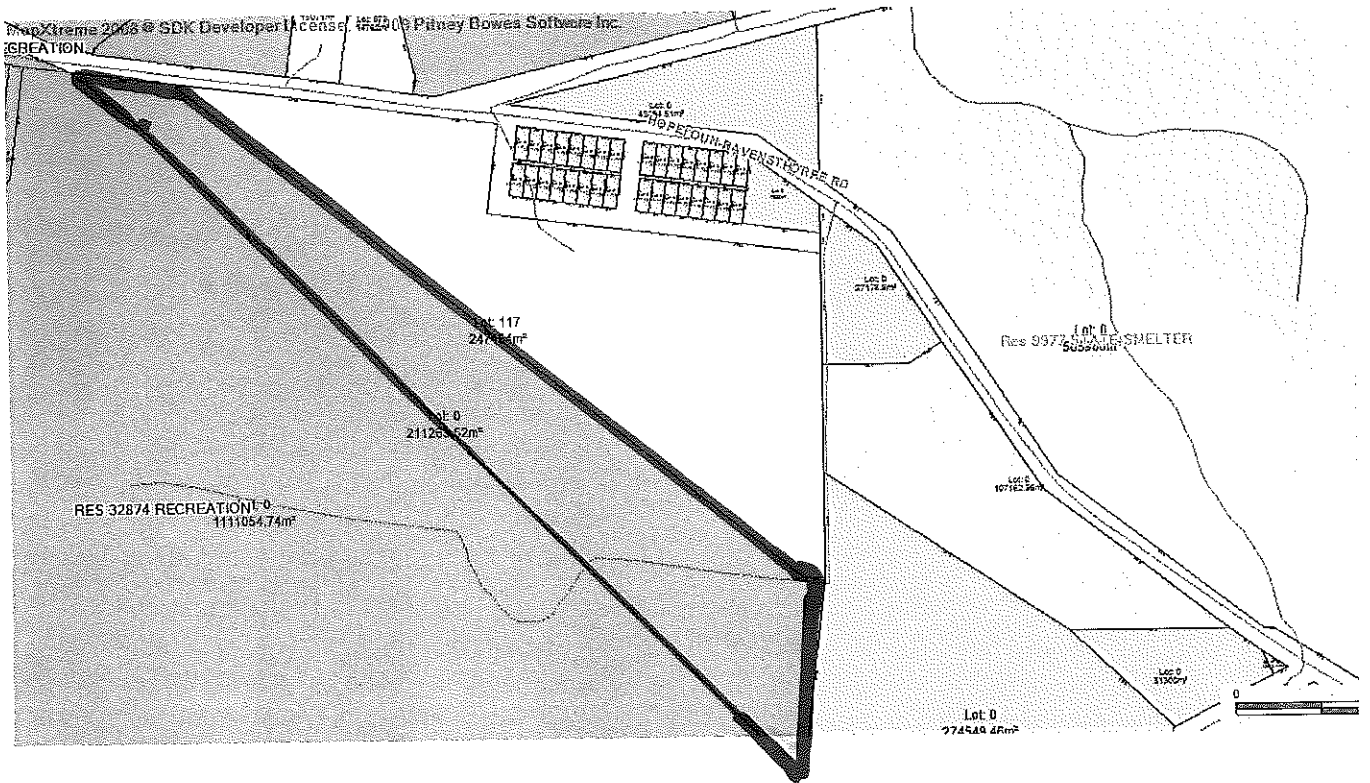
  
\_\_\_\_\_  
OFFICE HOLDER SIGN:

Office Held: PRESIDENT  
Full Name MARTIN ANDERSON  
Address 167 PHILLIPS RIVER ROAD  
HOPETOWN WA 6348

Office Held: SECRETARY  
Full Name RAYMOND MAX EDWARDS  
Address 191 AERODROME ROAD  
RAVENSTHORPE  
WA 6346

**MINISTER FOR LANDS CONSENT:**

Annexure 1 -  
Sketch of Premises



27412-10.07.06-JM-Draft Lease

**ATTACHMENT**

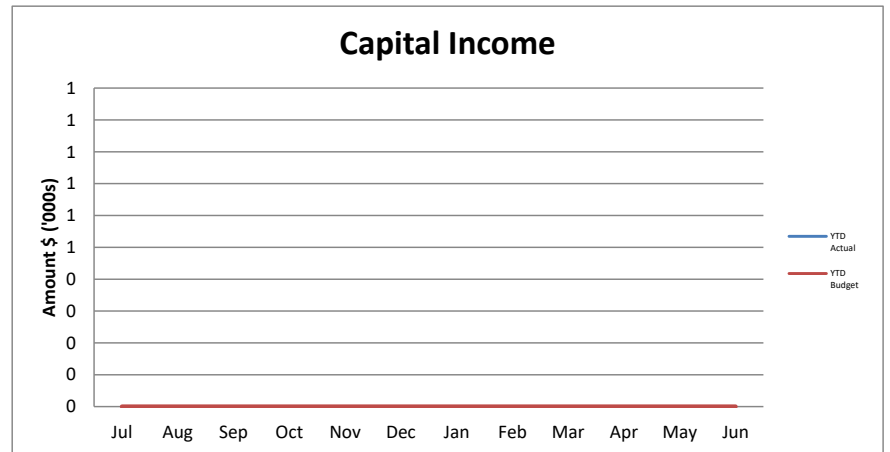
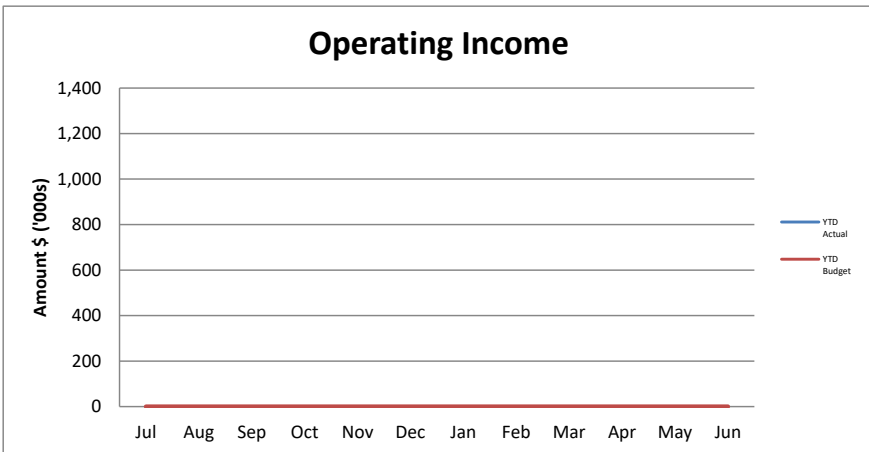
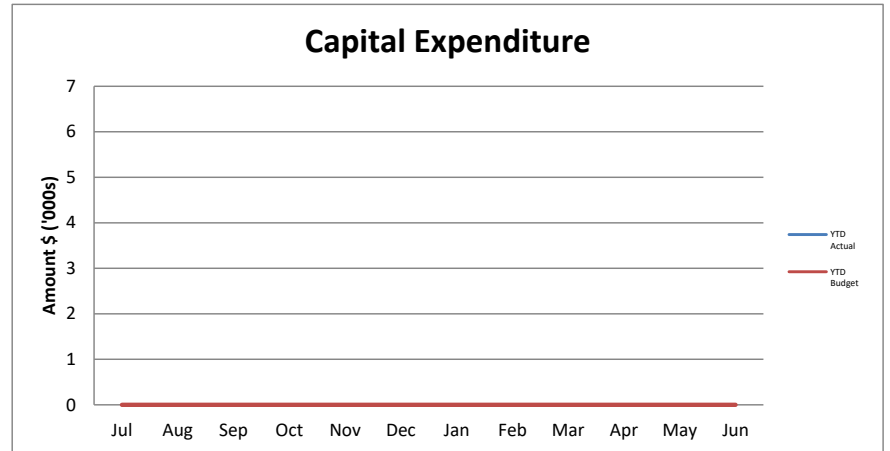
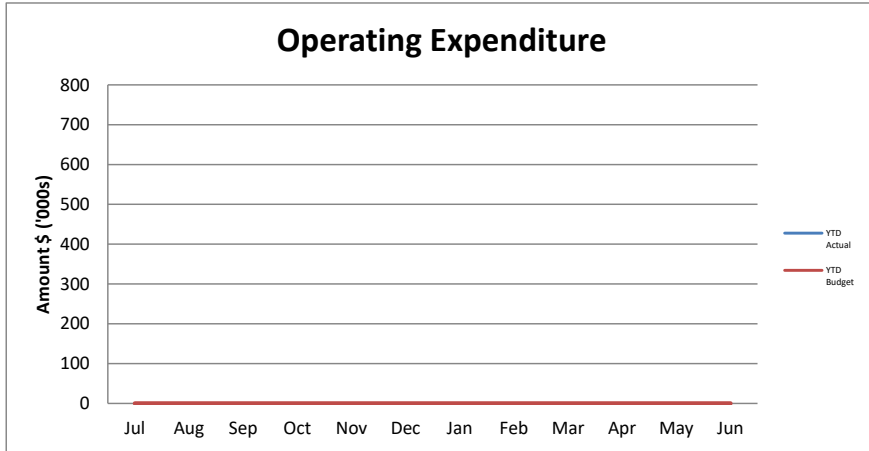


**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2020**

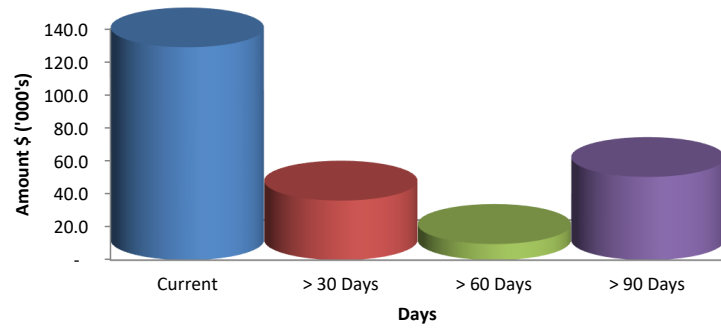
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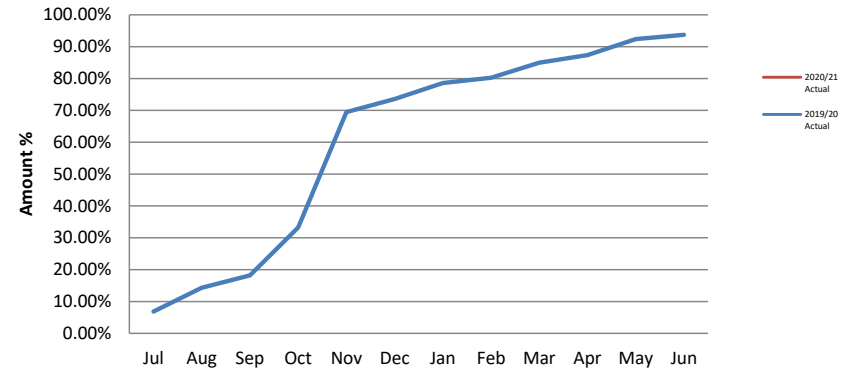
# Income and Expenditure Graphs to 31 July 2020



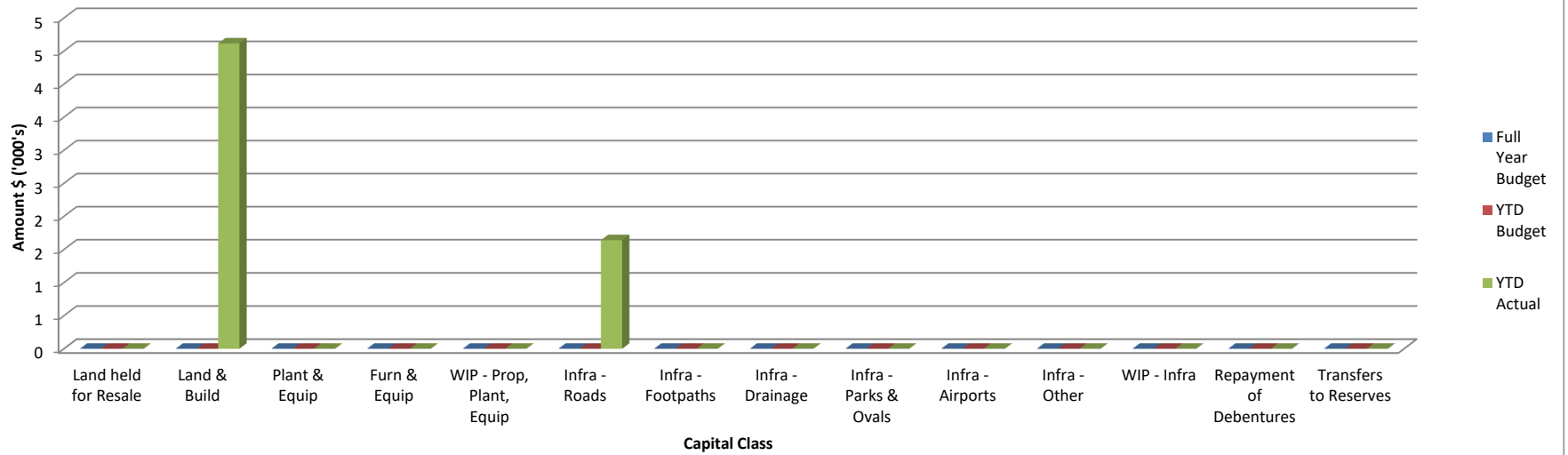
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



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

FOR THE PERIOD ENDED 31 JULY 2020

|   | NOTE | 2020/21<br>Adopted<br>Budget<br>\$ | 2020/21<br>Revised<br>Budget<br>\$ | JULY<br>2020<br>Y-T-D Budget<br>\$ | JULY<br>2020<br>Actual<br>\$ | Variations<br>Actuals to<br>Budget<br>\$ | Variations<br>Actual<br>Budget to<br>Y-T-D<br>% |
|---|------|------------------------------------|------------------------------------|------------------------------------|------------------------------|--|---|
| <b>Operating</b>                                  |      |                                    |                                    |                                    |                              |  |   |
| <b>Revenues/Sources</b>                           |      |                                    |                                    |                                    |                              |  |   |
| Governance  |      | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| General Purpose Funding                           |      | 0                                  | 0                                  | 0                                  | 3,401                        | 3,401                                    | 0.00%   |
| Law, Order, Public Safety                         |      | 0                                  | 0                                  | 0                                  | 188,860                      | 188,860                                  | 0.00%   |
| Health  |      | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Education and Welfare                             |      | 0                                  | 0                                  | 0                                  | 29,789                       | 29,789                                   | 0.00%   |
| Housing   |      | 0                                  | 0                                  | 0                                  | 400                          | 400                                      | 0.00%   |
| Community Amenities                               |      | 0                                  | 0                                  | 0                                  | 38,934                       | 38,934                                   | 0.00%   |
| Recreation and Culture                            |      | 0                                  | 0                                  | 0                                  | 49,684                       | 49,684                                   | 0.00%   |
| Transport   |      | 0                                  | 0                                  | 0                                  | 748,861                      | 748,861                                  | 0.00%   |
| Economic Services                                 |      | 0                                  | 0                                  | 0                                  | 89,818                       | 89,818                                   | 0.00%   |
| Other Property and Services                       |      | 0                                  | 0                                  | 0                                  | 70,466                       | 70,466                                   | 0.00%   |
|   |      | 0                                  | 0                                  | 0                                  | 1,220,213                    | 1,220,213                                | #DIV/0!   |
| <b>(Expenses)/(Applications)</b>                  |      |                                    |                                    |                                    |                              |  |   |
| Governance  |      | 0                                  | 0                                  | 0                                  | (33,904)                     | (33,904)                                 | 0.00%   |
| General Purpose Funding                           |      | 0                                  | 0                                  | 0                                  | (501)                        | (501)                                    | 0.00%   |
| Law, Order, Public Safety                         |      | 0                                  | 0                                  | 0                                  | (52,470)                     | (52,470)                                 | 0.00%   |
| Health  |      | 0                                  | 0                                  | 0                                  | (29,613)                     | (29,613)                                 | 0.00%   |
| Education and Welfare                             |      | 0                                  | 0                                  | 0                                  | (67,942)                     | (67,942)                                 | 0.00%   |
| Housing   |      | 0                                  | 0                                  | 0                                  | (1,944)                      | (1,944)                                  | 0.00%   |
| Community Amenities                               |      | 0                                  | 0                                  | 0                                  | (42,556)                     | (42,556)                                 | 0.00%   |
| Recreation & Culture                              |      | 0                                  | 0                                  | 0                                  | (55,249)                     | (55,249)                                 | 0.00%   |
| Transport   |      | 0                                  | 0                                  | 0                                  | (96,851)                     | (96,851)                                 | 0.00%   |
| Economic Services                                 |      | 0                                  | 0                                  | 0                                  | (9,024)                      | (9,024)                                  | 0.00%   |
| Other Property and Services                       |      | 0                                  | 0                                  | 0                                  | (281,496)                    | (281,496)                                | 0.00%   |
|   |      | 0                                  | 0                                  | 0                                  | (671,550)                    | (671,550)                                | 0.00%   |
| <b>Net Operating Result Excluding Rates</b>       |      | 0                                  | 0                                  | 0                                  | 548,663                      | 548,663                                  | 0.00%   |
| <b>Adjustments for Non-Cash</b>                   |      |                                    |                                    |                                    |                              |  |   |
| <b>(Revenue) and Expenditure</b>                  |      |                                    |                                    |                                    |                              |  |   |
| (Profit)/Loss on Asset Disposals                  | 2    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 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                                  | 2                            | 2  | 0.00%   |
| Depreciation on Assets                            |      | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| <b>Capital Revenue and (Expenditure)</b>          |      |                                    |                                    |                                    |                              |  |   |
| Purchase of Land and Buildings                    | 1    | 0                                  | 0                                  | 0                                  | (4,615)                      | (4,615)                                  | 0.00%   |
| Purchase of Furniture & Equipment                 | 1    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Purchase of Plant & Equipment                     | 1    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Purchase of WIP - PP & E                          | 1    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Purchase of Infrastructure Assets - Roads         | 1    | 0                                  | 0                                  | 0                                  | (1,640)                      | (1,640)                                  | 0.00%   |
| Purchase of Infrastructure Assets - Footpaths     | 1    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Purchase of Infrastructure Assets - Drainage      | 1    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Purchase of Infrastructure Assets - Parks & Ovals | 1    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Purchase of Infrastructure Assets - Airports      | 1    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Purchase of Infrastructure Assets - Other         | 1    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Proceeds from Disposal of Assets                  | 2    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Repayment of Leases                               | 2    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Repayment of Debentures                           | 3    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Transfers to Restricted Assets (Reserves)         | 4    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Transfers from Restricted Asset (Reserves)        | 4    | 0                                  | 0                                  | 0                                  | 0                            | 0  | 0.00%   |
| Net Current Assets July 1 B/Fwd                   | 5    | 1,997,441                          | 1,742,701                          | 1,742,701                          | 1,742,701                    | 0  | (100.00%)                                       |
| Net Current Assets Year End/To date               | 5    | 584                                | 1,742,701                          | 1,742,701                          | 2,285,110                    | 542,409                                  | (131.12%)                                       |
| <b>Amount Raised from Rates</b>                   |      | 1,996,857                          | 0                                  | 0                                  | 1                            | 1  | #DIV/0!   |

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

**Material Variances Symbol**

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



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

**Purpose**

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

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

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

**REPORTABLE OPERATING REVENUE VARIATIONS**

**All Schedules**

2020/2021 Budget Adoption Process is underway. No 2020/2021 Budget is as yet adopted to compare to YTD Actual Figures.

**REPORTABLE OPERATING EXPENSE VARIATIONS**

**All Schedules**

2020/2021 Budget Adoption Process is underway. No 2020/2021 Budget is as yet adopted to compare to YTD Actual Figures.

**REPORTABLE NON-CASH VARIATIONS**

2020/2021 Budget Adoption Process is underway. No 2020/2021 Budget is as yet adopted to compare to YTD Actual Figures.

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

2020/2021 Budget Adoption Process is underway. No 2020/2021 Budget is as yet adopted to compare to YTD Actual Figures.

**REPORTABLE CAPITAL INCOME VARIATIONS**

2020/2021 Budget Adoption Process is underway. No 2020/2021 Budget is as yet adopted to compare to YTD Actual Figures.

