



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 18 August 2020**

**Commencing at 6.00pm**

**Council Chambers  
Hopetoun**

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council 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 declared the meeting open at 6.03pm.

**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: Nil.

ON LEAVE OF ABSENCE: Nil.

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 from Shire President Cr Keith Dunlop from 19 August 2020 to 24 August 2020.

**Moved: Cr Major**

**Seconded: Cr Belli**

**Res: 92/20**

**Decision:**

**That the Council approve the Shire President Cr Dunlop’s application for leave of absence from the Ravensthorpe Shire Council from 19 August 2020 to 24 August 2020.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

**8. Disclosures of Interest**

Nil.

**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 1995* 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 Belli**

**Res: 93/20**

**Decision:**

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

1. Item 12 – Cr Mark Murdie’s Report – A sentence be added to the end of the paragraph to read: *“It was confirmed that this was not the position of the Shire.”*
2. Item 15.1 – Moved by Cr Mark Mudie and Seconded by Cr Tom Major.

**Voting Requirements: Simple Majority**

**Carried: 7/0**

**9.2 Special Council Meeting Minutes 4 August 2020 (Attachment Grey)**

**Statutory Environment:**

Section 5.22 of the *Local Government Act 1995* 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 Goldfinch**

**Seconded: Cr Mudie**

**Res: 94/20**

**Decision:**

**That the Minutes of the Special Meeting of Council held in Council Chambers, Ravensthorpe on 4 August 2020 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

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

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

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

- Goldfields Voluntary Regional Organisation Of Councils (GVROC) Delegate - President  
Delegate - Cr Goldfinch  
Proxy - Deputy President
- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Cr Goldfinch
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Belli  
Delegate - 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 Belli attended the Ravensthorpe CRC meeting on 17 August 2020.

### **Cr Ian Goldfinch**

### **Cr Sue Leighton**

### **Cr Thomas Major**

### **Cr Mark Mudie**

### **Cr Graham Richardson**

Cr Richardson advised an AGM of the Hopetoun Progress Association had been called for Tuesday, 25 August 2020.

## **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:**

<b>Consequence</b>		<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b>Likelihood</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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: 95/20**

**Decision:**

**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.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

## 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.

**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: Cr Belli**

**Seconded: Cr Major**

**Res: 96/20**

**Decision:**

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

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

- **Fitzgerald Biosphere Community Collective<sup>1</sup>**      **Delegate - Cr Leighton  
Proxy - Cr Mudie**
- **Hopetoun Recreation Management (HDRA)**      **Delegate - Cr Dunlop  
Proxy - Cr Goldfinch**
- **Ravensthorpe Historical Society**      **Delegate - Cr Goldfinch  
Proxy - Cr Leighton**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

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<sup>1</sup> Amended to reflect current name change.



### 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.

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 97/20**

**Decision:**

**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.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

### 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.

**Moved: Cr Belli**

**Seconded: Cr Richardson**

**Res: 98/20**

**Decision:**

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

**Voting Requirements: Simple Majority**

**Carried: 7/0**

### 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.

**Moved: Cr Major**

**Seconded: Cr Goldfinch**

**Res: 99/20**

**Decision:**

**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.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

## **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 (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.

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 100/20**

**Decision:**

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

**Voting Requirements: Simple Majority**

**Carried: 7/0**

## 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.

**Moved: Cr Belli**

**Seconded: Cr Mudie**

**Res: 101/20**

**Decision:**

**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.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

## **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:**

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.

**Moved: Cr Goldfinch**

**Seconded: Cr Major**

**Res: 102/20**

**Decision:**

**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.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

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

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

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

#### **17.1 Elected Members**

#### **17.2 Officers**

The CEO requested the late Confidential Item 18.1 Assignment of Lease – Hopetoun Caravan Park be tabled and considered by Council as an urgent matter.

**Moved: Cr Belli**

**Seconded: Cr Major**

**Res: 103/20**

**Decision:**

**That Council consider the late Confidential Item 18.1 Assignment of Lease – Hopetoun Caravan Park as an urgent matter.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

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

**Moved: Cr Richardson**

**Seconded: Cr Belli**

**Res: 104/20**

**Decision:**

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

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

**Voting Requirements: Absolute Majority**

**Carried: 7/0**





# **ATTACHMENTS**

**Ordinary Council Meeting**

**Tuesday**

**18 August 2020**

**6.00pm**

**Council Chambers**

**Hopetoun**



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 18 August 2020**

**Commencing at 6.00pm**

**Council Chambers  
Hopetoun**

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council 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 declared the meeting open at 6.03pm.

**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: Nil.

ON LEAVE OF ABSENCE: Nil.

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 from Shire President Cr Keith Dunlop from 19 August 2020 to 24 August 2020.

Moved: Cr Major

Seconded: Cr Belli

Res: 92/20



**Decision:**

**That the Council approve the Shire President Cr Dunlop’s application for leave of absence from the Ravensthorpe Shire Council from 19 August 2020 to 24 August 2020.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

**8. Disclosures of Interest**

Nil.

**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 1995* 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 Belli**

**Res: 93/20**

**Decision:**

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

1. Item 12 – Cr Mark Murdie’s Report – A sentence be added to the end of the paragraph to read: *“It was confirmed that this was not the position of the Shire.”*
2. Item 15.1 – Moved by Cr Mark Mudie and Seconded by Cr Tom Major.

**Voting Requirements: Simple Majority**

**Carried: 7/0**

**9.2 Special Council Meeting Minutes 4 August 2020 (Attachment Grey)**

**Statutory Environment:**

Section 5.22 of the *Local Government Act 1995* 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 Goldfinch**

**Seconded: Cr Mudie**

**Res: 94/20**

**Decision:**

**That the Minutes of the Special Meeting of Council held in Council Chambers, Ravensthorpe on 4 August 2020 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

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

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

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

- Goldfields Voluntary Regional Organisation Of Councils (GVROC) Delegate - President  
Delegate - Cr Goldfinch  
Proxy - Deputy President
- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Cr Goldfinch
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Belli  
Delegate - 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 Belli attended the Ravensthorpe CRC meeting on 17 August 2020.

### **Cr Ian Goldfinch**

### **Cr Sue Leighton**

### **Cr Thomas Major**

### **Cr Mark Mudie**

### **Cr Graham Richardson**

Cr Richardson advised an AGM of the Hopetoun Progress Association had been called for Tuesday, 25 August 2020.

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

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

**File Reference:** PL.ES.172  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 14 August 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

#### **Summary:**

Council to consider the Chief Executive Officer's request for annual leave from Saturday 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:**

<b>Consequence</b>		<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b>Likelihood</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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: 95/20**

**Decision:**

**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.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

## 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.

**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: Cr Belli**

**Seconded: Cr Major**

**Res: 96/20**

**Decision:**

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

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

- **Fitzgerald Biosphere Community Collective<sup>1</sup>** Delegate - Cr Leighton  
Proxy - Cr Mudie
- **Hopetoun Recreation Management (HDRA)** Delegate - Cr Dunlop  
Proxy - Cr Goldfinch
- **Ravensthorpe Historical Society** Delegate - Cr Goldfinch  
Proxy - Cr Leighton

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

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<sup>1</sup> Amended to reflect current name change.

### 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.

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 97/20**

**Decision:**

**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.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

Unconfirmed

### 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.

**Moved: Cr Belli**

**Seconded: Cr Richardson**

**Res: 98/20**

**Recommendation:**

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

**Voting Requirements: Simple Majority**

**Carried: 7/0**

Unconfirmed

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

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

**Moved: Cr Major**

**Seconded: Cr Goldfinch**

**Res: 99/20**

**Decision:**

**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.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

Unconfirmed

## **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 (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.

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 100/20**

**Decision:**

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

**Voting Requirements: Simple Majority**

**Carried: 7/0**

## 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.

**Moved: Cr Belli**

**Seconded: Cr Mudie**

**Res: 101/20**

**Decision:**

**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.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

Unconfirmed

## **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:**

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.

**Moved: Cr Goldfinch**

**Seconded: Cr Major**

**Res: 102/20**

**Decision:**

**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.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**







**ATTACHMENT**



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 21 July 2020**

**Commencing at 6.00pm**

**Council Chambers  
Ravensthorpe**

# SHIRE OF RAVENSTHORPE

Minutes 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
- 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 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 new branding as the name is registered with UNESCO as "Fitzgerald Biosphere".<sup>1</sup> It was confirmed that this was not the position of the Shire.

### **Cr Graham Richardson**

Nil.

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<sup>1</sup> Amended at the Ordinary Council Meeting, 18 August 2020 – 9.1 Confirmation of Minutes



### **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**

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

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

**Moved: Cr Belli**

**Seconded: Cr 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**

## **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 Mudie<sup>2</sup>**

**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**

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<sup>2</sup> Amended at Ordinary Council Meeting, 18 August 2020 – 9.1 Confirmation of Minutes

**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**



# ATTACHMENT





## **MINUTES**

**Special Council Meeting**

**Tuesday, 4 August 2020**

**Commencing at 5.00pm**

**Council Chambers**

**Ravensthorpe**

# SHIRE OF RAVENSTHORPE

Minutes for the Special Meeting of Council held in the Council Chambers, Ravensthorpe on Tuesday, 4 August 2020 – commencing at 5.00pm.

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

The Presiding Member declared the meeting open at 5.04pm.

## **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

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: Cr Graham Richardson

ON LEAVE OF ABSENCE:

Nil.

ABSENT:

Nil.

MEMBERS OF THE PUBLIC:

Colin Hughes  
Keith Rowe - JP

## **3. Swearing in of Newly Elected Councillor**

s.2.29 of the *Local Government Act 1995* requires the newly Elected Councillor to make a declaration prior to performing the duties of a Council Member.

### ***"2.29 Declaration***

- (1) A person elected as an elector mayor or president or as a councillor has to make a declaration in the prescribed form before acting in the office.*
- (2) A person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.*
- (3) A declaration required by this section is to be taken or made before a prescribed person.*
- (4) A person who acts in an office contrary to this section commits an offence."*

Mr Keith Rowe JP officiated the swearing in of the newly Elected Councillor Sue Leighton.

## **4. Disclosure of Interest**

4.1 Cr Goldfinch signed declaration in relation to Item 5.1.

Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.  
Nature of Interest – Proximity he lives on Tamarine Road, Hopetoun.

## **5. Special Business**

**Cr Goldfinch left the Chambers at 5.11pm due to Proximity Interest in this Item.**

### **5.1 Local Roads and Community Infrastructure Program – Grant Agreement**

<b>File Reference:</b>	<b>GS.GR.3</b>
<b>Location:</b>	<b>Shire of Ravensthorpe – Administration</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>29 July 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Letter of Offer – Local Roads and Community Infrastructure Program and Program List (Attachment Blue)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

The Shire of Ravensthorpe has received an offer for an Australian Government Grant under the Local Roads and Community Infrastructure (LRCI) Program (Attachment Blue). A fully funded grant of \$513,120 (excluding GST) would be provided to undertake infrastructure construction within the Ravensthorpe District.

#### **Background:**

The objective of the LRCI Program is to stimulate additional infrastructure construction maintenance and improvements activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The LRCI Program is administered by the Department of Infrastructure, Transport, Regional Development and Communications (Department). Eligible projects under this program include;

- Local road projects that involve the construction or maintenance of roads managed by local governments.
- Community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

If the offer is accepted and the grant agreement executed, the Chief Executive Officer will develop a work schedule that will be considered by the Department prior to implementation of the infrastructure construction schedule.

All works need to be completed by 30 June 2021.

#### **Comment:**

The provision of this Australian Government Grant is a great opportunity to support our community and provide a local stimulus package to our community impacted by the COVID-19 global pandemic.

**Consultation:**

Shire President  
 Deputy Shire President  
 Councillors  
 Executive Team

**Statutory Environment:**

Strict compliance by the Shire of Ravensthorpe to the obligations under the Local Roads and Community Infrastructure Grant Agreement will be necessary to ensure full acquittal and payment of the grant funding.

**Policy Implications:**

Council Policy F4 – “Purchasing Policy” identifies local suppliers as being the first priority in the order of suppliers, specifically it states;

*“Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.”*

Council has also adopted Policy F5 – “Regional Price Preference” which allows for a 5% to 10% price preference to businesses located within the Shire of Ravensthorpe as allowed for under the *Local Government Act 1995*.

**Financial Implications:**

The Draft 2020/21 Shire of Ravensthorpe Budget has included a provision for \$513,120 grant funding income and a corresponding expense amount for projects to be attributable to the approved project outcomes.

**Strategic Implications:**

This Australian Government funding enables the Shire to deliver to on one of its core strategic objectives, being *“Adequate services and infrastructure to cater for the community”* as outlined in the Strategic Community Plan.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** The grant objective is to create a stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of COVID-19.
- **Social:** There are no known significant social considerations.

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Belli**

**Res: 90/20**

**Recommendation:**

**That Council;**

1. **Accepts the offer for a fully funded grant of \$513,120 (excluding GST) by the Department of Infrastructure, Transport, Regional Development and Communications by entering into the Local Roads and Community Infrastructure Grant Agreement;**
2. **Endorses the Chief Executive Officer in executing the Local Roads and Community Infrastructure Grant Agreement; and**
3. **Authorises the Chief Executive Officer to implement and manage the Local Roads and Community Infrastructure Grant Agreement on behalf of the Shire of Ravensthorpe.**
4. **Endorse the attached list of Projects being submitted for consideration under the Local Roads and Community infrastructure Program and included in the adopted 2020/21 Budget.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

**Cr Goldfinch re-entered the Chambers and meeting at 5.14pm.**

## 5.2 Drought Communities Programme (DCP) Extension – Grant Agreement

<b>File Reference:</b>	<b>GS.GR.3</b>
<b>Location:</b>	<b>Shire of Ravensthorpe – Administration</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>29 July 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Letter of Invitation – Drought Communities Programme (DCP) Extension and Project List (Attachment Red)</b>
<b>Previous Reference:</b>	<b>Nil</b>

### Summary:

The Shire of Ravensthorpe has received an offer from the Honourable David Littleproud MP – Minister for Water Resources, Drought, Rural Finance, Natural Disaster and Emergency Management under the Drought Communities Programme (DCP) (Attachment Red). A fully funded grant of \$1,000,000 (excluding GST) would be provided to undertake additional works that wouldn't normally be undertaken in our planned Capital Works Program in 2020/21.

