

# Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Ravensthorpe will be held on Tuesday 20 October 2020 in the Council Chambers, Hopetoun commencing at 6.00pm.

## **Schedule**

6.00pm                      Ordinary Council Meeting

A handwritten signature in blue ink, appearing to read "Gavin Pollock".

Gavin Pollock  
**Chief Executive Officer**

16 October 2020

## **DISCLAIMER**

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

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

## **AGENDA**

Shire of Ravensthorpe  
Ordinary Council Meeting  
16 October 2020

## **MISSION STATEMENT**

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

# **DISCLAIMER**

## **INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS**

### **Please Note:**

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

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

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

### **Meeting Procedures:**

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

### **Council Meeting Information:**

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Inspection of Unconfirmed Minutes (Regulation 13).

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



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



## SHIRE OF RAVENSTHORPE - QUESTIONS FROM THE PUBLIC

Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Council Agenda Item Number: \_\_\_\_\_

*If applicable-see below\**

Name of Organisation Representing: \_\_\_\_\_

*If applicable*

### QUESTION

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

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

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

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



## APPLICATION FOR LEAVE OF ABSENCE

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

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

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

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



## WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

**NOTE: USE ONE FORM PER DECLARATION**

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

(2) \_\_\_\_\_

(3) Agenda item \_\_\_\_\_

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

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

(5) The nature of my interest is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(6) The extent of my interest is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

DECLARATION BY:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

RECEIVED BY:

\_\_\_\_\_

Chief Executive Officer

\_\_\_\_\_

Date

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

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

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

#### **5.60A – Financial Interest**

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

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

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

#### **5.60B – Proximity Interest**

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

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

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

#### **5.61 – Indirect financial interest**

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

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

#### **11 – Disclosure of interest**

- (1). In this regulation –

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

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

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

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

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

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





## Shire of Ravensthorpe

### Notice of Ordinary Council Meetings

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

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

# SHIRE OF RAVENSTHORPE

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

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

The Presiding Member to declare the meeting open.

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

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

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

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

ON LEAVE OF ABSENCE:

ABSENT:

MEMBERS OF THE PUBLIC:

**3. Announcements by the Presiding Member**

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

Nil.

**5. Public Question Time**

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

**7. Applications for Leave of Absence**

**8. Disclosures of Interest**

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

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

**Statutory Environment:**

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

**Voting Requirements:**

Simple Majority.

**Recommendation:**

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

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

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

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

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

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

- Goldfields Voluntary Regional Organisation Of Councils (GVROC) Delegate - President  
Delegate - Cr Goldfinch  
Proxy - Deputy President
- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Cr Goldfinch
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Belli  
Delegate - Cr Leighton  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Cr Belli  
Proxy - Cr Mudie
- 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<br>Proxy - Cr Mudie        |
| • Fitzgerald Biosphere Community Collective           | Delegate - Cr Leighton<br>Proxy - Cr Mudie     |
| • Hopetoun Recreation Management (HDRA)               | Delegate - Cr Dunlop<br>Proxy - Cr Goldfinch   |
| • Ravensthorpe Historical Society                     | Delegate - Cr Goldfinch<br>Proxy - Cr Leighton |

## **12. Reports from Councillors**

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

- 17 September 2020 – Meeting with Kondinin Council Delegation.
- 21 September 2020 – Meeting with Rick Wilson Federal MP.
- 21 September 2020 – Meeting with DON/HSM Ravensthorpe Hospital.
- 21 September 2020 – Judging Panel – Business Awards.
- 23 September 2020 – Meeting with Hopetoun Progress Association.
- 25 September 2020 – WALGA Conference and AGM (Perth).
- 2 October 2020 – Meeting with Paul Papalia State Tourism Minister (Esperance).

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

Nil.

### **Cr Ian Goldfinch**

Nil.

### **Cr Sue Leighton**

Nil.

### **Cr Thomas Major**

Nil.

### **Cr Mark Mudie**

Nil.

### **Cr Graham Richardson**

- 17 September 2020 – Hopetoun Community Resource Centre Meeting.
- 14 October 2020 – Fitzgerald River National Park Advisory Group Meeting.

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

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

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

#### **Summary:**

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

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

#### **Background:**

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

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

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

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

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

#### **Option 1 – Demolition of Existing Buildings**

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

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

### Option 2 – Relocation of Existing Buildings

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

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

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

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

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

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

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

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

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

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



### Option 3 – New Modular Buildings

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

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

#### **Comment:**

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

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

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

#### **Consultation:**

Councillors.  
Executive Team.  
Relocation Specialists.  
Building Surveyor.

#### **Statutory Environment:**

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

#### **Policy Implications:**

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

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

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

#### **Financial Implications:**

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

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

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

**Strategic Implications:**

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

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

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix**

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

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

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That Council;**

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

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

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

## 13.2 Christmas and New Year’s Administration, Operations and Childcare Closure

<b>File Reference:</b>	<b>CS.SP.1 &amp; CS.SP.2</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>21 September 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 a closure of both the Ravensthorpe and Hopetoun Shire Administration and Operation Centre’s over the Christmas and New Year period being from 12 noon on Friday 18 December 2020 to Sunday 3 January 2021 (inclusive). Plus the closure of both the Ravensthorpe and Hopetoun Shire Childcare Centre’s on Thursday, 24 December 2020 to Sunday 3 January 2021 and to reopen Monday 4 January 2021(inclusive).

### **Background:**

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

### **Comment:**

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

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

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

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

### **Consultation:**

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

### **Statutory Environment:**

Nil.

### **Policy Implications:**

Nil.

### **Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix**

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

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

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That Council;**

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

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

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

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

### 13.3 Recognition of Service – Employees Policy Amendment

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

#### Summary:

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

#### Background:

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

A summary of the proposed policy amendments is detailed below;

#### A14 Recognition of Service – Employees

- Inclusion of the ability for the Chief Executive Officer to provide a nominal gift to the value of \$150 to eligible employees with more than 1 year and less than 10 years of service employee that have completed commendable and continuous service for the Shire of Ravensthorpe.
- Adjustment of the gift value for employees who have served greater than 10 year’s service is outlined below;

<b>Year’s of service</b>	<b>Current Recognition Value</b>	<b>Proposed Recognition Value</b>
10+ year’s	\$200	\$500
20+ year’s	\$400	\$1,000
30+ year’s	\$500	\$1,500

#### Comment:

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

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

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

#### Consultation:

Elected Members.  
Executive Team.  
Staff.

**Statutory Environment:**

Section 5.50 of the Local Government Act 1995 stipulates;

*“5.50 Payments to employees in addition to contract or award*

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

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

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

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

**Policy Implications:**

As detailed above.

**Financial Implications:**

Gratuitous recognition payments are contained within existing operating expenses.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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



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

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That Council;**

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

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

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

### 13.4 Revised Fitzgerald Coast Brand and Revised Logo

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

#### **Summary:**

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

#### **Background:**

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

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

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

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

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

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

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

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

**Comment:**

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

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

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

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

**Consultation:**

Executive Team.

Fitzgerald Biosphere Community Collective (FBCC).

Regional Tourism Organisation.

**Statutory Environment:**

Nil.

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

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

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That Council endorse;**

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

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

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

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

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

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer</b>	<b>Director Corporate and Community Services</b>
<b>Date:</b>	<b>13 October 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for September 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 September 2020 Monthly Financial Reports.

#### **Comment:**

The September 2020 Monthly Financial Reports are presented for review.

#### **Consultation:**

Chief Executive Officer.

#### **Statutory Environment:**

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

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

All expenditure has been approved via adoption of the 2020/21 Annual Budget, or resulting from a Council Motion for a budget amendment.

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

#### **Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Simple Majority.

**Recommendation:**

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

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

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

## 14.2 Schedule of Account Payments – September 2020

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

### Summary:

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

### Background:

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

#### 2020/2021

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	32,246	1,089,988	72,966	5,765	0	1,200,963	256,870
Aug	24,281	361,337	159,976	7,275	0	553,410	247,790
Sep	9,832	467,211	92,158	6,744	0	575,945	275,691
Oct							
Nov							
Dec							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
<b>Total</b>	<b>66,899</b>	<b>1,918,536</b>	<b>325,100</b>	<b>19,784</b>	<b>0</b>	<b>2,330,318</b>	<b>780,351</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

### Comment:

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

### Consultation:

Senior Finance Officer.

### Statutory Environment:

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



**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Simple Majority.

**Recommendation:**

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

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

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

### 14.3 Rates Instalment Date Changes 2020/21

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

**Summary:**

To amend the rates instalment dates to comply with legislation.

**Background:**

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

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

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

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

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

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

**Comment:**

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

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

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

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

**Consultation:**

Executive Staff.  
Councillors.

**Statutory Environment:**

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

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That Council:**

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

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

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

**15. Directorate of Technical Services**

Nil.

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

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

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

**17.1 Elected Members**

**17.2 Officers**

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

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

**18. Matters Behind Closed Doors**

**Recommendation:**

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

- e) a matter that if declared, would reveal –
  - i) a trade secret
  - ii) information that has a commercial value to a person
  - iii) information about the business, professional, commercial, financial affairs of a person.

**Voting Requirements:**

Simple Majority.

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

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

**18.1 Confidential – RFT 02-2020/21 – Tender for Hopetoun Ovals Irrigation Supply and Installation**

**File Reference:** CA.TE.1  
**Location:** Hopetoun Oval – Veal Street, Hopetoun  
**Applicant:** N/A  
**Author:** Project Manager / Manager Governance & Compliance  
**Authorising Officer:** Chief Executive Officer  
**Date:** 13 October 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Request for Tender Specifications – RFT 02-2020/21 (Attachment Peach)  
Tender Evaluation Matrix (Attachment Jade)  
**Previous Reference:** Nil

**18.2 Confidential Item – Purchase Replacement Multi Tyre Roller**

**File Reference:** PE.FM.1  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Director Technical Services  
**Authorising Officer:** Chief Executive Officer  
**Date:** 15 October 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Plant Assessment Report - 20 October 2020 (Attachment Black)  
**Previous Reference:** Nil

**18.3 Confidential Item – Purchase Replacement Prime Mover**

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

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

**Recommendation:**

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

**Voting Requirements:**

Simple Majority.

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

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

**19. Closure of Meeting**

The Presiding Member to declare the meeting closed.



# ATTACHMENT



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 15 September 2020**

**Commencing at 6.00pm**

**Ravensthorpe Recreation Centre**

Unconfirmed

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held in the Ravensthorpe Recreation Centre on Tuesday 15 September 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 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)  
Melissa Pollock (Acting Director Technical Services)  
Mark Ridgwell (Manager Governance and Compliance)  
Kim Bransby (Executive Assistant)

APOLOGIES: Graham Steel (Director Technical Services)

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 the Deputy Shire President Cr Belli from 21 October 2020 to 16 December 2020.

Request for leave of absence from Cr Mudie from 20 September 2020 to 28 September 2020 as well as 8 October 2020 to 11 October 2020.

Request for leave of absence from the Shire President Cr Dunlop from 17 September 2020 to 21 September 2020.

**Voting Requirement:**

Simple Majority.

**Moved: Cr Richardson**

**Seconded: Cr Major**

**Res: 115/20**

**Decision:**

1. That the Council approve the Deputy Shire Presidents Cr Belli's application for leave of absence from the Ravensthorpe Shire Council from 21 October 2020 to 16 December 2020.
2. That Council approve Cr Mudie's application for leave of absence from Ravensthorpe Shire Council from 20 September 2020 to 28 September 2020 and 8 October 2020 to 11 October 2020.
3. The Council approve the Shire President Cr Dunlop's application for leave of absence from 17 September 2020 to 21 September 2020.

**Voting Requirements: Simple Majority**

**Carried: 7/0**

**8. Disclosures of Interest**

8.1 Shire President Cr Dunlop signed declaration in relation to Item 13.1.

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

Nature of Interest – Cr Dunlop sits on the Ravensthorpe Hopetoun Future Fund Board.

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

### **9.1 Ordinary Council Meeting Minutes 18 August 2020 (Attachment Grey)**

#### **Statutory Environment:**

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

#### **Voting Requirement:**

Simple Majority.

**Moved: Cr Mudie**

**Seconded: Cr Goldfinch**

**Res: 116/20**

#### **Decision:**

**That the Minutes of the Ordinary Meeting of Council held in Council Chambers, Hopetoun on 18 August 2020 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

### **9.2 Special Council Meeting Minutes 31 August 2020 (Attachment Green)**

#### **Statutory Environment:**

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

#### **Voting Requirements:**

Simple Majority

**Moved: Cr Major**

**Seconded: Cr Richardson**

**Res: 117/20**

#### **Decision:**

**That the Minutes of the Special Meeting of Council held in Ravensthorpe Recreation Centre on 31 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 - Cr Leighton  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Cr Belli  
Proxy - Cr Mudie
- Munglinup Community Group Delegate - Cr Leighton  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - Cr Leighton
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie



- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Fitzgerald Biosphere Community Collective Delegate - Cr Leighton  
Proxy - Cr Mudie
- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy - Cr Goldfinch
- Ravensthorpe Historical Society Delegate - Cr Goldfinch  
Proxy - Cr Leighton

## **12. Reports from Councillors**

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

Cr Dunlop attended the Hopetoun Community Resource Centre meeting held on 20 July 2020.

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

Cr Belli attended the Ravensthorpe Community Resource Centre meeting held on 17 August 2020.

Cr Belli advised the Ravensthorpe Community Resource Centre AGM will be held on 13 October 2020.

### **Cr Ian Goldfinch**

Nil.

### **Cr Sue Leighton**

Nil.

### **Cr Thomas Major**

Nil.

### **Cr Mark Mudie**

Nil.

### **Cr Graham Richardson**

Cr Richardson advised he had attended several meetings held by the Hopetoun Progress Association. At this time the Hopetoun Progress Association was currently under the governing of a Management Committee until Financial Matters can be investigated and reported back. AGM has been postponed until the New Year.

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

### **13.1 Deed of Variation - Ravensthorpe Hopetoun Future Fund**

<b>File Reference:</b>	<b>GS.AP.9</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>Ravensthorpe Hopetoun Future Fund</b>
<b>Author:</b>	<b>Manager Governance and Compliance</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>8 September 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Deed of Variation Ravensthorpe Hopetoun Future Fund (Attachment Brown) Combined Original Ravensthorpe Hopetoun Future Fund Deed that includes amendments (Attachment Black)</b>
<b>Previous Reference:</b>	<b>Item 10.4.1 – 16 August 2018 Ordinary Council Meeting</b>

#### **Summary:**

This report recommends Council consider adopting the Deed of Variation attributed to the Ravensthorpe Hopetoun Future Fund in order to assist the Board in undertaking its governance functions.

#### **Background:**

At the request of the Ravensthorpe Hopetoun Future Fund Board and endorsed at Council at its meeting of 16 August 2018, variations were sought for the Future Fund Deed. The changes are summarised below;

- Removed reference to the “Shire of Ravensthorpe” and replaced with the “Local government of the district”, this is to reflect changes to legislation that now requires referencing to local governments rather than Shire’s/Town’s/City’s.
- Amended Clause 4.4 – Trustee May Accumulate Income – to include the words “*so long as the Trustee uses its best endeavours to ensure that, as far as practicable*”, the proportion of the Specified Income accumulated in any Accounting Period does not exceed 20%. Whilst this still remains the objective, markets can fluctuate and a larger unexpected return may occur.
- Inclusion of ability to pay a member of the Board:  
(1) reasonable costs or expenses incurred by the Board member in attending a meeting of the Board; and  
(2) a reasonable meeting attendance fee or allowance.
- The Shire President and Chief Executive Officer positions are to be made ‘*Ex Officio*’, meaning appointments are made to the position, not person. Therefore a person acting in the role can fulfil the duties on behalf of their respective positions.
- Include a new Clause 9.4A that clarifies the terms of office for all positions on the Board.
- Clause 9.9 is amended to reflect the quorum of the Board does not require attendance by all Board Members, which was previously a particularly onerous and impractical clause.
- Clause 11 enhanced as it relates to Conflicts of Interest by the Trustee and the Board.

Because the Deed of Variation includes amendments to clause 4.4 of the Trust Deed, the Deed of Variation could not be executed by the Shire until the amendments had been consented to by the Commissioner of Taxation for the purposes of the *Income Tax Assessment Act 1997*.

The Chairman of the Board wrote to the Commissioner for Taxation seeking consent to the proposed amendments to clause 4.4 of the Trust Deed. On the 7 August 2020 the Deputy Commissioner for Taxation confirmed that the proposed amendments to the Deed (as per the draft Deed of Variation) will not affect the endorsement of status of the Trust as an income tax exempt charity.

**Comment:**

After the Shire has executed the Deed of Variation, it is then required (under clause 13(b)(5) of the Trust Deed) to notify the Commissioner for Taxation that the amendments have been adopted, after which the changes will take effect.