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2020

|   | 2020/21<br>Adopted<br>Budget<br>\$ | 2020/21<br>Revised<br>Budget<br>\$ | 2020/21<br>YTD<br>Budget<br>\$ | JULY<br>2020<br>Actual<br>\$ |
|---|------------------------------------|------------------------------------|--------------------------------|------------------------------|
| <b>1. ACQUISITION OF ASSETS</b>   |                                    |                                    |                                |                              |
| The following assets have been acquired during the period under review: |                                    |                                    |                                |                              |
| <b><u>By Program</u></b>  |                                    |                                    |                                |                              |
| <b>Law, Order &amp; Public Safety</b>                                   |                                    |                                    |                                |                              |
| <u>Fire Prevention &amp; Control</u>                                    |                                    |                                    |                                |                              |
| <u>Law &amp; Order</u>  |                                    |                                    |                                |                              |
| <b>Health</b>   |                                    |                                    |                                |                              |
| <u>Doctors &amp; Other Health</u>                                       |                                    |                                    |                                |                              |
| <b>Education &amp; Welfare</b>  |                                    |                                    |                                |                              |
| <u>Senior Citizens</u>  |                                    |                                    |                                |                              |
| <b>Housing</b>  |                                    |                                    |                                |                              |
| <u>Staff Housing</u>  |                                    |                                    |                                |                              |
| 30 Kingsmill Street, Ravensthorpe                                       | 0                                  | 0                                  | 0                              | 4,500                        |
| <u>Other Housing</u>  |                                    |                                    |                                |                              |
| <b>Community Amenities</b>  |                                    |                                    |                                |                              |
| <u>Sanitation - Household Refuse</u>                                    |                                    |                                    |                                |                              |
| <b>Recreation and Culture</b>   |                                    |                                    |                                |                              |
| <u>Other Recreation &amp; Sport</u>                                     |                                    |                                    |                                |                              |
| <u>Other Culture</u>  |                                    |                                    |                                |                              |
| Ravensthorpe Museum   | 0                                  | 0                                  | 0                              | 0                            |

**Transport**

Construction - Roads, Bridges, Depots

**Roads Construction Council**

Jerdacuttup Road - Stabilise Pavement &

0

0

0

0

Springdale Road - Bitumen Reseal (Rrg)

0

0

0

0

Hamersley Drive Bitumen Reseal (Rrg)

0

0

0

1,640

**Mrwa Project Construction**

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 31 JULY 2020

| 1. ACQUISITION OF ASSETS (Continued)                                    | 2020/21<br>Adopted<br>Budget<br>\$ | 2020/21<br>Revised<br>Budget<br>\$ | 2020/21<br>YTD<br>Budget<br>\$ | JULY<br>2020<br>Actual<br>\$ |
|---|------------------------------------|------------------------------------|--------------------------------|------------------------------|
| The following assets have been acquired during the period under review: |                                    |                                    |                                |                              |
| <b><u>By Program (Continued)</u></b>                                    |                                    |                                    |                                |                              |
| <b>Transport (Continued)</b>  |                                    |                                    |                                |                              |
| Roads To Recovery Construction  |                                    |                                    |                                |                              |
| Drainage Construction   |                                    |                                    |                                |                              |
| Footpath Construction   |                                    |                                    |                                |                              |
| Purchase Land - Roadworks And Depots                                    |                                    |                                    |                                |                              |
| Purchase Furniture & Equipment - Roads And Depots                       |                                    |                                    |                                |                              |
| <u>Road Plant Purchases</u>   |                                    |                                    |                                |                              |
| <u>Aerodromes</u>   |                                    |                                    |                                |                              |
| <b>Economic Services</b>  |                                    |                                    |                                |                              |
| <u>Rural Services</u>   |                                    |                                    |                                |                              |
| <u>Tourism</u>  |                                    |                                    |                                |                              |
| <b>Other Property &amp; Services</b>                                    |                                    |                                    |                                |                              |
| <u>Works</u>  |                                    |                                    |                                |                              |
| <u>Administration</u>   |                                    |                                    |                                |                              |
|   | <u>0</u>                           | <u>0</u>                           | <u>0</u>                       | <u>6,255</u>                 |
| <b><u>By Class</u></b>  |                                    |                                    |                                |                              |
| Land  | 0                                  | 0                                  | 0                              | 0                            |
| Buildings   | 0                                  | 0                                  | 0                              | 4,615                        |
| Furniture & Equipment   | 0                                  | 0                                  | 0                              | 0                            |
| Plant & Equipment   | 0                                  | 0                                  | 0                              | 0                            |
| Infrastructure - Roads  | 0                                  | 0                                  | 0                              | 1,640                        |
| Infrastructure - Footpaths  | 0                                  | 0                                  | 0                              | 0                            |
| Infrastructure - Drainage   | 0                                  | 0                                  | 0                              | 0                            |
| Infrastructure - Parks & Ovals  | 0                                  | 0                                  | 0                              | 0                            |
| Infrastructure - Airports   | 0                                  | 0                                  | 0                              | 0                            |
| Infrastructure - Other  | 0                                  | 0                                  | 0                              | 0                            |
|   | <u>0</u>                           | <u>0</u>                           | <u>0</u>                       | <u>6,255</u>                 |



**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 31 JULY 2020**

**3. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

| Particulars                        | Principal<br>1-Jul-20 | Principal<br>Repayments            |                                | Principal<br>Outstanding           |                                | Interest<br>Repayments             |                                |
|------------------------------------|-----------------------|------------------------------------|--------------------------------|------------------------------------|--------------------------------|------------------------------------|--------------------------------|
|                                    |                       | 2020/21<br>Adopted<br>Budget<br>\$ | 2020/21<br>YTD<br>Actual<br>\$ | 2020/21<br>Adopted<br>Budget<br>\$ | 2020/21<br>YTD<br>Actual<br>\$ | 2020/21<br>Adopted<br>Budget<br>\$ | 2020/21<br>YTD<br>Actual<br>\$ |
| <b>Housing</b>                     |                       |                                    |                                |                                    |                                |                                    |                                |
| Loan 145 Staff Housing             | 224,963               | 0                                  | 0                              | 224,963                            | 224,963                        | 0                                  | (1,504)                        |
| Loan 147 Other Housing             | 238,792               | 0                                  | 0                              | 238,792                            | 238,792                        | 0                                  | (1,098)                        |
| <b>Recreation and Culture</b>      |                       |                                    |                                |                                    |                                |                                    |                                |
| Loan 146 Hopetoun Community Centre | 311,991               | 0                                  | 0                              | 311,991                            | 311,991                        | 0                                  | (3,191)                        |
| <b>Transport</b>                   |                       |                                    |                                |                                    |                                |                                    |                                |
| Loan 138D Town Street              | 291,312               | 0                                  | 0                              | 291,312                            | 291,312                        | 0                                  | (5,566)                        |
| Loan 144 Town Street               | 157,963               | 0                                  | 0                              | 157,963                            | 157,963                        | 0                                  | (861)                          |
| Loan 143B Refinance                | 201,467               | 0                                  | 0                              | 201,467                            | 201,467                        | 0                                  | (1,347)                        |
| Loan 138E Refinance                | 267,881               | 0                                  | 0                              | 267,881                            | 267,881                        | 0                                  | (1,957)                        |
|                                    | <b>1,694,368</b>      | <b>0</b>                           | <b>0</b>                       | <b>1,694,368</b>                   | <b>1,694,368</b>               | <b>0</b>                           | <b>(15,524)</b>                |

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

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 31 JULY 2020

|  | 2020/21<br>Adopted<br>Budget<br>\$ | 2020/21<br>YTD<br>Actual<br>\$ |
|--|------------------------------------|--------------------------------|
| <b>4. RESERVES</b>                       |                                    |                                |
| <b>Cash Backed Reserves</b>              |                                    |                                |
| <b>(a) Plant Reserve</b>                 |                                    |                                |
| Opening Balance                          | 900,487                            | 900,487                        |
| Amount Set Aside / Transfer to Reserve   |                                    | 0                              |
| Amount Used / Transfer from Reserve      |                                    | 0                              |
|  | <u>900,487</u>                     | <u>900,487</u>                 |
| <b>(b) Emergency Farm Water Reserve</b>  |                                    |                                |
| Opening Balance                          | 12,201                             | 12,201                         |
| Amount Set Aside / Transfer to Reserve   |                                    | 0                              |
| Amount Used / Transfer from Reserve      |                                    | 0                              |
|  | <u>12,201</u>                      | <u>12,201</u>                  |
| <b>(c) Building Reserve</b>              |                                    |                                |
| Opening Balance                          | 1,386,509                          | 1,386,509                      |
| Amount Set Aside / Transfer to Reserve   |                                    | 0                              |
| Amount Used / Transfer from Reserve      |                                    | 0                              |
|  | <u>1,386,509</u>                   | <u>1,386,509</u>               |
| <b>(d) Road &amp; Footpath Reserve</b>   |                                    |                                |
| Opening Balance                          | 395,961                            | 395,961                        |
| Amount Set Aside / Transfer to Reserve   |                                    | 0                              |
| Amount Used / Transfer from Reserve      |                                    | 0                              |
|  | <u>395,961</u>                     | <u>395,961</u>                 |
| <b>(e) Swimming Pool Upgrade Reserve</b> |                                    |                                |
| Opening Balance                          | 44,909                             | 44,909                         |
| Amount Set Aside / Transfer to Reserve   |                                    | 0                              |
| Amount Used / Transfer from Reserve      |                                    | 0                              |
|  | <u>44,909</u>                      | <u>44,909</u>                  |
| <b>(f) UHF Repeater Reserve</b>          |                                    |                                |
| Opening Balance                          | 0                                  | 0                              |
| Amount Set Aside / Transfer to Reserve   | 0                                  | 0                              |
| Amount Used / Transfer from Reserve      | 0                                  | 0                              |
|  | <u>0</u>                           | <u>0</u>                       |
| <b>(g) Airport Reserve</b>               |                                    |                                |
| Opening Balance                          | 379,993                            | 379,993                        |
| Amount Set Aside / Transfer to Reserve   |                                    | 0                              |
| Amount Used / Transfer from Reserve      |                                    | 0                              |
|  | <u>379,993</u>                     | <u>379,993</u>                 |
| <b>(h) Waste &amp; Sewerage Reserve</b>  |                                    |                                |
| Opening Balance                          | 285,162                            | 285,162                        |
| Amount Set Aside / Transfer to Reserve   |                                    | 0                              |
| Amount Used / Transfer from Reserve      |                                    | 0                              |
|  | <u>285,162</u>                     | <u>285,162</u>                 |

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 31 JULY 2020

|   | 2020/21<br>Adopted<br>Budget<br>\$ | 2020/21<br>YTD<br>Actual<br>\$ |
|---|------------------------------------|--------------------------------|
| <b>4. RESERVES (Continued)</b>          |                                    |                                |
| <b>Cash Backed Reserves (Continued)</b> |                                    |                                |
| <b>(i) State Barrier Fence Reserve</b>  |                                    |                                |
| Opening Balance                         | 0                                  | 0                              |
| Amount Set Aside / Transfer to Reserve  |                                    | 0                              |
| Amount Used / Transfer from Reserve     |                                    | 0                              |
|   | <u>0</u>                           | <u>0</u>                       |
| <b>(j) Leave Reserve</b>                |                                    |                                |
| Opening Balance                         | 42,686                             | 42,686                         |
| Amount Set Aside / Transfer to Reserve  |                                    | 0                              |
| Amount Used / Transfer from Reserve     |                                    | 0                              |
|   | <u>42,686</u>                      | <u>42,686</u>                  |
| <b>Total Cash Backed Reserves</b>       | <u><u>3,447,908</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                 | 0        | 0        |
| Emergency Farm Water Reserve  | 0        | 0        |
| Building Reserve              | 0        | 0        |
| Road & Footpath Reserve       | 0        | 0        |
| Swimming Pool Upgrade Reserve | 0        | 0        |
| UHF Repeater Reserve          | 0        | 0        |
| Airport Reserve               | 0        | 0        |
| Waste & Sewerage Reserve      | 0        | 0        |
| State Barrier Fence Reserve   | 0        | 0        |
| Leave Reserve                 | 0        | 0        |
|                               | <u>0</u> | <u>0</u> |

**Transfers from Reserves**

|  |                 |                 |
|--|-----------------|-----------------|
| Plant Reserve                            | 0               | 0               |
| Emergency Farm Water Reserve             | 0               | 0               |
| Building Reserve                         | 0               | 0               |
| Road & Footpath Reserve                  | 0               | 0               |
| Swimming Pool Upgrade Reserve            | 0               | 0               |
| UHF Repeater Reserve                     | 0               | 0               |
| Airport Reserve                          | 0               | 0               |
| Waste & Sewerage Reserve                 | 0               | 0               |
| State Barrier Fence Reserve              | 0               | 0               |
| Leave Reserve                            | 0               | 0               |
|  | <u>0</u>        | <u>0</u>        |
| <b>Total Transfer to/(from) Reserves</b> | <u><u>0</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 JULY 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 JULY 2020**

|  | <b>2019/20<br/>B/Fwd<br/>Per<br/>2020/21<br/>Budget<br/>\$</b> | <b>2019/20<br/>B/Fwd<br/>Per<br/>Financial<br/>Report<br/>\$</b> | <b>JULY<br/>2020<br/>Actual<br/>\$</b> |
|--|--|--|--|
| <b>5. NET CURRENT ASSETS</b>   |  |  |  |
| <b>Composition of Estimated Net Current Asset Position</b>           |  |  |  |
| <b>CURRENT ASSETS</b>  |  |  |  |
| Cash - Unrestricted  | (588,322)  | 931,537  | (595,073)                              |
| 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  | 292,999  | 262,346                                |
| Sundry Debtors   | 246,994  | 205,584  | 224,496                                |
| Provision for Doubtful Debts   | 0  | 0  | 0                                      |
| Gst Receivable   | 182,324  | 183,083  | 56,112                                 |
| Accrued Income/Payments In Advance                                   | 3,711,625  | 1,432,345  | 1,432,345                              |
| Payments in Advance  | 0  | 0  | 0                                      |
| Inventories  | 2,704  | 2,704  | 25,421                                 |
|  | <u>7,357,104</u>   | <u>6,573,260</u>   | <u>6,184,671</u>                       |
| <b>LESS: CURRENT LIABILITIES</b>                                     |  |  |  |
| Sundry Creditors   | (701,563)  | (736,657)  | (6,469)                                |
| Accrued Interest On Loans  | (23,701)   | (20,889)   | 0                                      |
| Accrued Salaries & Wages   | (54,808)   | (8,618)  | (8,618)                                |
| Income In Advance  | 0  | (177,845)  | (177,845)                              |
| Gst Payable  | (31,316)   | (21,813)   | (51,557)                               |
| Payroll Creditors  | (59,697)   | (101,279)  | (61,948)                               |
| Accrued Expenses   | (872,533)  | (189,207)  | 0                                      |
| PAYG Liability   | 0  | 0  | 0                                      |
| Right of Use Assets - Current  | (98,617)   | (101,606)  | (101,606)                              |
| Trust  | 0  | 0  | 0                                      |
| Other Payables   | (24,489)   | (126,343)  | (145,216)                              |
| Current Employee Benefits Provision                                  | (377,707)  | (437,159)  | (437,159)                              |
| Current Loan Liability   | 0  | 0  | 0                                      |
|  | <u>(2,244,431)</u>   | <u>(1,921,416)</u>   | <u>(990,418)</u>                       |
| <b>NET CURRENT ASSET POSITION</b>                                    | <b>5,112,673</b>   | <b>4,651,844</b>   | <b>5,194,253</b>                       |
| 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<br>Required to be Funded | 377,707  | 437,159  | 437,159                                |
| Add Back : Current Loan Liability                                    | 0  | 0  | 0                                      |
| ADD: Current Portion of Lease Liability                              | 98,617   | 101,606  | 101,606                                |
| Adjustment for Trust Transactions Within Muni                        | 60   | 0  | 0                                      |
| <b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>                          | <b><u>1,997,441</u></b>  | <b><u>1,742,701</u></b>  | <b><u>2,285,110</u></b>                |

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 31 JULY 2020**

**6. RATING INFORMATION**

| <b>RATE TYPE</b>                           | <b>Rate in<br/>\$</b> | <b>Number<br/>of<br/>Properties</b> | <b>Rateable<br/>Value<br/>\$</b> | <b>2020/21<br/>Rate<br/>Revenue<br/>\$</b> | <b>2020/21<br/>Interim<br/>Rates<br/>\$</b> | <b>2020/21<br/>Back<br/>Rates<br/>\$</b> | <b>2020/21<br/>Total<br/>Revenue<br/>\$</b> | <b>2020/21<br/>Budget<br/>\$</b> |  |
|--|-----------------------|-------------------------------------|----------------------------------|--|---|--|---|----------------------------------|--|
| <b>General Rate</b>                        |                       |                                     |                                  |  |   |  |   |                                  |  |
| GRV Residential                            |                       |                                     |                                  | 0  |   |  | 0   |                                  |  |
| GRV Commercial                             |                       |                                     |                                  | 0  |   |  | 0   |                                  |  |
| GRV industrial                             |                       |                                     |                                  | 0  |   |  | 0   |                                  |  |
| GRV - Transient & Short Stay Accommodation |                       |                                     |                                  | 0  |   |  | 0   |                                  |  |
| UV - Mining                                |                       |                                     |                                  | 0  |   |  | 0   |                                  |  |
| UV - Other                                 |                       |                                     |                                  | 0  |   |  | 0   |                                  |  |
| Non-Rateable                               |                       |                                     |                                  |  |   |  | 0   |                                  |  |
| <b>Sub-Totals</b>                          |                       | 0                                   | 0                                | 0  | 0   | 0  | 0   | 0                                |  |
| <b>Minimum Rates</b>                       | <b>Minimum<br/>\$</b> |                                     |                                  |  |   |  |   |                                  |  |
| GRV Residential                            |                       |                                     |                                  | 0  |   | 0  | 0   |                                  |  |
| GRV Commercial                             |                       |                                     |                                  | 0  |   | 0  | 0   |                                  |  |
| GRV Industrial                             |                       |                                     |                                  | 0  |   | 0  | 0   |                                  |  |
| GRV - Transient & Short Stay Accommodation |                       |                                     |                                  | 0  |   |  | 0   |                                  |  |
| UV - Mining                                |                       |                                     |                                  | 0  |   | 0  | 0   |                                  |  |
| UV - Other                                 |                       |                                     |                                  | 0  |   | 0  | 0   |                                  |  |
| <b>Sub-Totals</b>                          |                       | 0                                   | 0                                | 0  | 0   | 0  | 0   | 0                                |  |
| <b>Total Rates</b>                         |                       |                                     |                                  | 0  |   |  | 0   | 0                                |  |
| Ex Gratia Rates                            |                       | check after rates raised            |                                  |  |   |  |   |                                  |  |
| Rates Written Off                          |                       |                                     |                                  |  |   |  |   |                                  |  |
| <b>Total Rates</b>                         |                       |                                     |                                  |  |   |  | 0   | 0                                |  |

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 JULY 2020

8. OPERATING STATEMENT BY PROGRAM

|   | JULY<br>2020<br>Actual<br>\$ | 2020/21<br>Adopted<br>Budget<br>\$ | 2019/20<br>Actual<br>\$ |
|---|------------------------------|------------------------------------|-------------------------|
| <b>OPERATING REVENUES</b>                                 |                              |                                    |                         |
| Governance  | 0                            | 0                                  | 26,350                  |
| General Purpose Funding                                   | 3,401                        | 0                                  | 6,480,771               |
| Law, Order, Public Safety                                 | 188,860                      | 0                                  | 478,161                 |
| Health  | 0                            | 0                                  | 16,559                  |
| Education and Welfare                                     | 29,789                       | 0                                  | 471,343                 |
| Housing   | 400                          | 0                                  | 5,400                   |
| Community Amenities                                       | 38,934                       | 0                                  | 674,353                 |
| Recreation and Culture                                    | 49,684                       | 0                                  | 123,139                 |
| Transport   | 748,861                      | 0                                  | 2,443,487               |
| Economic Services   | 89,818                       | 0                                  | 247,208                 |
| Other Property and Services                               | 70,466                       | 0                                  | 140,247                 |
| <b>TOTAL OPERATING REVENUE</b>                            | <b>1,220,213</b>             | <b>0</b>                           | <b>11,107,016</b>       |
| <b>OPERATING EXPENSES</b>                                 |                              |                                    |                         |
| Governance  | (33,904)                     | 0                                  | (776,593)               |
| General Purpose Funding                                   | (501)                        | 0                                  | (258,707)               |
| Law, Order, Public Safety                                 | (52,470)                     | 0                                  | (1,062,232)             |
| Health  | (29,613)                     | 0                                  | (307,973)               |
| Education and Welfare                                     | (67,942)                     | 0                                  | (818,705)               |
| Housing   | (1,944)                      | 0                                  | (242,699)               |
| Community Amenities                                       | (42,556)                     | 0                                  | (1,426,276)             |
| Recreation & Culture                                      | (55,249)                     | 0                                  | (1,617,923)             |
| Transport   | (96,851)                     | 0                                  | (5,214,043)             |
| Economic Services   | (9,024)                      | 0                                  | (435,441)               |
| Other Property and Services                               | (281,496)                    | 0                                  | (940,983)               |
| <b>TOTAL OPERATING EXPENSE</b>                            | <b>(671,550)</b>             | <b>0</b>                           | <b>(13,101,573)</b>     |
| <b>CHANGE IN NET ASSETS<br/>RESULTING FROM OPERATIONS</b> | <b>548,663</b>               | <b>0</b>                           | <b>(1,994,557)</b>      |