### Background:

The Drought Communities Programme provides funding of \$301 million to eligible councils for drought-affected regions of Australia. The program supports local community infrastructure and other drought relief projects for communities impacted by drought.

Funding targets projects that:

- provide work for people whose employment has been impacted by drought
- stimulate local community spending
- use local resources, businesses and suppliers
- provide a long-lasting benefit to communities and the agricultural industries they depend on

Eligible local governments are based on need and the economic impact of drought in the region.

We assess this using:

- rainfall deficiency data from the Bureau of Meteorology
- population and industry data – particularly reliance on agriculture

In January 2020 the Shire of Ravensthorpe was one of thirty five (35) Western Australian Local Governments to be included in an extension of the programme.

The programme will support local community infrastructure and other drought relief projects for communities who have been impacted by drought. The objectives of the program are to deliver support to targeted drought-affected regions of Australia by funding:

- Local community infrastructure; and
- Other drought relief projects.

Funding will target infrastructure and other projects that:

- provide employment for people whose work opportunities have been impacted by drought;
- stimulate local community spending;
- use local resources, businesses and suppliers; and
- provide a long-lasting benefit to communities and the agricultural industries on which they depend.

The intended outcomes of the program are to, within a three (3) year timeframe:

- increase employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought;
- improve levels of economic activity in regions;
- increase productivity in regions; and
- enable better retention of businesses, services and facilities.

If the offer is accepted and the grant agreement executed, the Chief Executive Officer will develop a project schedule that will be considered by the Department of Industry, Innovation and Science prior to implementation, noting the programme must be completed by 30 June 2021.

**Comment:**

The provision of this Australian Government Grant is a great opportunity to support our community and provide a local stimulus package to our community impacted by droughts.

**Consultation:**

Shire President  
Deputy Shire President  
Councillors  
Executive Team

**Statutory Environment:**

Strict compliance by the Shire of Ravensthorpe to the obligations under the Drought Communities Programme - Extension Grant Agreement will be necessary to ensure full acquittal and payment of the grant funding.

**Policy Implications:**

Council Policy F4 – “Purchasing Policy” identifies local suppliers as being the first priority in the order of suppliers, specifically it states;

*“Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.”*

Council has also adopted Policy F5 – “Regional Price Preference” which allows for a 5% to 10% price preference to businesses located within the Shire of Ravensthorpe as allowed for under the *Local Government Act 1995*.

**Financial Implications:**

The Draft 2020/21 Shire of Ravensthorpe Budget has included a provision for \$1,000,000 grant funding income and a corresponding expense amount for projects to be attributable to the approved project outcomes.

**Strategic Implications:**

This Australian Government funding enables the Shire to deliver to on one of its core strategic objectives, being *“Adequate services and infrastructure to cater for the community”* as outlined in the Strategic Community Plan.



**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** The grant objective is to create a stimulus to protect and create employment opportunities through funded projects following the impacts of drought.
- **Social:** There are no known significant social considerations.

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Belli**

**Res: 91/20**

**Recommendation:**

**That Council;**

1. **Accepts the invitation for a fully funded grant of \$1,000,000 (excluding GST) by the Department of Infrastructure, Transport, Regional Development and Communications for the Drought Communities Programme - Extension;**
2. **Endorses the Chief Executive Officer executing the Drought Communities Programme - Extension Grant Agreement and if required the Shire President and Chief Executive Officer in affixing the Common Seal; and**

3. **Authorises the Chief Executive Officer to implement and manage the Drought Communities Programme - Extension Grant Agreement on behalf of the Shire of Ravensthorpe.**
4. **Endorse the attached list of projects being submitted for consideration under the Drought Communities Programme (DCP) Extension and included in the adopted 2020/21 Budget.**

**Voting Requirements: Simple Majority**

**Carried: 6/0**

**6. Matters Behind Closed Doors**

Nil.

**7. Closure of Meeting**

The Presiding Member declared the meeting closed at 5.16pm.

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



**2020**

# **POLICY MANUAL (STAGE 2)**



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

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DRAFT

# 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> 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 XX/XX/XX – Item X.xx		<b>Amended Policy</b>				
2.							

## G21 Audit Committee Terms of Reference

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### 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> 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 XX/XX/XX – 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.

---

### 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 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 XX/XX/XX – Item X.xx		<b>Amended Policy</b>				
2.							

## A2 Operational Guidelines

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### Policy Objective

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

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### 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 XX/XX/XX 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

Position or Work Purpose	Type and Description	Replacement Strategy
Team Leader and Operational Ute Vehicles	4WD – (Minimum) Extra Cab Ute	4 years
Light Truck(s) 4 Tonne or less carrying capacity	4 Tonne or less carrying capacity	5 years
Medium Truck(s) Greater than 4 Tonne but less than 6 Tonne carrying capacity	Greater than 4 Tonne but less than 6 Tonne carrying capacity	5 years
Heavy Truck(s) (ie Prime Mover, Tip Truck, Loader, Backhoe) Greater than 8 Tonne carrying capacity	Greater than 8 Tonne carrying capacity	7 years
Grader(s) and Roller(s) Blade, Pusher Block, Rear Rippers	Blade, Pusher Block and Rear Rippers	7 years
Dozer Greater than 4 Tonne capacity	Track and Blade, with Ripper capacity	10 years
Heavy Plant Trailers and Appliances Trailer(s), Roller(s) Dolly(s), Water Cart(s), Low Loader(s)	Trailer(s), Roller(s) Dolly(s), Water Cart(s) and Low Loader(s)	10 years

Certain vehicles may form part of an employee's remuneration package and may be varied based on the relevant employment contract, any variation must not exceed the overall remuneration package.

This policy is intended to be the basis for the on-going review of Council's twenty (20) year plant replacement program.

Document Control Box							
<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.

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### 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> Occupational Safety & Health Regulations 1996 AS/NZS 4399:2017 Sun Protection Clothing – Evaluation and Classification AS/NZS 2604:2012 Sunscreen Products – Evaluation and Classification						
<b>Industry:</b>	Sun-Protective Clothing Information Sheet <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 XX/XX/XX Item X.xx		– <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  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 XX/XX/XX 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)

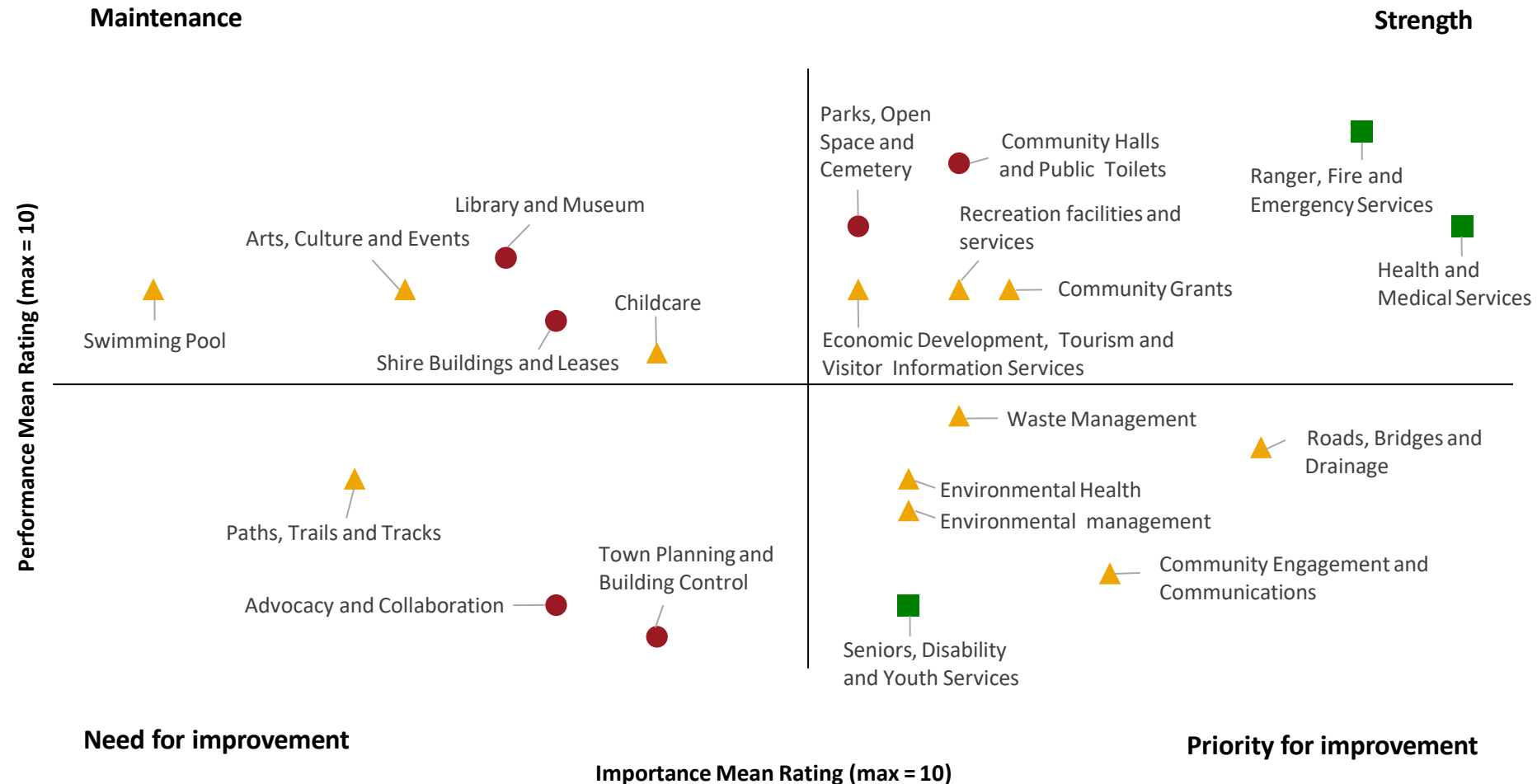
Mean Rating (max = 10)      Mean Rating (max = 10)      Mean Rating (max = 5)

1. Sample: n=120  
 2. Q3. Importance  
 3. Q4. Performance  
 4. Q6. Willing to pay more  
 5. 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

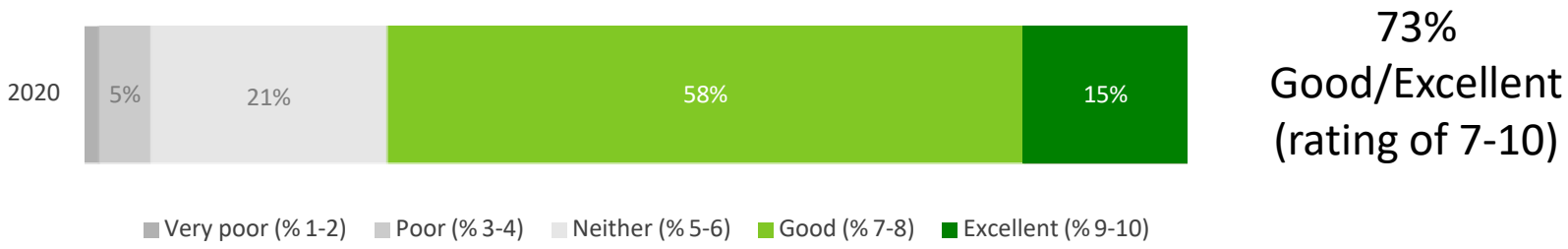


Willingness to pay: ■ Most willing to pay more ▲ Moderately willing to pay more ● Least willing to pay more



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



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**

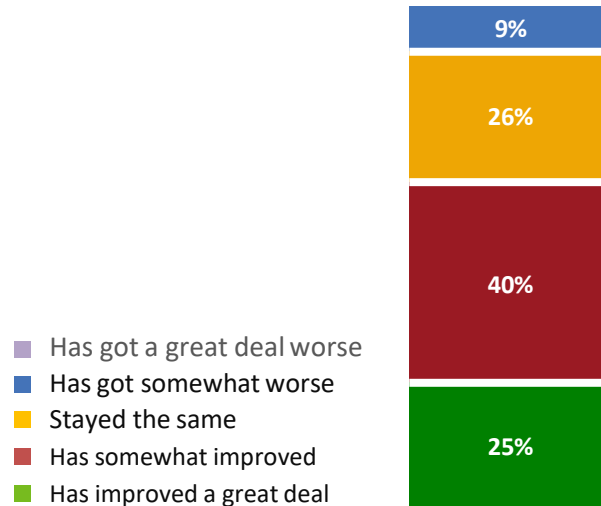
Statistically significant relationship with perception of overall performance.