**Consultation:**

Elected Members.  
 Executive Team.  
 Australian Taxation Office.  
 Ravensthorpe Hopetoun Future Fund Board.

**Statutory Environment:**

*Income Tax Assessment Act 1997.*

**Policy Implications:**

Council Policy “G21 Support to the Ravensthorpe Hopetoun Future Fund Board” stipulates that in accordance with the Trust Deed, the Shire of Ravensthorpe, must provide free of charge to the Trust support and services, including the funding of costs and expenses associated with that support and services, required by the Trust and the Board to administer the Trust Fund, including specifically:

*“Any taxation administration necessary to have the Trust endorsed as exempt from income tax under Division 50 of the ITAA97, and thereafter to ensure the Trust remains compliant with all taxation laws, including income tax and GST.”*

**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 social considerations.

**Risk Implications:**

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

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

**Voting Requirements:**

Absolute Majority.

**Moved: Cr Mudie**

**Seconded: Cr Richardson**

**Res: 118/20**

**Decision :**

**That Council:**

1. **Endorses the Deed of Variation to the Ravensthorpe Hopetoun Future Fund Deed as detailed in Attachment Orange;**
2. **Authorises the Shire President and Chief Executive Officer to affix the Common Seal to the Executed Deed of Variation; and**
3. **Notes that Chief Executive Officer will notify the Commissioner for Taxation of the Executed Deed.**

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

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

### **14.1 Monthly Financial Report – 31 August 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 September 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for August 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 August 2020 Monthly Financial Reports.

#### **Comment:**

The August 2020 Monthly Financial Reports are presented for review.

#### **Consultation:**

Chief Executive Officer.

#### **Statutory Environment:**

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

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

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

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

#### **Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Simple Majority.

**Moved: Cr Richardson**

**Seconded: Cr Belli**

**Res: 119/20**

**Decision:**

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

**Voting Requirements: Simple Majority**

**Carried: 7/0**

## 14.2 Schedule of Account Payments – August 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:** 08 September 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 31 August 2020  
 Credit Card Transactions to 3 August 2020  
 Creditors List of Accounts Paid August 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 01/08/2020 to 31/08/2020

#### 2020/2021

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	32,246	1,089,988	72,966	5,765	0	1,200,963	256,870
Aug	24,281	361,337	159,976	7,275	0	553,410	247,790
Sep							
Oct							
Nov							
Dec							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
<b>Total</b>	<b>56,527</b>	<b>1,451,325</b>	<b>232,941</b>	<b>13,040</b>	<b>0</b>	<b>1,754,373</b>	<b>504,660</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 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

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



**Voting Requirements:**

Simple Majority.

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 120/20**

**Decision:**

**That Council endorse:**

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

**Voting Requirements: Simple Majority**

**Carried: 7/0**

Unconfirmed

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

### **15.1 Shire of Ravensthorpe 2020 Local Planning Policy Review**

<b>File Reference:</b>	<b>CM.PO.1</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Manager Governance and Compliance</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>3 September 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft 2020 Local Planning Policies (Attachment Orange)</b>
<b>Previous Reference:</b>	<b>Item 10.2.1 – Ordinary Council Meeting – 20 December 2018</b>

#### **Summary:**

This report recommends Council consider and endorse the review of the Shire of Ravensthorpe 2020 Local Planning Policies. 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; and
- Improve operational efficiency by ensuring decision making is scalable to Council's own decision making tolerances.

#### **Background:**

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

At the Ordinary Council Meetings in both July and August 2020 the Council reviewed and adopted its Council Policy Manual. The Council is now asked to consider the review of Local Planning Policies as they apply under the Local Planning Scheme No 6.

The changes amendments are summarised below;

<b>Policy No &amp; Title</b>	<b>Summary of Amendments</b>
<b>LPP1 Sportsfields – Advertising Signs;</b>	No amendments proposed.
<b>LPP2 Advertising Signs;</b>	No amendments proposed.
<b>LPP3 Outbuildings;</b>	Deleted Clause;  “In the Rural Residential zone a written undertaking is provided to build a house within 2 years of the outbuilding building permit being issued together with a bond of \$5000. The bond is fully refundable upon substantial commencement of the house on the same property.”  Whilst supported as a good planning outcome it is unenforceable for a building permit for an outbuilding where there is not a related building permit for a house, therefore a bond cannot be applied.  Minor modifications to Table 1 Outbuilding Requirements allowing for rear setbacks to be 10 metres, rather than an original 20 metre requirement.

<b>LPP4 Housing;</b>	No amendments proposed.
<b>LPP5 Industrial Design Guidelines</b>	No amendments proposed.
<b>LPP6 Extractive Industry;</b>	No amendments proposed.
<b>LPP7 Public Open Space – 3-5 Lot Subdivision;</b>	No amendments proposed.
<b>LPP8 Alfresco Dining &amp; Trading in Public Places;</b>	No amendments proposed.
<b>LPP9 Farm Forestry.</b>	No amendments proposed.
<b>LPP10 Holiday Houses; and</b>	Added two additional clauses to mitigate fire risks.  b) Where development is proposed to be located within a bushfire prone area a Bushfire Attack Level Assessment must be prepared and lodged with a development application unless the development is subject to the BAL Contour Plan over Ravensthorpe and Hopetoun Townsites and a template for lodging Bushfire Management Plans as referenced in LPP11-Development in Bushfire Prone Areas.  c. Where a Bushfire Attack Level Assessment of BAL-40 and BAL-Flame Zone applies and the rating cannot be reduced it is considered inappropriate for a Holiday Home land use and an application for development approval will be refused.
<b>LPP11 Development in Bushfire Prone Areas.</b>	Amendment that Bushfire Attack Level (BAL) Contours will be reviewed annually to being reviewed as required.

Note: Changes are detailed in blue within the attachment and strikethroughs indicate deletions.

It is to be noted that the Shire of Ravensthorpe is currently progressing a complex amendment to the Shire of Ravensthorpe Local Planning Scheme No. 6, referred to as Amendment No. 3. This scheme amendment will result in further changes to the Shire of Ravensthorpe Planning Policies, however these are likely to not be considered by Council until early 2021.

Scheme Amendment 3 has been prepared by the Shire of Ravensthorpe for the purposes of:

1. Inserting new reserve classifications and associate provision and map modifications;
2. Amending the Scheme map to reflect accurate reservations for Shire managed reserves;
3. Inserting the 'Commercial' zone and associated provisions;
4. Removing the 'Rural Townsite' zone and associated provisions;
5. Reviewing land use permissibility's within Clause 3.2;
6. Inserting 'Commercial Vehicle Parking' into the zoning table and amend associated provisions;
7. Amending the Scheme in relation to additional dwellings on farms;
8. Inserting provisions relating to 'Outbuildings';

9. Combining the vegetation protection provisions for rural residential and rural smallholdings as new clause and inserting reference to the Proteaceae Dominated Kwongkan Shrubland;
10. Amending the Scheme to delete duplications with the matters to be considered in the Deemed Provisions;
11. Amend exemption to Clause 61.(1) to include all fences in accordance with an adopted Fencing Local Law;
12. Inserting provisions for parking separated from development and arbitration clauses for cash in lieu of parking spaces;
13. Amending the Scheme by replacing the current 'SCA1 – Infrastructure (Water Supply Protection Area)' within Table 12 and amending the Scheme map accordingly; and
14. Updating numbering throughout the Scheme where required.

Submissions on the planning scheme amendment are currently out for public comment with submissions due by 10 November 2020.

**Comment:**

A Local Planning Policy does not bind Council in its decision making, however, the Shire of Ravensthorpe and Council shall have due regard to the provisions of an applicable policy and the objectives which the policy is designed to achieve before making its determination on a planning matter.

The policies included in this Local Planning Policy Manual shall be read in conjunction with the requirements of the Shire of Ravensthorpe Local Planning Scheme No.6 and the Shire of Ravensthorpe Local Planning Strategy.

Given Council's recent adoption of the broader Shire of Ravensthorpe Policy Manual and that the last planning policy review was undertaken in December 2018, it is considered appropriate to undertake this review now, and will remain current until such time as submissions related to Scheme Amendment No. 3 are considered by Council, and ultimately varied as a result of the Scheme Amendment.

**Consultation:**

Shire of Esperance (Contractor for Planning Services).  
Elected Members.  
Executive Team.

As these policies are being amended under Clause 5 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) the policy will be advertised not less than 21 days before being brought back to Council for adoption with or without modification in light of any submissions received.

As LPP3 Outbuildings amended a deemed-to-comply provision of the R-Codes it requires the approval of the Western Australian Planning Commission under Clause 7.3.2 of State Planning Policy 7.3 Residential Design Codes Volume 1.

**Statutory Environment:**

Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) gives the local government the ability to "prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply –

- Generally or for a particular class or classes of matters; and
- Throughout the Scheme Area or in one or more parts of the Scheme area.

**Policy Implications:**

Refer to above summary.

**Financial Implications:**

There are no Financial Implications.

**Strategic Implications:**

There are no Strategic Implications.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Simple Majority.

**Moved: Cr Richardson**

**Seconded: Cr Goldfinch**

**Res: 121/20**

**Decision:**

**That Council by a Simple Majority decision:**

**1. Reconfirm the following policies as detailed in the attachments:**

- **LPP1 Sportsfields – Advertising Signs;**
- **LPP2 Advertising Signs;**
- **LPP4 Housing;**
- **LPP5 Industrial Design Guidelines;**
- **LPP6 Extractive Industry;**
- **LPP7 Public Open Space – 3-5 Lot Subdivision;**
- **LPP8 Alfresco Dining & Trading in Public Places; and**
- **LPP9 Farm Forestry.**

**2. Amend the following policies in accordance with Clause 4 of the Deemed Provisions and as detailed in the attachments and undertake Local Public Notice:**

- **LPP3 Outbuildings;**
- **LPP10 Holiday Houses; and**
- **LPP11 Development in Bushfire Prone Areas.**

**3. Refer LPP3 Outbuildings to the Western Australian Planning Commission under Clause 7.3.2 of State Planning Policy 7.3 Residential Design Codes Volume 1.**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

## 15.2 Development Application – Lot 305 (33) Buckie Street, Hopetoun – Outbuilding (Shed)

**File Reference:** P20-29  
**Location:** Lot 305 (33) Buckie Street, Hopetoun  
**Applicant:** Raymond John & Raelene Joy Stocker  
**Author:** Planning Services  
**Authorising Officer:** Chief Executive Officer  
**Date:** 11 September 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Plans (Attachment Pink)  
**Previous Reference:** N/A

### Summary:

For Council to consider Development Application P20-29 for an Outbuilding (Shed) at Lot 305 (33) Buckie Street, Hopetoun.

### Background:

Shire of Ravensthorpe received Development Application P20-29 for an Outbuilding (Shed) at Lot 305 (33) Buckie Street, Hopetoun on 28 July 2020.

The application was advertised to adjoining landowners between 3 August 2020 and 17 August 2020 with no comments or objections being received.

As per the provisions of Local Planning Policy: Outbuildings, as a variation is proposed to the provisions of Local Planning Policy: Outbuildings the application is to be determined by Council.

### Comment:

Lot 305 (33) Buckie Street, Hopetoun is zoned Residential R10/20 with a lot size of 809 square metres. The property is currently developed as a Single Dwelling.

The proposal calls for an Outbuilding (Shed) with dimensions 7.8 by 8 metres for a total size of 62.8 square metres, a wall height of 3.16 metres and a ridge height of 3.84 metres located one metre from both the side and rear boundaries.

Variations are proposed the maximum site area for Outbuildings (with 60 square metres being the permitted maximum, and 62.8 metres being proposed), and to the maximum wall height (with 3.0 metres being the permitted maximum, and 3.16 metres being proposed).

The applicant has indicated that the height variation is required to permit parking of a caravan in the proposed Outbuilding.

As per the provisions of Local Planning Policy: Outbuildings, Council is to have regard for matters such as;

1. The visibility of the proposed outbuilding(s) as viewed from a street, public space or neighbouring property;
2. The need for removal of any native vegetation or major trees;
3. Comments from affected neighbours/landowners;
4. Preservation of useable on site open space areas;
5. The ability for the outbuilding(s) to be screened by existing or proposed landscaping;
6. Whether support for the application will set an undesirable precedent for similar sized surrounding lots;
7. The impact of the development on streetscape and the character of the area;
8. The objectives of the zone;

9. All relevant general matters as set out in Clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2); and
10. Any other matter considered relevant by the Council.

In regards to these criteria, Planning Officers advise the following:

1. While the Outbuilding will be visible from the street from certain angles, the size of the Outbuilding will not be detrimental to the visual amenity in the locality or to adjoining landowners;
2. The site is predominantly cleared and as such there is negligible need/requirement to remove native vegetation or major trees;
3. The adjoining landowners declined to provide comment as a result of neighbour referral letters;
4. There will still be sufficient open space to comply with *Residential Design Codes* criteria for provision of open space on a Residential zoned properties;
5. The proposed setbacks mean that it may be possible to use vegetation to screen the Outbuilding from view;
6. The Outbuilding does not set an undesirable precedent;
7. The impact from the proposed Outbuilding on the streetscape and surrounding area will be similar to an Outbuilding of maximum compliant size due to the small scale of the proposed variations;
8. The proposed Outbuilding is compliant with the objectives of the Residential zone; and
9. The proposal is either compliant or proposes only a minor variation from the general matters set out in Clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015.

As the proposal is for a minor variation, with minimal impact on adjoining properties and the general locality, and the applicant has provided an acceptable justification, it is the position of Planning Officers that the proposal should be approved subject to conditions.

**Consultation:**

The application was publicly advertised between 3 August 2020 and 17 August 2020 with no comments or objections being received.

*Response to Applicants Justification:*

The applicant has provided a letter explaining that the size variations for the Outbuilding are the result of storing a large caravan. This justification is seen as acceptable by Planning Officers.

Planning Officers also wish to mention that they have seen an increase in demand for larger outbuildings as a result of residents of Western Australia purchasing large caravans, mobile homes and boats. As such Council may wish to explore the possibility of increasing size limitations for Outbuildings in the Residential zone.

**Statutory Environment:**

Local Planning Scheme No. 6.

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

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



considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

**Policy Implications:**

None.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Simple Majority.

**Moved: Cr Major**

**Seconded: Cr Richardson**

**Res: 122/20**

**Decision:**

**That Development Application P20-29 for an Outbuilding (Shed) at Lot 305 (33) Buckie Street, Hopetoun be approved subject to the following conditions:**

- 1. Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application.**
- 2. During construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).**
- 3. The approved outbuilding(s) shall be used for purposes incidental and ancillary to the enjoyment of the dwelling on the land only, and shall not be used for human habitation, commercial or industrial uses without the express written permission of the Shire of Ravensthorpe.**
- 4. All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Ravensthorpe.**
- 5. The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Ravensthorpe.**
- 6. The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.**
- 7. The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.**
- 8. All fencing shall be in accordance with Shire of Ravensthorpe Local Planning Policy: Fencing.**
- 9. The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.**

**And the following advice notes:**

- 1. THIS IS NOT A BUILDING PERMIT. An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe prior to any works commencing on-site.**
- 2. The development is to comply with the Building Code of Australia, *Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.**
- 3. It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.**
- 4. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Ravensthorpe will take no responsibility for incorrectly located buildings.**

- 5. The Shire of Ravensthorpe strongly recommends that the vehicle parking, manoeuvring and circulation areas be suitably constructed, sealed (asphalt, concrete or brick pavers), drained and thereafter maintained to facilitate access to the property and Outbuilding (Shed).**

**Voting Requirements: Simple Majority**

**Carried: 7/0**

Unconfirmed

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

Nil.

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

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

**17.1 Elected Members**

Nil.

**17.2 Officers**

Nil.

**18. Matters Behind Closed Doors**

**Voting Requirements:**

Absolute Majority.

**Moved: Cr Belli**

**Seconded: Cr Major**

**Res: 123/20**

**Decision:**

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

- e) a matter that if declared, would reveal –
  - i) a trade secret
  - ii) information that has a commercial value to a person
  - iii) information about the business, professional, commercial, financial affairs of a person.