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

**FOR THE PERIOD ENDED 31 JULY 2020**

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

|  | <b>JULY<br/>2020<br/>Actual<br/>\$</b> | <b>2020/21<br/>Adopted<br/>Budget<br/>\$</b> | <b>2019/20<br/>Actual<br/>\$</b> |
|--|--|--|----------------------------------|
| <b>OPERATING REVENUES</b>                            |  |  |                                  |
| Rates  | 0                                      | 0  | 4,481,702                        |
| Operating Grants,<br>Subsidies and Contributions     | 771,926                                | 0  | 4,148,692                        |
| Non-Operating Grants,<br>Subsidies and Contributions | 247,261                                | 0  | 784,405                          |
| Fees and Charges                                     | 80,653                                 | 0  | 1,151,610                        |
| Service Charges                                      | 0                                      | 0  | 0                                |
| Interest Earnings                                    | 2,681                                  | 0  | 103,065                          |
| Profit on Asset Disposals                            | 0                                      | 0  | 23,036                           |
| Proceeds on Disposal of Assets                       | 0                                      | 0  | 279,800                          |
| Realisation on Disposal of Assets                    | 0                                      | 0  | (279,800)                        |
| Other Revenue  | 117,691                                | 0  | 414,508                          |
| <b>TOTAL OPERATING REVENUE</b>                       | <b>1,220,212</b>                       | <b>0</b>                                     | <b>11,107,018</b>                |
| <b>OPERATING EXPENSES</b>                            |  |  |                                  |
| Employee Costs                                       | (289,140)                              | 0  | (3,867,559)                      |
| Materials and Contracts                              | (152,065)                              | 0  | (3,682,513)                      |
| Utility Charges                                      | (15,756)                               | 0  | (236,160)                        |
| Depreciation on Non-Current Assets                   | 0                                      | 0  | (4,571,345)                      |
| Interest Expenses                                    | 15,524                                 | 0  | (73,400)                         |
| Insurance Expenses                                   | (211,704)                              | 0  | (223,390)                        |
| Loss on Asset Disposals                              | 0                                      | 0  | (95,046)                         |
| FV Adjustment of Non-Current assets                  | 0                                      | 0  | 0                                |
| Other Expenditure                                    | (18,406)                               | 0  | (352,160)                        |
| <b>TOTAL OPERATING EXPENSE</b>                       | <b>(671,547)</b>                       | <b>0</b>                                     | <b>(13,101,573)</b>              |
| <b>CHANGE IN NET ASSETS</b>                          |  |  |                                  |
| <b>RESULTING FROM OPERATIONS</b>                     | <b>548,665</b>                         | <b>0</b>                                     | <b>(1,994,555)</b>               |

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 31 JULY 2020**

**9. STATEMENT OF FINANCIAL POSITION**

|                                      | <b>JULY<br/>2020<br/>Actual<br/>\$</b> | <b>2019/20<br/>Actual<br/>\$</b> |
|--------------------------------------|--|----------------------------------|
| <b>CURRENT ASSETS</b>                |  |                                  |
| Cash and Cash Equivalents            | 4,183,951                              | 4,456,545                        |
| Trade and Other Receivables          | 1,975,299                              | 2,114,010                        |
| Inventories                          | 25,421                                 | 2,704                            |
| <b>TOTAL CURRENT ASSETS</b>          | <b>6,184,671</b>                       | <b>6,573,259</b>                 |
| <b>NON-CURRENT ASSETS</b>            |  |                                  |
| Other Receivables                    | 26,395                                 | 26,395                           |
| Inventories                          | 0                                      | 0                                |
| Property, Plant and Equipment        | 33,216,644                             | 33,212,028                       |
| Infrastructure                       | 123,574,395                            | 123,572,754                      |
| <b>TOTAL NON-CURRENT ASSETS</b>      | <b>156,817,434</b>                     | <b>156,811,177</b>               |
| <b>TOTAL ASSETS</b>                  | <b>163,002,105</b>                     | <b>163,384,436</b>               |
| <b>CURRENT LIABILITIES</b>           |  |                                  |
| Trade and Other Payables             | 451,653                                | 1,382,649                        |
| Right of Use Asset                   | 101,606                                | 101,606                          |
| Long Term Borrowings                 | 0                                      | 0                                |
| Provisions                           | 437,159                                | 437,159                          |
| <b>TOTAL CURRENT LIABILITIES</b>     | <b>990,418</b>                         | <b>1,921,414</b>                 |
| <b>NON-CURRENT LIABILITIES</b>       |  |                                  |
| Trade and Other Payables             | 0                                      | 0                                |
| Long Term Borrowings                 | 1,484,569                              | 1,484,569                        |
| Right of Use Assets                  | 913,641                                | 913,641                          |
| Provisions                           | 81,660                                 | 81,660                           |
| <b>TOTAL NON-CURRENT LIABILITIES</b> | <b>2,479,870</b>                       | <b>2,479,870</b>                 |
| <b>TOTAL LIABILITIES</b>             | <b>3,470,288</b>                       | <b>4,401,284</b>                 |
| <b>NET ASSETS</b>                    | <b>159,531,817</b>                     | <b>158,983,152</b>               |
| Retained Surplus                     | 38,175,299                             | 37,626,635                       |
| Reserves - Cash Backed               | 3,447,908                              | 3,447,908                        |
| Revaluation Surplus                  | 117,908,609                            | 117,908,609                      |
| <b>TOTAL EQUITY</b>                  | <b>159,531,817</b>                     | <b>158,983,152</b>               |

**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          |                |                   |                  |                |                | 0                 |                  |
| Sep          |                |                   |                  |                |                | 0                 |                  |
| Oct          |                |                   |                  |                |                | 0                 |                  |
| Nov          |                |                   |                  |                |                | 0                 |                  |
| Dec          |                |                   |                  |                |                | 0                 |                  |
| Jan          |                |                   |                  |                |                | 0                 |                  |
| Feb          |                |                   |                  |                |                | 0                 |                  |
| Mar          |                |                   |                  |                |                | 0                 |                  |
| Apr          |                |                   |                  |                |                | 0                 |                  |
| May          |                |                   |                  |                |                | 0                 |                  |
| Jun          |                |                   |                  |                |                | 0                 |                  |
| <b>Total</b> | <b>32,246</b>  | <b>1,089,988</b>  | <b>72,966</b>    | <b>5,765</b>   | <b>0</b>       | <b>1,200,963</b>  | <b>256,870</b>   |
| <b>19/20</b> | <b>197,977</b> | <b>8,450,678</b>  | <b>997,212</b>   | <b>102,791</b> | <b>6,319</b>   | <b>9,754,977</b>  | <b>3,174,082</b> |
| <b>18/19</b> | <b>147,967</b> | <b>21,298,438</b> | <b>1,329,904</b> | <b>70,241</b>  | <b>13,590</b>  | <b>22,860,140</b> | <b>2,219,053</b> |
| <b>17/18</b> | <b>327,905</b> | <b>18,507,404</b> | <b>209,587</b>   | <b>65,010</b>  | <b>317,445</b> | <b>19,427,351</b> | <b>2,601,283</b> |

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

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



**02 June 2020 - 01 July 2020**  
**Business Credit Card - Gavin Pollock**

| Date       | Payment to               | Description  | Amount    | GST   |
|------------|--------------------------|--|-----------|-------|
| 1/06/2020  | Lake Grace Roadhouse     | Fuel RA3794  | \$ 40.45  | 3.68  |
| 5/06/2020  | Gourmet Baskets          | Thank you gift basket for Tammy Kint - Grants Empire                   | \$ 222.85 | 20.26 |
| 11/06/2020 | Adobe Acrobat            | Adobe auto subscription renewal  | \$ 224.27 | 20.39 |
| 14/06/2020 | Corrigin Roadhouse       | Fuel ORA   | \$ 113.50 | 10.32 |
| 19/06/2020 | Tech Street              | Purchase of Australian Standard AS4122-2010 for Architect Services RFT | \$ 84.05  | 7.64  |
| 25/06/2020 | Munglinup Community Hall | Catering and refreshments  | \$ 157.80 | 14.35 |
| 26/06/2020 | Ravensthorpe LPO         | Leaving gift for Charlie Denham  | \$ 204.79 | 0.44  |
| 29/06/2020 | Lake Grace Roadhouse     | Fuel ORA   | \$ 86.10  | 7.83  |

|                                       |                    |              |
|---------------------------------------|--------------------|--------------|
| <b>Total Purchases for G. Pollock</b> | <b>\$ 1,133.81</b> | <b>84.90</b> |
|---------------------------------------|--------------------|--------------|

**Business Credit Card - Leslie Mainwaring**

| Date       | Payment to                     | Description   | Amount    | GST   |
|------------|--------------------------------|---|-----------|-------|
| 2/06/2020  | Ravensthorpe Building Supplies | Clock and plants for admin office                                   | \$ 65.10  | 5.92  |
| 4/06/2020  | Ravensthorpe Building Supplies | Plants for admin office   | \$ 37.80  | 3.44  |
| 9/06/2020  | Ravensthorpe LPO               | Plants for admin office   | \$ 35.99  | 3.27  |
| 11/06/2020 | ASIC                           | 3 year registration of business name for Fitzgerald Coast           | \$ 85.00  | 0.00  |
| 12/06/2020 | Melville Toyota                | 30,000km service 101RA Toyota Fortuner                              | \$ 521.46 | 47.41 |
| 22/06/2020 | ASIC                           | 3 year registration of business name for Fitzgerald Coast Biosphere | \$ 85.00  | 0.00  |

|  |                  |              |
|--|------------------|--------------|
| <b>Total Purchases for L. Mainwaring</b> | <b>\$ 830.35</b> | <b>60.03</b> |
|--|------------------|--------------|

**Business Credit Card - Graham Steel**

| Date       | Payment to                     | Description  | Amount    | GST      |
|------------|--------------------------------|--|-----------|----------|
| 1/06/2020  | Bunnings, Albany               | Drain cleaner & storage containers for Ravensthorpe hall | \$ 83.57  | \$ 7.60  |
| 3/06/2020  | Ravensthorpe Building Supplies | Plants for admin office                                  | \$ 50.50  | \$ 4.59  |
| 6/06/2020  | Bunnings, Albany               | Storage containers for Ravensthorpe hall                 | \$ 79.80  | \$ 7.25  |
| 10/06/2020 | PacVac.com                     | Parts for vacuum cleaner - REC Centre                    | \$ 220.61 | \$ 20.06 |
| 12/06/2020 | St Johns Ambulance             | First aid supplies for various Shire premises            | \$ 618.34 | \$ 50.57 |
| 13/06/2020 | Cully's Yamaha                 | 2 x Dririder helmets                                     | \$ 168.90 | \$ 15.35 |
| 13/06/2020 | Albany Stationers              | Printing large poster in colour                          | \$ 800.00 | \$ 72.73 |
| 16/06/2020 | Port Hotel, Hopetoun           | Meals and refreshments after council meeting             | \$ 530.00 | \$ 48.18 |

|                                     |                    |                  |
|-------------------------------------|--------------------|------------------|
| <b>Total Purchases for G. Steel</b> | <b>\$ 2,551.72</b> | <b>\$ 226.33</b> |
|-------------------------------------|--------------------|------------------|

### Business Credit Card - Ashley Peczka

| Date       | Payment to                               | Description  | Amount    | GST      |
|------------|--|--|-----------|----------|
| 6/06/2020  | Quality Apartments Banksia Grove, Albany | CESO accomodation                                      | \$ 156.00 | \$ 14.18 |
| 9/06/2020  | Wavecrest Bar & Bistro, Hopetoun         | Meals and refreshments for mitigation burn - cell * 19 | \$ 321.30 | \$ 29.21 |
| 10/06/2020 | Shipwrecked Bakery, Hopetoun             | Food for mitigation burn - cell * 3                    | \$ 161.50 | \$ 14.68 |
| 22/06/2020 | Jerramungup Hotel                        | CESO accomodation                                      | \$ 85.50  | \$ 7.77  |

|                                      |                  |                |
|--------------------------------------|------------------|----------------|
| <b>Total Purchases for A. Peczka</b> | <b>\$ 724.30</b> | <b>\$ 7.77</b> |
|--------------------------------------|------------------|----------------|

### Business Credit Card - Evelyn Houghton

| Date       | Payment to     | Description                                    | Amount   | GST     |
|------------|----------------|--|----------|---------|
| 5/06/2020  | Hopetoun IGA   | Handwash - Little Barrens                      | \$ 6.50  | \$ 0.59 |
| 5/06/2020  | Hopetoun IGA   | Milk - Little Barrens                          | \$ 38.44 | \$ -    |
| 24/06/2020 | Kmart, Albany  | Sandwich press and toy animals - The Cub House | \$ 35.50 | \$ 3.23 |
| 24/06/2020 | Target, Albany | Microwave - The Cub House                      | \$ 69.00 | \$ 6.27 |
|            |                |  |          |         |

|  |                  |                |
|--|------------------|----------------|
| <b>Total Purchases for E. Houghton</b> | <b>\$ 149.44</b> | <b>\$ 6.27</b> |
|--|------------------|----------------|

### Business Credit Card - Russell Dyer

| Date       | Payment to                        | Description                          | Amount    | GST      |
|------------|-----------------------------------|--------------------------------------|-----------|----------|
| 4/06/2020  | FE Daw & Sons, Ravensthorpe       | UHT milk & Coffee                    | \$ 57.81  | \$ 3.07  |
| 15/06/2020 | Powerplant motorcycles, Esperance | Parts for sundry plant and equipment | \$ 208.90 | \$ 18.99 |
| 16/06/2020 | Hopetoun IGA                      | Eggs and bread for toolbox meeting   | \$ 23.78  | \$ -     |
| 22/06/2020 | Ravensthorpe LPO                  | Paint marker and paint pen           | \$ 37.73  | \$ 3.43  |
| 23/06/2020 | FE Daw & Sons, Ravensthorpe       | Coffee and sugar                     | \$ 37.56  | \$ -     |

|                                    |                  |                 |
|------------------------------------|------------------|-----------------|
| <b>Total Purchases for R. Dyer</b> | <b>\$ 365.78</b> | <b>\$ 25.49</b> |
|------------------------------------|------------------|-----------------|

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

| Date       | Payment to | Description             | Amount  | GST  |
|------------|------------|-------------------------|---------|------|
| 11/06/2020 | Bankwest   | Foreign transaction fee | \$ 6.62 | 0.00 |
| 19/06/2020 | Bankwest   | Foreign transaction fee | \$ 2.48 | 0.00 |

|                               |                |             |
|-------------------------------|----------------|-------------|
| <b>Total fees and charges</b> | <b>\$ 9.10</b> | <b>\$ -</b> |
|-------------------------------|----------------|-------------|

|  |                    |                  |
|--|--------------------|------------------|
| <b>Total Bankwest Corporate Mastercard Statement</b> | <b>\$ 5,764.50</b> | <b>\$ 410.80</b> |
|--|--------------------|------------------|

**Business Debit Card - Les Mainwaring**

| <b>Date</b> | <b>Payment to</b> | <b>Description</b>                 | <b>Amount</b> | <b>GST</b> |
|-------------|-------------------|------------------------------------|---------------|------------|
| 1/07/2020   | Opening balance   | Opening balance                    | \$ 754.80     |            |
| 16/07/2020  | Ravensthorpe LPO  | Withdrawal for Hopetoun Petty Cash |               | \$ 754.80  |

|  |             |             |
|--|-------------|-------------|
| <b>Closing Balance for Debit Card - Les Mainwaring</b> | <b>\$ -</b> | <b>\$ -</b> |
|--|-------------|-------------|



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

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| Cheque /EFT No          | Date       | Name                              | Invoice Description                              | Bank Code | INV Amount | Amount    |
|-------------------------|------------|-----------------------------------|--|-----------|------------|-----------|
| 414                     | 03/07/2020 | Cr. Keith Dunlop                  | COUNCIL PAYMENT QUARTER 4 19/20                  | 1         |            | 8,244.75  |
| INV 4 QTR 1930/06/2020  |            | Cr. Keith Dunlop                  | COUNCIL PAYMENT QUARTER 4 19/20                  |           | 8,244.75   |           |
| 415                     | 07/07/2020 | Shire of Ravensthorpe- Petty Cash | Petty Cash Top Up - Cheque due to DCCS away      | 1         |            | 754.80    |
| INV JUL-202007/07/2020  |            | Shire of Ravensthorpe- Petty Cash | Petty Cash Top Up - Cheque due to DCCS away      |           | 754.80     |           |
| 416                     | 10/07/2020 | Horizon Power                     | HOPETOUN STREETLIGHTS - JUNE 2020                | 1         |            | 3,263.81  |
| INV 136499 01/07/2020   |            | Horizon Power                     | HOPETOUN STREETLIGHTS - JUNE 2020                |           | 3,263.81   |           |
| 417                     | 10/07/2020 | Telstra                           | TELSTRA ACCOUNT TO 10 JUNE 2020                  | 1         |            | 15,818.25 |
| INV K577268218/06/2020  |            | Telstra                           | TELSTRA ACCOUNT TO 10 JUNE 2020                  |           | 14,839.41  |           |
| INV T311 - 2322/06/2020 |            | Telstra                           | SATELLITE PHONES TO 21 JULY 2020                 |           | 225.00     |           |
| INV K36169424/06/2020   |            | Telstra                           | LITTLE BARRENS TELSTRA ACCOUNT TO 16 JUNE 2020   |           | 147.21     |           |
| INV T311 - 1325/06/2020 |            | Telstra                           | TIM / SMS SERVICE 28/05/2020 - 24/06/2020        |           | 201.63     |           |
| INV T311 - 2325/06/2020 |            | Telstra                           | LAPTOP DATA PLANS X 6 TO 24 JULY 2020            |           | 405.00     |           |
| 418                     | 10/07/2020 | Western Power                     | 20/21 ANNUAL LICENCE FEE FOR MT SHORT RAVIO HILL | 1         |            | 4,011.17  |
| INV CORPB0-16/06/2020   |            | Western Power                     | 20/21 ANNUAL LICENCE FEE FOR MT SHORT RAVIO HILL |           | 4,011.17   |           |
| 419                     | 17/07/2020 | Horizon Power                     | MUNGLINUP PUBLIC TOILETS 08/05/2020 - 07/07/2020 | 1         |            | 152.72    |
| INV 142028 08/07/2020   |            | Horizon Power                     | MUNGLINUP PUBLIC TOILETS 08/05/2020 - 07/07/2020 |           | 152.72     |           |
| 1037                    | 01/07/2020 | 1 - BANK FEES                     | OBB RECORD FEE                                   | 1         |            | 7.70      |
| 1037                    | 01/07/2020 | 1 - BANK FEES                     | MAINTENANCE FEES                                 | 1         |            | 60.00     |
| 1037                    | 01/07/2020 | 1 - BANK FEES                     | ELECTRONIC TRANSACTION FEE                       | 1         |            | 1.40      |
| 1037                    | 01/07/2020 | 1 - BANK FEES                     | BPAY FEES  | 1         |            | 114.06    |
| 1037                    | 03/07/2020 | 1 - BANK FEES                     | CBA MERCHANT FEES                                | 1         |            | 327.90    |