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



1. Sample: n=120  
2. Q7. How would you compare the performance of the Shore now, in comparison to 12 months ago?





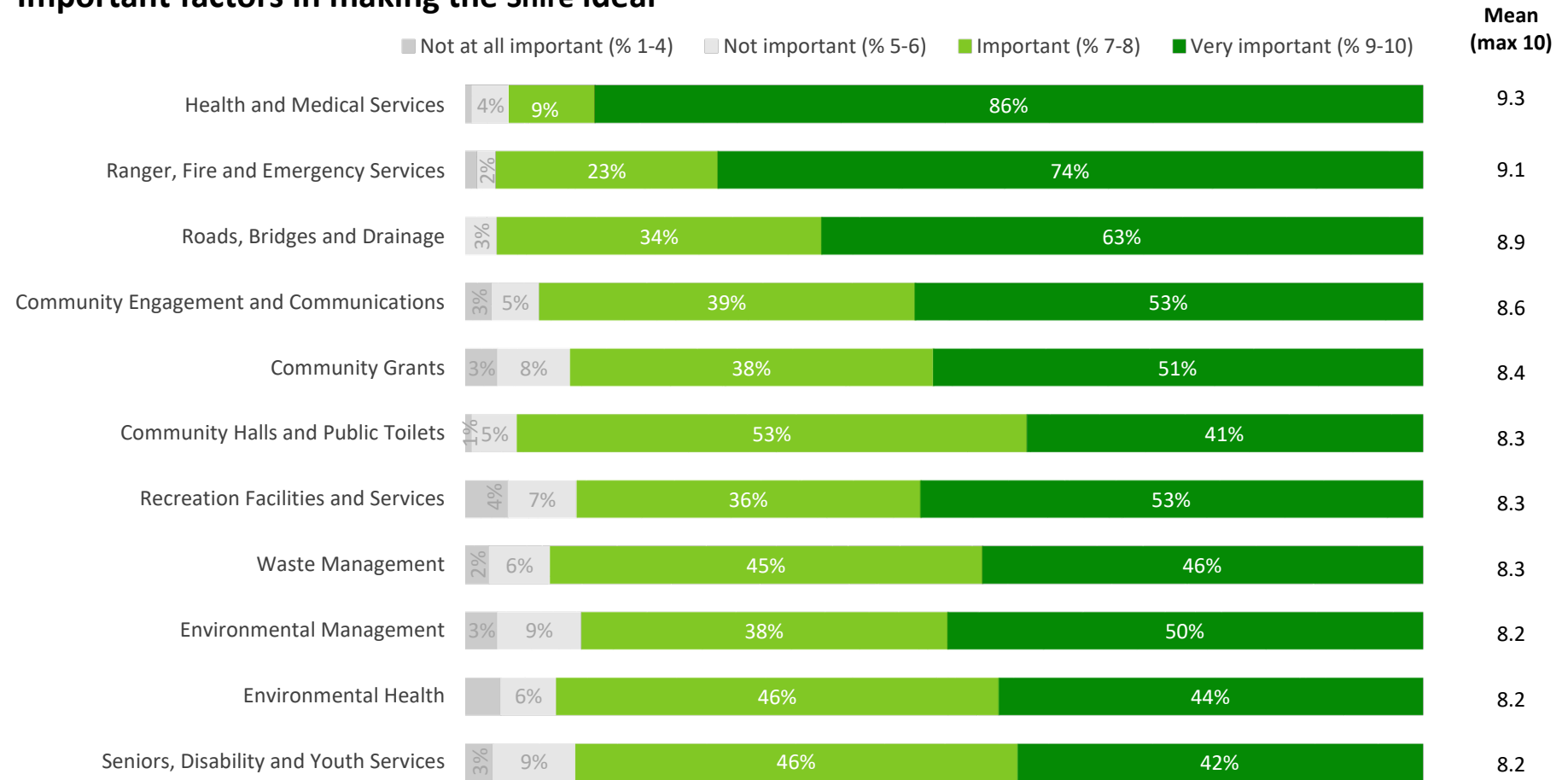
## Importance





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

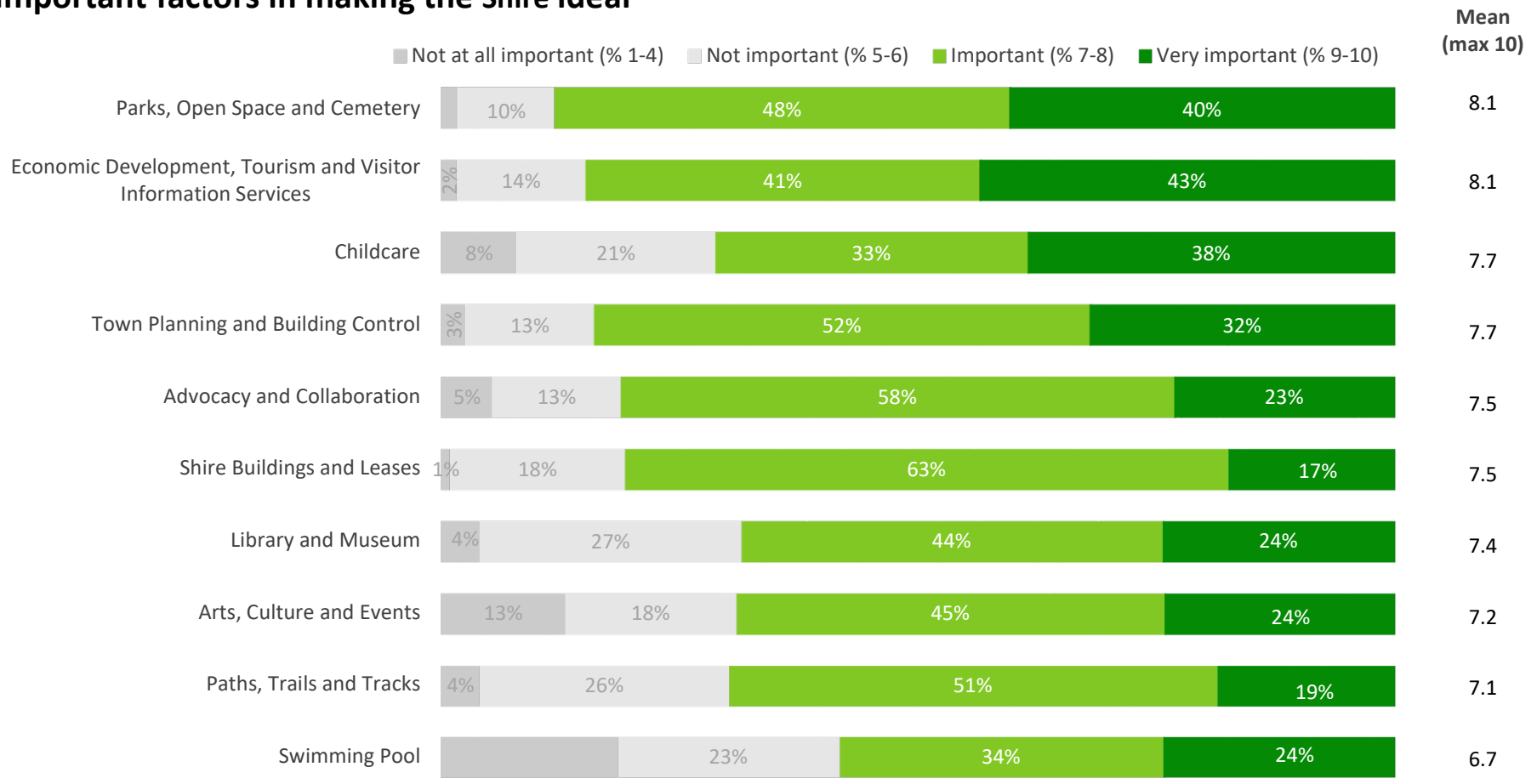


1. Sample: n=120  
 2. Q3. When you think of the Shire of Ravensthorpe as a place to live, how important are the following to making the Shire of Ravensthorpe ideal? Please rate this on a scale of 1 to 10 where 1 is not at all important and 10 is very important  
 3. Excludes 'Don't know' responses



*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





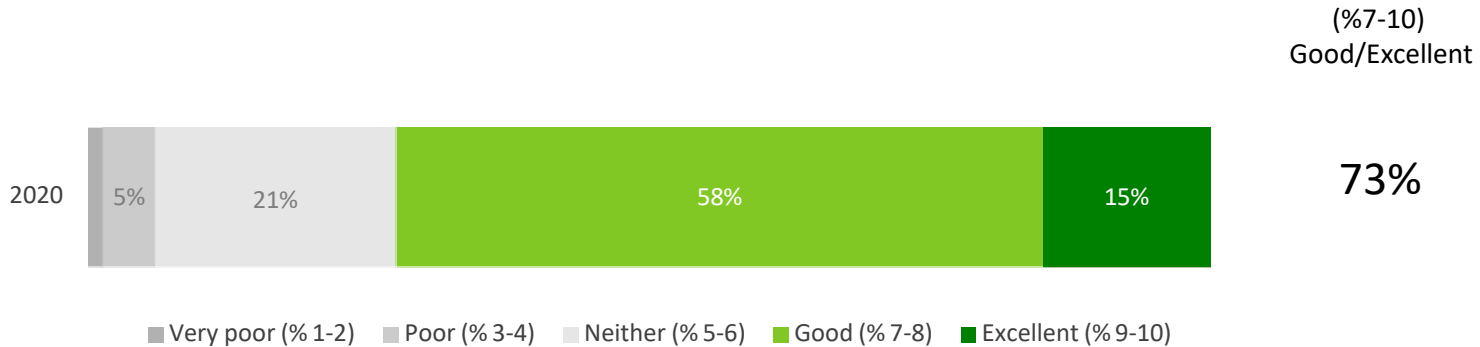
## Performance





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

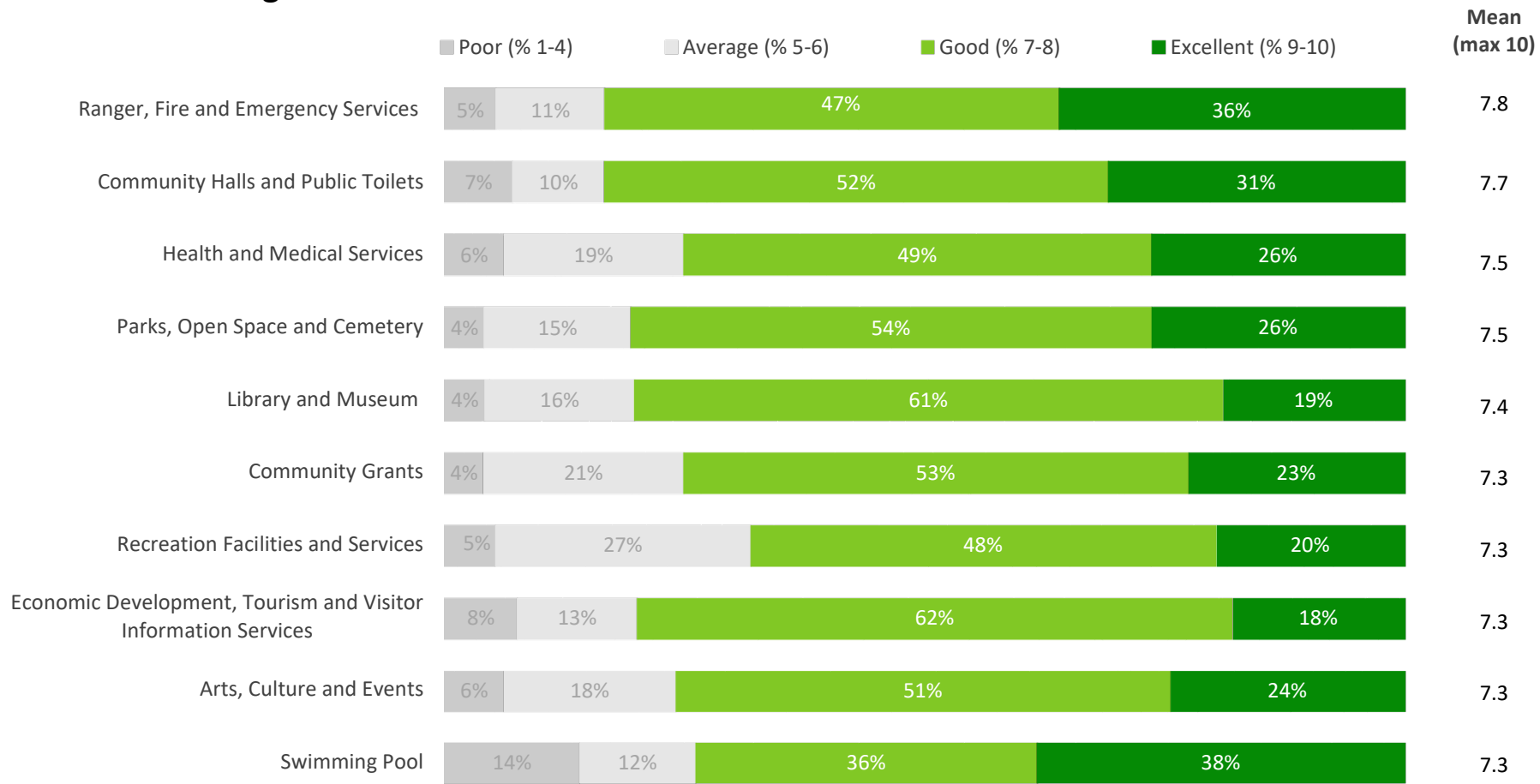


1. Sample: n=120  
2. Q5. Overall, how would you rate the performance of the Shire of Ravensthorpe? Please rate this using the same scale as before.  
3. Excludes 'Don't know' responses