**Voting Requirements: Absolute Majority**

**Carried: 7/0**

### **18.1 Confidential Report – South Western Mining Sector – Socio Economic Impact Assessment Report**

**File Reference:** ED.ID.3, ED.ID.4, EM.EP.1  
**Location:** N/A  
**Applicant:** N/A  
**Author:** Manager Governance and Compliance  
**Authorising Officer:** Chief Executive Officer  
**Date:** 4 September 2020  
**Disclosure of Interest:** Nil  
**Attachments:** South Western Mining Sector – Socio Economic Impact Assessment Report (Attachment Blue)  
**Previous Reference:** Nil

**Voting Requirements:**  
Simple Majority.

**Moved:** Cr Belli **Seconded:** Cr Major **Res:** 124/20

**Decision:**

**That Council receives the South Western Mining Sector – Socio Economic Impact Assessment Report and notes that this report will inform the development of the Shire of Ravensthorpe’s new Strategic Community Plan.**

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

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

**Voting Requirements:**  
Simple Majority.

**Moved:** Cr Richardson **Seconded:** Cr Mudie **Res:** 125/20

**Decision:**

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

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

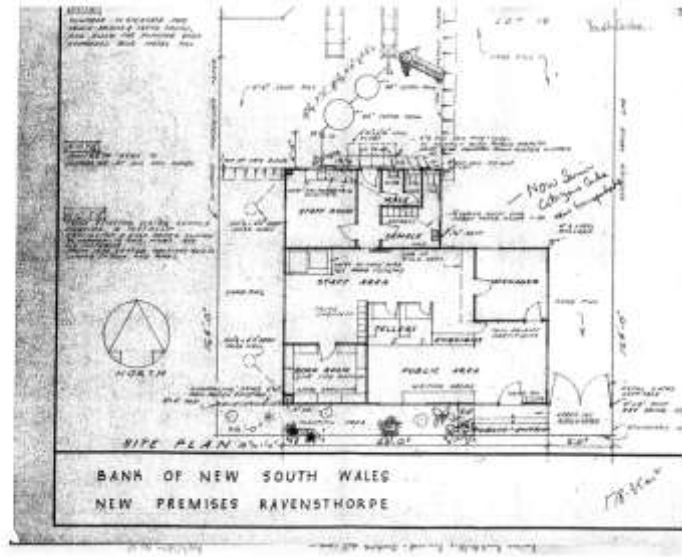
### **19. Closure of Meeting**

The Presiding Member declared the meeting closed at 6.37pm.

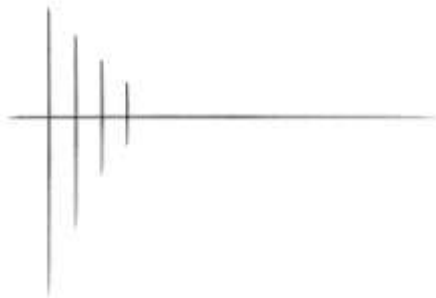
**ATTACHMENT**

# Building Audit Report

## Ravensthorpe Youth Centre



12 October 2020



A handwritten signature in black ink, appearing to read 'Matt Bowen'.

Matt Bowen  
Building Surveying Practitioner (BSP2191)  
Atratus Property

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## Summary

Address: 63 Morgans Street, Ravensthorpe WA 6346

Inspection Dates

- 10/10/2020

### Introduction

The Ravensthorpe Youth Centre has been inspected to assess the level of compliance against the current building standards, the NCC BCA 2019 (Amendment 1). This is to provide clarity on the required building work if the building were to be relocated and installed on another site.

Under the Building Act 2012 and Building Regulations 2011 existing buildings that are relocated are subject to the current building standards unless a previous building permit/licence has been issued. As no approvals have been identified for the Youth Centre it would be required to meet current standards if and when it is relocated.

### Building Approvals

None identified (building permits/licences not required for building on land under ownership of government prior to 2012)

### Applicable Building Standards

- NCC BCA 2019 Amendment 1 (current standards)

Note: The applicable building standards would be the previous Universal Building By-Laws. To assist with future planning for the facility the building has been assessed against current standards.

# Compliance Report

## **General**

---

Relocation of the building would require the engagement of suitable contractors to disconnect services (with approvals from utility authorities where necessary), remove connection to footings, and provide transport.

A registered electrician is required to inspect the buildings distribution board, to determine work required to meet current electrical standards and also accommodate proposed compliance work. Given the age and appearance of materials used in the building it is assumed that asbestos is present (external wall cladding, and possible internal wall cladding in wet areas). Verification of this would require testing. Any proposed work involving asbestos material would need to be in accordance with regulations.

If the Centre is to provide childcare services then additional requirements are applicable, including outdoor play spaces and barriers, toilet facilities, and kitchen and laundry facilities.

## **Structural**

---

The building is comprised of a steel framed floor with an assumed steel wall frames and roof structure (could not be inspected given cladding) located on concrete pad footings. There were no tie downs connecting the footings and building structure.

There are numerous minor cracks within walls throughout the building, which don't appear to be a major structural issue.

Any proposed site for the relocated building would require assessment of the foundations and site conditions to determine required footing design and any necessary foundation works.

### Compliance Items

- Inspection of building by registered structural engineer
- Site inspection and geotechnical investigation of proposed site for relocation
- Installation of tie downs from building to footings

Reference Photos: 1, 2

## **Passive Fire Protection**

---

The single storey civil building (Class 9b) is required to meet Type C passive fire construction requirements.

No elements require a minimum fire rating, given the distance of the building from lot boundaries.

Verification of lot boundary locations would require survey by a licenced land surveyor.

The building is within the fire compartment size parameters (3,000sqm and 18,000m<sup>3</sup>).

### Compliance Items

- Nil

## Evacuation

---

Two public exits are provided from the building (north and south). The two evacuation paths must be maintained from the public parts of the building.

Door hardware is limited to items that can be opened in a single action, without a key from the side of people evacuating. The latch device to the northern door is to be removed.

All exit doors, and doors on the evacuation path to an exit, must be unlockable without a key from the side a person would be evacuating from.

The southern exit door requires at least one door leaf with a clear width of 750mm (currently 700mm).

Electrical exit signage (or suitable photo luminescent signage) is required to be provided to both exit doors.

The nominated exits allow for the maximum population within the building as outlined in the table below.

Exit	Clear Width	Maximum Population
Southern Exit	0.70m	100
Northern Exit	0.78m	100
		<b>200</b>

### Compliance Items

- Remove latch device to northern exit door
- Provide the southern exit doorway with a leaf that has at least 750mm clear width for evacuation.
- Install compliant exit signage to both the southern and northern exit doors

Reference Photos: 3, 4

## Universal Access

---

The main public access doorway (southern door) is insufficient for universal access. A clear width of at least 850mm is required along with suitable circulation space on the external side of the door. Adequate universal (disabled) access to current standards is not provided to the building (non-compliant access ramp in regards to rail design, circulation space for a person in a wheelchair, and the lip from change in surfaces on the ramp). An appropriate concrete/paved ramp or gradient is required along with a hard surface circulation to allow wheelchair access through the doorway. The step ramp on the internal side of the southern entry door is not compliant, and would require a flush entry surface.

A universal access parking bay is provided on the street adjacent to the building. Relocation of the building would require provision of a universal parking bay.

A universal access toilet is also required.

### Compliance Items

- Provide compliant universal access to the public southern entrance
- Install a universal accessible toilet

Reference Photos: 5, 6

## **Smoke Hazard Management**

---

Non-electrical exit signage is provided to the southern exit door from the building. No apparent emergency lighting was installed (required to public areas).

As the building is less than 2,000m<sup>2</sup> an automatic smoke detection and alarm system is not required.

### Compliance Items

- Emergency lighting is to be installed
- Complaint exit signage to be installed

Reference Photos: 4

## **Active Fire Safety Systems**

---

Fire extinguishers to current standards are required throughout the building (Class ABE Powder).

Fire hydrant system protection and fire hose reels are not required as fire compartments are less than 500sqm.

### Compliance Items

- Provide fire extinguishers within the building.

## **Health & Amenity**

---

The following sanitary facilities are provided

	<b>Pans</b>	<b>Washbasins</b>	<b>Urinals</b>
<b>Male</b>	1	1	-
<b>Female</b>	1	1	-

- There isn't a specific population category under the Building Code for this type of use of building, though utilising the public hall population figures the toilets provide for 50 patrons (staff and youth).

### Compliance Items

- Additional sanitary facilities would be required for larger events.
- The current sanitary facilities are to be inspected by the local health officer for a compliance assessment.
- A universal accessible (disabled) toilet facility (with disabled access) is required.

Reference Photos: 7, 8

## **Energy Efficiency**

---

At the time of construction no energy efficiency requirements were applicable.

If a change in use, major renovation/alteration, or the proposed relocation occurs then an energy efficiency assessment will be required, along with likely upgrades to wall, roof/ceiling, and window and door elements.

### Compliance Items

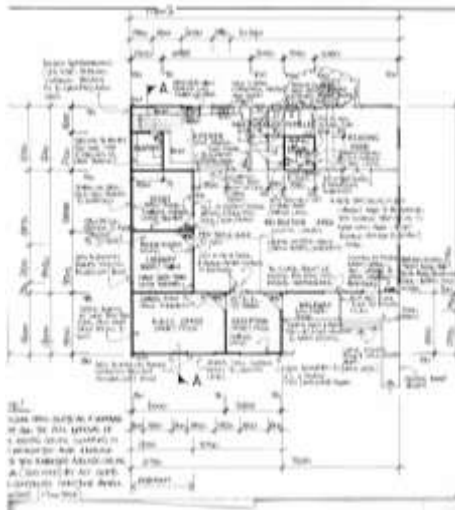
- Installation of insulation to wall cavities and roof/ceiling space
- Replacement of glazing to current standards

# Building Audit Report

---

Ravensthorpe Youth Centre

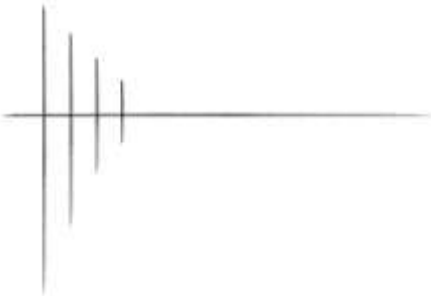
Reference Photos



12 October 2020

63 Morgans Street

Ravensthorpe WA 6346



A handwritten signature in black ink, appearing to read 'Matt Bowen'.

Matt Bowen  
Building Surveying Practitioner (BSP2191)  
Atratus Property



1



2



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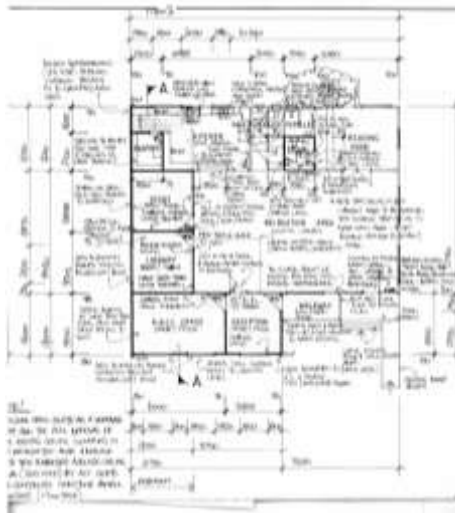
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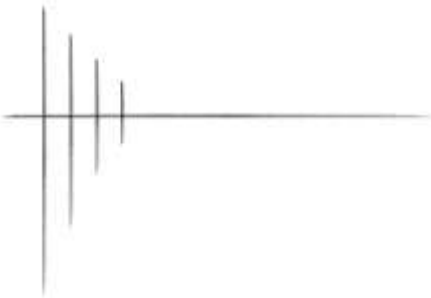
10

# Building Audit Report

## Ravensthorpe Seniors Building



12 October 2020



A handwritten signature in black ink, appearing to read 'Matt Bowen'.

Matt Bowen  
Building Surveying Practitioner (BSP2191)  
Atratus Property

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Smoke Hazard Management.....	6
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## Summary

Address: 57 Morgans Street, Ravensthorpe WA 6346

Inspection Dates

- 10/10/2020

### Introduction

The Ravensthorpe Seniors Building has been inspected to assess the level of compliance against the current building standards, the NCC BCA 2019 (Amendment 1). This is to provide clarity on the required building work if the building were to be relocated and installed on another site.

Under the Building Act 2012 and Building Regulations 2011 existing buildings that are relocated are subject to the current building standards unless a previous building permit/licence has been issued. As no approvals have been identified for the Youth Centre it would be required to meet current standards if and when it is relocated.

### Building Approvals

None identified (building permits/licences not required for building on land under ownership of government prior to 2012)

### Applicable Building Standards

- NCC BCA 2019 Amendment 1 (current standards)

Note: The applicable building standards would be the previous Universal Building By-Laws. To assist with future planning for the facility the building has been assessed against current standards.

# Compliance Report

## **General**

---

Relocation of the building would require the engagement of suitable contractors to disconnect services (with approvals from utility authorities where necessary), remove connection to footings, and provide transport.

A registered electrician is required to inspect the buildings distribution board, to determine work required to meet current electrical standards and also accommodate proposed compliance work. Given the age and appearance of materials used in the building it is assumed that asbestos is present (external wall cladding, and possible internal wall cladding in wet areas). Verification of this would require testing. Any proposed work involving asbestos material would need to be in accordance with regulations.

It is assumed that the building use is limited to activity space for seniors in the community and does not incorporate any accommodation or medical/nursing care.

## **Structural**

---

The building is comprised of a steel framed floor supported on steel stump footings with assumed steel wall frames and roof structure (could not be inspected given cladding).

Any proposed site for the relocated building would require assessment of the foundations and site conditions to determine required footing design and any necessary foundation works.

### Compliance Items

- Inspection of building by registered structural engineer
- Site inspection and geotechnical investigation of proposed site for relocation

Reference Photos: 1, 2

## **Passive Fire Protection**

---

The single storey civil building (Class 9b) is required to meet Type C passive fire construction requirements.

No elements require a minimum fire rating, given the distance of the building from lot boundaries.

Verification of lot boundary locations would require survey by a licenced land surveyor.

The building is within the fire compartment size parameters (3,000sqm and 18,000m<sup>3</sup>).

### Compliance Items

- Nil

## Evacuation

---

Two public exits are provided from the building (north and south). The two evacuation paths must be maintained from the public parts of the building.

The southern exit door is to be altered to swing outwards, in the direction of evacuation.

Door hardware is limited to items that can be opened in a single action, without a key from the side of people evacuating. Hardware to the northern exit door is to be replaced with compliant door handles.

All exit doors, and doors on the evacuation path to an exit, must be unlockable without a key from the side a person would be evacuating from.

The nominated exits allow for the maximum population within the building as outlined in the table below.

Exit	Clear Width	Maximum Population
Southern Exit	1.11m	125
Northern Exit	0.76m	100
		<b>225</b>

### Compliance Items

- Southern exit door is to swing outwards
- Provide compliant door hardware to the northern exit door.

Reference Photos: 3, 4

## Universal Access

---

Insufficient circulation space is provided to the southern public entry door.

Adequate universal (disabled) access to current standards is not provided to the building. There is non-compliant access ramp in regards to rail design, along with insufficient circulation space for a person in a wheelchair, and the stairways are required to have opaque risers with a contrasting nosing strips. An appropriate concrete/paved ramp or gradient is required along with a hard surface circulation to allows wheelchair access through the doorway.

A universal access parking bay is provided on the street adjacent to the building. Relocation of the building would require provision of a universal parking bay.

The current universal access toilet does not meet current standards (internal room dimensions, washbasin design, backrest, signage).

### Compliance Items

- Provide compliant universal access to the public southern entrance
- Install a universal accessible toilet to current standards

Reference Photos: 5, 6



## Smoke Hazard Management

---

Electrical exit signage is provided to the exit doors from the building.

No apparent emergency lighting was installed (required to public areas).

As the building is less than 2,000m<sup>2</sup> an automatic smoke detection and alarm system is not required.

### Compliance Items

- Emergency lighting is to be installed

Reference Photos: 3

## Active Fire Safety Systems

---

Fire extinguishers to current standards are required throughout the building (Class ABE Powder). A specific extinguisher to current standards is required in the kitchen to address cooking oil and fats risk.

Fire hydrant system protection and fire hose reels are not required as fire compartments are less than 500sqm.

### Compliance Items

- Provide fire extinguishers within the building.

Reference Photos: 7

## Health & Amenity

---

The following sanitary facilities are provided

	Pans	Washbasins	Urinals
Male	1	1	-
Female	1	1	-
UAT	1	1	-

There isn't a specific population category under the Building Code for this type of use of building, though utilising the public hall population figures the toilets provide for 100 patrons (staff and seniors).

The gutter and downpipe systems are to be maintained in a fair condition.

### Compliance Items

- Additional sanitary facilities would be required for larger events.
- The current sanitary facilities are to be inspected by the local health officer for a compliance assessment.
- A universal accessible (disabled) toilet facility (with disabled access) is required.

Reference Photos: 5, 6, 8

## **Energy Efficiency**

---

At the time of construction no energy efficiency requirements were applicable.

If a change in use, major renovation/alteration, or the proposed relocation occurs then an energy efficiency assessment will be required, along with likely upgrades to wall, roof/ceiling, and window and door elements.