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

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| Cheque /EFT No         | Date       | Name                                      | Invoice Description  | Bank Code | INV Amount | Amount   |
|------------------------|------------|---|--|-----------|------------|----------|
| EFT11871               | 03/07/2020 | 4 Rivers Plumbing Gas & Civil Contracting | RAVENSTHORPE MANHOLES - ACCESS CHAMBER #2, MAINTENANCE SHAFT #3 & ACCESS CHAMBER #4  | 1         |            | 4,528.70 |
| INV 5438               | 19/05/2020 | 4 Rivers Plumbing Gas & Civil Contracting | RAVENSTHORPE MANHOLES - ACCESS CHAMBER #2, MAINTENANCE SHAFT #3 & ACCESS CHAMBER #4  |           | 3,916.00   |          |
| INV 5418               | 17/06/2020 | 4 Rivers Plumbing Gas & Civil Contracting | REPAIR LEAKING TAPS IN ENSUITE AT 41 KINGSMILL ST                                    |           | 127.60     |          |
| INV 5441               | 25/06/2020 | 4 Rivers Plumbing Gas & Civil Contracting | INSPECT HOT WATER ISSUE AT 66 QUEEN ST - REPLACE REGULATOR AND LAUNDRY JUMPER VALVES |           | 485.10     |          |
| EFT11872               | 03/07/2020 | ABCO Products PTY LTD                     | VARIOUS CLEANING PRODUCTS  | 1         |            | 1,306.24 |
| INV 569930             | 29/06/2020 | ABCO Products PTY LTD                     | VARIOUS CLEANING PRODUCTS  |           | 1,306.24   |          |
| EFT11873               | 03/07/2020 | Airport Lighting Specialists Pty Ltd      | VARIOUS PARTS FOR AIRPORT  | 1         |            | 2,386.84 |
| INV IN21801            | 25/06/2020 | Airport Lighting Specialists Pty Ltd      | VARIOUS PARTS FOR AIRPORT  |           | 2,386.84   |          |
| EFT11874               | 03/07/2020 | Amy Serbert                               | BOND REFUND  | 1         |            | 100.00   |
| INV T1606              | 02/07/2020 | Amy Serbert                               | BOND REFUND  | 1         | 100.00     |          |
| EFT11875               | 03/07/2020 | Bills Doors & Servicing                   | AUTO DOOR SERVICING & REPAIRS  | 1         |            | 756.25   |
| INV 308                | 22/06/2020 | Bills Doors & Servicing                   | AUTO DOOR SERVICING & REPAIRS  |           | 756.25     |          |
| EFT11876               | 03/07/2020 | Bob Waddell                               | FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - W/E 28/06/2020                         | 1         |            | 4,224.00 |
| INV 2038               | 21/06/2020 | Bob Waddell                               | FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB - W/E 21/06/2020              |           | 1,848.00   |          |
| INV 2045               | 29/06/2020 | Bob Waddell                               | FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - W/E 28/06/2020                         |           | 2,376.00   |          |
| EFT11877               | 03/07/2020 | Bunnings                                  | 2 X SQUEEGEE FOR WINDOWS & KEY FOR HOPETOUN GYM                                      | 1         |            | 12.84    |
| INV 2022/00927/06/2020 |            | Bunnings                                  | 2 X SQUEEGEE FOR WINDOWS & KEY FOR HOPETOUN GYM                                      |           | 12.84      |          |
| EFT11878               | 03/07/2020 | City of Albany                            | BUILDING SERVICE JUNE 2020 - CERTIFICATE OF DESIGN COMPLIANCE X 2                    | 1         |            | 671.00   |
| INV 88984              | 16/06/2020 | City of Albany                            | BUILDING SERVICE JUNE 2020 - BUILDING SURVEYING X 1 HOUR                             |           | 110.00     |          |



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Creditors List of Accounts Paid - July 2020

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| Cheque /EFT No         | Date            | Name                       | Invoice Description   | Bank Code | INV Amount | Amount    |
|------------------------|-----------------|----------------------------|---|-----------|------------|-----------|
| INV 89026              | 19/06/2020      | City of Albany             | BUILDING SERVICE JUNE 2020 - CERTIFICATE OF DESIGN COMPLIANCE                     |           | 187.00     |           |
| INV 89044              | 26/06/2020      | City of Albany             | BUILDING SERVICE JUNE 2020 - CERTIFICATE OF DESIGN COMPLIANCE X 2                 |           | 374.00     |           |
| EFT11879               | 03/07/2020      | Corsign WA                 | VARIOUS SIGNS   | 1         |            | 502.70    |
| INV 47754              | 17/06/2020      | Corsign WA                 | VARIOUS SIGNS   |           | 502.70     |           |
| EFT11880               | 03/07/2020      | Cr. Graham Richardson      | COUNCIL PAYMENT QUARTER 4 19/20   | 1         |            | 3,467.25  |
| INV 4 QTR 1930/06/2020 | 1930/06/2020    | Cr. Graham Richardson      | COUNCIL PAYMENT QUARTER 4 19/20   |           | 3,467.25   |           |
| EFT11881               | 03/07/2020      | Cr. Ian Goldfinch          | COUNCIL PAYMENT QUARTER 4 19/20   | 1         |            | 3,233.25  |
| INV 4 QTR 1930/06/2020 | 1930/06/2020    | Cr. Ian Goldfinch          | COUNCIL PAYMENT QUARTER 4 19/20   |           | 3,233.25   |           |
| EFT11882               | 03/07/2020      | Cr. Julianne Belli         | COUNCIL PAYMENT QUARTER 4 19/20   | 1         |            | 4,104.90  |
| INV 4 QTR 1930/06/2020 | 1930/06/2020    | Cr. Julianne Belli         | COUNCIL PAYMENT QUARTER 4 19/20   |           | 4,104.90   |           |
| EFT11883               | 03/07/2020      | Cr. Mark Mudie             | COUNCIL PAYMENT QUARTER 4 19/20   | 1         |            | 3,818.25  |
| INV 4 QTR 1930/06/2020 | 1930/06/2020    | Cr. Mark Mudie             | COUNCIL PAYMENT QUARTER 4 19/20   |           | 3,818.25   |           |
| EFT11884               | 03/07/2020      | Cr. Tom Major              | COUNCIL PAYMENT QUARTER 4 19/20   | 1         |            | 3,233.25  |
| INV 4 QTR 1930/06/2020 | 1930/06/2020    | Cr. Tom Major              | COUNCIL PAYMENT QUARTER 4 19/20   |           | 3,233.25   |           |
| EFT11885               | 03/07/2020      | DELNORTH PTY Ltd           | STEEL FLEX WHITE GUIDE POSTS X 400  | 1         |            | 13,046.00 |
| INV 32461              | 26/06/2020      | DELNORTH PTY Ltd           | STEEL FLEX WHITE GUIDE POSTS X 400  |           | 13,046.00  |           |
| EFT11886               | 03/07/2020      | DIAL BEFORE YOU DIG WA LTD | FEES FOR DIAL BEFORE YOU DIG REFERRAL SERVICE - Q3 19/20                          | 1         |            | 110.00    |
| INV WA1622330/06/2020  | 1622330/06/2020 | DIAL BEFORE YOU DIG WA LTD | FEES FOR DIAL BEFORE YOU DIG REFERRAL SERVICE - Q3 19/20                          |           | 110.00     |           |
| EFT11887               | 03/07/2020      | Diverseco Pty Ltd          | PROJECT SCOPE FOR WEIGHBRIDGE INSTALLATION - 50% DEPOSIT                          | 1         |            | 2,970.00  |
| INV MW 578119/06/2020  | 578119/06/2020  | Diverseco Pty Ltd          | RAVENSTHORPE TIP WEIGHBRIDGE PROJECT SCOPING SITE VISIT - TRAVEL AND ACCOMODATION |           | 495.00     |           |

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| INV MW 580429/06/2020  |            | Diverseco Pty Ltd                  | PROJECT SCOPE FOR WEIGHBRIDGE INSTALLATION - 50% DEPOSIT                           |           | 2,475.00   |          |
| EFT11888               | 03/07/2020 | Eimear Guidera                     | REIMBURSEMENT OF TAFE FEES FOR ACCOUNTING PRINCIPLES SKILL SET (TERM 1 SEMESTER 1) | 1         |            | 707.60   |
| INV REIMBU29/06/2020   |            | Eimear Guidera                     | REIMBURSEMENT OF TAFE FEES FOR ACCOUNTING PRINCIPLES SKILL SET (TERM 1 SEMESTER 1) |           | 707.60     |          |
| EFT11889               | 03/07/2020 | Esperance Communications           | INVESTIGATE SERVICE OUTAGE TO CCTV AT HOPETOUN COMMUNITY CENTRE                    | 1         |            | 2,055.00 |
| INV 5068066            | 23/06/2020 | Esperance Communications           | INVESTIGATE SERVICE OUTAGE TO CCTV AT HOPETOUN COMMUNITY CENTRE                    |           | 2,055.00   |          |
| EFT11890               | 03/07/2020 | Freight Lines Group                | FREIGHT CHARGES - FULTON HOGAN, SIGMA CHEMICALS, WA HINO & DIGGA WEST              | 1         |            | 1,990.80 |
| INV 80332              | 12/06/2020 | Freight Lines Group                | FREIGHT CHARGES - DIGGA WEST   |           | 40.39      |          |
| INV 80805              | 19/06/2020 | Freight Lines Group                | FREIGHT CHARGES - FULTON HOGAN, SIGMA CHEMICALS, WA HINO & DIGGA WEST              |           | 1,950.41   |          |
| EFT11891               | 03/07/2020 | Fulton Hogan                       | EZ STREET POTHOLE REPAIR MIX ASPHALT X 48  | 1         |            | 1,795.20 |
| INV 1404465910/06/2020 |            | Fulton Hogan                       | EZ STREET POTHOLE REPAIR MIX ASPHALT X 48  |           | 1,795.20   |          |
| EFT11892               | 03/07/2020 | Grants Empire                      | DEVELOP W.A.B.N. GRANT EOI & CONNECTIVITY MAP - PAYMENT 2 OF 2                     | 1         |            | 396.00   |
| INV 1886               | 24/06/2020 | Grants Empire                      | DEVELOP W.A.B.N. GRANT EOI & CONNECTIVITY MAP - PAYMENT 2 OF 2                     |           | 396.00     |          |
| EFT11893               | 03/07/2020 | Hopetoun Men In Sheds Incorporated | WEEKEND RELIEF MANNING OF THE HOPETOUN TRANSFER STATION - JUNE 2020                | 1         |            | 800.00   |
| INV 286                | 30/06/2020 | Hopetoun Men In Sheds Incorporated | WEEKEND RELIEF MANNING OF THE HOPETOUN TRANSFER STATION - JUNE 2020                |           | 800.00     |          |
| EFT11894               | 03/07/2020 | Hopetoun Painting Service          | PAINTING AT THE RAVENSTHORPE CUB HOUSE DAY CARE                                    | 1         |            | 9,977.00 |
| INV 1179               | 22/06/2020 | Hopetoun Painting Service          | PAINTING AT THE RAVENSTHORPE CUB HOUSE DAY CARE                                    |           | 9,977.00   |          |
| EFT11895               | 03/07/2020 | Hopetoun Tyres & Batteries         | VARIOUS TYRE REPAIRS TO VARIOUS VEHICLES   | 1         |            | 1,016.40 |
| INV 0130               | 16/06/2020 | Hopetoun Tyres & Batteries         | PUNCTURE REPAIR TO FRONT PASSENGER TYRE - RA41                                     |           | 99.00      |          |

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| INV 0145       | 22/06/2020 | Hopetoun Tyres & Batteries         | VARIOUS TYRE REPAIRS TO VARIOUS VEHICLES  |           | 917.40     |          |
| EFT11896       | 03/07/2020 | Jerramungup Electrical             | SHIRE ADMINISTRATION OFFICE AIRCONDITIONER SERVICE                                | 1         |            | 2,133.45 |
| INV 1466       | 15/06/2020 | Jerramungup Electrical             | SHIRE ADMINISTRATION OFFICE AIRCONDITIONER SERVICE                                |           | 1,079.10   |          |
| INV 1503       | 23/06/2020 | Jerramungup Electrical             | AIRCONDITIONER SERVICING AT VARIOUS SHIRE PROPERTIES                              |           | 1,054.35   |          |
| EFT11897       | 03/07/2020 | Kindyhub Pty Ltd                   | KINDYHUB APP - MONTHLY SUBSCRIPTION - JUNE 2020                                   | 1         |            | 31.90    |
| INV KH13406    | 13/06/2020 | Kindyhub Pty Ltd                   | KINDYHUB APP - MONTHLY SUBSCRIPTION - JUNE 2020                                   |           | 31.90      |          |
| EFT11898       | 03/07/2020 | Lawry's Electrical Solutions       | HIRE OF CHERRY PICKER TO REMOVE DAMAGED SHADE SAIL                                | 1         |            | 2,207.92 |
| INV 1780       | 24/06/2020 | Lawry's Electrical Solutions       | INVESTIGATE LOSS OF POWER AT THE MCCULLOCH PARK BANDSTAND AND JUMPING PILLOW      |           | 115.50     |          |
| INV 1781       | 24/06/2020 | Lawry's Electrical Solutions       | HIRE OF 30KVA GENERATOR FOR POWER OUTAGE 31/10/19 SHIRE OFFICE                    |           | 348.92     |          |
| INV 1782       | 24/06/2020 | Lawry's Electrical Solutions       | HIRE OF EXCAVATOR FOR BOUNCY PILLOW REPAIRS                                       |           | 742.50     |          |
| INV 1779       | 24/06/2020 | Lawry's Electrical Solutions       | HIRE OF CHERRY PICKER TO REMOVE DAMAGED SHADE SAIL                                |           | 1,001.00   |          |
| EFT11899       | 03/07/2020 | Lloydey's Power Services           | REPLACE FLURO LIGHTS WITH LED AT THE HOPETOUN DOCTORS SURGERY                     | 1         |            | 1,726.85 |
| INV 0411       | 12/06/2020 | Lloydey's Power Services           | REPLACE LIGHT IN STAIR WELL & REPLACE 2 X SMOKE ALARMS IN FRONT FOYER AND OLD GYM |           | 525.09     |          |
| INV 0412       | 17/06/2020 | Lloydey's Power Services           | REPLACE FLURO LIGHTS WITH LED AT THE HOPETOUN DOCTORS SURGERY                     |           | 1,079.82   |          |
| INV 413        | 23/06/2020 | Lloydey's Power Services           | INSPECT POWER AT 18 CARLISLE ST - RCD KEEPS TRIPPING OUT                          |           | 121.94     |          |
| EFT11900       | 03/07/2020 | Lo-Go Appointments                 | PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 30/06/2020                            | 1         |            | 3,233.34 |
| INV 422047     | 23/06/2020 | Lo-Go Appointments                 | PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 30/06/2020                            |           | 3,233.34   |          |
| EFT11901       | 03/07/2020 | Perfect Computer Solutions Pty Ltd | DAUHA Z2 720P HD WEBCAM   | 1         |            | 100.00   |

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| INV 25670              | 29/06/2020 | Perfect Computer Solutions Pty Ltd     | DAUHA Z2 720P HD WEBCAM   |           | 100.00     |          |
| EFT11902               | 03/07/2020 | R And R Heavy Diesel Services          | REPLACE SUCTION HOSE, CLAMPS & PRESSURE PUMP, GENERAL SERVICE TO TRAILER - RA1664     | 1         |            | 587.64   |
| INV 4215               | 23/06/2020 | R And R Heavy Diesel Services          | REPLACE SUCTION HOSE, CLAMPS & PRESSURE PUMP, GENERAL SERVICE TO TRAILER - RA1664     |           | 587.64     |          |
| EFT11903               | 03/07/2020 | Ravensthorpe Community Resource Centre | EVENT COORDINATION - CELEBRATORY SUNDOWNER - APPROX 40 PEOPLE                         | 1         |            | 3,259.00 |
| INV 1741               | 27/05/2020 | Ravensthorpe Community Resource Centre | PRINT 1,500 X TIP PASSES 2020/2021  |           | 105.00     |          |
| INV 1718               | 17/06/2020 | Ravensthorpe Community Resource Centre | OUTLOOK TRAINING - 18 JUNE 2020 AND 25 JUNE 2020 - ORGANISED THROUGH RAVENSTHORPE CRC |           | 240.00     |          |
| INV 1723               | 22/06/2020 | Ravensthorpe Community Resource Centre | EVENT COORDINATION - CELEBRATORY SUNDOWNER - APPROX 40 PEOPLE                         |           | 2,914.00   |          |
| EFT11904               | 03/07/2020 | Ravensthorpe Historical Society        | COMMUNITY DEVELOPMENT FUND 2019/2020 - LAUNCH OF HERITAGE STREET                      | 1         |            | 1,300.00 |
| INV CDF 19/217/06/2020 |            | Ravensthorpe Historical Society        | COMMUNITY DEVELOPMENT FUND 2019/2020 - LAUNCH OF HERITAGE STREET                      |           | 1,300.00   |          |
| EFT11905               | 03/07/2020 | Ravensthorpe Mechanical Services       | CARRY OUT 50,000KM SERVICE - RA3603   | 1         |            | 315.01   |
| INV 36993              | 23/06/2020 | Ravensthorpe Mechanical Services       | CARRY OUT 50,000KM SERVICE - RA3603   |           | 315.01     |          |
| EFT11906               | 03/07/2020 | Ravensthorpe Palace Motor Hotel        | MORNING TEA FOR COUNCILLOR WORKSHOP ON 5 JUNE 2020                                    | 1         |            | 60.00    |
| INV 0342               | 05/06/2020 | Ravensthorpe Palace Motor Hotel        | MORNING TEA FOR COUNCILLOR WORKSHOP ON 5 JUNE 2020                                    |           | 60.00      |          |
| EFT11907               | 03/07/2020 | Ravensthorpe Roadhouse Bp              | 6 X BREAKFAST WRAPS AND TOASTIES  | 1         |            | 50.80    |
| INV 0716               | 20/05/2020 | Ravensthorpe Roadhouse Bp              | 6 X BREAKFAST WRAPS AND TOASTIES  |           | 50.80      |          |
| EFT11908               | 03/07/2020 | Ravensthorpe State Emergency Service   | ESL PAYMENT QUARTER 4 19/20   | 1         |            | 6,000.00 |
| INV 47                 | 25/06/2020 | Ravensthorpe State Emergency Service   | ESL PAYMENT QUARTER 4 19/20   |           | 6,000.00   |          |
| EFT11909               | 03/07/2020 | Robert Jackson                         | GYM MEMBERSHIP REFUND DUE TO COVID-19 CLOSURE   | 1         |            | 77.50    |
| INV REFUND26/06/2020   |            | Robert Jackson                         | GYM MEMBERSHIP REFUND DUE TO COVID-19 CLOSURE   |           | 77.50      |          |

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| EFT11910        | 03/07/2020 | Rodney Clarence Daw             | CBFCO TELSTRA REIMBURSEMENT TO 10 JUNE 2020                                      | 1         |            | 142.14     |
| INV REIMBU23    | 06/2020    | Rodney Clarence Daw             | CBFCO TELSTRA REIMBURSEMENT TO 10 JUNE 2020                                      |           | 142.14     |            |
| EFT11911        | 03/07/2020 | Samuel Burr                     | GYM MEMBERSHIP REFUND DUE TO COVID-19 CLOSURE                                    | 1         |            | 64.38      |
| INV REFUND29    | 06/2020    | Samuel Burr                     | GYM MEMBERSHIP REFUND DUE TO COVID-19 CLOSURE                                    |           | 64.38      |            |
| EFT11912        | 03/07/2020 | Seek Limited                    | SEEK JOB ADVERTISING - CHILDHOOD EDUCATORS - CASUAL POSITIONS                    | 1         |            | 1,567.50   |
| INV 9682984605  | 06/2020    | Seek Limited                    | SEEK JOB ADVERTISING - CHILDHOOD EDUCATORS - CASUAL POSITIONS                    |           | 313.50     |            |
| INV 9684668017  | 06/2020    | Seek Limited                    | SEEK JOB ADVERTISING - PROJECT MANAGER   |           | 313.50     |            |
| INV 9685730624  | 06/2020    | Seek Limited                    | SEEK - STAFF RECRUITMENT - CASUAL CHILDCARE EDUCATORS - RELISTED                 |           | 313.50     |            |
| INV 9685730624  | 06/2020    | Seek Limited                    | SEEK STAFF RECRUITMENT - PROJECT MANAGER - ADVERTISING UNDER LOCAL GOVERNMENT    |           | 313.50     |            |
| INV 9685730624  | 06/2020    | Seek Limited                    | SEEK - STAFF RECRUITMENT - ADMIN POSITIONS (X3) SPECIAL PROJECTS MANAGEMENT TEAM |           | 313.50     |            |
| EFT11913        | 03/07/2020 | South Coast Foodservice         | VARIOUS CLEANING PRODUCTS  | 1         |            | 168.64     |
| INV 4273438     | 23/06/2020 | South Coast Foodservice         | VARIOUS CLEANING PRODUCTS  |           | 168.64     |            |
| EFT11914        | 03/07/2020 | South Regional TAFE - Esperance | FIRE SUPRESSION TRAINING - TOM CURWOOD   | 1         |            | 83.20      |
| INV I0011696    | 19/06/2020 | South Regional TAFE - Esperance | FIRE SUPRESSION TRAINING - TOM CURWOOD   |           | 83.20      |            |
| EFT11915        | 03/07/2020 | Stantec Australia Pty Ltd       | FLOATER ROAD DIVERSION - SITE INSPECTION & 3RD PARTY REVIEW DESIGN REVIEW        | 1         |            | 7,540.50   |
| INV 256883      | 23/06/2020 | Stantec Australia Pty Ltd       | FLOATER ROAD DIVERSION - SITE INSPECTION & 3RD PARTY REVIEW DESIGN REVIEW        |           | 7,540.50   |            |
| EFT11916        | 03/07/2020 | Toll Transport Pty Ltd          | FREIGHT CHARGES - SUNNY INDUSTRIAL BRUSHWARE                                     | 1         |            | 198.19     |
| INV 0450 - S314 | 06/2020    | Toll Transport Pty Ltd          | FREIGHT CHARGES - SUNNY INDUSTRIAL BRUSHWARE                                     |           | 101.81     |            |
| INV 0451-S3022  | 06/2020    | Toll Transport Pty Ltd          | FREIGHT CHARGES - BEST OFFICE, CHEM CENTRE, PATHWEST & CJD                       |           | 96.38      |            |
| EFT11917        | 03/07/2020 | Truck Centre WA Pty Ltd         | MACK TRIDENT 6X4 PRIME MOVER 535HP DAY CAB                                       | 1         |            | 234,028.00 |