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

## Performance ratings

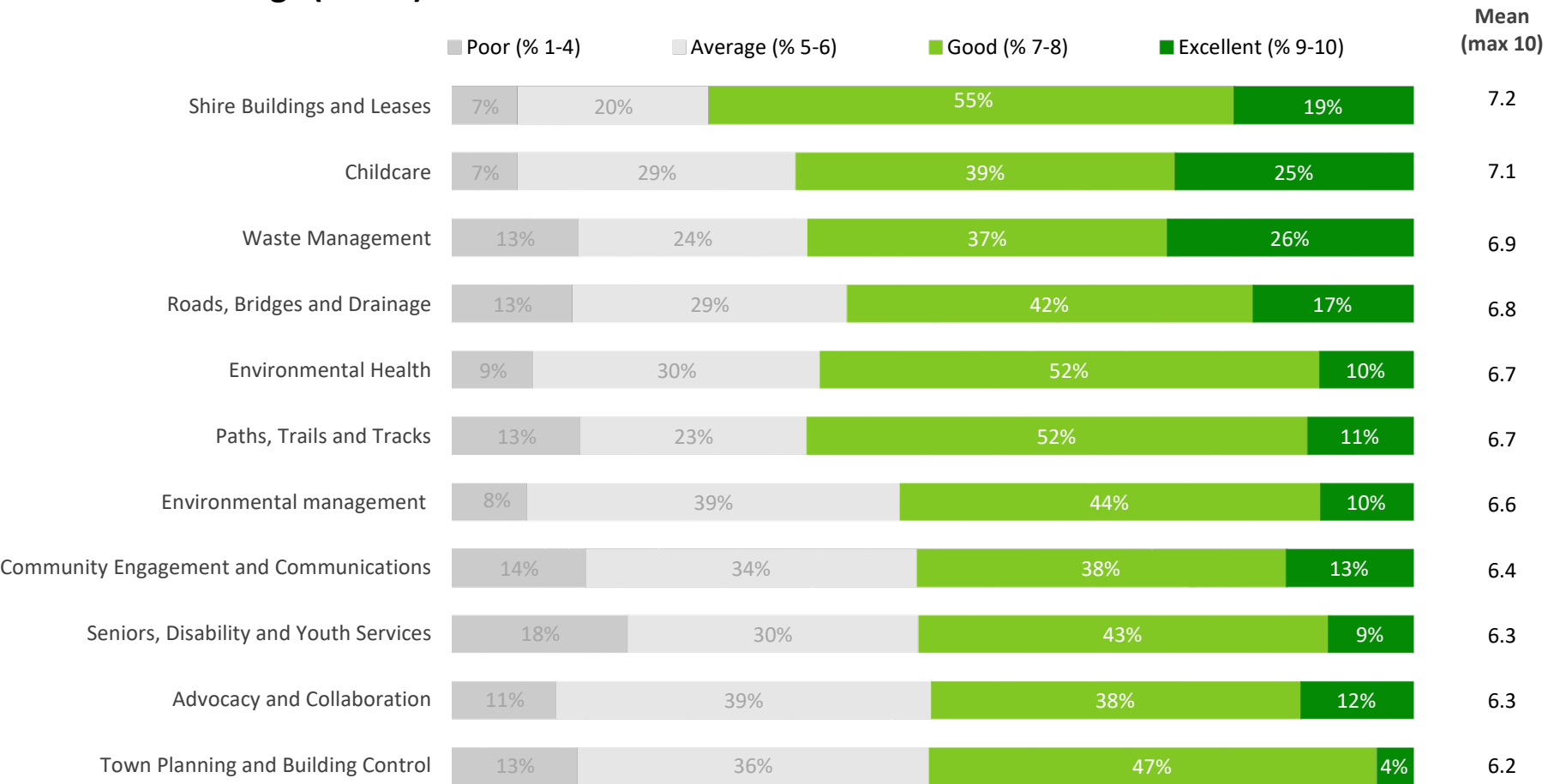


1. Sample: n=120  
 2. Q4. And how would you rate the performance of the Shire of Ravensthorpe on each of these services and facilities? Again, please rate this on a scale of 1 to 10 where 1 is poor and 10 is excellent performance  
 3. Excludes 'Don't know' responses



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





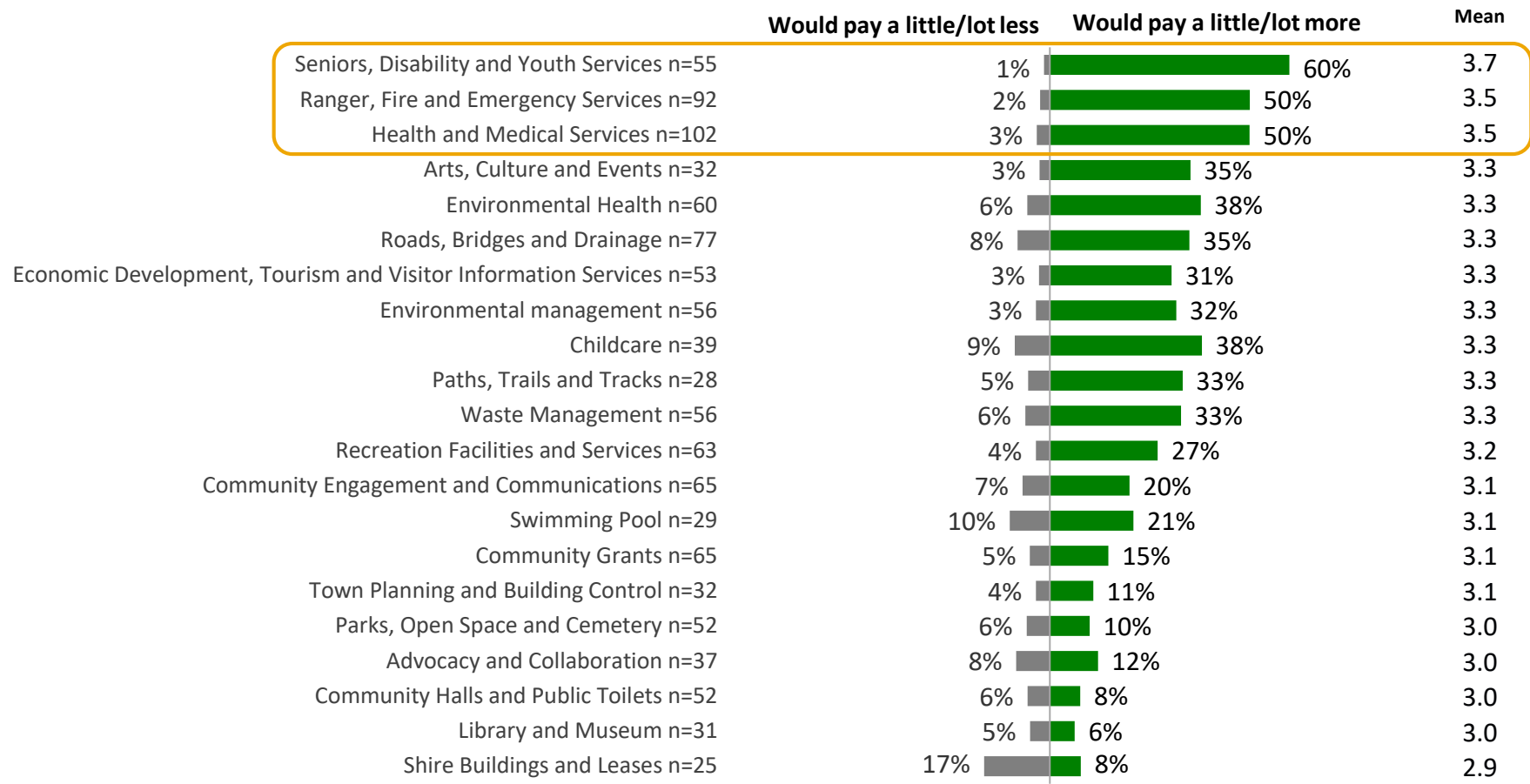
Willingness to pay for improvements





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





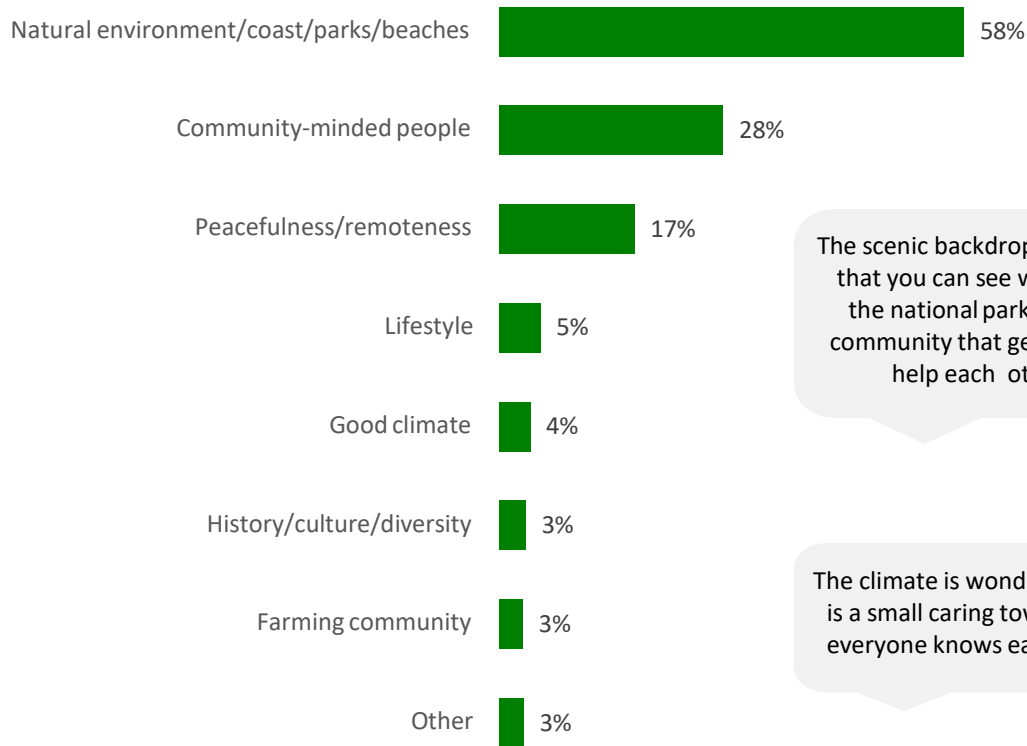
## Future Direction





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.

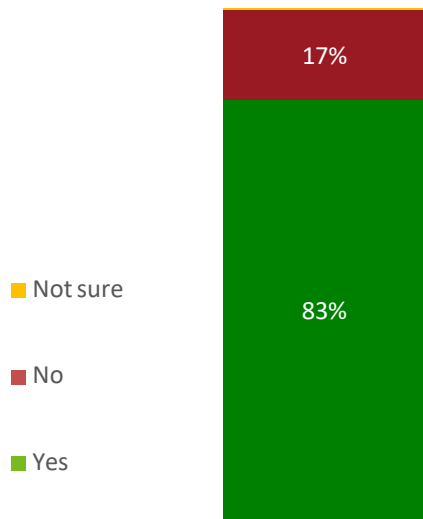
1. Sample: n=120  
2. Q15. Thinking now about what makes the Shire of Ravensthorpe a special place to live, in your opinion, what is the most special thing about it? Open ended. Multipleresponse



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

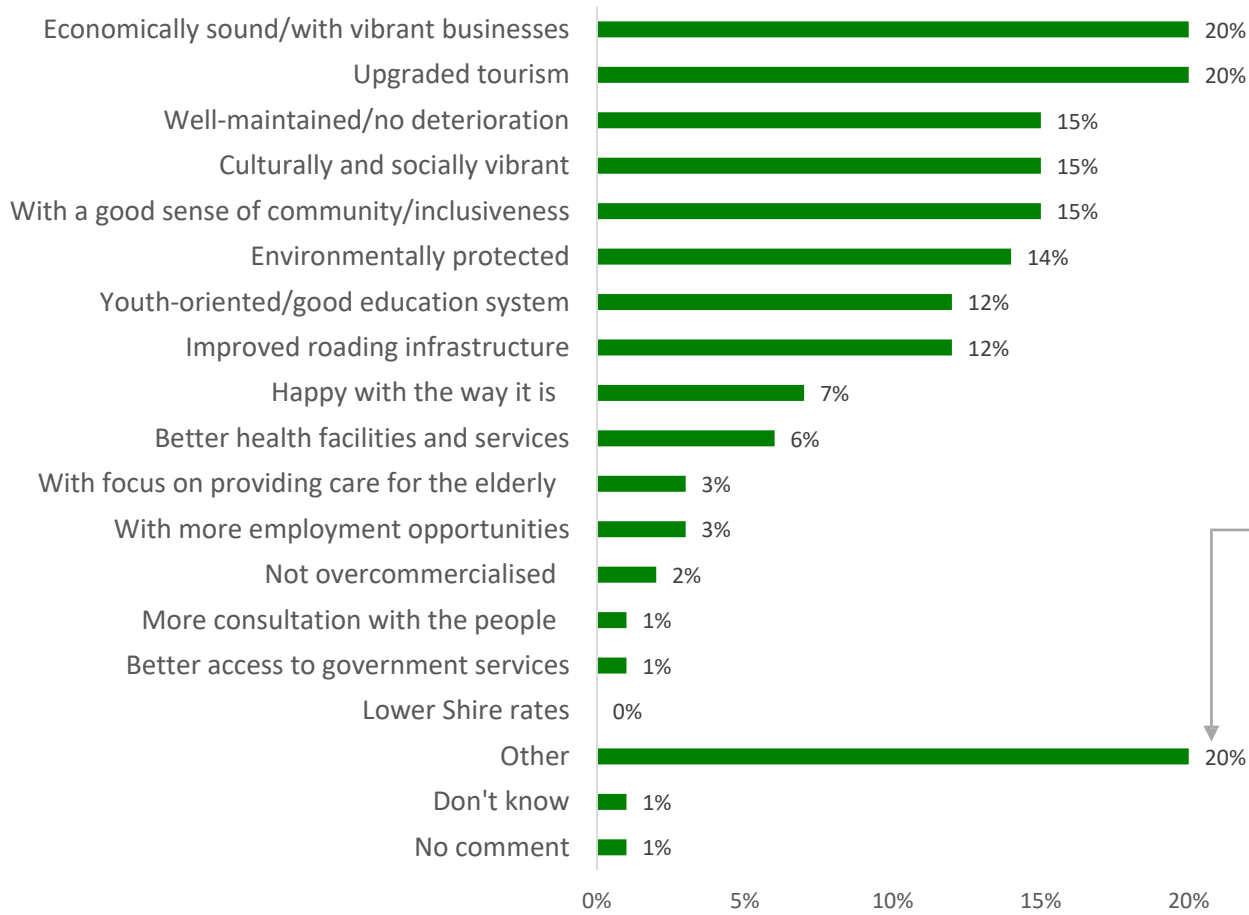
Sadly, I no longer feel the community can supply community requirements for the aged, like good aged care, as I am now an older person myself and feel community cannot care for needs of the elderly