### Compliance Items

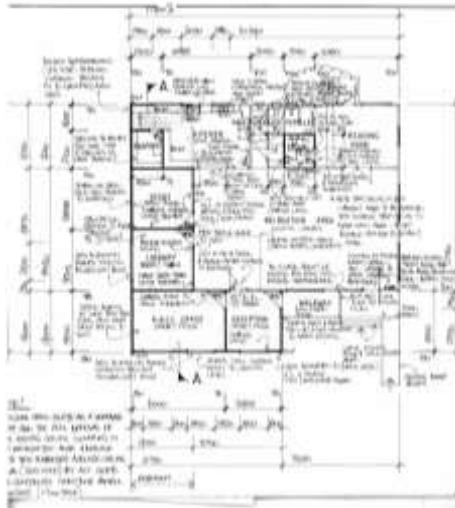
- Installation of insulation to wall cavities and roof/ceiling space
- Replacement of glazing to current standards

# Building Audit Report

---

Ravensthorpe Seniors Building

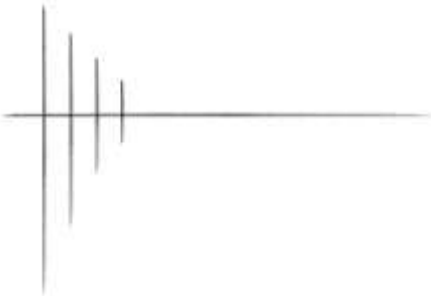
Reference Photos



12 October 2020

57 Morgans Street

Ravensthorpe WA 6346



A handwritten signature in black ink, appearing to read 'Matt Bowen'. The signature is stylized and cursive.

Matt Bowen  
Building Surveying Practitioner (BSP2191)  
Atratus Property



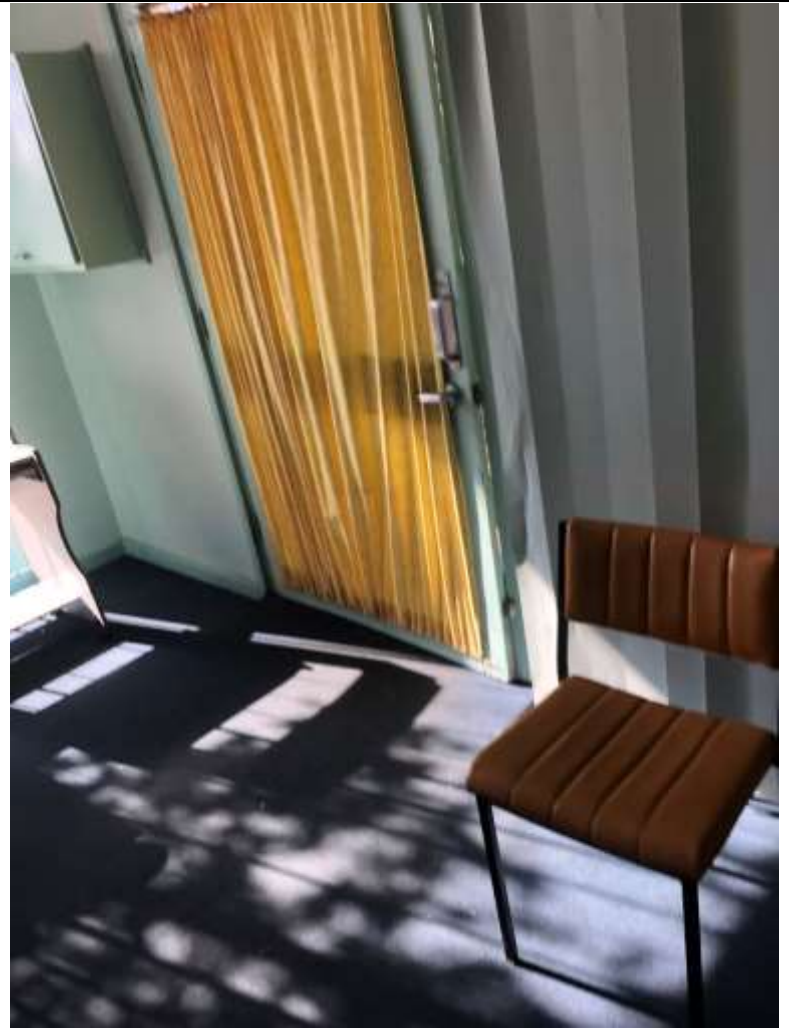
1



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# ATTACHMENT



# Options Matrix

	Youth Centre	Seniors	Dunn Art	Toilet block (Public)
<b>Services Disconnection</b>				
Power	\$ 469.00	\$ 469.00	\$ 469.00	N/A
Water	\$ 800.66	\$ 800.66	\$800.66	
Telecomms PC Sum				
Sewerage (removal)	inc in demo	inc in demo	inc in demo	inc in demo
<b>Sub Total</b>	<b>\$ 1,269.66</b>	<b>\$ 1,269.66</b>	<b>\$ 1,269.66</b>	
<b>Demolition - Option 1</b>				
Site Works	inc	inc	inc	inc
Removal/dumping & site clearing	\$ 18,860.00	\$ 18,790.00	\$ 14,460.00	\$ 10,020.00
Asbestos removal	inc	inc	inc	inc
<b>Sub Total</b>	<b>\$ 18,860.00</b>	<b>\$ 18,790.00</b>	<b>\$ 14,460.00</b>	<b>\$ 10,020.00</b>
<b>TOTAL (inc services disconnections)</b>	<b>\$ 20,129.66</b>	<b>\$ 20,059.66</b>	<b>\$ 28,920.00</b>	<b>\$ 10,020.00</b>
<b>Relocation Costs - Option 2 (estimates only)</b>				
Transportation (refer Countrywide House transporters estimate)	\$ 90,000.00	\$ 140,000.00		
Services	\$ 7,000.00	\$ 7,000.00		
Site set-up	\$ 8,500.00	\$ 8,500.00		
Upgrade to Code compliance (by others)	\$ 45,000.00	\$ 45,000.00		
Asbestos removal (by others)	by others	by others		
Fit-out (By others)	by others	by others		
<b>Sub Total</b>	<b>\$ 150,500.00</b>	<b>\$ 200,500.00</b>		
<b>TOTAL (inc services disconnections)</b>	<b>\$ 151,769.66</b>	<b>\$ 201,769.66</b>		
<b>New Modular Units (offsite locations) - Option 3</b>				
Ground Works	\$ 5,000.00			
Services	\$ 15,000.00			
Elevated floor system	\$ 12,000.00			
Transportation to site	\$ 9,800.00			
Modular Unit	\$ 65,000.00			
Fit out	exc			
<b>TOTAL</b>	<b>\$ 106,800.00</b>			

## Notes

1. Asbestos dumping is to Ravensthorpe tip only
2. New modular units, site works and services are estimates only
3. Costs do not include new meters, reconnections or upgrades of existing services

# ATTACHMENT

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### A14 Recognition of Service - Employees

#### Policy Objective

This policy has been prepared to enable the Shire to recognise employees with long service, and satisfy the provisions of Section 5.50 of the *Local Government Act 1995*.

#### Policy

The Shire will recognise long serving employees with more than 10 years of service on their resignation or retirement from the Shire.

Pursuant to the provisions of Section 5.50 of the *Local Government Act 1995*, Council has adopted the following guidelines with respect recognition of service payments to employees who are leaving the organisation.

Gratuitous eligibility of employees with less than 10 years of service will be at the discretion of the Chief Executive Officer on consideration of the merits of the employee having completed commendable and continuous service. The gratuitous recognition for tenure less than 10 years will be capped at \$100.

Each eligible employee with more than 10 years commendable and continuous service shall receive:

- (i) A letter from the Chief Executive Officer acknowledging the length of service.
- (ii) A gift voucher to the value of:
  - 10+ year's service \$500
  - 20+ year's service \$1,000
  - 30+ year's service \$1,500

The Shire may recognise employees with over 10 years continuous service on resignation or retirement, by way of a sundowner or other suitable function, with an expenditure limitation of up to \$20.00 (all inclusive) per attendee. The cost of holding a function is to be contained within the annual budget with approval from Chief Executive Officer.

A recognition of service gift will not be provided to an employee who has been dismissed for any reason other than redundancy, resignation or retirement.

For the purposes of this policy continuous service shall deem to include:

- Any period of absence from duty by annual leave, long service leave and/or bereavement leave.
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three (3) months in each calendar year but not including leave without pay or parental leave.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



- Any period of absence that has been supported by an approved workers compensation claim up to a maximum of one (1) year.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Appropriate Annual Budget Allocations							
<b>Legislation:</b>	s5.50 [Payments to employees in addition to contract or award] 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>	Four Yearly	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

# ATTACHMENT

## Shire of Ravensthorpe - Place Brand

CURRENT LOGO



APPROVED LOGO – JUNE 2020



The following revised versions of the logo incorporates the request by the Fitzgerald Biosphere Community Collective that the UNESCO listed Fitzgerald Biosphere name be kept intact and that coast be added to the name. The inclusion of WA within the logo helps to reinforce the locality of the biosphere being on the coast of Western Australia and creates the acronym FBCWA.

AVENIR FONT VERSION

Original Logo Graphic (A)

VERSION ONE- (Text - bold)



**Fitzgerald Biosphere  
Coast WA**

Tilted Logo Graphic (B)



**Fitzgerald Biosphere  
Coast WA**

VERSION TWO (Coast WA - unbold)



**Fitzgerald Biosphere  
Coast WA**



**Fitzgerald Biosphere  
Coast WA**



Original Logo Graphic (A)

VERSION THREE (Lower case coast - bold)



Fitzgerald Biosphere  
coast WA

Tilted Logo Graphic (B)



Fitzgerald Biosphere  
coast WA

VERSION FOUR (Lower case coast - unbold)



Fitzgerald Biosphere  
coast WA



Fitzgerald Biosphere  
coast WA

YU GOTHIC FONT

Original Logo Graphic (A)

Tilted Logo Graphic (B)

VERSION FIVE (Text - Bold)



**Fitzgerald Biosphere  
Coast WA**

**Fitzgerald Biosphere  
Coast WA**

VERSION SIX (Lower case coast - Bold)



**Fitzgerald Biosphere  
coast WA**

**Fitzgerald Biosphere  
coast WA**

**Original Logo Graphic (A)**

VERSION SEVEN (Coast - unbold)



**Fitzgerald Biosphere  
Coast WA**

**Tilted Logo Graphic (B)**



**Fitzgerald Biosphere  
Coast WA**

VERSION EIGHT (Lower case coast - unbold)



**Fitzgerald Biosphere  
coast WA**



**Fitzgerald Biosphere  
coast WA**

**Original Logo Graphic (A)**

VERSION NINE (Mixed Yu Gothic Font – Coast bold)



Fitzgerald Biosphere  
Coast WA

**Tilted Logo Graphic (B)**



Fitzgerald Biosphere  
Coast WA

VERSION TEN (Mixed Yu Gothic Font - Lower case coast - bold)



Fitzgerald Biosphere  
coast WA



Fitzgerald Biosphere  
coast WA

**Original Logo Graphic (A)**

VERSION ELEVEN (Mixed Yu Gothic Font – Coast unbold)



**Fitzgerald Biosphere**  
Coast WA

**Tilted Logo Graphic (B)**



**Fitzgerald Biosphere**  
Coast WA

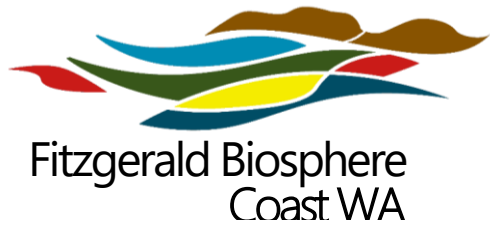
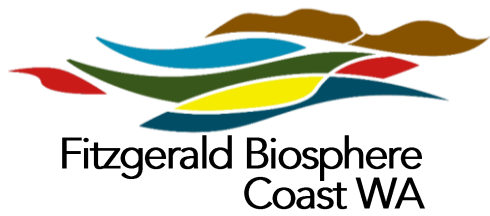
VERSION TWELVE (Mixed Yu Gothic Font - Lower case coast - unbold)



**Fitzgerald Biosphere**  
coast WA



**Fitzgerald Biosphere**  
coast WA



**ATTACHMENT**



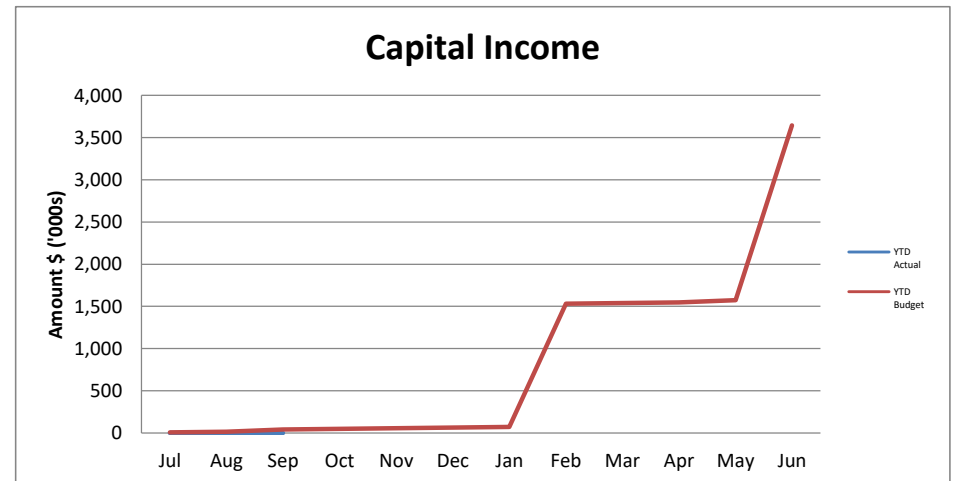
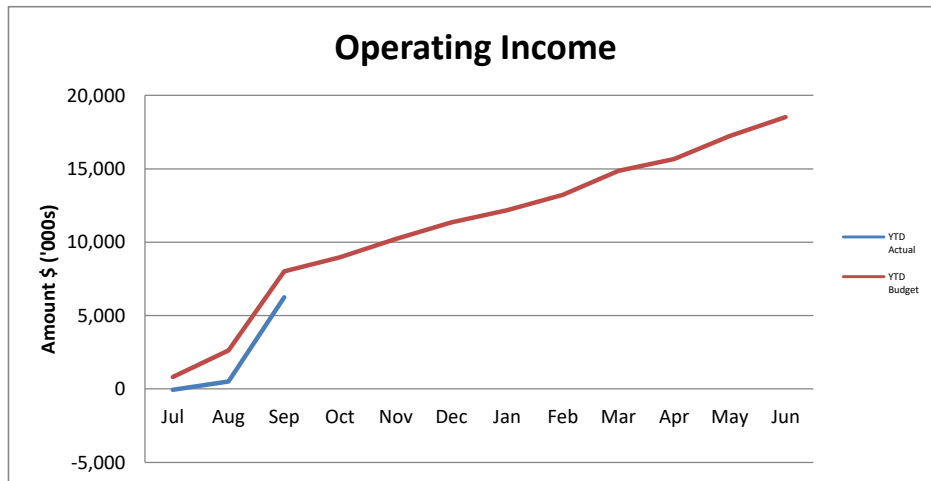
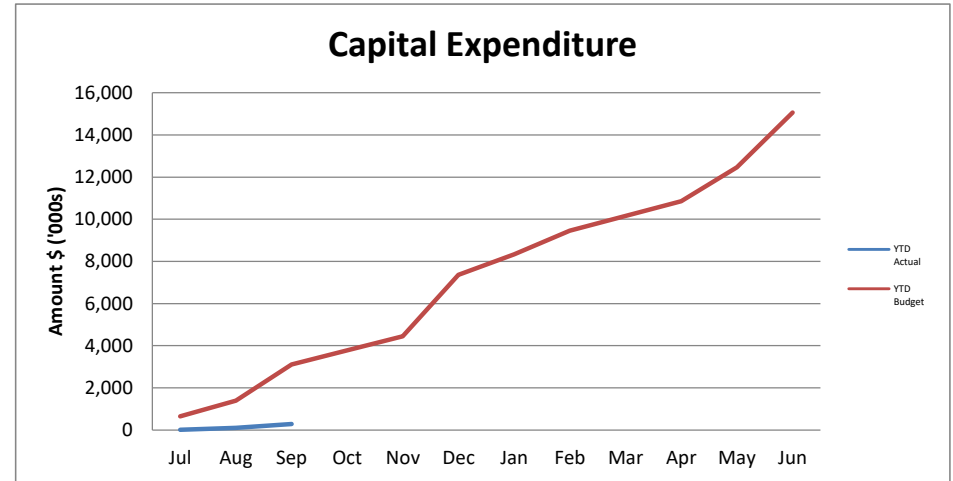
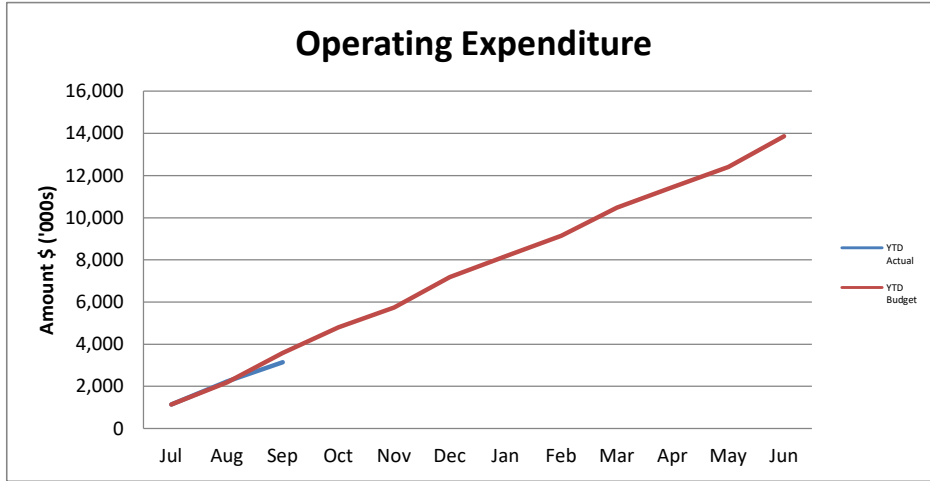
**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