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| INV R010213    | 26/06/2020 | Truck Centre WA Pty Ltd                   |   |           | 234,028.00 |          |
| EFT11918       | 03/07/2020 | WINC Australia Pty Ltd                    | VARIOUS HYGENE ITEMS - THE CUB HOUSE - NET48671172              | 1         |            | 197.02   |
| INV 9032808512 | 06/2020    | WINC Australia Pty Ltd                    | VARIOUS CONSUMABLES - LITTLE BARRENS CHILDCARE NET48236070      |           | 20.94      |          |
| INV 9032867218 | 06/2020    | WINC Australia Pty Ltd                    | VARIOUS SUPPLIES NET48499268 LITTLE BARRENS                     |           | 38.54      |          |
| INV 9032882318 | 06/2020    | WINC Australia Pty Ltd                    | VARIOUS HYGENE ITEMS - THE CUB HOUSE - NET48671172              |           | 84.62      |          |
| INV 9032891019 | 06/2020    | WINC Australia Pty Ltd                    | VARIOUS HYGENE MATERIALS - LITTLE BARRENS - NET48642432         |           | 20.33      |          |
| INV 9032924123 | 06/2020    | WINC Australia Pty Ltd                    | VARIOUS SUPPLIES NET48507336 THE CUB HOUSE                      |           | 23.79      |          |
| INV 9032974926 | 06/2020    | WINC Australia Pty Ltd                    | VARIOUS HYGENE MATERIALS - LITTLE BARRENS - NET48642432         |           | 8.80       |          |
| EFT11919       | 10/07/2020 | 4 Rivers Plumbing Gas & Civil Contracting | TANK PAD FOR WATER BOMBER TANK UPGRADE - AS PER QUOTE 5410      | 1         |            | 2,145.00 |
| INV 5446       | 29/06/2020 | 4 Rivers Plumbing Gas & Civil Contracting | TANK PAD FOR WATER BOMBER TANK UPGRADE - AS PER QUOTE 5410      |           | 2,145.00   |          |
| EFT11920       | 10/07/2020 | Auspire                                   | 2020/21 GOLD SUBSCRIPTION AUSPIRE - AUSTRALIA DAY COUNCIL OF WA | 1         |            | 594.00   |
| INV 0460       | 06/07/2020 | Auspire                                   | 2020/21 GOLD SUBSCRIPTION AUSPIRE - AUSTRALIA DAY COUNCIL OF WA |           | 594.00     |          |
| EFT11921       | 10/07/2020 | Australia Post                            | POSTAGE CHARGES - JUNE 2020                                     | 1         |            | 263.26   |
| INV 1009724203 | 07/2020    | Australia Post                            | POSTAGE CHARGES - JUNE 2020                                     |           | 263.26     |          |
| EFT11922       | 10/07/2020 | BP Australia Pty Ltd                      | BP FUEL CARDS - JUNE 2020                                       | 1         |            | 3,516.28 |
| INV 1113983730 | 06/2020    | BP Australia Pty Ltd                      | BP FUEL CARDS - JUNE 2020                                       |           | 3,516.28   |          |
| EFT11923       | 10/07/2020 | Best Office Systems                       | TRAVEL TO HOPETOUN OFFICE TO REPAIR PRINTER                     | 1         |            | 120.68   |
| INV 573983     | 30/06/2020 | Best Office Systems                       | HOPETOUN OFFICE - PRINTING READINGS - JUNE 2020                 |           | 32.68      |          |
| INV 574316     | 30/06/2020 | Best Office Systems                       | TRAVEL TO HOPETOUN OFFICE TO REPAIR PRINTER                     |           | 88.00      |          |

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| EFT11924       | 10/07/2020 | Bunnings                                  | 2 X SILICON ROOF GUTTER SELLYS FOR RAVENSTHORPE MUSEUM                       | 1         |            | 21.82     |
| INV 2022/008   | 04/07/2020 | Bunnings                                  | 2 X SILICON ROOF GUTTER SELLYS FOR RAVENSTHORPE MUSEUM                       |           | 21.82      |           |
| EFT11925       | 10/07/2020 | Cleanaway Pty Ltd                         | COLLECTIONS FOR JUNE 2020  | 1         |            | 19,575.16 |
| INV 2158583330 | 06/2020    | Cleanaway Pty Ltd                         | COLLECTIONS FOR JUNE 2020  |           | 19,575.16  |           |
| EFT11926       | 10/07/2020 | Club Merlot                               | REFUND OF FACILITY HIRE FEES (M0373) DUE TO COVID-19                         | 1         |            | 127.50    |
| INV REFUND22   | 06/2020    | Club Merlot                               | REFUND OF FACILITY HIRE FEES (M0373) DUE TO COVID-19                         |           | 127.50     |           |
| EFT11927       | 10/07/2020 | Commonwealth Bank                         | ATM CASH SERVICING AND MAINTENANCE - 22/06/2020                              | 1         |            | 1,835.38  |
| INV BWR06A30   | 06/2020    | Commonwealth Bank                         | ATM CASH SERVICING AND MAINTENANCE - 22/06/2020                              |           | 1,835.38   |           |
| EFT11928       | 10/07/2020 | Community Spirit Newspaper Inc            | VARIOUS ADVERTISEMENTS 01/07/2020 ISSUE 11                                   | 1         |            | 1,980.00  |
| INV 23700      | 02/07/2020 | Community Spirit Newspaper Inc            | VARIOUS ADVERTISEMENTS 01/07/2020 ISSUE 11                                   |           | 1,800.00   |           |
| INV 23703      | 02/07/2020 | Community Spirit Newspaper Inc            | ADVERTISING - THANK YOU TO HOPETOUN CRC FOR TOURISM                          |           | 180.00     |           |
| EFT11929       | 10/07/2020 | Department of Transport (Shire Licensing) | RA3871 12 MONTHS REGO - UNTIL 01/07/2021                                     | 1         |            | 443.30    |
| INV 1106045401 | 07/2020    | Department of Transport (Shire Licensing) | PLATE CHANGE RA3188 TO 1GWJ258   |           | 28.60      |           |
| INV 1106381302 | 07/2020    | Department of Transport (Shire Licensing) | RA3871 12 MONTHS REGO - UNTIL 01/07/2021                                     |           | 414.70     |           |
| EFT11930       | 10/07/2020 | Fitz Gerald Strategies                    | ANNUAL SUBSCRIPTION FOR COMPREHENSIVE HR AND IR SERVICES FOR 2020-2021       | 1         |            | 5,576.40  |
| INV 2070       | 30/06/2020 | Fitz Gerald Strategies                    | EBA NEGOTIATION FOR ALL STAFF AT SHIRE OF RAVENSHORPE 19/06/2020 - 30/6/2020 |           | 1,279.20   |           |
| INV 2074       | 02/07/2020 | Fitz Gerald Strategies                    | ANNUAL SUBSCRIPTION FOR COMPREHENSIVE HR AND IR SERVICES FOR 2020-2021       |           | 4,297.20   |           |
| EFT11931       | 10/07/2020 | Freight Lines Group                       | FREIGHT CHARGES - DELNORTH   | 1         |            | 254.03    |
| INV 81751      | 30/06/2020 | Freight Lines Group                       | FREIGHT CHARGES - DELNORTH   |           | 254.03     |           |

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| EFT11932               | 10/07/2020 | Gourmet Grazers                        | CATERING FOR REGIONAL COORDINATION GROUP MEETING 1 JULY 2020 - HOT LUNCH           | 1         |            | 420.00    |
| INV 6                  | 01/07/2020 | Gourmet Grazers                        |  |           | 420.00     |           |
| EFT11933               | 10/07/2020 | Griffin Valuation Advisory             | VALUATION SERVICES FOR LOT 64 (17) BUDJAN STREET, MUNGLINUP - DP208866             | 1         |            | 5,720.00  |
| INV 1787               | 29/06/2020 | Griffin Valuation Advisory             | VALUATION SERVICES FOR LOT 64 (17) BUDJAN STREET, MUNGLINUP - DP208866             |           | 5,720.00   |           |
| EFT11934               | 10/07/2020 | Hopetoun Community Resource Centre     | TOURISM FUNDING FOR HOPETOON CRC TOURISM SERVICES - JANUARY - JULY 2020 INSTALMENT | 1         |            | 5,500.00  |
| INV 1076               | 30/06/2020 | Hopetoun Community Resource Centre     | TOURISM FUNDING FOR HOPETOON CRC TOURISM SERVICES - JANUARY - JULY 2020 INSTALMENT |           | 5,500.00   |           |
| EFT11935               | 10/07/2020 | Hopetoun Panel & Paint Pty Ltd         | INSURANCE EXCESS RA3867 - PANEL DAMAGE   | 1         |            | 500.00    |
| INV 736                | 01/07/2020 | Hopetoun Panel & Paint Pty Ltd         | INSURANCE EXCESS RA3867 - PANEL DAMAGE   |           | 500.00     |           |
| EFT11936               | 10/07/2020 | HubHello Australia                     | *HUBWORKS SUBSCRIPTION - ANNUAL PAYMENT - LITTLE BARRENS ELC                       | 1         |            | 1,705.00  |
| INV INV20/0107/07/2020 |            | HubHello Australia                     | *HUBWORKS SUBSCRIPTION - ANNUAL PAYMENT - LITTLE BARRENS ELC                       |           | 1,705.00   |           |
| EFT11937               | 10/07/2020 | Jerdacuttup Community Association Inc. | COMMUNITY DEVELOPMENT FUND - CONTRIBUTION TO ELECTRICITY & INSURANCE               | 1         |            | 1,934.13  |
| INV 02/2020            | 30/06/2020 | Jerdacuttup Community Association Inc. | COMMUNITY DEVELOPMENT FUND - CONTRIBUTION TO ELECTRICITY & INSURANCE               |           | 1,934.13   |           |
| EFT11938               | 10/07/2020 | Jerramungup Electrical                 | SERVICE AIRCONDITIONERS AT VARIOUS SHIRE PROPERTIES                                | 1         |            | 1,337.60  |
| INV 1505               | 23/06/2020 | Jerramungup Electrical                 | SERVICE AIRCONDITIONERS AT VARIOUS SHIRE PROPERTIES                                |           | 1,337.60   |           |
| EFT11939               | 10/07/2020 | Livingston Medical Pty Ltd             | STAFF WAGES SUPPORT FOR 20/21 - QUARTER 1  | 1         |            | 26,556.75 |
| INV 40702              | 29/06/2020 | Livingston Medical Pty Ltd             | PRE-EMPLOYMENT MEDICAL - ANA MARTINS - INCLUDING DRUG AND ALCOHOL LAB TEST         |           | 341.00     |           |
| INV LM0020101/07/2020  |            | Livingston Medical Pty Ltd             | STAFF WAGES SUPPORT FOR 20/21 - QUARTER 1  |           | 26,215.75  |           |
| EFT11940               | 10/07/2020 | Lo-Go Appointments                     | PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 27/06/2020                             | 1         |            | 2,407.04  |



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|------------------------|------------|------------------------------------|---|-----------|------------|----------|
| INV 422071             | 30/06/2020 | Lo-Go Appointments                 | PROFESSIONAL SERVICES - MARK RIDGWELL - W/E<br>27/06/2020                             |           | 2,407.04   |          |
| EFT11941               | 10/07/2020 | Localise Pty Ltd                   | REVIEW OF LEASES - FARMING LEASES   | 1         |            | 726.00   |
| INV 1562               | 30/06/2020 | Localise Pty Ltd                   | REVIEW OF LEASES - FARMING LEASES   |           | 726.00     |          |
| EFT11942               | 10/07/2020 | Market Force                       | ADVERTISING - TENDER RFT 01-2020-21<br>ARCHITECTURAL SERVICES                         | 1         |            | 1,761.63 |
| INV 34107              | 04/05/2020 | Market Force                       | EARLY SETTLEMENT DISCOUNT - INVOICE 32711 MARCH<br>2020                               |           | -104.20    |          |
| INV 33859              | 24/06/2020 | Market Force                       | ADVERTISING - TENDER RFT 01-2020-21<br>ARCHITECTURAL SERVICES                         |           | 1,865.83   |          |
| EFT11943               | 10/07/2020 | Medtech Healthcare Pty Ltd         | MONTHLY SITE SUPPORT FOR MEDICAL CENTRES - JULY<br>2020                               | 1         |            | 110.00   |
| INV 051757             | 01/07/2020 | Medtech Healthcare Pty Ltd         | MONTHLY SITE SUPPORT FOR MEDICAL CENTRES - JULY<br>2020                               |           | 110.00     |          |
| EFT11944               | 10/07/2020 | Munglinup Road House               | MAINTENANCE / CLEANING OF MUNGLINUP PUBLIC<br>FACILITIES                              | 1         |            | 750.00   |
| INV 213270             | 30/06/2020 | Munglinup Road House               | MAINTENANCE / CLEANING OF MUNGLINUP PUBLIC<br>FACILITIES                              |           | 750.00     |          |
| EFT11945               | 10/07/2020 | Nutrien Ag Solutions Ravensthorpe  | BARM TOMCAT RTU MOUSE BAIT STATION X 10 & BARM<br>TOMCAT II RODENT 1.8KG RED BLOX X 2 | 1         |            | 474.32   |
| INV 9030341405/06/2020 |            | Nutrien Ag Solutions Ravensthorpe  | BARM TOMCAT RTU MOUSE BAIT STATION X 10 & BARM<br>TOMCAT II RODENT 1.8KG RED BLOX X 2 |           | 258.50     |          |
| INV 9030959822/06/2020 |            | Nutrien Ag Solutions Ravensthorpe  | BARM TOMCAT RTU MOUSE BAIT STATION X 18   |           | 215.82     |          |
| EFT11946               | 10/07/2020 | Perfect Computer Solutions Pty Ltd | IT SUPPORT COSTS 25/05/2020 - 18/06/2020 & MONTHLY<br>FEE FOR JUNE 2020               | 1         |            | 722.50   |
| INV 25679              | 30/06/2020 | Perfect Computer Solutions Pty Ltd |   |           | 552.50     |          |
| INV 25678              | 30/06/2020 | Perfect Computer Solutions Pty Ltd | IT SUPPORT COSTS FOR THE MEDICAL CENTRE<br>12/05/2020 - 25/06/2020                    |           | 170.00     |          |
| EFT11947               | 10/07/2020 | R And R Heavy Diesel Services      | CARRY OUT 120,000KM SERVICE - RA3751  | 1         |            | 1,815.06 |
| INV 4230               | 29/06/2020 | R And R Heavy Diesel Services      | CARRY OUT 120,000KM SERVICE - RA3751  |           | 1,375.11   |          |

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| INV 4229               | 29/06/2020 | R And R Heavy Diesel Services   | CARRY OUT 100,000KM SERVICE - RA137  |           | 439.95     |          |
| EFT11948               | 10/07/2020 | RAMM Software Pty Ltd           | ANNUAL SUPPORT, MAINTENANCE & LICENCE FEE<br>01/07/2020 - 30/06/2021                         | 1         |            | 8,420.66 |
| INV RSL-169301/07/2020 |            | RAMM Software Pty Ltd           | ANNUAL SUPPORT, MAINTENANCE & LICENCE FEE<br>01/07/2020 - 30/06/2021                         |           | 8,420.66   |          |
| EFT11949               | 10/07/2020 | Ravensthorpe Palace Motor Hotel | STAFF SUNDOWNER - 26 JUNE 2020 - 12 X PIZZAS (MIXED VARIETY)                                 | 1         |            | 288.00   |
| INV 0341               | 26/06/2020 | Ravensthorpe Palace Motor Hotel | STAFF SUNDOWNER - 26 JUNE 2020 - 12 X PIZZAS (MIXED VARIETY)                                 |           | 288.00     |          |
| EFT11950               | 10/07/2020 | Roselea Trading                 | Hopetoun Gym Rent  | 1         |            | 638.45   |
| INV RENT               | 09/07/2020 | Roselea Trading                 | Hopetoun Gym Rent  |           | 488.34     |          |
| INV RATES              | 09/07/2020 | Roselea Trading                 | Hopetoun Gym Rates   |           | 150.11     |          |
| EFT11951               | 10/07/2020 | Shire of Esperance              | PLANNING SERVICES - MAY & JUNE 2020  | 1         |            | 2,395.09 |
| INV 75637              | 30/06/2020 | Shire of Esperance              | PLANNING SERVICES - MAY & JUNE 2020  |           | 2,395.09   |          |
| EFT11952               | 10/07/2020 | Signs Plus                      | NAME BADGES - CR MARK MUDIE & KIM  | 1         |            | 33.60    |
| INV 155949             | 22/06/2020 | Signs Plus                      | NAME BADGES - CR MARK MUDIE & KIM  |           | 33.60      |          |
| EFT11953               | 10/07/2020 | Vanguard Press                  | EDIT AND REDESIGN A3 PROMOTIONAL MAP AND PRINTING IN FULL COLOUR OF 10,000 COPIES (200 PADS) | 1         |            | 4,609.00 |
| INV IN02649326/06/2020 |            | Vanguard Press                  | EDIT AND REDESIGN A3 PROMOTIONAL MAP AND PRINTING IN FULL COLOUR OF 10,000 COPIES (200 PADS) |           | 4,609.00   |          |
| EFT11954               | 10/07/2020 | WA Hino Sales & Service         | REPAIRS TO DIESEL PARTICULATE SYSTEM - RA290   | 1         |            | 765.85   |
| INV HTCS13030/06/2020  |            | WA Hino Sales & Service         | REPAIRS TO DIESEL PARTICULATE SYSTEM - RA290   |           | 765.85     |          |
| EFT11955               | 10/07/2020 | WINC Australia Pty Ltd          | VARIOUS SUPPLIES - THE CUB HOUSE - NET ORDER 48309899  | 1         |            | 102.17   |
| INV 9033053903/07/2020 |            | WINC Australia Pty Ltd          | VARIOUS HYGENE ITEMS - THE CUB HOUSE - NET48671172   |           | 16.43      |          |
| INV 9033052603/07/2020 |            | WINC Australia Pty Ltd          | VARIOUS HYGENE MATERIALS - LITTLE BARRENS - NET48642432                                      |           | 32.87      |          |