1. Sample: n=120  
 2. Q8. Do you think you are likely to still be living in the Shire of Ravensthorpe in 5 years' time?  
 3. Q9. Why do you say that? n=20 No/not sure. Open ended



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





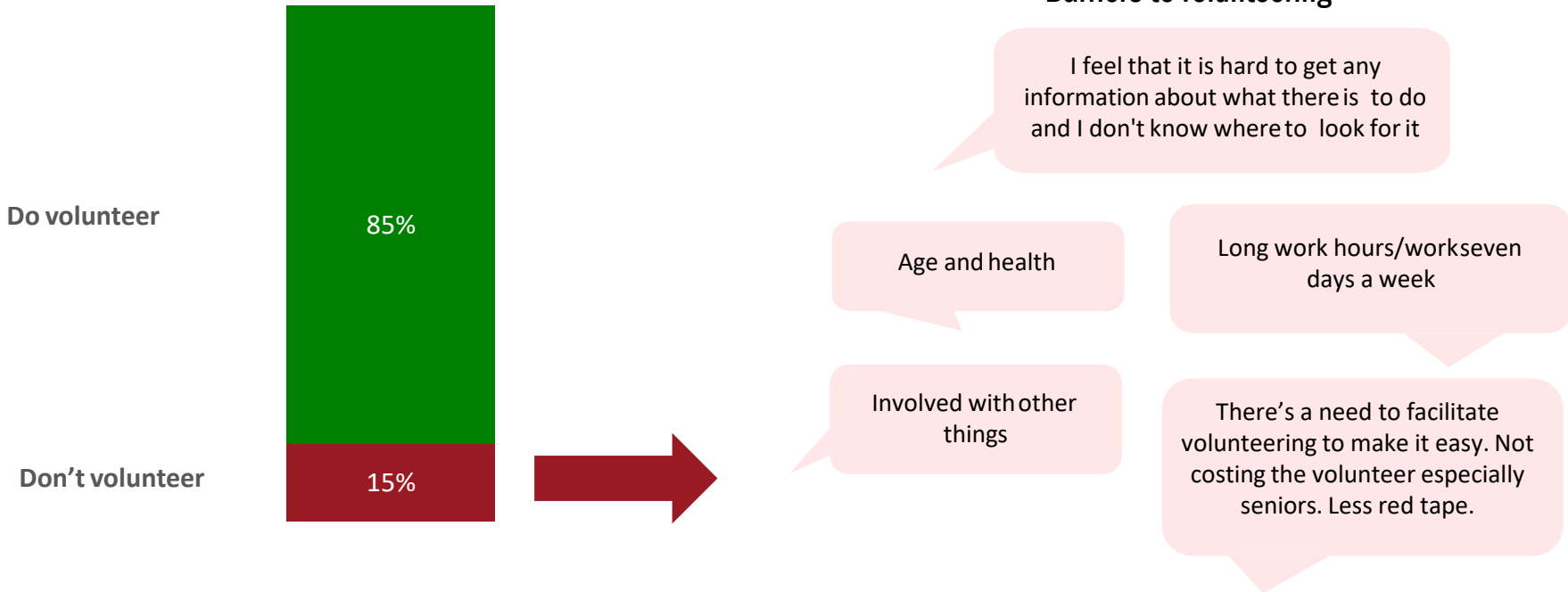
# Volunteering





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

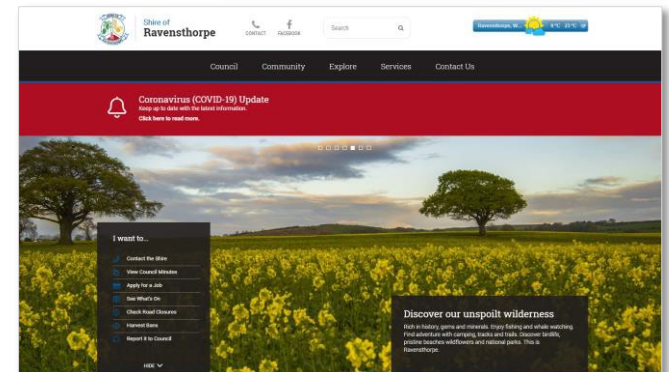
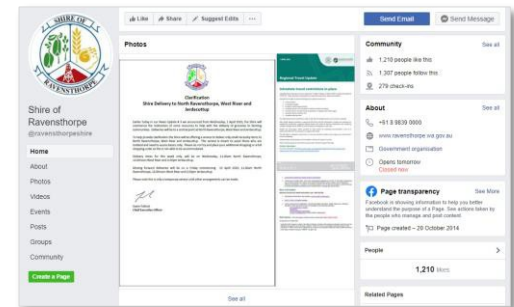
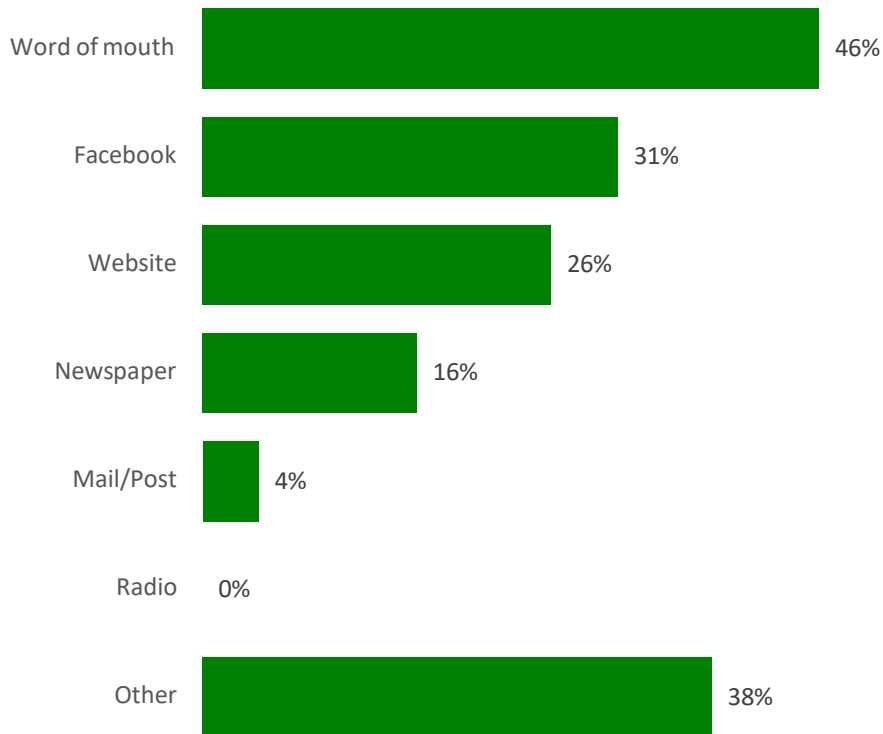




Information about the Shire is mainly sourced through *word of mouth*, followed by *Facebook* and the *Shire website*

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

Sources of information

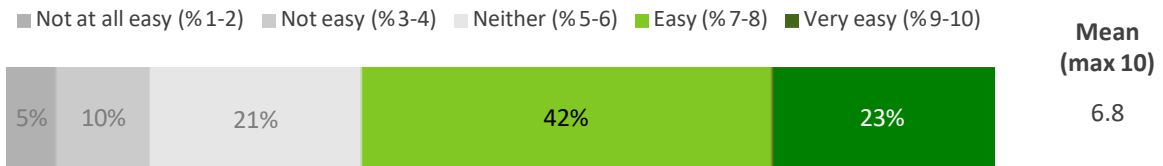


1. Sample: n=120
2. Q16. Where do you primarily get your information about the Shire and what it is doing?

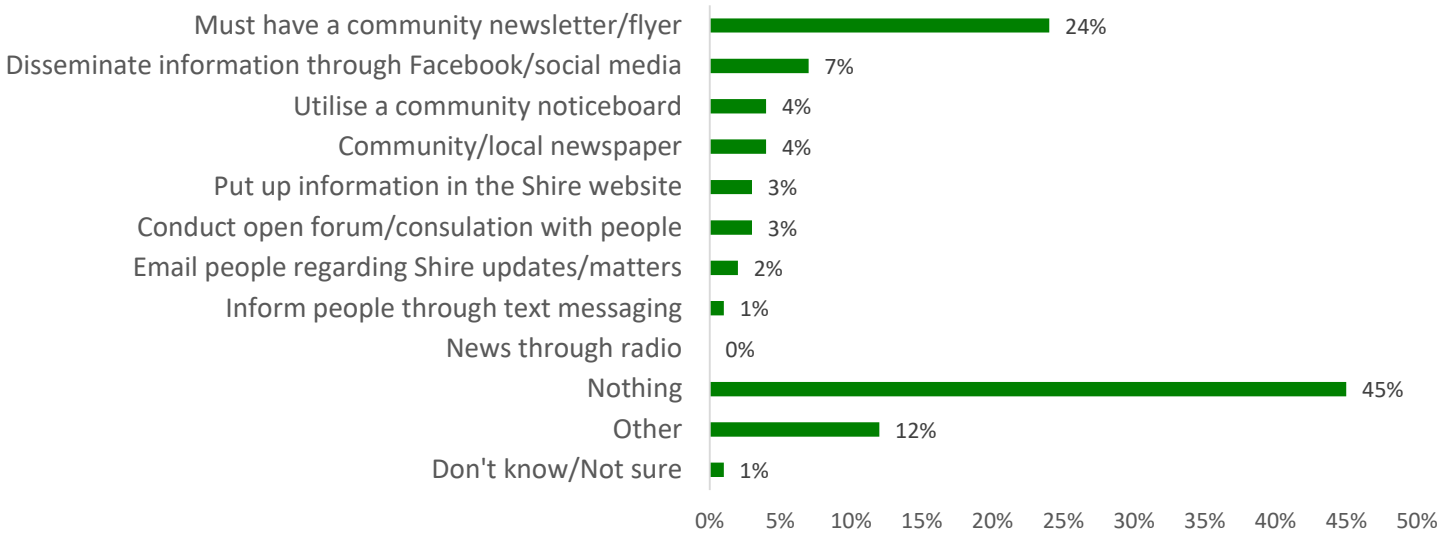


More than six in ten residents (65%) say that it is relatively easy to get information about the Shire; some residents (24%) feel that there could be a community newsletter that should be distributed regularly