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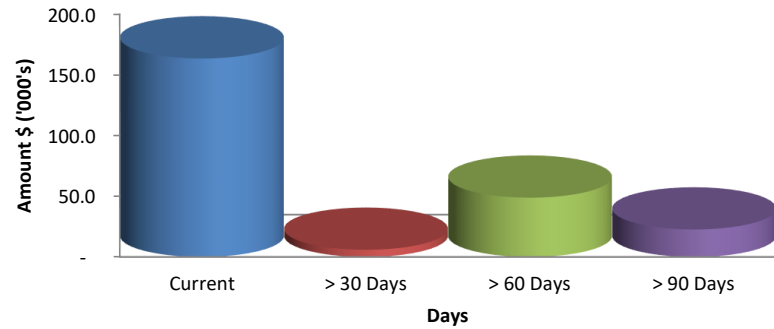
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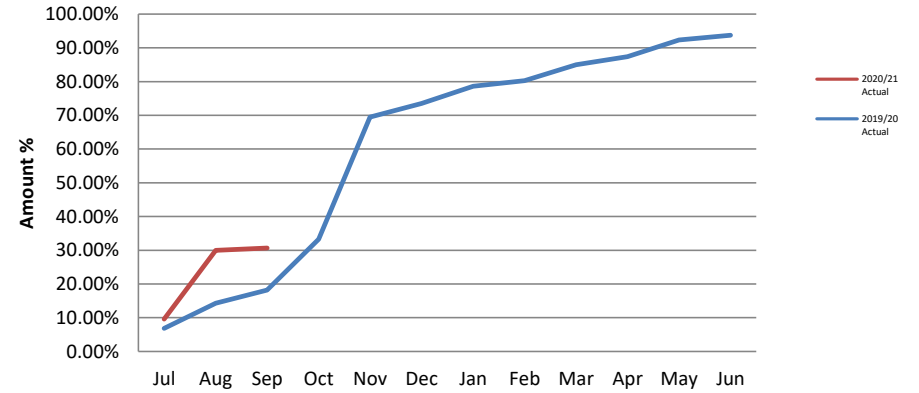
# Income and Expenditure Graphs to 30 September 2020



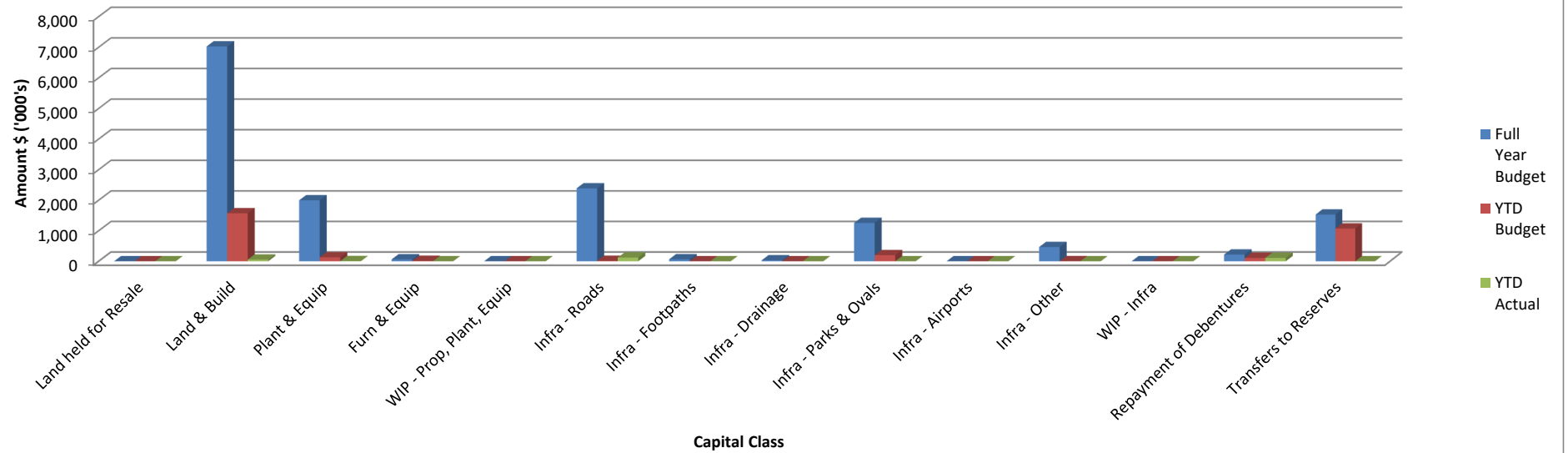
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



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

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

	NOTE	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	SEPTEMBER 2020 Y-T-D Budget \$	SEPTEMBER 2020 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %
<b>Operating</b>							
<b>Revenues/Sources</b>							
Governance		20,000	20,000	4,998	0	(4,998)	0.00%
General Purpose Funding		1,049,356	1,049,356	306,089	374,560	68,471	122.37%
Law, Order, Public Safety		377,790	377,790	40,425	194,700	154,275	481.63%
Health		15,500	15,500	3,889	0	(3,889)	0.00%
Education and Welfare		1,264,965	1,264,965	341,139	178,403	(162,736)	52.30%
Housing		5,200	5,200	1,299	1,200	(99)	92.38%
Community Amenities		954,474	954,474	703,044	493,443	(209,601)	70.19%
Recreation and Culture		7,268,967	7,268,967	1,818,233	41,626	(1,776,607)	2.29%
Transport		2,299,852	2,299,852	214,184	253,244	39,060	118.24%
Economic Services		341,468	341,468	19,418	139,829	120,411	720.10%
Other Property and Services		470,345	470,345	116,996	123,488	6,492	105.55%
		<u>14,067,917</u>	<u>14,067,917</u>	<u>3,569,714</u>	<u>1,800,493</u>	<u>(1,769,221)</u>	<u>50.44%</u>
<b>(Expenses)/(Applications)</b>							
Governance		(965,894)	(965,894)	(232,350)	(167,436)	64,914	(72.06%)
General Purpose Funding		(297,378)	(297,378)	(73,244)	(48,391)	24,853	(66.07%)
Law, Order, Public Safety		(885,379)	(885,379)	(238,555)	(383,679)	(145,124)	(160.83%)
Health		(325,386)	(325,386)	(77,755)	(56,600)	21,155	(72.79%)
Education and Welfare		(1,085,456)	(1,085,456)	(275,987)	(213,881)	62,106	(77.50%)
Housing		(251,223)	(251,223)	(68,243)	(46,142)	22,101	(67.61%)
Community Amenities		(1,645,471)	(1,645,471)	(412,662)	(312,660)	100,002	(75.77%)
Recreation & Culture		(1,963,297)	(1,963,297)	(476,835)	(394,115)	82,720	(82.65%)
Transport		(5,209,942)	(5,209,942)	(1,301,429)	(1,092,179)	209,250	(83.92%)
Economic Services		(710,359)	(710,359)	(272,593)	(77,097)	195,496	(28.28%)
Other Property and Services		(531,578)	(531,578)	(159,463)	(346,875)	(187,412)	(217.53%)
		<u>(13,871,363)</u>	<u>(13,871,363)</u>	<u>(3,589,116)</u>	<u>(3,139,055)</u>	<u>450,061</u>	<u>(87.46%)</u>
<b>Net Operating Result Excluding Rates</b>		196,554	196,554	(19,402)	(1,338,562)	(1,319,160)	6899.09%
<b>Adjustments for Non-Cash</b>							
<b>(Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	2	177,500	177,500	(249)	0	249	0.00%
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0.00%
Movement in Employee Benefit Provisions		0	0	0	0	0	0.00%
Rounding		0	0	0	0	0	0.00%
Depreciation on Assets		4,902,716	4,902,716	1,232,469	1,187,469	(45,000)	(96.35%)
<b>Capital Revenue and (Expenditure)</b>							
Purchase of Land and Buildings	1	(7,024,071)	(7,024,071)	(1,570,257)	(53,648)	1,516,609	(3.42%)
Purchase of Furniture & Equipment	1	(61,600)	(61,600)	(12,000)	0	12,000	0.00%
Purchase of Plant & Equipment	1	(1,996,000)	(1,996,000)	(128,749)	(4,986)	123,763	(3.87%)
Purchase of WIP - PP & E	1	0	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	1	(2,387,022)	(2,387,022)	(12,996)	(119,658)	(106,662)	(920.73%)
Purchase of Infrastructure Assets - Footpaths	1	(63,250)	(63,250)	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage	1	(30,000)	(30,000)	0	0	0	0.00%
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,254,217)	(1,254,217)	(198,786)	0	198,786	0.00%
Purchase of Infrastructure Assets - Airports	1	(32,200)	(32,200)	0	(9,740)	(9,740)	0.00%
Purchase of Infrastructure Assets - Other	1	(464,360)	(464,360)	(2,340)	0	2,340	0.00%
Proceeds from Disposal of Assets	2	393,500	393,500	42,998	0	(42,998)	0.00%
Repayment of Leases	2	(121,000)	(121,000)	(30,251)	0	0	0.00%
Repayment of Debentures	3	(218,282)	(218,282)	(109,139)	(108,058)	1,081	(99.01%)
Transfers to Restricted Assets (Reserves)	4	(1,530,000)	(1,530,000)	(1,070,000)	0	1,070,000	0.00%
Transfers from Restricted Asset (Reserves)	4	3,249,410	3,249,410	0	0	0	0.00%
Net Current Assets July 1 B/Fwd	5	1,753,623	1,753,623	1,753,623	1,753,623	0	(100.00%)
Net Current Assets Year End/To date	5	<u>0</u>	<u>(54,000)</u>	<u>4,325,126</u>	<u>5,808,563</u>	<u>1,483,437</u>	<u>(134.30%)</u>
<b>Amount Raised from Rates</b>		<u>(4,508,699)</u>	<u>(4,454,699)</u>	<u>(4,450,205)</u>	<u>(4,502,123)</u>	<u>(51,918)</u>	<u>101.17%</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

### **03 - General Purpose**

Variation due to Unspent Special Purpose Grant carried forward from a prior year which will now be spent this year

### **04 - Governance**

Timing Issue with Budget spread across the year, however revenue expected in one lump sum later in the year.

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

Variance relates to 19/20 Unspent Grant Funding for Bushfire Mitigation that was accrued to 20/21 and returned to DFES once the project was completed.

### **07 - Health**

Timing Issue, Budget is spread out equally through the year, however the main income payments are annual fees due to be raised in October

### **08 - Education & Welfare**

Income reduced during July due to the Free Childcare Scheme in effect until mid-July. Childcare Attendances are improving for both centres however have been impacted by available staff with a waitlist in effect.

### **09 - Housing**

Income from Housing is slightly up in August due to the Pro-Rata Budget not completely aligning with the number of fortnights rental due in each month. Rental payments are on track.

### **10 - Community Amenities**

Variance is due to the timing of the Grant Proceeds and Quarterly Contribution from the Shire of Jerramungup being received.

### **11 - Recreation & Culture**

Timing Issue with Major Grant Projects such as DCP Oval Irrigation and Cultural Precinct unable to fully commence until Budget Adoption and finalisation of Grant Agreements

### **12 - Transport**

Variance is due to an increase in flights arriving at the Airport and associated income.

### **13 - Economic Services**

Timing Issue with DAWWE Grant not budgeted until January however paid in July

## REPORTABLE OPERATING EXPENSE VARIATIONS

### **03 - General Purpose**

Timing issue with budget spread out over the financial year, however expenditure relating to rates collection and valuations not yet due to be paid. Administration Allocations also lower than forecast at this stage of the year.

### **04 - Governance**

Councillor Sitting fees processed in early October, however budgeted for September

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

Variance relates to 19/20 Unspent Grant Funding for Bushfire Mitigation that was accrued to 20/21 and returned to DFES once the project was completed.

### **07 - Health**

Timing issue with invoices for the Doctors Surgery Support made Quarterly and not yet invoiced for Quarter 1 2020-21. Administration Allocations also lower than forecast at this stage

### **08 - Education & Welfare**

Childcare employment expenditure lower than budget due to current staff levels with recruitment underway at present.

### **09 - Housing**

Timing Issue with Budget spread out over the financial year, however maintenance projects not scheduled until later.

### **10 - Community Amenities**

Timing issue with maintenance projects forecast for later in the year, however budget is pro-rated evenly. Also Administration Allocations lower than forecast at this stage.

### **11 - Recreation & Culture**

Timing issue with maintenance projects forecast for later in the year, however budget is pro-rated evenly. Also Administration Allocations and Depreciation lower than forecast at this stage.

### **12 - Transport**

Timing issue with maintenance projects forecast for later in the year, however budget is pro-rated evenly. Also Administration Allocations and Depreciation lower than forecast at this stage.

### **13 - Economic Services**

Pest and Weed Control Project forecast to be fully expended, however not yet invoiced as yet. Hopetoun Roundabout and Entry Statement Project Budgeted for completion in August, however not yet started due to timing of Budget Adoption

**SHIRE OF RAVENSTHORPE**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2020**  
**Report on Significant variances Greater than 10% and \$100,000**

**14 - Other Property & Services**

Allocations for Public Works Overheads, Plant Operations and Administration lower than budgeted. To be reviewed to ensure the allocations correctly allocate the expenditure.

**REPORTABLE NON-CASH VARIATIONS**

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

Manu Capital Projects are waiting on Grant Agreements to be finalised prior to commencement or have only just commenced.

Plant Purchases beginning to occur, however budget is split equally across the year.

**REPORTABLE CAPITAL INCOME VARIATIONS**

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Please note that there is a current SynergySoft system error under investigation with the support team causing an imbalance in several accounts.