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| INV 9033067606/07/2020 |            | WINC Australia Pty Ltd   | VARIOUS SUPPLIES - THE CUB HOUSE - NET ORDER<br>48309899                  |           | 52.87      |            |
| EFT11957               | 17/07/2020 | 4 Rivers Plumbing Gas & Civil Contracting                                  | INSTALL 2 X WATER FILTERS AT THE RAVENSTHORPE<br>SHIRE OFFICE             | 1         |            | 308.00     |
| INV 5463               | 07/07/2020 | 4 Rivers Plumbing Gas & Civil Contracting                                  | INSTALL 2 X WATER FILTERS AT THE RAVENSTHORPE<br>SHIRE OFFICE             |           | 308.00     |            |
| EFT11958               | 17/07/2020 | Building Commision, Department of Mines,<br>Industry Regulation and Safety | BSL RETURN - JUNE 2020  | 1         |            | 283.25     |
| INV T2                 | 17/07/2020 | Building Commision, Department of Mines,<br>Industry Regulation and Safety | B20-09 - MISSED FROM MAY RETURN   | 1         | 56.65      |            |
| INV JUNE 20217/07/2020 |            | Building Commision, Department of Mines,<br>Industry Regulation and Safety | BSL RETURN - JUNE 2020  |           | 226.60     |            |
| EFT11959               | 17/07/2020 | Caltex Energy WA   | DIESEL - 22,604L  | 1         |            | 24,988.72  |
| INV SI41116902/07/2020 |            | Caltex Energy WA   | DIESEL - 22,604L  |           | 24,988.72  |            |
| EFT11960               | 17/07/2020 | Corsign WA   | 2 X 900MM WIDE YELLOW GRABRAILS WITH GROUND<br>SLEEVES                    | 1         |            | 308.00     |
| INV 48324              | 02/07/2020 | Corsign WA   | 2 X 900MM WIDE YELLOW GRABRAILS WITH GROUND<br>SLEEVES                    |           | 308.00     |            |
| EFT11961               | 17/07/2020 | Freight Lines Group  | FREIGHT CHARGES - FULTON HOGAN  | 1         |            | 691.61     |
| INV 77912              | 08/05/2020 | Freight Lines Group  | FREIGHT CHARGES - FULTON HOGAN  |           | 378.33     |            |
| INV 82135              | 10/07/2020 | Freight Lines Group  | FREIGHT CHARGES - FULTON HOGAN  |           | 313.28     |            |
| EFT11962               | 17/07/2020 | Fulton Hogan   | 1X PALLET OF EZSTREET ASPHALT POTHOLE REPAIR<br>MIX                       | 1         |            | 1,795.20   |
| INV 1413805306/07/2020 |            | Fulton Hogan   | 1X PALLET OF EZSTREET ASPHALT POTHOLE REPAIR<br>MIX                       |           | 1,795.20   |            |
| EFT11963               | 17/07/2020 | GD & GA Walker   | PHASE 2 FIRE CELL RESTORATION WORKS/MITIGATION<br>AS PER QUOTE #6         | 1         |            | 103,093.87 |
| INV 78                 | 30/06/2020 | GD & GA Walker   | PHASE 2 FIRE CELL RESTORATION WORKS/MITIGATION<br>AS PER QUOTE #6         |           | 103,093.87 |            |
| EFT11964               | 17/07/2020 | It Vision Australia Pty Ltd  | SYNERGYSOFT & UNIVERSE ANNUAL LICENSE FEES 01<br>JULY 2020 - 30 JUNE 2021 | 1         |            | 37,839.82  |

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| INV 33517              | 01/07/2020 | It Vision Australia Pty Ltd | SYNERGYSOFT & UNIVERSE ANNUAL LICENSE FEES 01 JULY 2020 - 30 JUNE 2021     |           | 37,839.82  |          |
| EFT11965               | 17/07/2020 | Jerramungup Electrical      | SERVICE OR AIRCONDITIONERS RAVENSTHORPE REC CENTRE & GYM                   | 1         |            | 1,160.78 |
| INV 1549               | 09/07/2020 | Jerramungup Electrical      | SERVICE OR AIRCONDITIONERS RAVENSTHORPE REC CENTRE & GYM                   |           | 1,160.78   |          |
| EFT11966               | 17/07/2020 | Jiri Heider                 | REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL CENTRE (SWAN VIEW MEDICAL CENTRE) | 1         |            | 180.00   |
| INV REIMBU08/07/2020   |            | Jiri Heider                 | REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL CENTRE (SWAN VIEW MEDICAL CENTRE) |           | 180.00     |          |
| EFT11967               | 17/07/2020 | KESCO Educational PTY LTD   | VARIOUS REPLACEMENT CHILDCARE EQUIPMENT                                    | 1         |            | 4,034.60 |
| INV 4401105711/06/2020 |            | KESCO Educational PTY LTD   | VARIOUS REPLACEMENT CHILDCARE EQUIPMENT                                    |           | 4,084.60   |          |
| INV 4401215212/06/2020 |            | KESCO Educational PTY LTD   | ONLINE PROMOTIONAL DISCOUNT  |           | -50.00     |          |
| EFT11968               | 17/07/2020 | Karina Bray                 | BOND REFUND  | 1         |            | 20.00    |
| INV T1430              | 17/07/2020 | Karina Bray                 | BOND REFUND  | 1         | 20.00      |          |
| EFT11969               | 17/07/2020 | LGnet                       | ADVERT FOR PROJECT MANAGER POSITION  | 1         |            | 181.50   |
| INV 5,696              | 17/06/2020 | LGnet                       | ADVERT FOR PROJECT MANAGER POSITION  |           | 181.50     |          |
| EFT11970               | 17/07/2020 | Leigh Guthridge             | REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL (DONNYBROOK FAMILY DOCTORS)       | 1         |            | 125.00   |
| INV REIMBU13/07/2020   |            | Leigh Guthridge             | REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL (DONNYBROOK FAMILY DOCTORS)       |           | 125.00     |          |
| EFT11971               | 17/07/2020 | Livingston Medical Pty Ltd  | PRE EMPLOYMENT MEDICAL - ROBIN BENSON INCLUDING DRUG AND ALCOHOL LAB TEST  | 1         |            | 352.00   |
| INV 40941              | 07/07/2020 | Livingston Medical Pty Ltd  | PRE EMPLOYMENT MEDICAL - ROBIN BENSON INCLUDING DRUG AND ALCOHOL LAB TEST  |           | 352.00     |          |
| EFT11972               | 17/07/2020 | Lo-Go Appointments          | PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 04/07/2020                     | 1         |            | 3,233.34 |
| INV 422095             | 07/07/2020 | Lo-Go Appointments          | PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 04/07/2020                     |           | 3,233.34   |          |

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| EFT11973              | 17/07/2020 | Localise Pty Ltd                   | COMPLETE LONG TERM FINANCIAL PLAN  | 1         |            | 45,644.68 |
| INV 1564              | 30/06/2020 | Localise Pty Ltd                   |  |           | 45,644.68  |           |
| EFT11974              | 17/07/2020 | Maree Daw                          | BOND REFUND  | 1         |            | 20.00     |
| INV T665              | 17/07/2020 | Maree Daw                          | BOND REFUND  | 1         | 20.00      |           |
| EFT11975              | 17/07/2020 | Mark Davidson                      | REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL (SCARBOROUGH BEACH MEDICAL CENTRE)  | 1         |            | 150.00    |
| INV REIMBU114/07/2020 | 14/07/2020 | Mark Davidson                      | REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL (SCARBOROUGH BEACH MEDICAL CENTRE)  |           | 150.00     |           |
| EFT11976              | 17/07/2020 | Munglinup Road House               | 133.94L DIESEL FOR JERDACUTTUP FIRE TRUCK                                    | 1         |            | 207.61    |
| INV 193586            | 20/02/2020 | Munglinup Road House               | 133.94L DIESEL FOR JERDACUTTUP FIRE TRUCK                                    |           | 207.61     |           |
| EFT11977              | 17/07/2020 | Natalie Bell                       | REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL (ROKEBY GP)                         | 1         |            | 187.00    |
| INV REIMBU07/07/2020  | 07/07/2020 | Natalie Bell                       | REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL (ROKEBY GP)                         |           | 187.00     |           |
| EFT11978              | 17/07/2020 | Perfect Computer Solutions Pty Ltd | IT SUPPORT COSTS FOR ADMINISTRATION OFFICES - 01/07/2020 - 07/07/2020        | 1         |            | 425.00    |
| INV 25724             | 30/06/2020 | Perfect Computer Solutions Pty Ltd | IT SUPPORT COSTS - 30/06/2020  |           | 42.50      |           |
| INV 25729             | 09/07/2020 | Perfect Computer Solutions Pty Ltd | IT SUPPORT COSTS FOR ADMINISTRATION OFFICES - 01/07/2020 - 07/07/2020        |           | 382.50     |           |
| EFT11979              | 17/07/2020 | R And R Heavy Diesel Services      | SERVICE, REPLACEMENT OF CENTRE HITCH JOINT & COOLING SYSTEM REPAIRS - RA3371 | 1         |            | 6,327.67  |
| INV 4245              | 09/07/2020 | R And R Heavy Diesel Services      | SERVICE, REPLACEMENT OF CENTRE HITCH JOINT & COOLING SYSTEM REPAIRS - RA3371 |           | 4,446.50   |           |
| INV 4244              | 09/07/2020 | R And R Heavy Diesel Services      | SUPPLY STARTING BATTERIES FOR BOMAG COMPACTOR                                |           | 649.00     |           |
| INV 4243              | 09/07/2020 | R And R Heavy Diesel Services      | 60,000KM SERVICE - RA3412  |           | 1,012.17   |           |
| INV 4248              | 14/07/2020 | R And R Heavy Diesel Services      | CARRY OUT DIAGNOSTICS AND DPF BURN - RA206                                   |           | 220.00     |           |
| EFT11980              | 17/07/2020 | Ravensthorpe Building Supplies     | VARIOUS MATERIALS FOR AIRPORT  | 1         |            | 61.26     |

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|---------------------------|-------------|---|--|----------------------|-----------------------|---------------|
| INV 266                   | 10/07/2020  | Ravensthorpe Building Supplies            | 2 X RIVET M-GRIP MANOR RED PBX100                                    |                      | 14.00                 |               |
| INV 211                   | 10/07/2020  | Ravensthorpe Building Supplies            | VARIOUS MATERIALS FOR AIRPORT  |                      | 47.26                 |               |
| EFT11981                  | 17/07/2020  | Ravensthorpe Roadhouse Bp                 | 323.14L DIESEL - JUNE 2020   | 1                    |                       | 461.50        |
| INV 722                   | 30/06/2020  | Ravensthorpe Roadhouse Bp                 | 323.14L DIESEL - JUNE 2020   |                      | 461.50                |               |
| EFT11982                  | 17/07/2020  | WINC Australia Pty Ltd                    | VARIOUS MATERIALS FOR THE CUB HOUSE -<br>NET48629753                 | 1                    |                       | 11.18         |
| INV 9033075807/07/2020    |             | WINC Australia Pty Ltd                    | VARIOUS MATERIALS FOR THE CUB HOUSE -<br>NET48629753                 |                      | 11.18                 |               |
| EFT11983                  | 23/07/2020  | 4 Rivers Plumbing Gas & Civil Contracting | PUMP OUT AND DISPOSE OF THE WASTE FROM<br>JERDACUTTUP PUBLIC TOILET  | 1                    |                       | 907.50        |
| INV 5478                  | 15/07/2020  | 4 Rivers Plumbing Gas & Civil Contracting |  |                      | 907.50                |               |
| EFT11984                  | 23/07/2020  | Bob Waddell                               | FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET<br>- W/E 19/07/2020  | 1                    |                       | 396.00        |
| INV 2070                  | 20/07/2020  | Bob Waddell                               | FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET<br>- W/E 19/07/2020  |                      | 396.00                |               |
| EFT11985                  | 23/07/2020  | Farmers Centre (WA) Pty                   | BLADE FHOLDER W/PROOF BL 6A3   | 1                    |                       | 5.90          |
| INV 718872                | 20/07/2020  | Farmers Centre (WA) Pty                   | BLADE FHOLDER W/PROOF BL 6A3   |                      | 5.90                  |               |
| EFT11986                  | 23/07/2020  | Fitz Gerald Strategies                    | ASSISTANCE WITH PROJECT MANAGEMENT<br>RECRUITMENT - SPECIAL PROJECTS | 1                    |                       | 3,311.67      |
| INV 2071                  | 20/07/2020  | Fitz Gerald Strategies                    | ASSISTANCE WITH PROJECT MANAGEMENT<br>RECRUITMENT - SPECIAL PROJECTS |                      | 3,311.67              |               |
| EFT11987                  | 23/07/2020  | Harrison Crabbe                           | BOND REFUND  | 1                    |                       | 20.00         |
| INV T1296                 | 22/07/2020  | Harrison Crabbe                           | BOND REFUND  | 1                    | 20.00                 |               |
| EFT11988                  | 23/07/2020  | Jerramungup Electrical                    | SERVICE AIRCONDITIONERS AT RAVENSTHORPE CRC                          | 1                    |                       | 816.75        |
| INV 1533                  | 30/06/2020  | Jerramungup Electrical                    | SERVICE AIRCONDITIONERS AT RAVENSTHORPE CRC                          |                      | 816.75                |               |
| EFT11989                  | 23/07/2020  | LG Assist ANZ                             | JOB ADVERTISEMENT - PROJECT MANAGER - LG ASSIST                      | 1                    |                       | 330.00        |

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|---------------------------|-------------|---|---|----------------------|-----------------------|---------------|
| INV 2475                  | 22/06/2020  | LG Assist ANZ                             | JOB ADVERTISEMENT - PROJECT MANAGER - LG ASSIST   |                      | 330.00                |               |
| EFT11990                  | 23/07/2020  | Lo-Go Appointments                        | PROFESSIONAL SERVICES - MARK RIDGWELL - W/E<br>11/07/2020                               | 1                    |                       | 3,233.34      |
| INV 422119                | 14/07/2020  | Lo-Go Appointments                        | PROFESSIONAL SERVICES - MARK RIDGWELL - W/E<br>11/07/2020                               |                      | 3,233.34              |               |
| EFT11991                  | 23/07/2020  | Perfect Computer Solutions Pty Ltd        | TRAVEL 02/08 - 05/08 FOR SERVER UPGRADE   | 1                    |                       | 3,223.50      |
| INV 24890                 | 15/08/2019  | Perfect Computer Solutions Pty Ltd        | TRAVEL 02/08 - 05/08 FOR SERVER UPGRADE   |                      | 1,353.50              |               |
| INV 25079                 | 31/10/2019  | Perfect Computer Solutions Pty Ltd        | IT SUPPORT COSTS 24/10/19 - 29/10/2019 & MONTHLY FEE                                    |                      | 1,275.00              |               |
| INV 25283                 | 23/01/2020  | Perfect Computer Solutions Pty Ltd        | IT SUPPORT COSTS FOR THE MEDICAL CENTRE -<br>15/01/2020                                 |                      | 255.00                |               |
| INV 25363                 | 20/02/2020  | Perfect Computer Solutions Pty Ltd        | IT SUPPORT COSTS 13/02/2020 - 18/02/2020  |                      | 340.00                |               |
| EFT11992                  | 23/07/2020  | R And R Heavy Diesel Services             | FIT AND SUPPLY NEW HEAVY DUTY EXTREME EXIDE<br>BATTERY - RA225                          | 1                    |                       | 242.00        |
| INV 4255                  | 16/07/2020  | R And R Heavy Diesel Services             | FIT AND SUPPLY NEW HEAVY DUTY EXTREME EXIDE<br>BATTERY - RA225                          |                      | 242.00                |               |
| EFT11993                  | 23/07/2020  | Ravensthorpe Building Supplies            | CABOTS AQUADECK X 4   | 1                    |                       | 762.50        |
| INV 366                   | 14/07/2020  | Ravensthorpe Building Supplies            | CABOTS AQUADECK X 4   |                      | 740.00                |               |
| INV 420                   | 16/07/2020  | Ravensthorpe Building Supplies            | CASTOR 100MM BLACK RUBBER SWIVEL WHEELS X 2   |                      | 22.50                 |               |
| EFT11994                  | 23/07/2020  | Shire of Ravensthorpe Social Club         | Payroll deductions  | 1                    |                       | 75.00         |
| INV DEDUCT13/07/2020      |             | Shire of Ravensthorpe Social Club         | Payroll deductions  |                      | 75.00                 |               |
| EFT11995                  | 23/07/2020  | Woomera Mining Limited                    | Rates refund for assessment A14299 LOT E74/00597<br>EXPLORATION LICENCE RAVENSTHORPE WA | 1                    |                       | 216.67        |
| INV A14299                | 21/07/2020  | Woomera Mining Limited                    | Rates refund for assessment A14299 LOT E74/00597<br>EXPLORATION LICENCE RAVENSTHORPE WA |                      | 216.67                |               |
| EFT11996                  | 31/07/2020  | 4 Rivers Plumbing Gas & Civil Contracting | PUMP OUT SEPTIC TANKS & UNBLOCK PIPES OVER 3<br>DAYS                                    | 1                    |                       | 2,508.00      |
| INV 5482                  | 21/07/2020  | 4 Rivers Plumbing Gas & Civil Contracting | PUMP OUT SEPTIC TANKS & UNBLOCK PIPES OVER 3<br>DAYS                                    |                      | 2,508.00              |               |

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|----------------|------------|---|--|-----------|------------|----------|
| EFT11997       | 31/07/2020 | Best Office Systems                       | PRINTER READINGS - RAVENSTHORPE OFFICE - 20/06/2020 - 20/07/2020     | 1         |            | 722.20   |
| INV 574571     | 13/07/2020 | Best Office Systems                       | PRINTER READINGS - RAVENSTHORPE OFFICE - 20/06/2020 - 20/07/2020     |           | 722.20     |          |
| EFT11998       | 31/07/2020 | Bills Doors & Servicing                   | REPAIRS TO AUTO DOOR AT HOPETOUN COMMUNITY CENTRE                    | 1         |            | 4,814.93 |
| INV 324        | 16/07/2020 | Bills Doors & Servicing                   | REPAIRS TO AUTO DOOR AT HOPETOUN COMMUNITY CENTRE                    |           | 3,932.52   |          |
| INV 325        | 17/07/2020 | Bills Doors & Servicing                   | REPAIRS TO AUTO DOOR AT RAVENSTHORPE SHIRE OFFICE & PARTS            |           | 882.41     |          |
| EFT11999       | 31/07/2020 | Bunnings                                  | 10 x WOODHOUSE 30 X 30MM 5.4M H3 LOSP FJ PRIMED SCOTIA PINE MOULDING | 1         |            | 142.20   |
| INV 2022/00921 | 21/07/2020 | Bunnings                                  | 10 x WOODHOUSE 30 X 30MM 5.4M H3 LOSP FJ PRIMED SCOTIA PINE MOULDING |           | 142.20     |          |
| EFT12000       | 31/07/2020 | City of Albany                            | BUILDING SERVICES - CERTIFICATE OF DESIGN COMPLIANCE X 2             | 1         |            | 374.00   |
| INV 89292      | 20/07/2020 | City of Albany                            | BUILDING SERVICES - CERTIFICATE OF DESIGN COMPLIANCE X 2             |           | 374.00     |          |
| EFT12001       | 31/07/2020 | Dene Bingham                              | TRAVEL EXPENSES FOR HEARING TEST IN RAVENSTHORPE                     | 1         |            | 78.00    |
| INV TRAVEL     | 28/07/2020 | Dene Bingham                              | TRAVEL EXPENSES FOR HEARING TEST IN RAVENSTHORPE                     |           | 78.00      |          |
| EFT12002       | 31/07/2020 | Department of Transport (Shire Licensing) | PLATE REMAKE RA3280  | 1         |            | 85.20    |
| INV 1111757823 | 07/2020    | Department of Transport (Shire Licensing) | PLATE CHANGE RA3280 TO 1GWJ266                                       |           | 28.60      |          |
| INV 1112113224 | 07/2020    | Department of Transport (Shire Licensing) | PLATE CHANGE 1GVC345 TO RA222  |           | 17.30      |          |
| INV 1112428827 | 07/2020    | Department of Transport (Shire Licensing) | PLATE REMAKE RA3280  |           | 39.30      |          |
| EFT12003       | 31/07/2020 | Esperance Fire Services                   | SERVICING OF ALL PLANT FIRE EXTINGUISHERS                            | 1         |            | 910.00   |
| INV 08005      | 17/07/2020 | Esperance Fire Services                   | SERVICING OF ALL PLANT FIRE EXTINGUISHERS                            |           | 888.00     |          |
| INV 08003      | 17/07/2020 | Esperance Fire Services                   | SERVICING OF ALL PLANT FIRE EXTINGUISHERS                            |           | 22.00      |          |