### 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





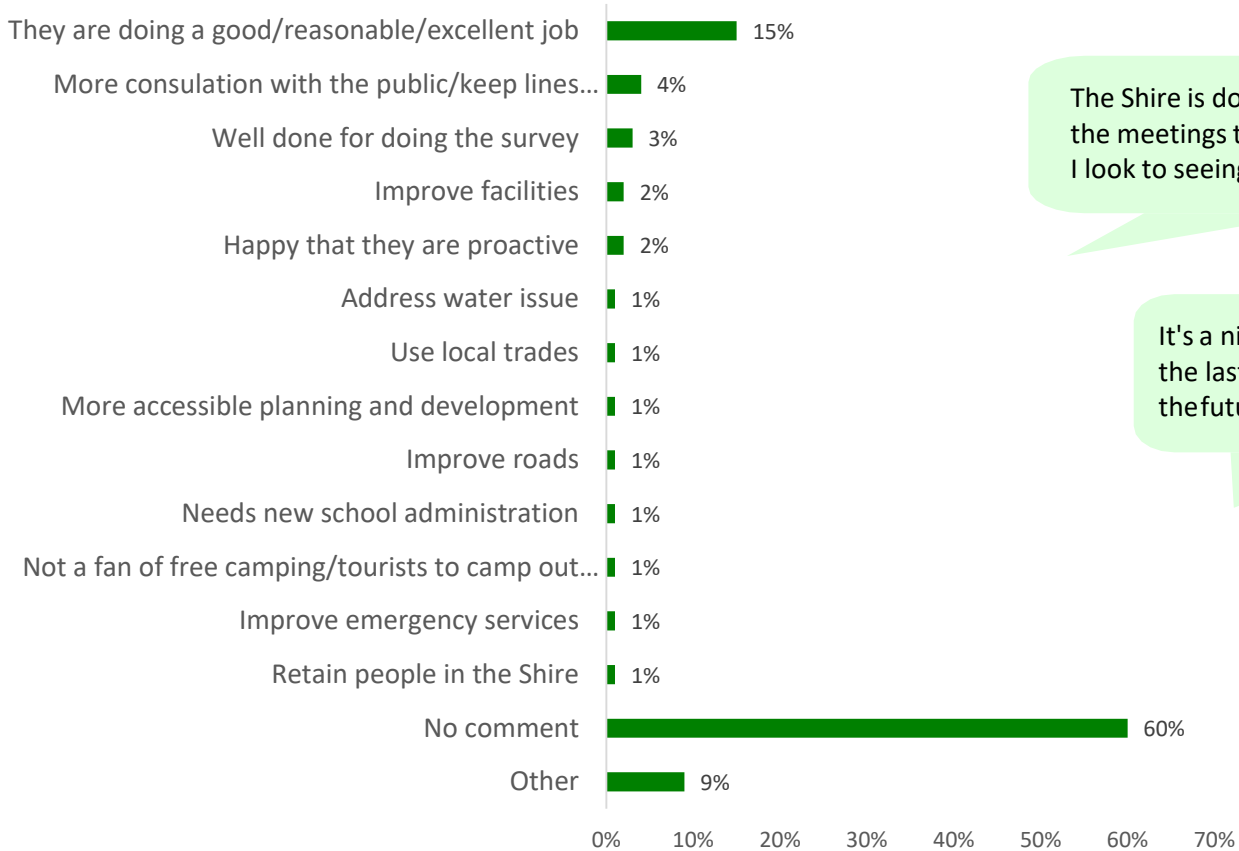
## Further Comments





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



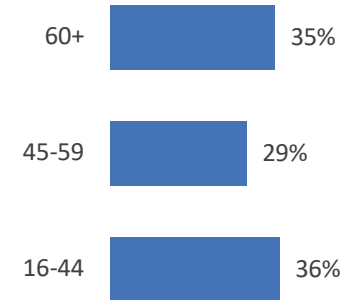


# Demographics

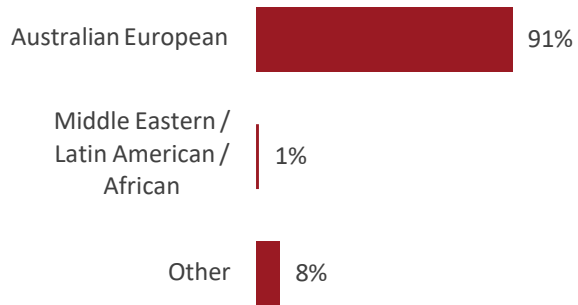
## Gender



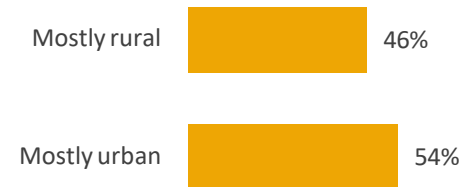
## Age



## Ethnicity

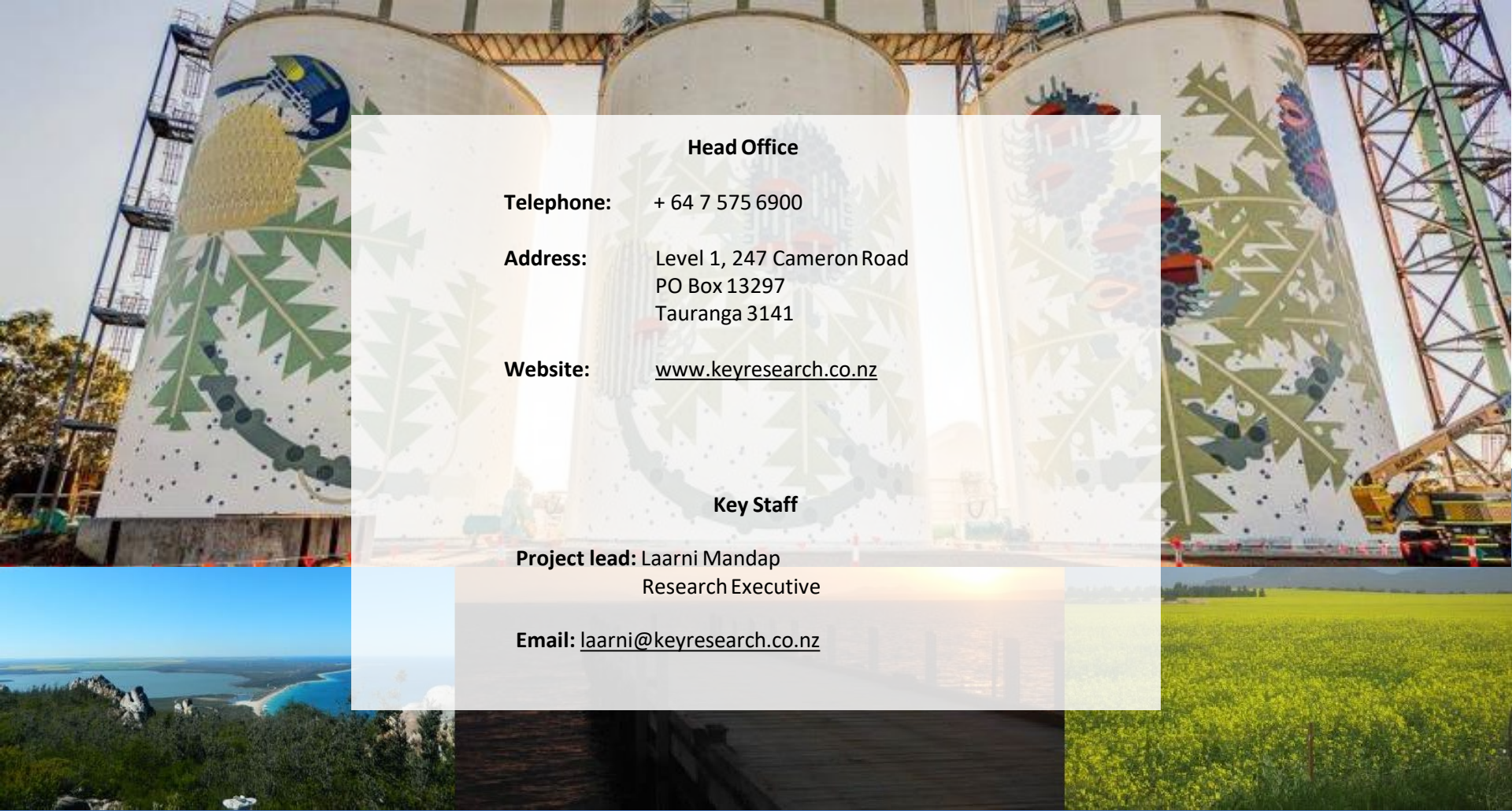


## Location



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





### Head Office

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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

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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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- 
- (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

---

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.

- 
- (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:

- 
- (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.

---

**(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

- 
- (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.

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## 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

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**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:



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- (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.

---

## 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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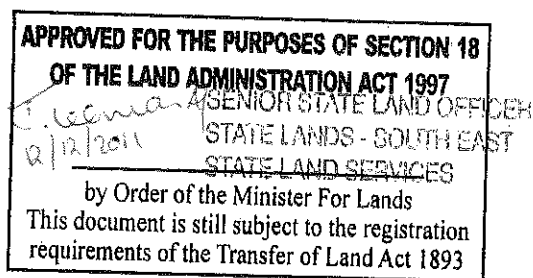
**ITEM 8: RENT REVIEW DATES**

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.

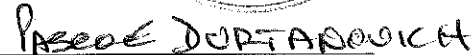



**EXECUTED by the parties as a Deed:**


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

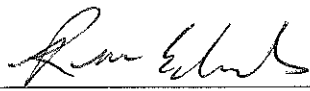
  
\_\_\_\_\_  
(Print Full Name)

  
\_\_\_\_\_  
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

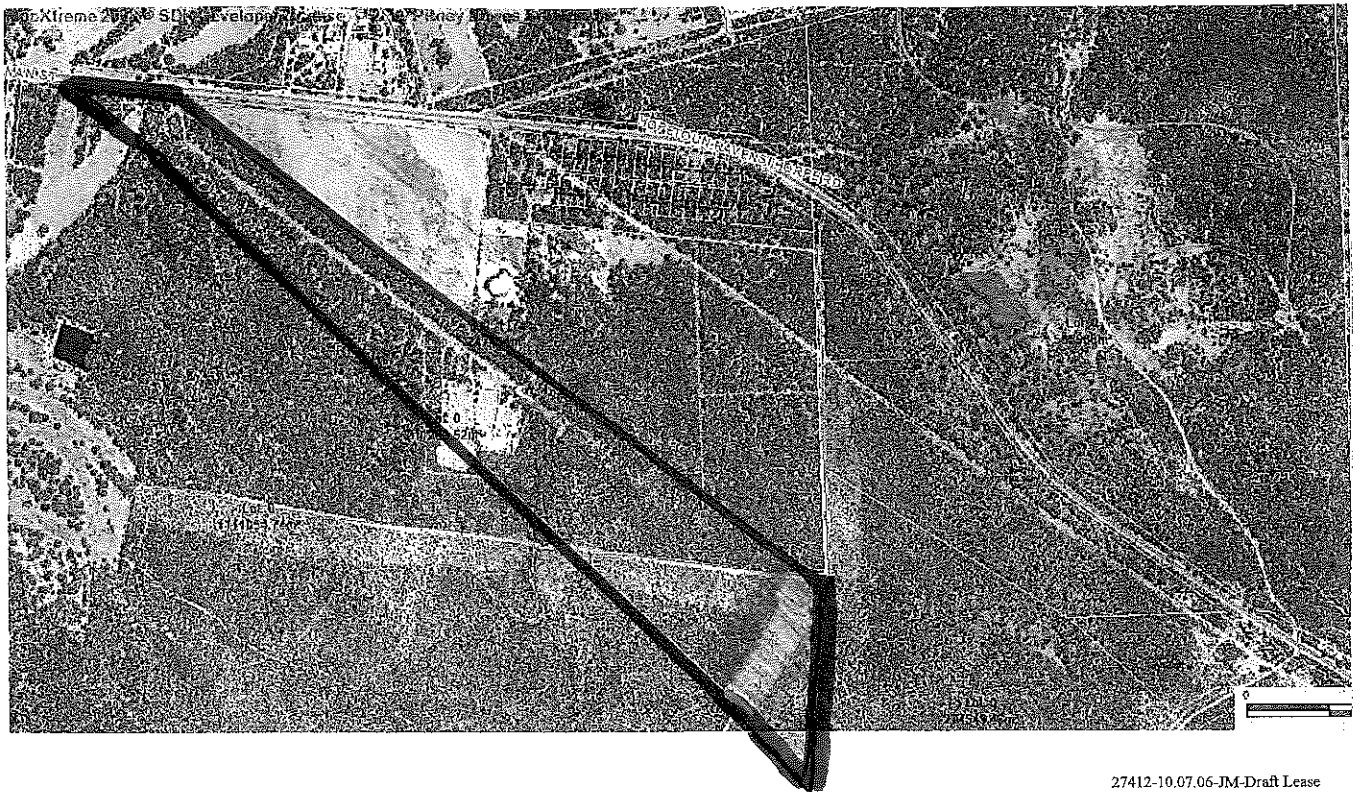
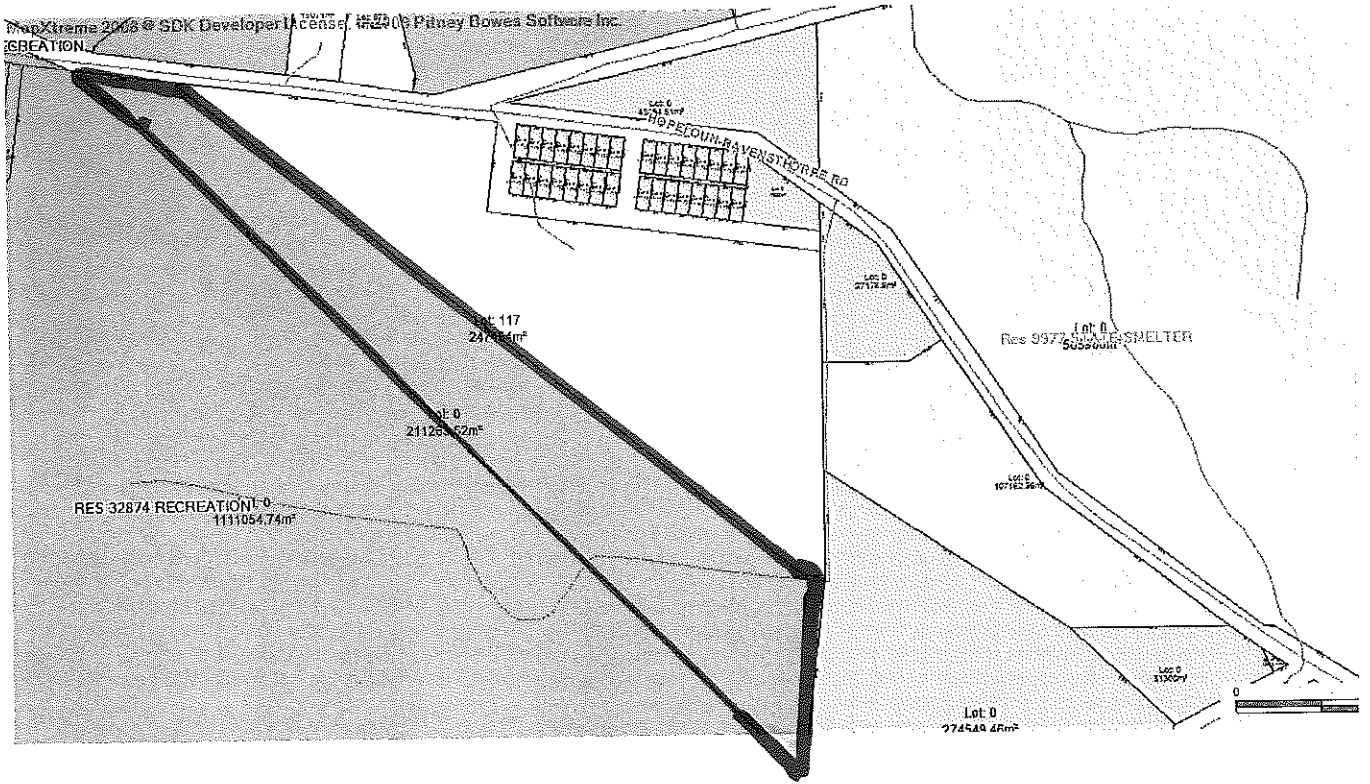
  
\_\_\_\_\_  
OFFICE HOLDER SIGN:

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**



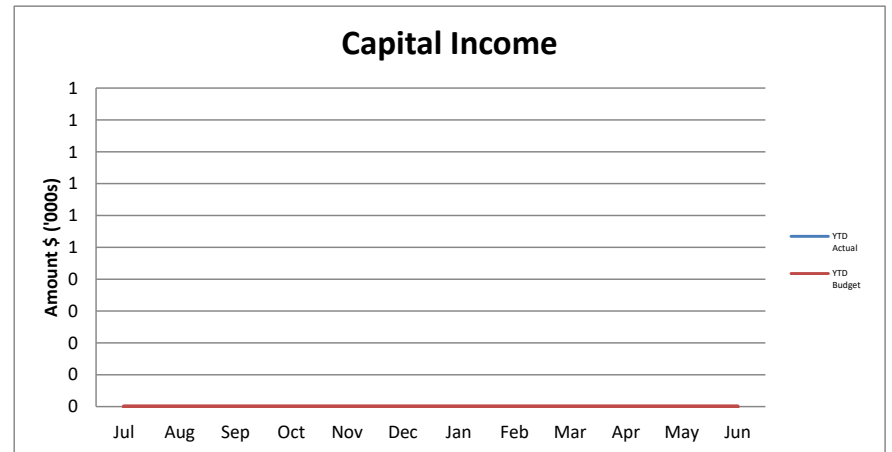
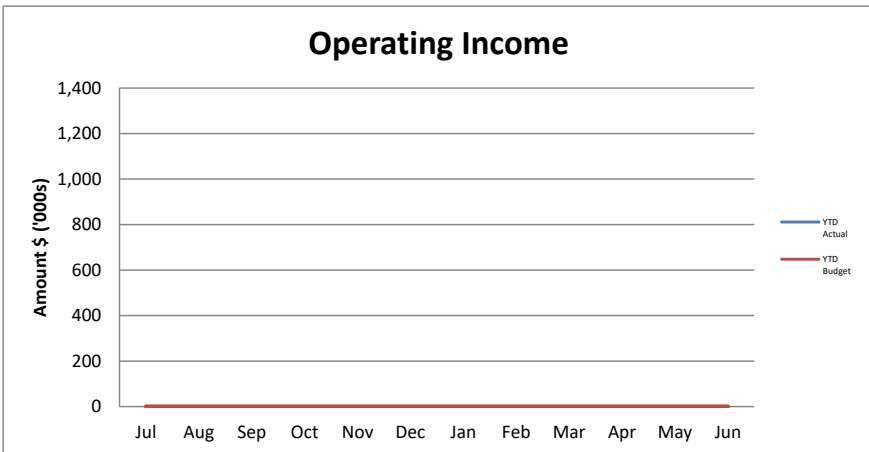
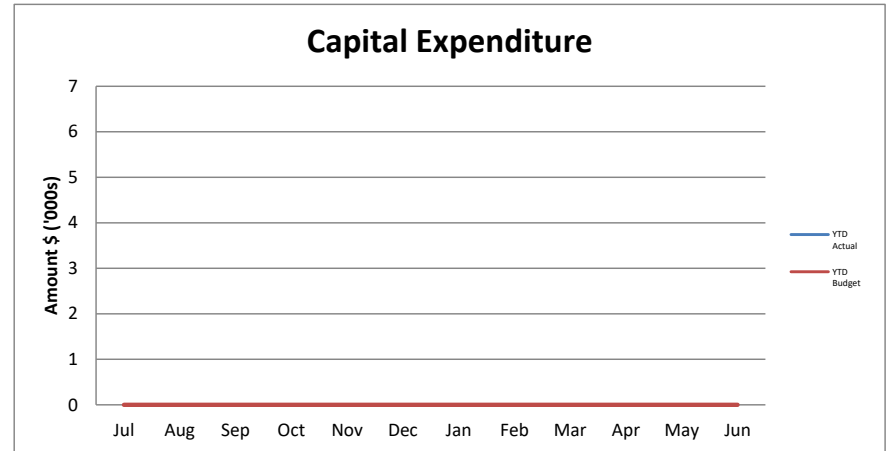
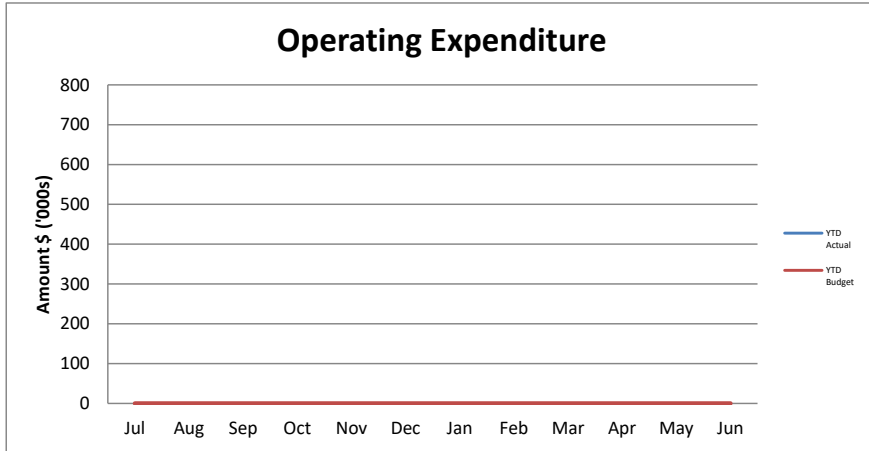
**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2020**

**TABLE OF CONTENTS**

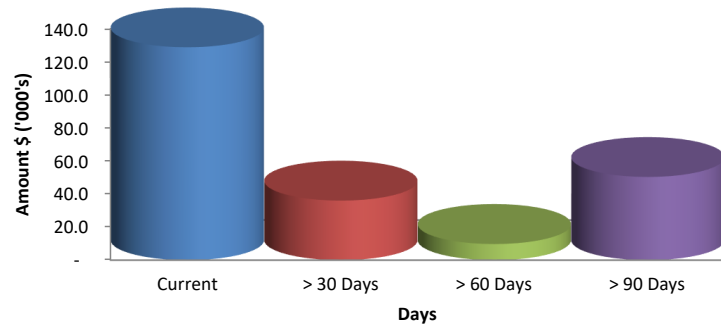
	<b>Page</b>
Graphical Analysis	2-3
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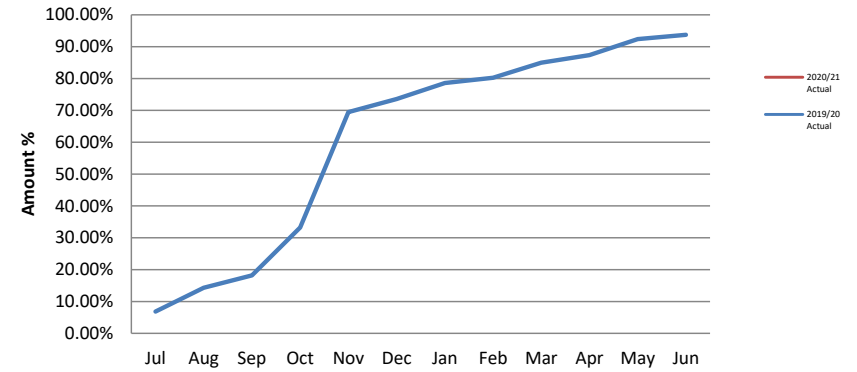
# Income and Expenditure Graphs to 31 July 2020



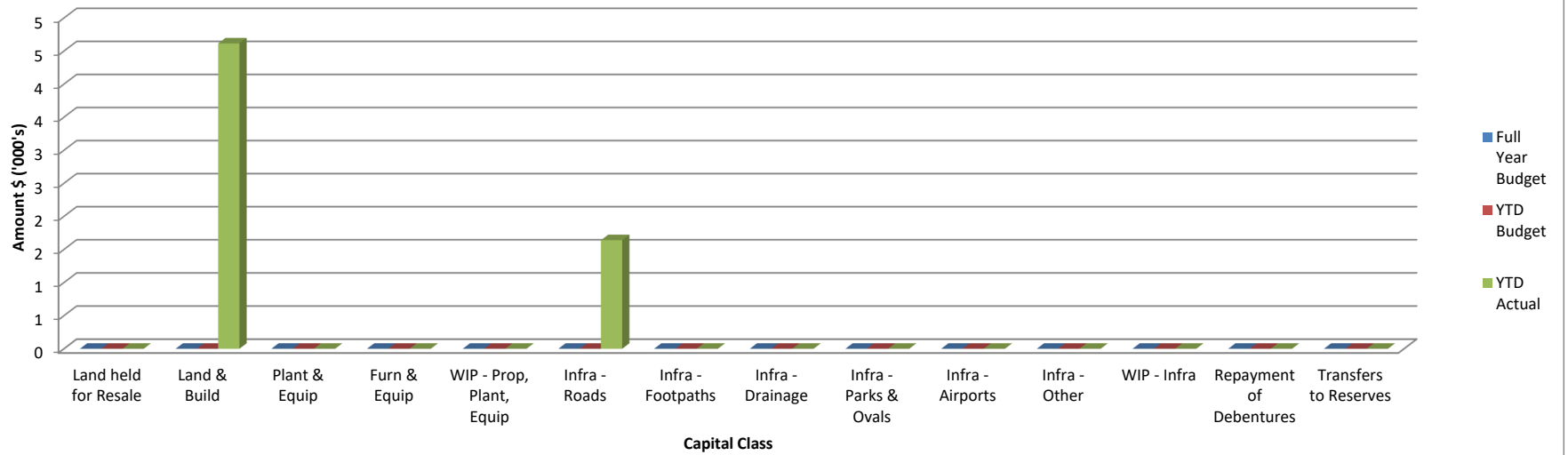
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



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

FOR THE PERIOD ENDED 31 JULY 2020

	NOTE	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	JULY 2020 Y-T-D Budget \$	JULY 2020 Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %
<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%
		<u>0</u>	<u>0</u>	<u>0</u>	<u>1,220,213</u>	<u>1,220,213</u>	<u>#DIV/0!</u>
<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%
		<u>0</u>	<u>0</u>	<u>0</u>	<u>(671,550)</u>	<u>(671,550)</u>	<u>0.00%</u>
<b>Net Operating Result Excluding Rates</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>548,663</b>	<b>548,663</b>	<b>0.00%</b>
<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	<u>584</u>	<u>1,742,701</u>	<u>1,742,701</u>	<u>2,285,110</u>	<u>542,409</u>	<u>(131.12%)</u>
<b>Amount Raised from Rates</b>		<u><b>1,996,857</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>1</b></u>	<u><b>1</b></u>	<u><b>#DIV/0!</b></u>

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

**Material Variances Symbol**

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

**Purpose**

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

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

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

**REPORTABLE OPERATING REVENUE VARIATIONS**

**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 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	JULY 2020 Actual \$
<b>1. ACQUISITION OF ASSETS</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program</u></b>				
<b>Law, Order &amp; Public Safety</b>				
<u>Fire Prevention &amp; Control</u>				
<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 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	JULY 2020 Actual \$
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 1-Jul-20	Principal Repayments		Principal Outstanding		Interest Repayments	
		2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<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)
	1,694,368	0	0	1,694,368	1,694,368	0	(15,524)

(\*) 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 Adopted Budget \$	2020/21 YTD Actual \$
<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 Adopted Budget \$	2020/21 YTD Actual \$
<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

	2019/20 B/Fwd Per 2020/21 Budget \$	2019/20 B/Fwd Per Financial Report \$	JULY 2020 Actual \$
<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	0
Less: Movements Associated with Change in Accounting Standards	(177,845)		
Add Back : Component of Leave Liability not Required to be Funded	377,707	437,159	437,159
Add Back : Current Loan Liability	0	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 \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2020/21 Rate Revenue \$</b>	<b>2020/21 Interim Rates \$</b>	<b>2020/21 Back Rates \$</b>	<b>2020/21 Total Revenue \$</b>	<b>2020/21 Budget \$</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 \$</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**

	<b>JULY 2020 Actual \$</b>	<b>2020/21 Adopted Budget \$</b>	<b>2019/20 Actual \$</b>
<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 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 2020 Actual \$</b>	<b>2020/21 Adopted Budget \$</b>	<b>2019/20 Actual \$</b>
<b>OPERATING REVENUES</b>			
Rates	0	0	4,481,702
Operating Grants, Subsidies and Contributions	771,926	0	4,148,692
Non-Operating Grants, 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 2020 Actual \$</b>	<b>2019/20 Actual \$</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>	<u>6,184,671</u>	<u>6,573,259</u>
<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>	<u>156,817,434</u>	<u>156,811,177</u>
<b>TOTAL ASSETS</b>	<u>163,002,105</u>	<u>163,384,436</u>
<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>	<u>990,418</u>	<u>1,921,414</u>
<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>	<u>2,479,870</u>	<u>2,479,870</u>
<b>TOTAL LIABILITIES</b>	<u>3,470,288</u>	<u>4,401,284</u>
<b>NET ASSETS</b>	<u>159,531,817</u>	<u>158,983,152</u>
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>	<u>159,531,817</u>	<u>158,983,152</u>