**SHIRE OF RAVENSTHORPE  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**BUDGET AMENDMENTS**

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

Account#	Job#	Job/GL Description	Reason for Amendment	Council Res	Net Change	New Budget	Amended Budget Running Balance
							\$0
							\$0
							\$0
<b>Amended Budget as per Council Resolution (1)</b>							
					<b>\$0</b>		<b>\$0</b>

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

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 30 SEPTEMBER 2020

	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	SEPTEMBER 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>Governance</b>				
<u>Members of Council</u>				
New Council Chairs X 14	0	0	0	0
<b>Law, Order &amp; Public Safety</b>				
<u>Fire Prevention &amp; Control</u>				
Land Sub-Division Hopetoun	0	0	0	0
Water Bomber Tank Upgrade	2,000	2,000	0	5,853
Hopetoun Rural Bushfire Shed	0	0	0	0
<u>Animal Control</u>				
Construct Animal Holding Pen - Hopetoun	10,000	10,000	0	0
<b>Health</b>				
<u>Doctors &amp; Other Health</u>				
Surgery Equipment Replacement	12,000	12,000	12,000	0
Surgery Upgrade Ravensthorpe - Painting	21,573	21,573	0	0
20/21 Purchase Toyota Hilux - Doctor	55,000	55,000	55,000	0
Surgery Upgrade - Hopetoun	11,677	11,677	0	0
<b>Education &amp; Welfare</b>				
<u>Child Care Centres</u>				
Little Barrens - Cot And Kindy Room Furniture	6,500	6,500	0	0
Little Barrens - Painting (Lrci Funded)	10,000	10,000	0	0
Little Barrens - Playground Upgrade	100,000	100,000	0	0
Cub House - Playground Upgrade	80,000	80,000	0	0
<b>Housing</b>				
<u>Staff Housing</u>				
30 Kingsmill Street, Ravensthorpe	40,000	40,000	0	47,641
<b>Community Amenities</b>				
<u>Sanitation - Household Refuse</u>				
Munglinup Waste Site Improvements	9,360	9,360	2,340	0
Ravensthorpe Regional Landfill	250,000	250,000	0	0
<u>Sewerage</u>				
2019/20 Purchase Plant - Sewerage Fencing	10,500	10,500	0	0
Sewerage Trailer And Genset	12,000	12,000	0	0
<u>Other Community Amenities</u>				
Two Mile Ablution Block - Hopetoun (Dcp)	68,200	68,200	0	0
<b>Recreation and Culture</b>				
<u>Public Halls &amp; Civic Centres</u>				
Herbarium At Ravensthorpe Hall	0	0	0	154
<u>Other Recreation &amp; Sport</u>				
Hopetoun Sports Pavilion - Timber Sealing	20,400	20,400	0	0
Hopetoun Sports Pavilion, Repair Doors,	258,000	258,000	0	0
Ravensthorpe Rec Centre -	114,149	114,149	0	0
Ravensthorpe Rec Centre - Hot Water System	25,000	25,000	0	0
Skate Park Shade And Seating (Dcp Funded)	8,000	8,000	0	0
Basketball Hoops Near Skatepark Hopetoun	15,000	15,000	0	0
Dual Irrigation - Hopetoun Oval (Dcp And Dsr	282,425	282,425	0	0
Maitland Street Park Playground Upgrade (Dcp)	45,000	45,000	0	0
Mcculloch Park Playground Upgrade -	108,642	108,642	0	0
20/21 Purchase Toyota Hilux P&G - Team	45,000	45,000	0	0
20/21 Purchase Toyota Hilux P&G - Hopetoun	45,000	45,000	0	0
20/21 Purchase Case Tractor P&G	90,000	90,000	0	0
20/21 Purchase Toro Zero Turn Mower P&G -	6,000	6,000	0	0
Single Cab Tip Truck	120,000	120,000	0	0
20/21 Purchase Water Tank/Trailer P&G -	10,000	10,000	0	0

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	SEPTEMBER 2020 Actual \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program (Continued)</u></b>				
<b>Recreation and Culture (Continued)</b>				
<i>Other Culture</i>				
Ravensthorpe Museum	4,500	4,500	0	0
Rcp Architect Services	250,000	250,000	62,499	0
Rcp Consultants Services	237,064	237,064	59,265	0
Rcp Project Management	54,118	54,118	13,527	0
Rcp Building Construction (& Builders)	3,928,005	3,928,005	981,999	0
Rcp Project Fees And Charges	41,822	41,822	10,455	0
Rcp Demolition	100,000	100,000	24,999	0
Rcp Contingency	1,435,163	1,435,163	358,788	0
Rcp Utility Services (External Services)	234,900	234,900	58,725	0
Rcp Landscaping And Playground	614,250	614,250	153,561	0
Rcp Public Art	0	0	0	0
Rcp Carpark	180,900	180,900	45,225	0
<b>Transport</b>				
<i>Construction - Roads, Bridges, Depots</i>				
<b>Roads Construction Council</b>				
Four Mile Carpark - Construct New Parking	21,500	21,500	0	18,018
Tamarine Road Patch And Seal Repairs (Lrci)	75,000	75,000	0	0
Mills Road Construction	0	0	0	0
Mallee Road Construction	271,320	271,320	0	0
Cowel Road Floodway Sealing (Lrci Funded)	14,000	14,000	3,498	0
Fitzgerald Road Floodway Sealing (Lrci)	38,000	38,000	9,498	0
Gravel Pit Reinstatement	30,000	30,000	0	0
Gravel Pit Development	20,000	20,000	0	0
<b>Roads Mrwa V Of G Constr</b>				
Hamersley Drive Slk 6.0 To End Of Shire	154,000	154,000	0	0
Jerdacuttup Road Slk 5.2 To 10	216,300	216,300	0	0
Springdale Road Slk 4 To 5.66	100,000	100,000	0	0
Hamersley Drive Bitumen Reseal (Rrg)	0	0	0	1,640
<b>Roads To Recovery Construction</b>				
West River Road Gravel Resheet Slk 10.65 To	346,902	346,902	0	0
<b>Footpath Construction</b>				
Hosking Street - Concrete Footpath	30,000	30,000	0	0
Cambewarra Drive Pavement Overlay	33,250	33,250	0	0
<b>Bridges Construction</b>				
Jerdacuttup River Bridge - Springdale Road	1,100,000	1,100,000	0	100,000
<b>Purchase Land - Roadworks And Depots</b>				
Purchase Depot Block - 1 Moir Road	100,000	100,000	0	0
<b>Purchase Land &amp; Buildings - Roadworks</b>				
Ravensthorpe Depot Office Refit	40,000	40,000	0	0
Hopetoun Depot Mechanic Workshop And	12,000	12,000	0	0
<b>Purchase Furniture &amp; Equipment - Roads</b>				
Depot Office And Workshop Improvements	7,000	7,000	0	0
Street Furniture - Hopetoun (Dcp Funded)	10,500	10,500	0	0
<b>Road Plant Purchases</b>				
20/21 Purchase Grader	370,000	370,000	0	0
20/21 Purchase Prime Mover	300,000	300,000	0	0
20/21 Purchase Side Tipper	160,000	160,000	0	0
20/21 Purchase Road Broom	5,000	5,000	0	0
Multi Tyre Roller	160,000	160,000	0	0
14.6M Tri Axle Low Loader	200,000	200,000	0	0
<b>Aerodromes</b>				
20/21 Purchase Toro Mower With Canopy -	35,000	35,000	0	0
Airport Tug	10,000	10,000	0	0
Airport Lighting Upgrade	32,200	32,200	0	0
Runway Reseal	0	0	0	9,740
<b>Transport Facilities</b>				
Hopetoun Standpipe Upgrade	12,500	12,500	0	0



## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 30 SEPTEMBER 2020

1. ACQUISITION OF ASSETS (Continued)	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	SEPTEMBER 2020 Actual \$
The following assets have been acquired during the period under review:				
<b><u>By Program (Continued)</u></b>				
<b>Economic Services</b>				
<i>Tourism</i>				
Illuminating Silo Art Work (Dcp Funded)	25,000	25,000	0	0
<b>Other Property &amp; Services</b>				
<i>Works</i>				
20/21 Purchase Flat Bed Truck - Bmo	75,000	75,000	18,750	0
20/21 Purchase Toyota Hilux Sign Ute	45,000	45,000	11,250	0
20/21 Purchase Toyota Hilux Maint Grader 1	45,000	45,000	11,250	0
20/21 Purchase Toyota Hilux Maint Grader 2	45,000	45,000	11,250	0
20/21 Purchase Toyota Hilux Leading Hand	45,000	45,000	11,250	0
20/21 Purchase Toyota Hilux Dozer Operator	40,000	40,000	9,999	0
<i>Administration</i>				
20/21 Purchase Toyota Fortuna - Dccs	55,000	55,000	0	0
Computer Upgrades	9,600	9,600	0	0
Office Furniture And Painting	10,000	10,000	0	0
Administration Office Photocopier	6,000	6,000	0	0
Records Sea Container	5,500	5,500	0	0
	<u>13,312,720</u>	<u>13,312,720</u>	<u>1,925,128</u>	<u>190,051</u>
<b><u>By Class</u></b>				
Land	100,000	100,000	0	0
Buildings	6,924,071	6,924,071	1,570,257	53,648
Furniture & Equipment	61,600	61,600	12,000	0
Plant & Equipment	1,996,000	1,996,000	128,749	4,986
Infrastructure - Roads	2,387,022	2,387,022	12,996	119,658
Infrastructure - Footpaths	63,250	63,250	0	0
Infrastructure - Drainage	30,000	30,000	0	0
Infrastructure - Parks & Ovals	1,254,217	1,254,217	198,786	0
Infrastructure - Airports	32,200	32,200	0	9,740
Infrastructure - Other	464,360	464,360	2,340	0
	<u>13,312,720</u>	<u>13,312,720</u>	<u>1,925,128</u>	<u>188,031</u>

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

## 2. DISPOSALS OF ASSETS

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

By Program	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<b>Health</b>								
Toyota Hilux SRS	P711B	P711B	35,000		20,000		(15,000)	0
<b>Other Sport &amp; Recreation</b>								
Toyota Hilux - Ravy	P678A	P678A	32,000		15,000		(17,000)	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000		15,000		(17,000)	0
Tractor - Parks & Gardens	P642	P642	35,000		20,000		(15,000)	0
Zero Turn Mower - Hopetoun	NA	NA	0		1,000		1,000	0
Water Tank/Trailer - Hopetoun	NA	P173A	0		0		0	0
<b>Transport</b>								
Komatsu GD565 Grader	P706	P706	145,000		80,000		(65,000)	0
DAF Prime Mover	P630	P580	35,000		40,000		5,000	0
Haulpro Side Tipper	P611	P577	30,000		40,000		10,000	0
Bomag Smooth Drum Roller	P569A	P569A	0		0		0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0		30,000		30,000	0
Multi Tyre Roller	P609	P570	18,000		15,000		(3,000)	0
Sewell Road Broom	NA	P572	0		500		500	0
Toro GM360 2wd with Canopy	P670	P670	13,000		5,000		(8,000)	0
<b>Administration</b>								
Toyota Fortuna (DCCS)	P701B	P701B	42,000		20,000		(22,000)	0
<b>Public Works Overheads</b>								
Mitsubishi Ute (BMO)	P632A	P632A	12,000		15,000		3,000	0
Toyota Hilux (Sign Ute)	AP715	P654	27,000		15,000		(12,000)	0
Toyota Hilux (Maint Grader 1)	P699A	P699A	28,000		15,000		(13,000)	0
Toyota Hilux (Maint Grader 2)	P700B	P700B	29,000		15,000		(14,000)	0
Toyota Hilux (Leading Hand)	P677B	P677B	29,000		17,000		(12,000)	0
Toyota Hilux (Dozer Operator)	P691A	P691A	29,000		15,000		(14,000)	0
			571,000.00	0.00	393,500.00	0.00	(177,500.00)	0.00

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<b>Plant &amp; Equipment</b>								
Toyota Hilux SRS	P711B	P711B	35,000	0	20,000	0	(15,000)	0
Toyota Hilux - Ravy	P678A	P678A	32,000	0	15,000	0	(17,000)	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000	0	15,000	0	(17,000)	0
Tractor - Parks & Gardens	P642	P642	35,000	0	20,000	0	(15,000)	0
Zero Turn Mower - Hopetoun	NA	NA	0	0	1,000	0	1,000	0
Water Tank/Trailer - Hopetoun	NA	P173A	0	0	0	0	0	0
Komatsu GD565 Grader	P706	P706	145,000	0	80,000	0	(65,000)	0
DAF Prime Mover	P630	P580	35,000	0	40,000	0	5,000	0
Haulpro Side Tipper	P611	P577	30,000	0	40,000	0	10,000	0
Bomag Smooth Drum Roller	P569A	P569A	0	0	0	0	0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0	0	30,000	0	30,000	0
Multi Tyre Roller	P609	P570	18,000	0	15,000	0	(3,000)	0
Sewell Road Broom	NA	P572	0	0	500	0	500	0
Toro GM360 2wd with Canopy	P670	P670	13,000	0	5,000	0	(8,000)	0
Toyota Fortuna (DCCS)	P701B	P701B	42,000	0	20,000	0	(22,000)	0
Mitsubishi Ute (BMO)	P632A	P632A	12,000	0	15,000	0	3,000	0
Toyota Hilux (Sign Ute)	AP715	P654	27,000	0	15,000	0	(12,000)	0
Toyota Hilux (Maint Grader 1)	P699A	P699A	28,000	0	15,000	0	(13,000)	0
Toyota Hilux (Maint Grader 2)	P700B	P700B	29,000	0	15,000	0	(14,000)	0
Toyota Hilux (Leading Hand)	P677B	P677B	29,000	0	17,000	0	(12,000)	0
Toyota Hilux (Dozer Operator)	P691A	P691A	29,000	0	15,000	0	(14,000)	0
			571,000.00	0.00	393,500.00	0.00	(177,500)	0.00

**Summary**

Profit on Asset Disposals	49,500	0.00
Loss on Asset Disposals	(227,000)	0.00
	<u>(177,500)</u>	<u>0.00</u>

Vehicles have been traded, however transactions for Profit/Loss will be processed once the Annual Audit is complete

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 30 SEPTEMBER 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	190,080	35,888	17,817	154,192	172,263	6,186	1,214
Loan 147 Other Housing	222,334	17,016	8,437	205,318	213,897	7,886	2,638
<b>Recreation and Culture</b>							
Loan 146 Hopetoun Community Centre	298,392	14,091	6,983	284,301	291,409	11,080	2,165
<b>Transport</b>							
Loan 138D Town Street	262,694	30,559	15,029	232,135	247,665	18,961	3,064
Loan 144 Town Street	107,876	52,611	25,982	55,265	81,894	7,251	1,825
Loan 143B Refinance	170,227	32,140	15,956	138,087	154,271	5,540	1,087
Loan 138E Refinance	232,966	35,977	17,854	196,989	215,112	7,828	1,561
	1,484,569	218,282	108,058	1,266,287	1,376,511	64,732	13,554

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

All other loan repayments were financed by general purpose revenue.

## (b) Lease Repayments

Particulars	Principal 1-Jul-20	Principal Repayments		Principal Outstanding		Interest Repayments	
		2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<b>Law, Order &amp; Public Safety</b>							
Lease Contract 939384 CESO Vehicle	32,852	16,314	0	16,538		345	0
<b>Community Amenities</b>							
Lease Contract 908707	664,874	71,247	0	593,627		17,550	0
Lease Contract 915953	283,024	33,439	0	249,585		8,341	0
	980,750	121,000	0	859,750	0	26,236	0

Particulars/Purpose	Amount Borrowed	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$				Actual \$		
Loan 143B Refinance	0	10	71,576	3.85	0	0	NIL

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 30 SEPTEMBER 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	957,835	0
Amount Used / Transfer from Reserve	(1,569,500)	0
	<u>288,822</u>	<u>900,487</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	12,201	12,201
Amount Set Aside / Transfer to Reserve	106	0
Amount Used / Transfer from Reserve	0	0
	<u>12,307</u>	<u>12,201</u>
<b>(c) Building Reserve</b>		
Opening Balance	1,386,509	1,386,509
Amount Set Aside / Transfer to Reserve	462,065	0
Amount Used / Transfer from Reserve	(1,630,000)	0
	<u>218,574</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	103,445	0
Amount Used / Transfer from Reserve	0	0
	<u>499,406</u>	<u>395,961</u>
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	44,909	44,909
Amount Set Aside / Transfer to Reserve	391	0
Amount Used / Transfer from Reserve	0	0
	<u>45,300</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	3,306	0
Amount Used / Transfer from Reserve	(18,050)	0
	<u>365,249</u>	<u>379,993</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	285,162	285,162
Amount Set Aside / Transfer to Reserve	2,481	0
Amount Used / Transfer from Reserve	(31,860)	0
	<u>255,783</u>	<u>285,162</u>

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 30 SEPTEMBER 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	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(j) Leave Reserve</b>		
Opening Balance	42,686	42,686
Amount Set Aside / Transfer to Reserve	371	0
Amount Used / Transfer from Reserve	0	0
	<u>43,057</u>	<u>42,686</u>
<b>Total Cash Backed Reserves</b>	<u><u>1,728,498</u></u>	<u><u>3,447,908</u></u>

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

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

Plant Reserve	957,835	0
Emergency Farm Water Reserve	106	0
Building Reserve	462,065	0
Road & Footpath Reserve	103,445	0
Swimming Pool Upgrade Reserve	391	0
UHF Repeater Reserve	0	0
Airport Reserve	3,306	0
Waste & Sewerage Reserve	2,481	0
State Barrier Fence Reserve	0	0
Leave Reserve	371	0
	<u>1,530,000</u>	<u>0</u>

**Transfers from Reserves**

Plant Reserve	(1,569,500)	0
Emergency Farm Water Reserve	0	0
Building Reserve	(1,630,000)	0
Road & Footpath Reserve	0	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	(18,050)	0
Waste & Sewerage Reserve	(31,860)	0
State Barrier Fence Reserve	0	0
Leave Reserve	0	0
	<u>(3,249,410)</u>	<u>0</u>
<b>Total Transfer to/(from) Reserves</b>	<u><u>(1,719,410)</u></u>	<u><u>0</u></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 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 30 SEPTEMBER 2020**