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| EFT12004       | 31/07/2020 | Esperance Motor Group trading as Esperance Toyota | NEW HILUX 4X4 2.8L DSL EXTRA CAB UTILITY WITH CUSTOM RANGER BODY       | 1         |            | 138,085.00 |
| INV 9404329    | 29/06/2020 | Esperance Motor Group trading as Esperance Toyota | NEW HILUX 4X4 2.8L DSL EXTRA CAB UTILITY WITH CUSTOM RANGER BODY       |           | 79,042.50  |            |
| INV 9420217    | 29/06/2020 | Esperance Motor Group trading as Esperance Toyota | NEW HILUX 4X4 2.8LDSL EXTRA CAB UTILITY WITH CUSTOM RANGER BODY        |           | 59,042.50  |            |
| EFT12005       | 31/07/2020 | Fulton Hogan                                      | WHITE LINE PAINTING JERDACUTTUP ROAD SLK 0.04 to 5.25                  | 1         |            | 7,325.89   |
| INV 1410075626 | 06/2020    | Fulton Hogan                                      | WHITE LINE PAINTING JERDACUTTUP ROAD SLK 0.04 to 5.25                  |           | 7,325.89   |            |
| EFT12006       | 31/07/2020 | Grants Empire                                     | WABN GRANT APPLICATION - RAVENSTHORPE BIKE PLAN - PAYMENT 1 OF 2       | 1         |            | 726.00     |
| INV 1900       | 21/07/2020 | Grants Empire                                     | WABN GRANT APPLICATION - RAVENSTHORPE BIKE PLAN - PAYMENT 1 OF 2       |           | 726.00     |            |
| EFT12007       | 31/07/2020 | Guardian Print & Graphics                         | BUSINESS CARDS - 5 X COUNCILLORS                                       | 1         |            | 1,025.00   |
| INV 8730       | 20/07/2020 | Guardian Print & Graphics                         | 1,000 X LETTERHEADS  |           | 225.00     |            |
| INV 8725       | 20/07/2020 | Guardian Print & Graphics                         | BUSINESS CARDS - 5 X COUNCILLORS                                       |           | 800.00     |            |
| EFT12008       | 31/07/2020 | Hopetoun Progress Association Inc                 | FUNDING FOR AGED CARE UNIT MANAGMENT & COMMUNITY PROJECTS APR-JUN 2020 | 1         |            | 3,750.00   |
| INV 1001       | 24/07/2020 | Hopetoun Progress Association Inc                 | FUNDING FOR AGED CARE UNIT MANAGMENT & COMMUNITY PROJECTS APR-JUN 2020 |           | 3,750.00   |            |
| EFT12009       | 31/07/2020 | It Vision User Group Inc                          | IT VISION USER GROUP SUBSCRIPTION 2020/2021                            | 1         |            | 748.00     |
| INV 535        | 20/07/2020 | It Vision User Group Inc                          | IT VISION USER GROUP SUBSCRIPTION 2020/2021                            |           | 748.00     |            |
| EFT12010       | 31/07/2020 | Jerramungup Electrical                            | REINSTATE POWER AND PHONE TO 30 KINGSMILL STREET                       | 1         |            | 4,950.00   |
| INV INV-160124 | 07/2020    | Jerramungup Electrical                            | REINSTATE POWER AND PHONE TO 30 KINGSMILL STREET                       |           | 4,950.00   |            |
| EFT12011       | 31/07/2020 | Kindyhub Pty Ltd                                  | KINDYHUB APP - MONTHLY SUBSCRIPTION - JULY 2020                        | 1         |            | 36.30      |
| INV KH1380013  | 07/2020    | Kindyhub Pty Ltd                                  | KINDYHUB APP - MONTHLY SUBSCRIPTION - JULY 2020                        |           | 16.50      |            |
| INV KH1379913  | 07/2020    | Kindyhub Pty Ltd                                  | KINDYHUB APP - MONTHLY SUBSCRIPTION - JULY 2020                        |           | 19.80      |            |

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| EFT12012               | 31/07/2020 | LGIS Broking WA            | LGIS SALARY CONTINUANCE 2020/2021                            | 1         |            | 5,530.76  |
| INV 062-207629/06/2020 |            | LGIS Broking WA            | LGIS SALARY CONTINUANCE 2020/2021                            |           | 4,870.76   |           |
| INV 062-207709/06/2020 |            | LGIS Broking WA            | LGIS MARINE CARGO 2020/2021                                  |           | 660.00     |           |
| EFT12013               | 31/07/2020 | LGIS Liability             | LGIS PUBLIC LIABILITY 2020/2021 - INSTALMENT 1               | 1         |            | 25,585.59 |
| INV 100-139007/07/2020 |            | LGIS Liability             | LGIS PUBLIC LIABILITY 2020/2021 - INSTALMENT 1               |           | 14,120.70  |           |
| INV 100-139408/07/2020 |            | LGIS Liability             | LGIS MANAGEMENT LIABILITY 2020/2021                          |           | 11,464.89  |           |
| EFT12014               | 31/07/2020 | LGIS Property              | LGIS PROPERTY 2020/2021 - INSTALMENT 1                       | 1         |            | 53,155.87 |
| INV 100-139408/07/2020 |            | LGIS Property              | LGIS PROPERTY 2020/2021 - INSTALMENT 1                       |           | 53,155.87  |           |
| EFT12015               | 31/07/2020 | LGIS Workcare              | LGIS WORKCARE 2020/2021 - INSTALMENT 1                       | 1         |            | 25,545.60 |
| INV CR 100-108/07/2020 |            | LGIS Workcare              | LGIS CONTRIBUTIONS ASSISTANCE PACKAGE 2020/2021              |           | -28,979.20 |           |
| INV 100-140009/07/2020 |            | LGIS Workcare              | LGIS WORKCARE 2020/2021 - INSTALMENT 1                       |           | 54,524.80  |           |
| EFT12016               | 31/07/2020 | LGISWA                     | LGIS MOTOR VEHICLE INSURANCE 2020/2021                       | 1         |            | 93,189.36 |
| INV 100-139007/07/2020 |            | LGISWA                     | LGIS BUSHFIRE 2020/2021                                      |           | 25,245.00  |           |
| INV 100-139107/07/2020 |            | LGISWA                     | LGIS CRIME & CYBER LIABILITY 2020/2021                       |           | 4,989.03   |           |
| INV 100-139408/07/2020 |            | LGISWA                     | LGIS CORPORATE TRAVEL 2020/2021                              |           | 880.00     |           |
| INV 100-139408/07/2020 |            | LGISWA                     | LGIS PERSONAL ACCIDENT 2020/2021                             |           | 467.50     |           |
| INV 100-139408/07/2020 |            | LGISWA                     | LGIS MOTOR VEHICLE INSURANCE 2020/2021                       |           | 61,607.83  |           |
| EFT12017               | 31/07/2020 | Livingston Medical Pty Ltd | ANNUAL SUBSCRIPTION FOR BEST PRACTICE SOFTWARE - 2020 / 2021 | 1         |            | 1,962.93  |
| INV LMBP00217/07/2020  |            | Livingston Medical Pty Ltd | ANNUAL SUBSCRIPTION FOR BEST PRACTICE SOFTWARE - 2020 / 2021 |           | 1,962.93   |           |
| EFT12018               | 31/07/2020 | Lloydey's Power Services   | EMERGENCY LIGHT TESTING AT VARIOUS SHIRE PROPERTIES          | 1         |            | 408.65    |
| INV INV-044021/07/2020 |            | Lloydey's Power Services   | EMERGENCY LIGHT TESTING AT VARIOUS SHIRE PROPERTIES          |           | 408.65     |           |

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| EFT12019               | 31/07/2020 | Lo-Go Appointments                                       | PROFESSIONAL SERVICES - MARK RIDGWELL - W/K<br>18/07/2020                          | 1         |            | 3,563.82 |
| INV 0042087415/10/2019 |            | Lo-Go Appointments                                       | TRAVEL REIMBURSEMENT FROM RAVENSTHORPE TO<br>BUNBURY - HELEN COOPER                |           | 330.48     |          |
| INV 422145             | 21/07/2020 | Lo-Go Appointments                                       | PROFESSIONAL SERVICES - MARK RIDGWELL - W/K<br>18/07/2020                          |           | 3,233.34   |          |
| EFT12020               | 31/07/2020 | Local Health Authorities Analytical Committee<br>(LHAAC) | ANALYTICAL SERVICES 2020/2021  | 1         |            | 254.65   |
| INV MA2020             | 10/07/2020 | Local Health Authorities Analytical Committee<br>(LHAAC) | ANALYTICAL SERVICES 2020/2021  |           | 254.65     |          |
| EFT12021               | 31/07/2020 | Mammoth Equipment & Exhausts                             | 960L X AD BLUE   | 1         |            | 633.60   |
| INV 117777             | 20/07/2020 | Mammoth Equipment & Exhausts                             | 960L X AD BLUE   |           | 633.60     |          |
| EFT12022               | 31/07/2020 | Melissa Pollock  | REIMBURSEMENT FOR HOOK AND MOUNTING TAPE<br>(BUNNINGS)                             | 1         |            | 28.55    |
| INV REIMBU05/07/2020   |            | Melissa Pollock  | REIMBURSEMENT FOR HOOK AND MOUNTING TAPE<br>(BUNNINGS)                             |           | 28.55      |          |
| EFT12023               | 31/07/2020 | Meridian Agencies (Weistermann Family Trust)             | VARIOUS STATIONARY   | 1         |            | 472.13   |
| INV 735                | 30/06/2020 | Meridian Agencies (Weistermann Family Trust)             |  |           | 36.45      |          |
| INV 753                | 30/06/2020 | Meridian Agencies (Weistermann Family Trust)             | VARIOUS STATIONARY   |           | 435.68     |          |
| EFT12024               | 31/07/2020 | Perfect Computer Solutions Pty Ltd                       | IT SUPPORT COSTS 28/04/2020 - 19/05/2020   | 1         |            | 915.00   |
| INV 25607              | 21/05/2020 | Perfect Computer Solutions Pty Ltd                       | IT SUPPORT COSTS 28/04/2020 - 19/05/2020   |           | 595.00     |          |
| INV 25748              | 16/07/2020 | Perfect Computer Solutions Pty Ltd                       | IT SUPPORT COSTS FOR THE MEDICAL CENTRES -<br>06/07/2020                           |           | 42.50      |          |
| INV 25747              | 16/07/2020 | Perfect Computer Solutions Pty Ltd                       | IT SUPPORT COSTS FOR ADMINISTRATION OFFICES -<br>09/07/2020                        |           | 127.50     |          |
| INV 25749              | 17/07/2020 | Perfect Computer Solutions Pty Ltd                       | CHARGE CORD FOR LENOVO LAPTOP - RAVENSTHORPE<br>OFFICE                             |           | 150.00     |          |
| EFT12025               | 31/07/2020 | R And R Heavy Diesel Services                            | DIAGNOSTIC TRUCK COMPUTER PLUG & REPLACE<br>COOLANT LEVEL AND TEMP SENSOR - RA3582 | 1         |            | 7,595.60 |
| INV 4263               | 21/07/2020 | R And R Heavy Diesel Services                            | DIAGNOSTIC TRUCK COMPUTER PLUG & REPLACE<br>COOLANT LEVEL AND TEMP SENSOR - RA3582 |           | 4,462.89   |          |

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| INV 4262                | 21/07/2020 | R And R Heavy Diesel Services           | CARRY OUT SERVICE TORO GROUND MASTER INCLUDING PARTS AND LABOUR - RA3331 |           | 2,290.05   |           |
| INV 4261                | 21/07/2020 | R And R Heavy Diesel Services           | CARRY OUT SERVICE AMMANN 4253HR - RA3246                                 |           | 842.66     |           |
| EFT12026                | 31/07/2020 | Rodney Clarence Daw                     | CBFCO TELSTRA REIMBURSEMENT TO 10 JULY 2020                              | 1         |            | 95.42     |
| INV REIMBU27/07/2020    |            | Rodney Clarence Daw                     | CBFCO TELSTRA REIMBURSEMENT TO 10 JULY 2020                              |           | 95.42      |           |
| EFT12027                | 31/07/2020 | Shire of Ravensthorpe Social Club       | Payroll deductions   | 1         |            | 95.00     |
| INV DEDUCT27/07/2020    |            | Shire of Ravensthorpe Social Club       | Payroll deductions   |           | 95.00      |           |
| EFT12028                | 31/07/2020 | South Coast Foodservice                 | 2 X PURELL INSTANT HAND SANITISER - GEL 1.2LT REFILLS & DISPENSER        | 1         |            | 91.85     |
| INV 4275810             | 21/07/2020 | South Coast Foodservice                 | 2 X PURELL INSTANT HAND SANITISER - GEL 1.2LT REFILLS & DISPENSER        |           | 91.85      |           |
| EFT12029                | 31/07/2020 | Toll Transport Pty Ltd                  | FREIGHT CHARGES - PATHWEST, CORSIGN                                      | 1         |            | 97.88     |
| INV 0452-S30:19/07/2020 |            | Toll Transport Pty Ltd                  | FREIGHT CHARGES - PATHWEST, CORSIGN                                      |           | 97.88      |           |
| EFT12030                | 31/07/2020 | Tourism Touchscreens - Datatrax Pty Ltd | FINAL QUARTERLY SETTLEMENT   | 1         |            | 795.00    |
| INV 98227               | 13/04/2020 | Tourism Touchscreens - Datatrax Pty Ltd | FINAL QUARTERLY SETTLEMENT   |           | 795.00     |           |
| EFT12031                | 31/07/2020 | WALGA                                   | WALGA SUBSCRIPTIONS 2020/2021  | 1         |            | 19,102.52 |
| INV I3082982            | 20/07/2020 | WALGA                                   | WALGA SUBSCRIPTIONS 2020/2021  |           | 19,102.52  |           |
| EFT12032                | 31/07/2020 | WINC Australia Pty Ltd                  | NET ORDER 48825223 - VARIOUS CONSUMABLES - LITTLE BARRENS                | 1         |            | 526.88    |
| INV 9033166916/07/2020  |            | WINC Australia Pty Ltd                  | NET ORDER 48825223 - VARIOUS CONSUMABLES - LITTLE BARRENS                |           | 510.37     |           |
| INV 9033176317/07/2020  |            | WINC Australia Pty Ltd                  | NET ORDER 48825223 - VARIOUS CONSUMABLES - LITTLE BARRENS                |           | 16.51      |           |
| DD5382.1                | 13/07/2020 | WA Local Government Super Plan          | Payroll deductions   | 1         |            | 10,335.97 |
| INV SUPER               | 13/07/2020 | WA Local Government Super Plan          | Superannuation contributions   | 1         | 8,163.96   |           |
| INV DEDUCT13/07/2020    |            | WA Local Government Super Plan          | Payroll deductions   | 1         | 210.00     |           |

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|---------------------------|-------------|--|------------------------------|----------------------|-----------------------|---------------|
| INV DEDUCT                | 13/07/2020  | WA Local Government Super Plan               | Payroll deductions           | 1                    | 174.17                |               |
| INV DEDUCT                | 13/07/2020  | WA Local Government Super Plan               | Payroll deductions           | 1                    | 1,112.67              |               |
| INV DEDUCT                | 13/07/2020  | WA Local Government Super Plan               | Payroll deductions           | 1                    | 62.06                 |               |
| INV DEDUCT                | 13/07/2020  | WA Local Government Super Plan               | Payroll deductions           | 1                    | 215.92                |               |
| INV DEDUCT                | 13/07/2020  | WA Local Government Super Plan               | Payroll deductions           | 1                    | 73.08                 |               |
| INV DEDUCT                | 13/07/2020  | WA Local Government Super Plan               | Payroll deductions           | 1                    | 292.31                |               |
| INV DEDUCT                | 13/07/2020  | WA Local Government Super Plan               | Payroll deductions           | 1                    | 31.80                 |               |
| DD5382.2                  | 13/07/2020  | BT Super                                     | Superannuation contributions | 1                    |                       | 467.37        |
| INV SUPER                 | 13/07/2020  | BT Super                                     | Superannuation contributions | 1                    | 467.37                |               |
| DD5382.3                  | 13/07/2020  | Rest Superannuation                          | Superannuation contributions | 1                    |                       | 626.80        |
| INV SUPER                 | 13/07/2020  | Rest Superannuation                          | Superannuation contributions | 1                    | 626.80                |               |
| DD5382.4                  | 13/07/2020  | BUSSQ  | Payroll deductions           | 1                    |                       | 414.96        |
| INV SUPER                 | 13/07/2020  | BUSSQ  | Superannuation contributions | 1                    | 308.56                |               |
| INV DEDUCT                | 13/07/2020  | BUSSQ  | Payroll deductions           | 1                    | 106.40                |               |
| DD5382.5                  | 13/07/2020  | ANZ Smart Choice Super                       | Superannuation contributions | 1                    |                       | 134.19        |
| INV SUPER                 | 13/07/2020  | ANZ Smart Choice Super                       | Superannuation contributions | 1                    | 134.19                |               |
| DD5382.6                  | 13/07/2020  | The Trustee for The Dyer Super Fund (R Dyer) | Payroll deductions           | 1                    |                       | 571.16        |
| INV SUPER                 | 13/07/2020  | The Trustee for The Dyer Super Fund (R Dyer) | Superannuation contributions | 1                    | 486.54                |               |
| INV DEDUCT                | 13/07/2020  | The Trustee for The Dyer Super Fund (R Dyer) | Payroll deductions           | 1                    | 84.62                 |               |
| DD5382.7                  | 13/07/2020  | GuildSuper                                   | Superannuation contributions | 1                    |                       | 180.50        |
| INV SUPER                 | 13/07/2020  | GuildSuper                                   | Superannuation contributions | 1                    | 180.50                |               |
| DD5382.8                  | 13/07/2020  | Australian Super Pty Ltd                     | Superannuation contributions | 1                    |                       | 245.48        |

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|---------------------------|-------------|---|--|----------------------|-----------------------|---------------|
| INV SUPER                 | 13/07/2020  | Australian Super Pty Ltd                        | Superannuation contributions                         | 1                    | 245.48                |               |
| DD5382.9                  | 13/07/2020  | Australian Superannuation (Formally Westscheme) | Payroll deductions                                   | 1                    |                       | 3,273.06      |
| INV SUPER                 | 13/07/2020  | Australian Superannuation (Formally Westscheme) | Superannuation contributions                         | 1                    | 1,888.46              |               |
| INV DEDUCT                | 13/07/2020  | Australian Superannuation (Formally Westscheme) | Payroll deductions                                   | 1                    | 1,050.00              |               |
| INV DEDUCT                | 13/07/2020  | Australian Superannuation (Formally Westscheme) | Payroll deductions                                   | 1                    | 334.60                |               |
| DD5393.1                  | 29/07/2020  | Department of Transport (Shire Licensing)       | 1GUV793 LICENCE RENEWAL TO 31/07/2021                | 1                    |                       | 16,555.30     |
| INV 0110865728/07/2020    |             | Department of Transport (Shire Licensing)       | B9609 FLEET SCHEDULE - LICENCE RENEWAL TO 31/07/2021 | 1                    | 16,089.85             |               |
| INV 0110867229/07/2020    |             | Department of Transport (Shire Licensing)       | 1DQD604 LICENCE RENEWAL TO 31/07/2021                | 1                    | 79.35                 |               |
| INV 0110867229/07/2020    |             | Department of Transport (Shire Licensing)       | 1GUV793 LICENCE RENEWAL TO 31/07/2021                | 1                    | 386.10                |               |
| DD5394.1                  | 27/07/2020  | WA Local Government Super Plan                  | Payroll deductions                                   | 1                    |                       | 10,613.06     |
| INV SUPER                 | 27/07/2020  | WA Local Government Super Plan                  | Superannuation contributions                         | 1                    | 8,430.46              |               |
| INV DEDUCT                | 27/07/2020  | WA Local Government Super Plan                  | Payroll deductions                                   | 1                    | 210.00                |               |
| INV DEDUCT                | 27/07/2020  | WA Local Government Super Plan                  | Payroll deductions                                   | 1                    | 171.26                |               |
| INV DEDUCT                | 27/07/2020  | WA Local Government Super Plan                  | Payroll deductions                                   | 1                    | 1,124.99              |               |
| INV DEDUCT                | 27/07/2020  | WA Local Government Super Plan                  | Payroll deductions                                   | 1                    | 62.06                 |               |
| INV DEDUCT                | 27/07/2020  | WA Local Government Super Plan                  | Payroll deductions                                   | 1                    | 217.10                |               |
| INV DEDUCT                | 27/07/2020  | WA Local Government Super Plan                  | Payroll deductions                                   | 1                    | 73.08                 |               |
| INV DEDUCT                | 27/07/2020  | WA Local Government Super Plan                  | Payroll deductions                                   | 1                    | 292.31                |               |
| INV DEDUCT                | 27/07/2020  | WA Local Government Super Plan                  | Payroll deductions                                   | 1                    | 31.80                 |               |
| DD5394.2                  | 27/07/2020  | BT Super  | Superannuation contributions                         | 1                    |                       | 512.59        |
| INV SUPER                 | 27/07/2020  | BT Super  | Superannuation contributions                         | 1                    | 512.59                |               |
| DD5394.3                  | 27/07/2020  | Rest Superannuation                             | Superannuation contributions                         | 1                    |                       | 513.07        |
| INV SUPER                 | 27/07/2020  | Rest Superannuation                             | Superannuation contributions                         | 1                    | 513.07                |               |