**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>
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**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>
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**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>
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### 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>
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### 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>
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### 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>
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### 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>
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<b>Total Bankwest Corporate Mastercard Statement</b>	<b>\$ 5,764.50</b>	<b>\$ 410.80</b>
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**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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Date: 12/08/2020  
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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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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
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	19/06/2020	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	19/06/2020	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	19/06/2020	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	19/06/2020	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	19/06/2020	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	19/06/2020	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	19/06/2020	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 2022/008104/07/2020	10/07/2020	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	10/07/2020	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	10/07/2020	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	10/07/2020	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	10/07/2020	Department of Transport (Shire Licensing)	PLATE CHANGE RA3188 TO 1GWJ258		28.60	
INV 1106381302/07/2020	10/07/2020	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 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 ARCHITECTURAL SERVICES	1		1,761.63
INV 34107	04/05/2020	Market Force	EARLY SETTLEMENT DISCOUNT - INVOICE 32711 MARCH 2020		-104.20	
INV 33859	24/06/2020	Market Force	ADVERTISING - TENDER RFT 01-2020-21 ARCHITECTURAL SERVICES		1,865.83	
EFT11943	10/07/2020	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT FOR MEDICAL CENTRES - JULY 2020	1		110.00
INV 051757	01/07/2020	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT FOR MEDICAL CENTRES - JULY 2020		110.00	
EFT11944	10/07/2020	Munglinup Road House	MAINTENANCE / CLEANING OF MUNGLINUP PUBLIC FACILITIES	1		750.00
INV 213270	30/06/2020	Munglinup Road House	MAINTENANCE / CLEANING OF MUNGLINUP PUBLIC FACILITIES		750.00	
EFT11945	10/07/2020	Nutrien Ag Solutions Ravensthorpe	BARM TOMCAT RTU MOUSE BAIT STATION X 10 & BARM 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 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 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 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 01/07/2020 - 30/06/2021	1		8,420.66
INV RSL-169301/07/2020		RAMM Software Pty Ltd	ANNUAL SUPPORT, MAINTENANCE & LICENCE FEE 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 48309899		52.87	
EFT11957	17/07/2020	4 Rivers Plumbing Gas & Civil Contracting	INSTALL 2 X WATER FILTERS AT THE RAVENSTHORPE SHIRE OFFICE	1		308.00
INV 5463	07/07/2020	4 Rivers Plumbing Gas & Civil Contracting	INSTALL 2 X WATER FILTERS AT THE RAVENSTHORPE SHIRE OFFICE		308.00	
EFT11958	17/07/2020	Building Commision, Department of Mines, Industry Regulation and Safety	BSL RETURN - JUNE 2020	1		283.25
INV T2	17/07/2020	Building Commision, Department of Mines, Industry Regulation and Safety	B20-09 - MISSED FROM MAY RETURN	1	56.65	
INV JUNE 20217/07/2020		Building Commision, Department of Mines, 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 SLEEVES	1		308.00
INV 48324	02/07/2020	Corsign WA	2 X 900MM WIDE YELLOW GRABRAILS WITH GROUND 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 MIX	1		1,795.20
INV 1413805306/07/2020		Fulton Hogan	1X PALLET OF EZSTREET ASPHALT POTHOLE REPAIR MIX		1,795.20	
EFT11963	17/07/2020	GD & GA Walker	PHASE 2 FIRE CELL RESTORATION WORKS/MITIGATION AS PER QUOTE #6	1		103,093.87
INV 78	30/06/2020	GD & GA Walker	PHASE 2 FIRE CELL RESTORATION WORKS/MITIGATION AS PER QUOTE #6		103,093.87	
EFT11964	17/07/2020	It Vision Australia Pty Ltd	SYNERGYSOFT & UNIVERSE ANNUAL LICENSE FEES 01 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 - NET48629753	1		11.18
INV 9033075807/07/2020		WINC Australia Pty Ltd	VARIOUS MATERIALS FOR THE CUB HOUSE - NET48629753		11.18	
EFT11983	23/07/2020	4 Rivers Plumbing Gas & Civil Contracting	PUMP OUT AND DISPOSE OF THE WASTE FROM 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 - W/E 19/07/2020	1		396.00
INV 2070	20/07/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - 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 RECRUITMENT - SPECIAL PROJECTS	1		3,311.67
INV 2071	20/07/2020	Fitz Gerald Strategies	ASSISTANCE WITH PROJECT MANAGEMENT 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 11/07/2020	1		3,233.34
INV 422119	14/07/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 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 - 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 BATTERY - RA225	1		242.00
INV 4255	16/07/2020	R And R Heavy Diesel Services	FIT AND SUPPLY NEW HEAVY DUTY EXTREME EXIDE 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 EXPLORATION LICENCE RAVENSTHORPE WA	1		216.67
INV A14299	21/07/2020	Woomera Mining Limited	Rates refund for assessment A14299 LOT E74/00597 EXPLORATION LICENCE RAVENSTHORPE WA		216.67	
EFT11996	31/07/2020	4 Rivers Plumbing Gas & Civil Contracting	PUMP OUT SEPTIC TANKS & UNBLOCK PIPES OVER 3 DAYS	1		2,508.00
INV 5482	21/07/2020	4 Rivers Plumbing Gas & Civil Contracting	PUMP OUT SEPTIC TANKS & UNBLOCK PIPES OVER 3 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 18/07/2020	1		3,563.82
INV 0042087415/10/2019		Lo-Go Appointments	TRAVEL REIMBURSEMENT FROM RAVENSTHORPE TO BUNBURY - HELEN COOPER		330.48	
INV 422145	21/07/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/K 18/07/2020		3,233.34	
EFT12020	31/07/2020	Local Health Authorities Analytical Committee (LHAAC)	ANALYTICAL SERVICES 2020/2021	1		254.65
INV MA2020	10/07/2020	Local Health Authorities Analytical Committee (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 (BUNNINGS)	1		28.55
INV REIMBU05/07/2020		Melissa Pollock	REIMBURSEMENT FOR HOOK AND MOUNTING TAPE (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 - 06/07/2020		42.50	
INV 25747	16/07/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES - 09/07/2020		127.50	
INV 25749	17/07/2020	Perfect Computer Solutions Pty Ltd	CHARGE CORD FOR LENOVO LAPTOP - RAVENSTHORPE OFFICE		150.00	
EFT12025	31/07/2020	R And R Heavy Diesel Services	DIAGNOSTIC TRUCK COMPUTER PLUG & REPLACE 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 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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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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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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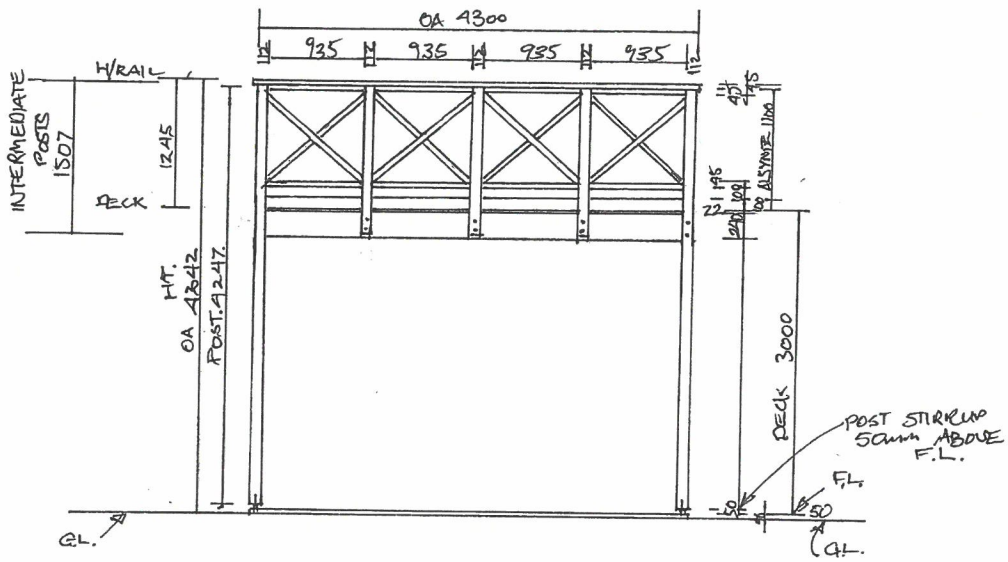
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**REPORT TOTALS**

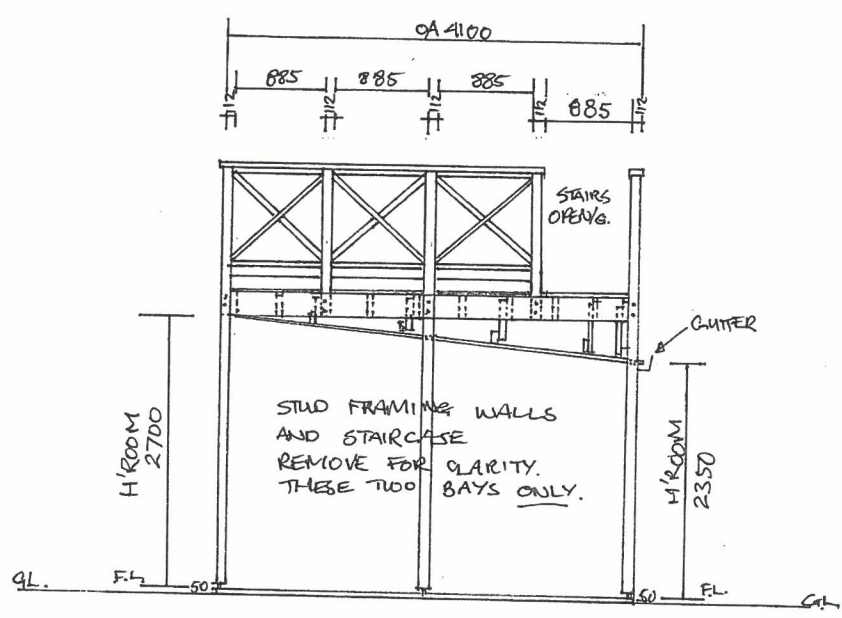
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1	Municipal Bank Account	1,253,732.25
<b>TOTAL</b>		<b>1,253,732.25</b>

**ATTACHMENT**



FRONT

W  
SCALE  
1:100

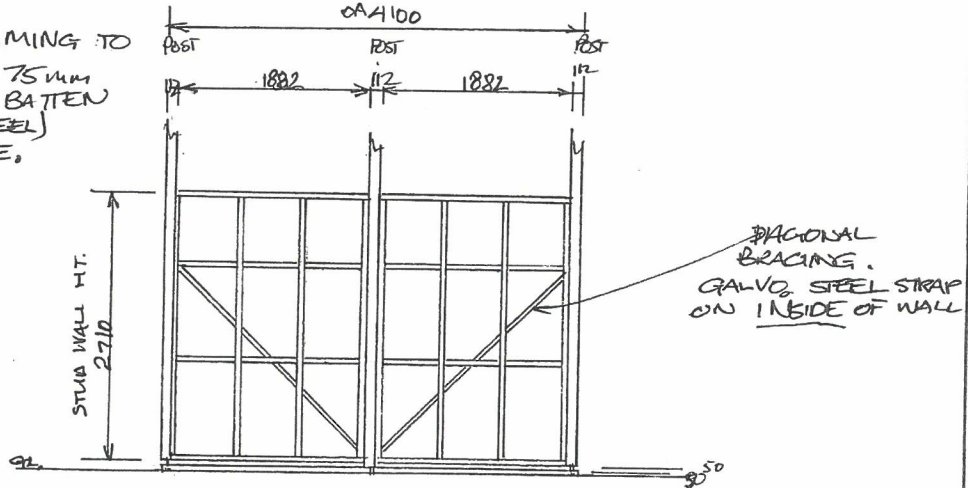


SIDE

S

\*THIS WALL S 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.

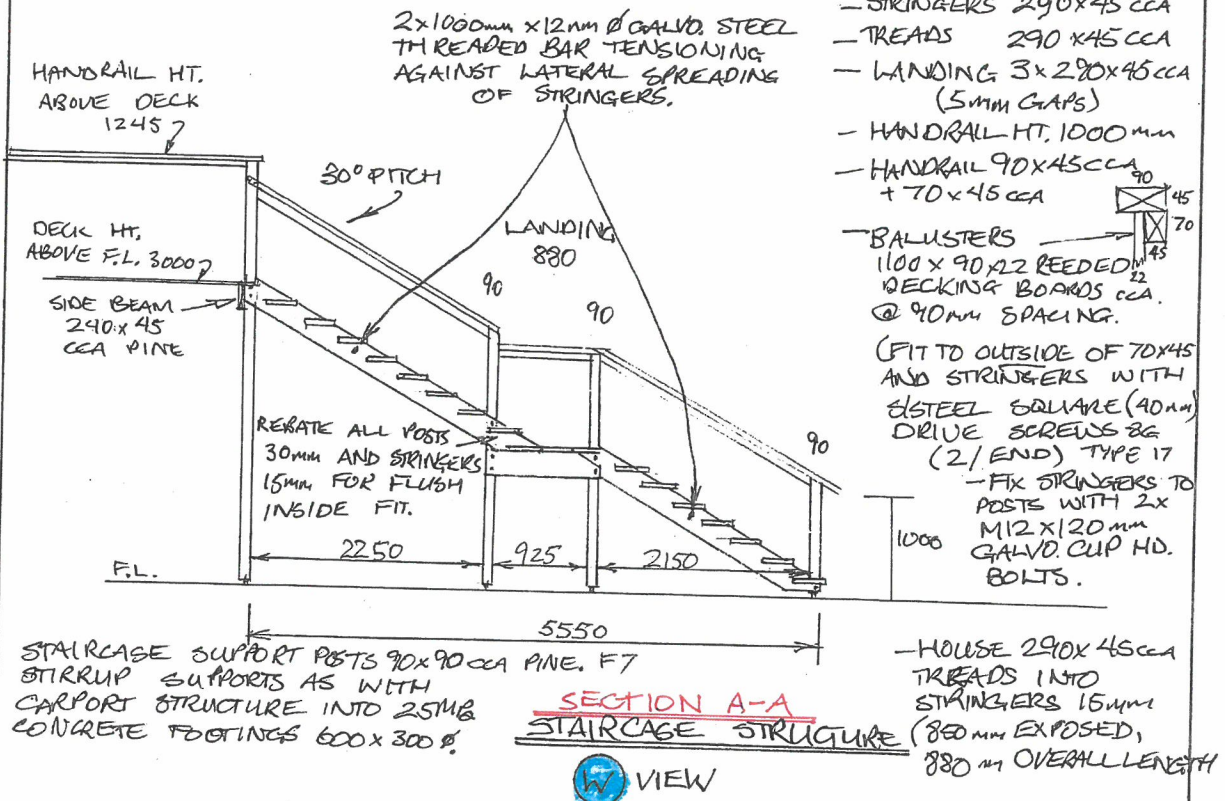
\*FIX STUD FRAMING TO POSTS WITH 75mm BUGLE HEAD BATTEN SCREWS (S/STEEL) 4x EACH SIDE.



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 DECKING BOARDS CCA @ 90mm SPACING.

(FIT TO OUTSIDE OF 70x45 AND STRINGERS WITH 61STEEL SQUARE (40mm) DRIVE SCREWS 2g (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 25MPG CONCRETE FOOTINGS 600x300.

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

SECTION A-A  
STAIRCASE STRUCTURE

W VIEW