	<b>2019/20 B/Fwd Per 2020/21 Budget \$</b>	<b>2019/20 B/Fwd Per Financial Report \$</b>	<b>SEPTEMBER 2020 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	(588,322)	931,537	888,896
Cash - Restricted Unspent Grants	177,845	77,100	1,331,116
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	3,413,771	3,447,908	3,447,908
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	210,163	307,463	3,645,486
Sundry Debtors	246,994	205,584	241,495
Provision for Doubtful Debts	0	0	0
Gst Receivable	182,324	183,358	31,275
Accrued Income/Payments In Advance	3,711,625	1,432,345	9,416
Payments in Advance	0	0	0
Inventories	2,704	2,358	54,987
	<u>7,357,104</u>	<u>6,587,653</u>	<u>9,650,579</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(701,563)	(740,128)	(110,057)
Accrued Interest On Loans	(23,701)	(20,889)	0
Accrued Salaries & Wages	(54,808)	(8,618)	0
Income In Advance	0	(345,384)	(31,000)
Gst Payable	(31,316)	(21,813)	(15,196)
Payroll Creditors	(59,697)	(101,279)	(75,450)
Accrued Expenses	(872,533)	(21,668)	(20,574)
PAYG Liability	0	0	0
Right of Use Assets - Current	(98,617)	(121,001)	(121,001)
Trust	0	0	0
Other Payables	(24,489)	(126,343)	(141,831)
Current Employee Benefits Provision	(377,707)	(437,159)	(437,159)
Current Loan Liability	0	(218,282)	(110,225)
	<u>(2,244,431)</u>	<u>(2,162,564)</u>	<u>(1,062,493)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>5,112,673</b>	<b>4,425,089</b>	<b>8,588,086</b>
Less: Cash - Reserves - Restricted	(3,413,771)	(3,447,908)	(3,447,908)
Less: Cash - Unspent Grants - Restricted	0	0	
Less: Movements Associated with Change in Accounting Standards	(177,845)		
Add Back : Component of Leave Liability not Required to be Funded	377,707	437,159	437,159
Add Back : Current Loan Liability	0	218,282	110,225
ADD: Current Portion of Lease Liability	98,617	121,001	121,001
Adjustment for Trust Transactions Within Muni	60	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>1,997,441</u></b>	<b><u>1,753,623</u></b>	<b><u>5,808,563</u></b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2020/21 Rate Revenue \$	2020/21 Interim Rates \$	2020/21 Back Rates \$	2020/21 Total Revenue \$	2020/21 Budget \$
<b>General Rate</b>								
GRV Residential	0.117165	781	10,959,706	1,284,094			1,284,094	1,284,094
GRV Commercial	0.131567	33	1,382,612	181,906			181,906	181,906
GRV industrial	0.154430	35	512,772	79,187			79,187	79,187
GRV - Transient & Short Stay Accom	0.314867	2	852,800	268,519			268,519	268,519
UV - Mining	0.083600	63	2,400,257	200,661			200,661	200,662
UV - Other	0.008139	329	244,266,000	1,988,081			1,988,081	1,988,081
Non-Rateable							0	0
<b>Sub-Totals</b>		1,243	260,374,147	4,002,448	0	0	4,002,448	4,002,449
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV Residential	870.00	374	1,079,820	325,380		0	325,380	325,380
GRV Commercial	870.00	9	44,740	7,830		0	7,830	7,830
GRV Industrial	870.00	12	45,268	10,440		0	10,440	10,440
GRV - Transient & Short Stay Accom	850.00	0	0	0		0	0	0
UV - Mining	320.00	55	80,050	17,600		0	17,600	17,600
UV - Other	850.00	100	5,605,530	85,000		0	85,000	85,000
<b>Sub-Totals</b>		550	6,855,408	446,250	0	0	446,250	446,250
				4,448,698			<b>4,448,698</b>	<b>4,448,699</b>
Back Rates								1,000
Interim Rates								5,000
<b>Total Amount Raised From Rates</b>							<b>4,448,698</b>	<b>4,454,699</b>
Ex Gratia Rates							49,234	49,234
<b>Total Rates</b>							<b>4,497,932</b>	<b>4,503,933</b>

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 30 SEPTEMBER 2020**

**7. TRUST FUNDS**

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

8. OPERATING STATEMENT BY PROGRAM

	SEPTEMBER 2020 Actual \$	2020/21 Adopted Budget \$	2019/20 Actual \$
<b>OPERATING REVENUES</b>			
Governance	0	20,000	26,350
General Purpose Funding	4,823,258	5,504,055	6,580,771
Law, Order, Public Safety	194,700	377,790	478,161
Health	0	15,500	16,559
Education and Welfare	178,403	1,264,965	471,343
Housing	1,200	5,200	5,400
Community Amenities	493,443	954,474	674,353
Recreation and Culture	41,626	7,268,967	129,075
Transport	253,244	2,299,852	2,443,487
Economic Services	139,829	341,468	247,208
Other Property and Services	123,488	470,345	140,247
<b>TOTAL OPERATING REVENUE</b>	<b>6,249,191</b>	<b>18,522,616</b>	<b>11,212,952</b>
<b>OPERATING EXPENSES</b>			
Governance	(167,436)	(965,894)	(776,593)
General Purpose Funding	(48,391)	(297,378)	(259,153)
Law, Order, Public Safety	(383,679)	(885,379)	(1,060,659)
Health	(56,600)	(325,386)	(307,973)
Education and Welfare	(213,881)	(1,085,456)	(818,705)
Housing	(46,142)	(251,223)	(247,111)
Community Amenities	(312,660)	(1,645,471)	(1,329,532)
Recreation & Culture	(394,115)	(1,963,297)	(1,617,964)
Transport	(1,092,179)	(5,209,942)	(5,214,045)
Economic Services	(77,097)	(710,359)	(435,441)
Other Property and Services	(346,875)	(531,578)	(903,844)
<b>TOTAL OPERATING EXPENSE</b>	<b>(3,139,055)</b>	<b>(13,871,363)</b>	<b>(12,971,019)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>3,110,136</u></b>	<b><u>4,651,253</u></b>	<b><u>(1,758,066)</u></b>

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

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

	<b>SEPTEMBER</b>	<b>2020/21</b>	<b>2019/20</b>
	<b>2020</b>	<b>Adopted</b>	<b>Actual</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>OPERATING REVENUES</b>			
Rates	4,497,933	4,503,933	4,481,702
Operating Grants, Subsidies and Contributions	758,133	2,011,246	4,154,628
Non-Operating Grants, Subsidies and Contributions	112,727	9,166,318	884,405
Fees and Charges	687,558	2,137,072	1,151,610
Service Charges	0	0	0
Interest Earnings	(861)	78,300	103,065
Profit on Asset Disposals	0	49,500	23,036
Proceeds on Disposal of Assets	0	393,500	279,800
Realisation on Disposal of Assets	0	(393,500)	(279,800)
Other Revenue	193,701	576,247	414,508
<b>TOTAL OPERATING REVENUE</b>	<b>6,249,191</b>	<b>18,522,616</b>	<b>11,212,954</b>
<b>OPERATING EXPENSES</b>			
Employee Costs	(938,308)	(4,261,814)	(3,867,559)
Materials and Contracts	(640,070)	(3,519,666)	(3,505,377)
Utility Charges	(52,864)	(219,758)	(236,160)
Depreciation on Non-Current Assets	(1,187,469)	(4,902,716)	(4,588,500)
Interest Expenses	(13,553)	(90,968)	(102,827)
Insurance Expenses	(265,127)	(293,511)	(223,390)
Loss on Asset Disposals	0	(227,000)	(95,046)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(41,664)	(355,930)	(352,160)
<b>TOTAL OPERATING EXPENSE</b>	<b>(3,139,055)</b>	<b>(13,871,363)</b>	<b>(12,971,019)</b>
<b>CHANGE IN NET ASSETS</b>			
<b>RESULTING FROM OPERATIONS</b>	<b><u>3,110,136</u></b>	<b><u>4,651,253</u></b>	<b><u>(1,758,065)</u></b>

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>SEPTEMBER</b>	<b>2019/20</b>
	<b>2020</b>	<b>Actual</b>
	<b>Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	5,667,920	4,456,545
Trade and Other Receivables	3,927,673	2,128,749
Inventories	54,987	2,358
<b>TOTAL CURRENT ASSETS</b>	<b>9,650,580</b>	<b>6,587,652</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	11,931	11,931
Inventories	0	0
Property, Plant and Equipment	32,951,172	33,277,373
Infrastructure	122,899,519	123,572,754
<b>TOTAL NON-CURRENT ASSETS</b>	<b>155,862,622</b>	<b>156,862,058</b>
<b>TOTAL ASSETS</b>	<b>165,513,202</b>	<b>163,449,710</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	394,108	1,386,120
Right of Use Asset	121,001	121,001
Long Term Borrowings	110,225	218,282
Provisions	437,159	437,159
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,062,493</b>	<b>2,162,562</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	1,266,287	1,266,287
Right of Use Assets	825,493	825,493
Provisions	81,660	81,660
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,173,440</b>	<b>2,173,440</b>
<b>TOTAL LIABILITIES</b>	<b>3,235,933</b>	<b>4,336,002</b>
<b>NET ASSETS</b>	<b>162,277,269</b>	<b>159,113,708</b>
Retained Surplus	40,867,327	37,863,126
Reserves - Cash Backed	3,447,908	3,447,908
Revaluation Surplus	117,908,609	117,908,609
<b>TOTAL EQUITY</b>	<b>162,223,845</b>	<b>159,219,643</b>

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**10. FINANCIAL RATIOS**

	<b>2021 YTD</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Current Ratio	7.79	1.78	3.01	1.64
Operating Surplus Ratio	1.76	3.93	3.29	(0.24)

The above ratios are calculated as follows:

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

**ATTACHMENT**



**2020/2021**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	32,246	1,089,988	72,966	5,765	0	1,200,963	256,870
Aug	24,821	361,337	159,976	7,275	0	553,410	247,790
Sep	9,832	467,211	92,158	6,744	0	575,945	275,691
Oct						0	
Nov						0	
Dec						0	
Jan						0	
Feb						0	
Mar						0	
Apr						0	
May						0	
Jun						0	
<b>Total</b>	<b>66,899</b>	<b>1,918,536</b>	<b>325,100</b>	<b>19,784</b>	<b>0</b>	<b>2,330,318</b>	<b>780,351</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)



**04 Aug 2020 - 01 Sept 2020**  
**Business Credit Card - Gavin Pollock**

Date	Payment to	Description	Amount	GST
30/07/2020	Crown Towers, Perth	CEO accomodation and meals 30/07/2020 - 04/08/2020	\$ 1,991.00	181.00
3/08/2020	Swan Taxis, Perth	CEO taxi fare 03/08/2020	\$ 16.17	1.47
3/08/2020	BWC, Perth	CEO taxi fare 03/08/2020	\$ 19.43	1.77
3/08/2020	GM Cabs, Perth	CEO taxi fare 03/08/2020	\$ 23.36	2.12
12/08/2020	BP Ravensthorpe Roadhouse	Lunch for architects - project team	\$ 50.00	4.55
13/08/2020	BP Ravensthorpe Roadhouse	Lunch for architects - project team	\$ 62.25	5.66
13/08/2020	FE Daw & Sons, Ravensthorpe	Milk	\$ 9.37	0.00
13/08/2020	FE Daw & Sons, Ravensthorpe	Chocolate for community group meetings with architects	\$ 91.33	8.30
14/08/2020	Ravensthorpe Hotel	Refreshments after community meeting with architects	\$ 201.30	18.30
17/08/2020	BP Ravensthorpe Roadhouse	Lunch for OHS training	\$ 99.35	9.03
17/08/2020	FE Daw & Sons, Ravensthorpe	Morning & afternoon tea for OHS training	\$ 48.70	4.43
17/08/2020	Veda Swiftcheck	Company & director check for lease assignee	\$ 39.95	3.63
18/08/2020	Port Hotel, Hopetoun	Council dinner & refreshments	\$ 644.50	58.59
25/08/2020	FE Daw & Sons, Ravensthorpe	Refreshments for community workshops 26th -28th August 2020	\$ 42.40	3.85
25/08/2020	FE Daw & Sons, Ravensthorpe	Refreshments for community workshops 26th -28th August 2020	\$ 53.70	1.47
26/08/2020	Ravensthorpe Hotel	Refreshments - Community workshop	\$ 13.00	1.18
26/08/2020	Ravensthorpe Hotel	Refreshments - Community workshop	\$ 11.00	1.00
26/08/2020	Ravensthorpe Hotel	Refreshments - Community workshop	\$ 13.00	1.18
26/08/2020	Ravensthorpe Hotel	Refreshments - Community workshop	\$ 13.00	1.18
26/08/2020	Ravensthorpe Hotel	Refreshments - Community workshop	\$ 13.00	1.18
26/08/2020	Ravensthorpe Hotel	Refreshments - Community workshop	\$ 7.00	0.64
26/08/2020	Ravensthorpe Hotel	Refreshments - Community workshop	\$ 13.00	1.18
26/08/2020	Ravensthorpe Hotel	Refreshments - Community workshop	\$ 27.50	2.50
26/08/2020	Ravensthorpe Hotel	Refreshments - Community workshop	\$ 14.00	1.27
27/08/2020	Munglinup Community Hall	Refreshments - Community workshop	\$ 304.50	27.68
28/08/2020	BP Ravensthorpe Roadhouse	Hamburgers & rolls	\$ 38.90	3.54
28/08/2020	BP Ravensthorpe Roadhouse	Refreshments after Hopetoun community workshop	\$ 229.20	20.84

\*GST F

\*some GST F items

<b>Total Purchases for G. Pollock</b>	<b>\$ 4,089.91</b>	<b>367.55</b>
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**Business Credit Card - Leslie Mainwaring**

Date	Payment to	Description	Amount	GST
11/08/2020	Blue Pod Coffee	2 x cleaners for coffee machine	\$ 67.00	6.09
17/08/2020	Hopetoun IGA	Gift cards for I.P.R.	\$ 200.00	0.00

<b>Total Purchases for L. Mainwaring</b>	<b>\$ 267.00</b>	<b>6.09</b>
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**Business Credit Card - Graham Steel**

Date	Payment to	Description	Amount	GST
17/08/2020	Western Power, Perth	Application fee to replace existing streetlight on Dunn Street with sodium light	\$ 497.92	45.27
25/08/2020	BP Ravensthorpe Roadhouse	3 x meals	\$ 31.85	2.90
25/08/2020	FE Daw & Sons, Ravensthorpe	2 x 12L water bottles	\$ 25.98	0.00
29/08/2020	Officeworks, Albany	A1 prints and scans of RCP design drawings and USB drive	\$ 120.70	10.97
31/08/2020	Pacvac	Superpro backpack 700 battery vacuum for Tennis Club	\$ 1,199.00	109.00

\*GST F

<b>Total Purchases for G. Steel</b>	<b>\$ 1,875.45</b>	<b>\$ 168.13</b>
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**Business Credit Card - Ashley Peczka**

Date	Payment to	Description	Amount	GST
7/08/2020	Officeworks, Albany	Black on white tape	\$ 49.67	4.52

<b>Total Purchases for A. Peczka</b>	<b>\$ 49.67</b>	<b>\$ 4.52</b>
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**Business Credit Card - Evelyn Houghton**

Date	Payment to	Description	Amount	GST
4/08/2020	Early Childhood Australia	Code of Ethics posters and brochures	\$ 43.10	3.92
18/08/2020	Target, Armadale	Bibs - Little Barrens	\$ 36.00	3.27
18/08/2020	Kmart, Armadale	Cot sheets - Little Barrens	\$ 27.00	2.45
18/08/2020	Kmart, Maddington	Floor mop, broom & spray handle - Little Barrens	\$ 14.00	1.27
19/08/2020	Big W, Armadale	Secur latche 14pk - Little Barrens	\$ 10.00	0.91
29/08/2020	Woolworths, Esperance	Milk x 8 - Little Barrens	\$ 19.12	0.00
29/08/2020	Bunnings, Esperance	Disposable gloves, rubber gloves, child safety locks & long handle rake	\$ 135.28	12.30

\*GST F

<b>Total Purchases for E. Houghton</b>	<b>\$ 284.50</b>	<b>\$ 24.13</b>
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**Business Credit Card - Russell Dyer**

Date	Payment to	Description	Amount	GST
18/08/2020	FE Daw & Sons, Ravensthorpe	Coffee, UHT milk & sugar - Ravensthorpe depot	\$ 90.42	0.00
18/08/2020	FE Daw & Sons, Ravensthorpe	Sugar - Hopetoun depot	\$ 2.68	0.00
18/08/2020	FE Daw & Sons, Ravensthorpe	Bacon, eggs & bread - depot toolbox meeting	\$ 36.15	0.00
24/08/2020	FE Daw & Sons, Ravensthorpe	Duracell 9V batteries	\$ 29.97	2.72
26/08/2020	Ravensthorpe Building Supplies	Galvanised staples & nails	\$ 18.15	1.65

<b>Total Purchases for R. Dyer</b>	<b>\$ 177.37</b>	<b>\$ 4.37</b>
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**Business Credit Card - Miscellaneous Fees and Charges Bankwest**

Date	Payment to	Description	Amount	GST

<b>Total fees and charges</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Total Bankwest Corporate Mastercard Statement</b>	<b>\$ 6,743.90</b>	<b>\$ 574.79</b>
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**Business Debit Card - Les Mainwaring**