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|---------------------------|-------------|---|--------------------------------------|----------------------|-----------------------|---------------|
| DD5394.4                  | 27/07/2020  | BUSSQ   | Payroll deductions                   | 1                    |                       | 614.44        |
| INV SUPER                 | 27/07/2020  | BUSSQ   | Superannuation contributions         | 1                    | 456.89                |               |
| INV DEDUCT                | 27/07/2020  | BUSSQ   | Payroll deductions                   | 1                    | 157.55                |               |
| DD5394.5                  | 27/07/2020  | ANZ Smart Choice Super                          | Superannuation contributions         | 1                    |                       | 162.45        |
| INV SUPER                 | 27/07/2020  | ANZ Smart Choice Super                          | Superannuation contributions         | 1                    | 162.45                |               |
| DD5394.6                  | 27/07/2020  | The Trustee for The Dyer Super Fund (R Dyer)    | Payroll deductions                   | 1                    |                       | 571.16        |
| INV SUPER                 | 27/07/2020  | The Trustee for The Dyer Super Fund (R Dyer)    | Superannuation contributions         | 1                    | 486.54                |               |
| INV DEDUCT                | 27/07/2020  | The Trustee for The Dyer Super Fund (R Dyer)    | Payroll deductions                   | 1                    | 84.62                 |               |
| DD5394.7                  | 27/07/2020  | GuildSuper                                      | Superannuation contributions         | 1                    |                       | 180.50        |
| INV SUPER                 | 27/07/2020  | GuildSuper                                      | Superannuation contributions         | 1                    | 180.50                |               |
| DD5394.8                  | 27/07/2020  | Australian Super Pty Ltd                        | Superannuation contributions         | 1                    |                       | 245.48        |
| INV SUPER                 | 27/07/2020  | Australian Super Pty Ltd                        | Superannuation contributions         | 1                    | 245.48                |               |
| DD5394.9                  | 27/07/2020  | Australian Superannuation (Formally Westscheme) | Payroll deductions                   | 1                    |                       | 3,288.93      |
| INV SUPER                 | 27/07/2020  | Australian Superannuation (Formally Westscheme) | Superannuation contributions         | 1                    | 1,900.08              |               |
| INV DEDUCT                | 27/07/2020  | Australian Superannuation (Formally Westscheme) | Payroll deductions                   | 1                    | 1,050.00              |               |
| INV DEDUCT                | 27/07/2020  | Australian Superannuation (Formally Westscheme) | Payroll deductions                   | 1                    | 338.85                |               |
| DD5403.1                  | 31/07/2020  | Department of Transport (Shire Licensing)       | DoT PAYMENT BY AUTHORITY - JULY 2020 | 1                    |                       | 37,403.40     |
| INV JULY 2023             | 1/07/2020   | Department of Transport (Shire Licensing)       | DoT PAYMENT BY AUTHORITY - JULY 2020 | 1                    | 37,403.40             |               |
| DD5403.2                  | 31/07/2020  | Synergy   | PAYMENT BY AUTHORITY - JULY 2020     | 1                    |                       | 2,426.42      |
| INV JULY 2023             | 1/07/2020   | Synergy   | PAYMENT BY AUTHORITY - JULY 2020     | 1                    | 2,426.42              |               |
| DD5403.3                  | 31/07/2020  | Water Corporation                               | PAYMENT BY AUTHORITY - JULY 2020     | 1                    |                       | 13,411.75     |
| INV JULY 2023             | 1/07/2020   | Water Corporation                               | PAYMENT BY AUTHORITY - JULY 2020     | 1                    | 13,411.75             |               |

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| Cheque /EFT No         | Date       | Name                           | Invoice Description  | Bank Code | INV Amount | Amount    |
|------------------------|------------|--------------------------------|--|-----------|------------|-----------|
| DD5403.4               | 15/07/2020 | SG Fleet                       | LEASE RENTALS JULY 2020  | 1         |            | 13,496.72 |
| INV AUSG00215/07/2020  |            | SG Fleet                       | LEASE RENTALS JULY 2020  | 1         | 13,496.72  |           |
| DD5403.5               | 01/07/2020 | Westnet Pty Ltd                | PAYMENT BY AUTHORITY - JULY 2020                                   | 1         |            | 352.09    |
| INV JULY 20201/07/2020 |            | Westnet Pty Ltd                | PAYMENT BY AUTHORITY - JULY 2020                                   | 1         | 352.09     |           |
| DD5403.6               | 23/07/2020 | WA Treasury Corporation (WATC) | WATC GOVERNMENT GUARANTEE FEE ACCRUAL FOR PERIOD ENDING 30/06/2020 | 1         |            | 5,364.10  |
| INV WATC JL23/07/2020  |            | WA Treasury Corporation (WATC) | WATC GOVERNMENT GUARANTEE FEE ACCRUAL FOR PERIOD ENDING 30/06/2020 | 1         | 5,364.10   |           |
| DD5409.1               | 21/07/2020 | BANKWEST Corporate Mastercard  | JUNE 2020 STATEMENT  | 1         |            | 5,764.50  |
| INV JUNE 20221/07/2020 |            | BANKWEST Corporate Mastercard  | JUNE 2020 STATEMENT  | 1         | 5,764.50   |           |
| DD5382.10              | 13/07/2020 | Colonial First State           | Superannuation contributions                                       | 1         |            | 395.95    |
| INV DEDUCT13/07/2020   |            | Colonial First State           | Payroll deductions   | 1         | 58.66      |           |
| INV SUPER 13/07/2020   |            | Colonial First State           | Superannuation contributions                                       | 1         | 337.29     |           |
| DD5382.11              | 13/07/2020 | MLC MasterKey Business Super   | Superannuation contributions                                       | 1         |            | 561.23    |
| INV DEDUCT13/07/2020   |            | MLC MasterKey Business Super   | Payroll deductions   | 1         | 50.08      |           |
| INV SUPER 13/07/2020   |            | MLC MasterKey Business Super   | Superannuation contributions                                       | 1         | 511.15     |           |
| DD5382.12              | 13/07/2020 | MLC Superannuation             | Superannuation contributions                                       | 1         |            | 50.22     |
| INV SUPER 13/07/2020   |            | MLC Superannuation             | Superannuation contributions                                       | 1         | 50.22      |           |
| DD5382.13              | 13/07/2020 | AMP Super                      | Superannuation contributions                                       | 1         |            | 60.05     |
| INV SUPER 13/07/2020   |            | AMP Super                      | Superannuation contributions                                       | 1         | 60.05      |           |
| DD5382.14              | 13/07/2020 | BT Super for Life              | Superannuation contributions                                       | 1         |            | 208.37    |
| INV SUPER 13/07/2020   |            | BT Super for Life              | Superannuation contributions                                       | 1         | 208.37     |           |
| DD5382.15              | 13/07/2020 | Care Super Pty Ltd             | Superannuation contributions                                       | 1         |            | 190.73    |



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| <b>Cheque /EFT<br/>No</b> | <b>Date</b> | <b>Name</b>                  | <b>Invoice Description</b>   | <b>Bank<br/>Code</b> | <b>INV<br/>Amount</b> | <b>Amount</b> |
|---------------------------|-------------|------------------------------|------------------------------|----------------------|-----------------------|---------------|
| INV SUPER                 | 13/07/2020  | Care Super Pty Ltd           | Superannuation contributions | 1                    | 190.73                |               |
| DD5382.16                 | 13/07/2020  | Hesta Superannuation         | Superannuation contributions | 1                    |                       | 115.92        |
| INV SUPER                 | 13/07/2020  | Hesta Superannuation         | Superannuation contributions | 1                    | 115.92                |               |
| DD5394.10                 | 27/07/2020  | Colonial First State         | Superannuation contributions | 1                    |                       | 516.66        |
| INV DEDUCT                | 27/07/2020  | Colonial First State         | Payroll deductions           | 1                    | 76.54                 |               |
| INV SUPER                 | 27/07/2020  | Colonial First State         | Superannuation contributions | 1                    | 440.12                |               |
| DD5394.11                 | 27/07/2020  | MLC MasterKey Business Super | Superannuation contributions | 1                    |                       | 556.46        |
| INV DEDUCT                | 27/07/2020  | MLC MasterKey Business Super | Payroll deductions           | 1                    | 49.26                 |               |
| INV SUPER                 | 27/07/2020  | MLC MasterKey Business Super | Superannuation contributions | 1                    | 507.20                |               |
| DD5394.12                 | 27/07/2020  | MLC Superannuation           | Superannuation contributions | 1                    |                       | 50.22         |
| INV SUPER                 | 27/07/2020  | MLC Superannuation           | Superannuation contributions | 1                    | 50.22                 |               |
| DD5394.13                 | 27/07/2020  | AMP Super                    | Superannuation contributions | 1                    |                       | 63.43         |
| INV SUPER                 | 27/07/2020  | AMP Super                    | Superannuation contributions | 1                    | 63.43                 |               |
| DD5394.14                 | 27/07/2020  | BT Super for Life            | Superannuation contributions | 1                    |                       | 204.79        |
| INV SUPER                 | 27/07/2020  | BT Super for Life            | Superannuation contributions | 1                    | 204.79                |               |
| DD5394.15                 | 27/07/2020  | Care Super Pty Ltd           | Superannuation contributions | 1                    |                       | 175.87        |
| INV SUPER                 | 27/07/2020  | Care Super Pty Ltd           | Superannuation contributions | 1                    | 175.87                |               |
| DD5394.16                 | 27/07/2020  | Hesta Superannuation         | Superannuation contributions | 1                    |                       | 112.43        |
| INV SUPER                 | 27/07/2020  | Hesta Superannuation         | Superannuation contributions | 1                    | 112.43                |               |

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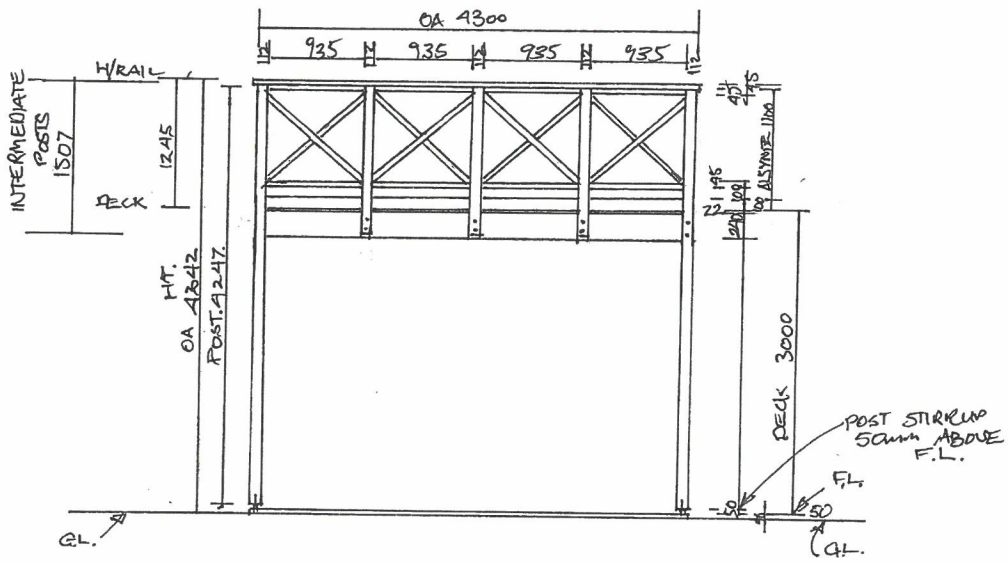
| <b>Cheque /EFT<br/>No</b> | <b>Date</b> | <b>Name</b> | <b>Invoice Description</b> | <b>Bank<br/>Code</b> | <b>INV<br/>Amount</b> | <b>Amount</b> |
|---------------------------|-------------|-------------|----------------------------|----------------------|-----------------------|---------------|
|---------------------------|-------------|-------------|----------------------------|----------------------|-----------------------|---------------|

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**REPORT TOTALS**

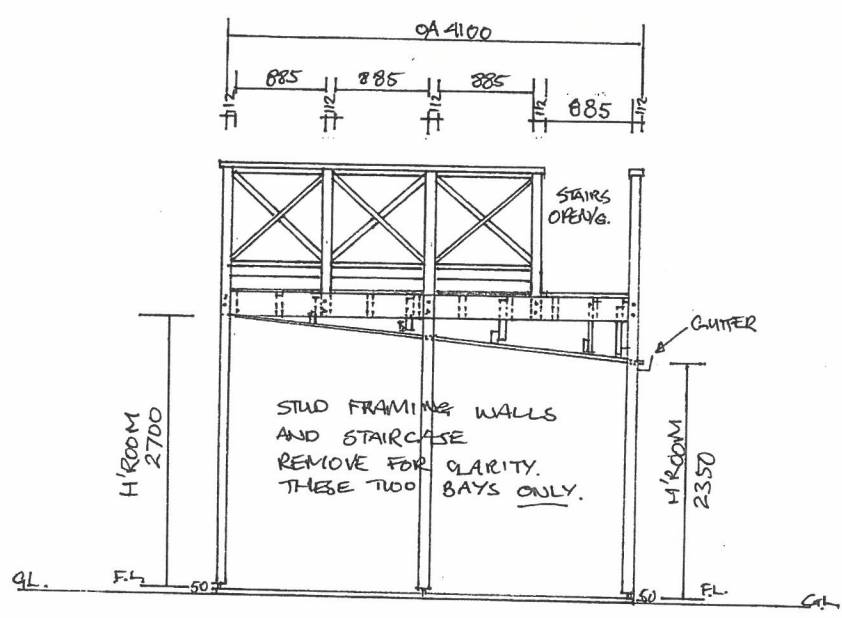
| <b>Bank Code</b> | <b>Bank Name</b>       | <b>TOTAL</b>        |
|------------------|------------------------|---------------------|
| 1                | Municipal Bank Account | 1,253,732.25        |
| <b>TOTAL</b>     |                        | <b>1,253,732.25</b> |

**ATTACHMENT**



FRONT

W  
SCALE  
1:100

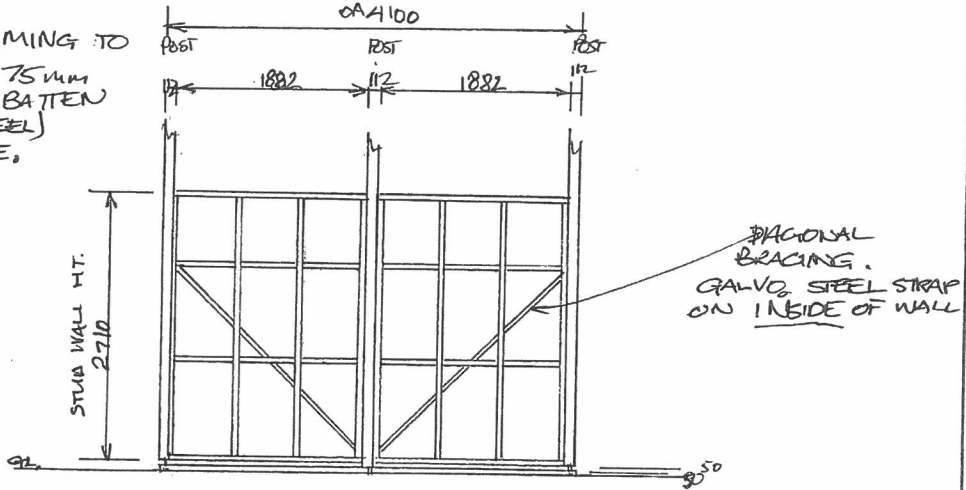


SIDE

S

\*THIS WALL IS INTERNALLY LINED, 2 BAYS 1882 WIDE x 2710 HIGH) WITH VERTICALLY LAID "SURF MIST" CORRUGATED IRON (0.4mm) BETWEEN POSTS. EXTERNALLY CLAD WITH 170mm COVER WESTERN RED CEDAR WEATHERBOARDS. HORIZONTALLY LAID TO FULL LENGTH 4100mm.

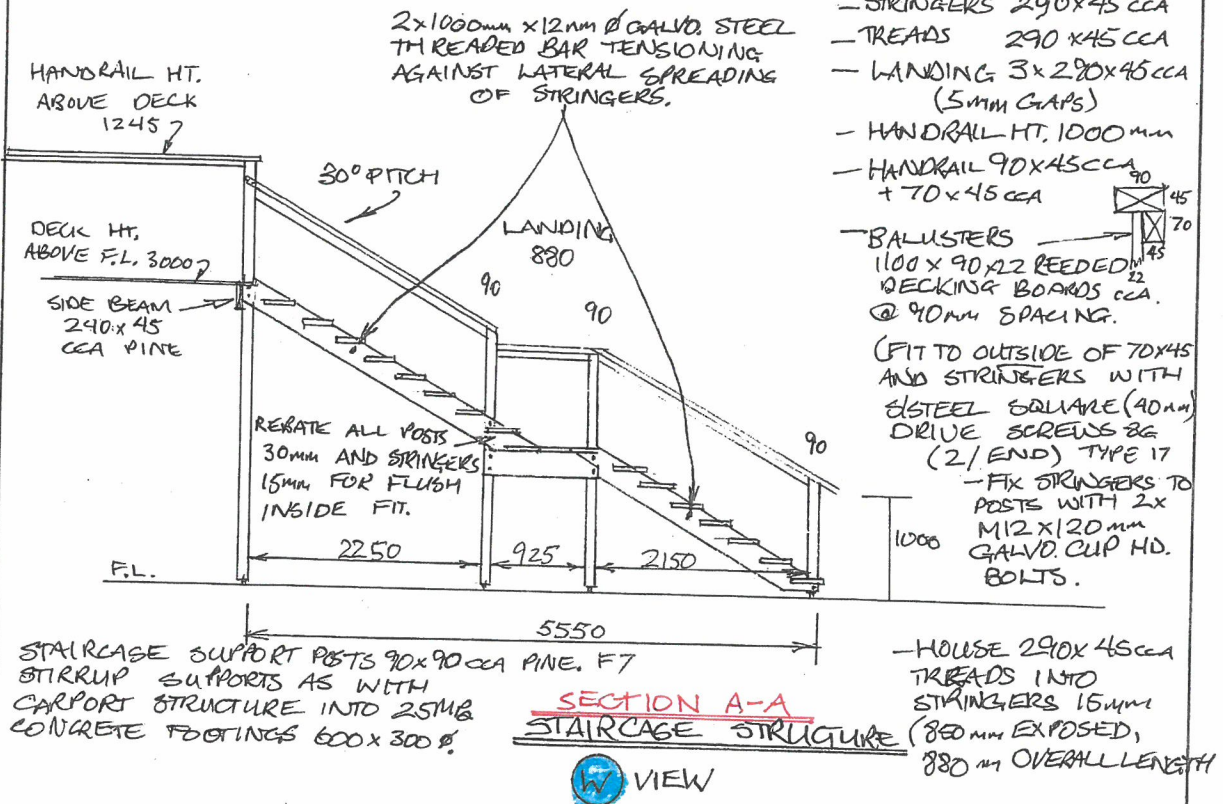
\*FIX STUD FRAMING TO POSTS WITH 75mm BUGLE HEAD BATTEN SCREWS (S/STEEL) 4x EACH SIDE.



SIDE VIEW SHOWING STUD WALL DETAIL

S

SCALE 1:50



- PITCH 30°
- RISE 170mm
- STRINGERS 290x45 CCA
- TREADS 290x45 CCA
- LANDING 3x290x45 CCA (5mm GAPS)
- HANDRAIL HT. 1000mm
- HANDRAIL 90x45 CCA + 70x45 CCA
- BALUSTERS 110x90x22 REEDED M45 DECKING BOARDS CCA @ 90mm SPACING.
- (FIT TO OUTSIDE OF 70x45 AND STRINGERS WITH 61STEEL SQUARE (40mm) DRIVE SCREWS 8g (2/ END) TYPE 17
- FIX STRINGERS TO POSTS WITH 2x M12x120mm GALV. CLIP HD. BOLTS.

STAIRCASE SUPPORT POSTS 90x90 CCA PINE, F7 STIRRUP SUPPORTS AS WITH CARPORT STRUCTURE INTO 25MM CONCRETE FOOTINGS 600x300.

SECTION A-A  
STAIRCASE STRUCTURE

W VIEW

- HOUSE 290x45 CCA TREADS INTO STRINGERS 15mm (80mm EXPOSED, 880mm OVERALL LENGTH)