Date	Payment to	Description	Amount	GST

<b>Closing Balance for Debit Card - Les Mainwaring</b>	<b>\$ -</b>	<b>\$ -</b>
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
424	11/09/2020	Horizon Power	46 ALAN ROSE DRIVE 19/06/2020 - 19/08/2020	1		767.96
INV 125308	24/08/2020	Horizon Power	46 ALAN ROSE DRIVE 19/06/2020 - 19/08/2020		767.96	
425	11/09/2020	Telstra	TIM / SMS SERVICE 31/07/2020 - 21/08/2020	1		892.60
INV T311 - 2322/08/2020		Telstra	SATELLITE PHONES TO 21 SEPTEMBER 2020		225.00	
INV K65032524/08/2020		Telstra	LITTLE BARRENS TELSTRA ACCOUNT TO 16 AUGUST 2020		190.24	
INV T311 - 1325/08/2020		Telstra	TIM / SMS SERVICE 31/07/2020 - 21/08/2020		477.36	
426	11/09/2020	Western Power	SP047990 DUNN STREET RAVENSTHORPE, LIGHTING UPGRADE REF:L2PDF9	1		3,671.00
INV CORPB0304/09/2020		Western Power	SP047990 DUNN STREET RAVENSTHORPE, LIGHTING UPGRADE REF:L2PDF9		3,671.00	
427	16/09/2020	Horizon Power	HOPETOUN LAMPS 01/08/2020 - 31/08/2020	1		4,095.42
INV 136499	01/09/2020	Horizon Power	HOPETOUN LAMPS 01/08/2020 - 31/08/2020		3,940.30	
INV 142028	08/09/2020	Horizon Power	2 TUBADA STREET, MUNGLINUP 08/07/2020 - 07/09/2020		155.12	
428	16/09/2020	Telstra	LAPTOP DATA PLANS X 8 TO 24 SEPTEMBER 2020	1		405.00
INV T311 - 2325/08/2020		Telstra	LAPTOP DATA PLANS X 8 TO 24 SEPTEMBER 2020		405.00	
1039	01/09/2020	1 - BANK FEES	OBB RECORD FEE	1		5.80
1039	01/09/2020	1 - BANK FEES	MAINTENANCE FEES	1		60.00
1039	01/09/2020	1 - BANK FEES	ELECTRONIC TRANSACTION FEES	1		5.80
1039	01/09/2020	1 - BANK FEES	BPAY TRANSACTION FEE	1		85.50
1039	03/09/2020	1 - BANK FEES	MERCHANT FEE	1		208.46
1039	03/09/2020	1 - BANK FEES	MERCHANT FEES	1		94.33

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1039	29/09/2020	1 - BANK FEES	INWARD PAYMENT ORDER FEE	1		10.00
1039	30/09/2020	1 - BANK FEES	LINE OF CREDIT FEE	1		1,500.00
EFT12112	02/09/2020	4 Rivers Plumbing Gas & Civil Contracting	INVESTIGATE SEWER SMELL AT LITTLE BARRENS CHILDCARE & RECTIFY ISSUE	1		1,364.00
INV 5539	11/08/2020	4 Rivers Plumbing Gas & Civil Contracting	CLEAR BLOCKED DRAINS AT JUBILEE PARK TOILETS		165.00	
INV 5565	21/08/2020	4 Rivers Plumbing Gas & Civil Contracting	INVESTIGATE SEWER SMELL AT LITTLE BARRENS CHILDCARE & RECTIFY ISSUE		1,199.00	
EFT12113	02/09/2020	Ashley Aichner	BOND REFUND	1		20.00
INV T1369	01/09/2020	Ashley Aichner	BOND REFUND	1	20.00	
EFT12114	02/09/2020	Best Office Systems	PRINTER READINGS RAVENSTHORPE OFFICE - 20/07/2020 - 20/08/2020	1		2,492.46
INV 575977	13/08/2020	Best Office Systems	PRINTER READINGS RAVENSTHORPE OFFICE - 20/07/2020 - 20/08/2020		2,492.46	
EFT12115	02/09/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - W/E 23/08/2020	1		4,818.00
INV 2099	17/08/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - W/E 16/08/2020		1,485.00	
INV 2104	24/08/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - W/E 23/08/2020		3,333.00	
EFT12116	02/09/2020	Bunnings	VARIOUS PARTS AND MATERIALS FOR SHIRE BUILDINGS	1		299.41
INV 2022/009(15/08/2020		Bunnings	VARIOUS PARTS AND MATERIALS FOR SHIRE BUILDINGS		299.41	
EFT12117	02/09/2020	Byron Amm	BOND REFUND	1		20.00
INV T1665	01/09/2020	Byron Amm	BOND REFUND	1	20.00	
EFT12118	02/09/2020	Caltex Energy WA	DIESEL - 13,001L	1		14,292.52
INV SI41349420/08/2020		Caltex Energy WA	DIESEL - 13,001L		14,292.52	

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT12119	02/09/2020	City of Albany	BUILDING SERVICES - CERTIFICATE OF DESIGN COMPLIANCE	1		374.00
INV 89527	14/08/2020	City of Albany	BUILDING SERVICES - CERTIFICATE OF DESIGN COMPLIANCE		187.00	
INV 21038	21/08/2020	City of Albany	BUILDING SERVICES - CERTIFICATE OF DESIGN COMPLIANCE		187.00	
EFT12120	02/09/2020	Community Spirit Newspaper Inc	ADVERTISING - UPDATE #9 - COVID-19 & COMMUNITY ENGAGEMENT WORKSHOPS	1		360.00
INV 23787	13/08/2020	Community Spirit Newspaper Inc	ADVERTISING - UPDATE #9 - COVID-19 & COMMUNITY ENGAGEMENT WORKSHOPS		360.00	
EFT12121	02/09/2020	Dick's Electronics Esperance	3 X SAT BOXES AND SURGE PROTECTORS	1		962.85
INV 4981001114	08/2020	Dick's Electronics Esperance	3 X SAT BOXES AND SURGE PROTECTORS		962.85	
EFT12122	02/09/2020	Ferdinando Andreozzi	REFUND OF LICENSING FEES	1		827.30
INV T1681	01/09/2020	Ferdinando Andreozzi	REFUND OF LICENSING FEES	1	827.30	
EFT12123	02/09/2020	Hopetoun Plumbing and Gas	PUMP OUT PORT-LOO AT PHILLIPS RIVER - CANOE TRAIL TOILET	1		1,047.20
INV 2641	18/08/2020	Hopetoun Plumbing and Gas	INSPECT BAD SMELL OUT THE FRONT OF THE HOPETOUN COMMUNITY CENTRE		115.50	
INV 2642	18/08/2020	Hopetoun Plumbing and Gas	PUMP OUT PORT-LOO AT PHILLIPS RIVER - CANOE TRAIL TOILET		704.00	
INV 2656	21/08/2020	Hopetoun Plumbing and Gas	FIX LEAKING TAP - HOPETOUN FORESHORE GROIN		227.70	
EFT12124	02/09/2020	Hopetoun Tyres & Batteries	MOWER TYRE &TUG TRAILER REPAIRS	1		222.06
INV 0195	27/08/2020	Hopetoun Tyres & Batteries	MOWER TYRE &TUG TRAILER REPAIRS		222.06	
EFT12125	02/09/2020	Jerramungup Electrical	AIRCONDITIONER SERVICE AT VARIOUS SHIRE BUILDINGS	1		4,279.55
INV 1581	17/07/2020	Jerramungup Electrical	AIRCONDITIONER SERVICE AT VARIOUS SHIRE BUILDINGS		1,497.10	
INV 1534	27/07/2020	Jerramungup Electrical	AIRCONDITIONER SERVICE AT VARIOUS SHIRE BUILDINGS		1,564.20	
INV 1658	19/08/2020	Jerramungup Electrical	AIRCONDITIONER SERVICE AT VARIOUS SHIRE BUILDINGS		1,218.25	

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EFT12126	02/09/2020	Kay Pearson	NOMINATION BOND REFUND	1		80.00
INV T1605	01/09/2020	Kay Pearson	NOMINATION BOND REFUND	1	80.00	
EFT12127	02/09/2020	Ken Norman	NOMINATION BOND REFUND	1		80.00
INV T1475	01/09/2020	Ken Norman	NOMINATION BOND REFUND	1	80.00	
EFT12128	02/09/2020	Kleenwest Distributors	DEGREASER, GLOVES, MOP, BROOM & BIN LINERS	1		241.78
INV 49896	26/08/2020	Kleenwest Distributors	DEGREASER, GLOVES, MOP, BROOM & BIN LINERS		241.78	
EFT12129	02/09/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 15/08/2020	1		6,466.68
INV 422261	18/08/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 15/08/2020		3,233.34	
INV 422292	25/08/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 25/08/2020		3,233.34	
EFT12130	02/09/2020	Midland Trophies	STAFF & COUNCILLOR NAME PLAQUES X 3	1		71.00
INV 16481	14/08/2020	Midland Trophies	STAFF & COUNCILLOR NAME PLAQUES X 3		71.00	
EFT12131	02/09/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES - 04/08/2020 - 10/08/2020	1		467.50
INV 25815	13/08/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES - 05/08/2020		85.00	
INV 25814	13/08/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES - 04/08/2020 - 10/08/2020		382.50	
EFT12132	02/09/2020	R And R Heavy Diesel Services	CARRY OUT 4,000 HR SERVICE & REPLACE BLOWN TAIL LIGHT GLOBE	1		8,866.11
INV 4289	12/08/2020	R And R Heavy Diesel Services	CARRY OUT 9,000 HR SERVICE & REPLACE HEAD LIGHT GLOBE - RA3828		1,945.35	
INV 4290	12/08/2020	R And R Heavy Diesel Services	CARRY OUT 4,000 HR SERVICE & REPLACE BLOWN TAIL LIGHT GLOBE		3,813.15	
INV 4300	18/08/2020	R And R Heavy Diesel Services	CARRY OUT SERVICE ON HONDA 4 INCH TRANSFER PUMP INCLUDING PARTS AND LABOUR		158.62	
INV 4301	18/08/2020	R And R Heavy Diesel Services	CARRY OUT 60,000KM SERVICE - RA292		883.84	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 4306	20/08/2020	R And R Heavy Diesel Services	CARRY OUT 140,000KM SERVICE - RA3712		1,734.21	
INV 4320	25/08/2020	R And R Heavy Diesel Services	CARRY OUT 250 HR SERVICE - RA3774		330.94	
EFT12133	02/09/2020	Ravensthorpe Agencies	1 X YCL300A CAMLOCK, 2 X YCL300C CAMLOCK	1		62.48
INV 236	13/08/2020	Ravensthorpe Agencies	1 X YCL300A CAMLOCK, 2 X YCL300C CAMLOCK		62.48	
EFT12134	02/09/2020	Ravensthorpe Building Supplies	2 x 3M 10MM DIVISIONAL MOULD & 1 X 1200 X 3M X 10MM GYPROCK	1		40.50
INV 1319	18/08/2020	Ravensthorpe Building Supplies	2 x 3M 10MM DIVISIONAL MOULD & 1 X 1200 X 3M X 10MM GYPROCK		40.50	
EFT12135	02/09/2020	Ravensthorpe Community Resource Centre	EVENT COORDINATION 13/08/2020- SUNDOWNER FOR CULTURAL PRECINCT UPDATE	1		2,490.00
INV 1877	14/08/2020	Ravensthorpe Community Resource Centre	EVENT COORDINATION 13/08/2020- SUNDOWNER FOR CULTURAL PRECINCT UPDATE		2,490.00	
EFT12136	02/09/2020	Ravensthorpe District High School	CEO DONATION FOR PRIMARY & SECONDARY CITIZENSHIP AWARDS 2019	1		69.07
INV 2406	25/08/2020	Ravensthorpe District High School	CEO DONATION FOR PRIMARY & SECONDARY CITIZENSHIP AWARDS 2019		69.07	
EFT12137	02/09/2020	Ravensthorpe Mechanical Services	PRESSURE CLEANER REPAIRS - HYDRAULICS	1		204.10
INV 37298	17/08/2020	Ravensthorpe Mechanical Services	PRESSURE CLEANER REPAIRS - HYDRAULICS		171.60	
INV 37305	18/08/2020	Ravensthorpe Mechanical Services	TYRE REPAIR 14-17" - RA222		32.50	
EFT12138	02/09/2020	Ravensthorpe Palace Motor Hotel	REFRESHMENTS FOR COUNCIL CHAMBERS AND MEETINGS	1		1,329.86
INV 0399	15/08/2020	Ravensthorpe Palace Motor Hotel	REFRESHMENTS FOR COUNCIL CHAMBERS AND MEETINGS		933.86	
INV 0400	20/08/2020	Ravensthorpe Palace Motor Hotel	ACCOMMODATION FOR NATALIE BELL - 10 AUGUST 2020 TO 13 AUGUST 2020 INCLUSIVE		396.00	
EFT12139	02/09/2020	Rodney Clarence Daw	CBFCO TELSTRA REIMBURSEMENT TO 10 AUG 2020	1		106.39
INV REIMBU27	02/08/2020	Rodney Clarence Daw	CBFCO TELSTRA REIMBURSEMENT TO 10 AUG 2020		106.39	
EFT12140	02/09/2020	Roselea Trading	Hopetoun Gym Rent	1		638.45



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV RENT	27/08/2020	Roselea Trading	Hopetoun Gym Rent		488.34	
INV RATES	27/08/2020	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT12141	02/09/2020	Selena Olliver T/A Ravy Country Kitchen	CATERING FOR OHS TRAINING - MONDAY 17 AUGUST 2020 - FRIDAY 21 AUGUST 2020	1		1,605.00
INV 2	11/08/2020	Selena Olliver T/A Ravy Country Kitchen	CATERING CORPORATE DISCUSSION & SPECIAL COUNCIL MEETING 4 AUGUST 2020		560.00	
INV 3	21/08/2020	Selena Olliver T/A Ravy Country Kitchen	CATERING FOR OHS TRAINING - MONDAY 17 AUGUST 2020 - FRIDAY 21 AUGUST 2020		1,045.00	
EFT12142	02/09/2020	Shire of Ravensthorpe Social Club	Payroll deductions	1		110.00
INV DEDUCT24	08/2020	Shire of Ravensthorpe Social Club	Payroll deductions		110.00	
EFT12143	02/09/2020	WA Contract Ranger Services	CONTRACT RANGER 3-6 AUG, 10-13 AUG, 17-20 AUG	1		6,913.50
INV 2868	21/08/2020	WA Contract Ranger Services	CONTRACT RANGER 3-6 AUG, 10-13 AUG, 17-20 AUG		6,913.50	
EFT12144	02/09/2020	WALGA	WALGA TRAINING - UNDERSTANDING FINANCIAL REPORTS AND BUDGETS - CR KEITH DUNLOP	1		1,950.00
INV I3083720	20/08/2020	WALGA	WALGA TRAINING - UNDERSTANDING FINANCIAL REPORTS AND BUDGETS - CR KEITH DUNLOP		195.00	
INV I3083721	20/08/2020	WALGA	WALGA TRAINING - UNDERSTANDING FINANCIAL REPORTS AND BUDGETS - CR JULES BELLI		195.00	
INV I3083722	20/08/2020	WALGA	WALGA TRAINING - UNDERSTANDING FINANCIAL REPORTS AND BUDGETS - CR IAN GOLDFINCH		195.00	
INV I3083723	20/08/2020	WALGA	WALGA TRAINING - UNDERSTANDING FINANCIAL REPORTS AND BUDGETS - CR TOM MAJOR		195.00	
INV I3083724	20/08/2020	WALGA	WALGA TRAINING - UNDERSTANDING FINANCIAL REPORTS AND BUDGETS - CR MARK MUDIE		195.00	
INV I3083725	20/08/2020	WALGA	WALGA TRAINING - UNDERSTANDING FINANCIAL REPORTS AND BUDGETS - CR SUE LEIGHTON		195.00	
INV I3083718	20/08/2020	WALGA	WALGA TRAINING - SERVING ON COUNCIL - CR SUE LEIGHTON		195.00	
INV I3083717	20/08/2020	WALGA	WALGA TRAINING - MEETING PROCEDURES - CR SUE LEIGHTON		195.00	
INV I3083719	20/08/2020	WALGA	WALGA TRAINING - UNDERSTANDING LOCAL GOVERNMENT - CR SUE LEIGHTON		195.00	

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INV I3083716	20/08/2020	WALGA	WALGA TRAINING - CONFLICTS OF INTEREST - CR SUE LEIGHTON		195.00	
EFT12145	02/09/2020	Wren Oil	REMOVAL OF 3,200 LITRES OF WASTE OIL FROM MUNGLINUP TIP SITE	1		192.50
INV 96255	12/08/2020	Wren Oil	REMOVAL OF 3,200 LITRES OF WASTE OIL FROM MUNGLINUP TIP SITE		192.50	
EFT12146	02/09/2020	Hopetoun Motel And Chalets	ACCOMMODATION FOR WILLIAM YEOMAN, WEST AUSTRALIAN NEWSPAPER - 06/09/2020 - 08/09/2020	1		495.00
INV 34222	30/07/2020	Hopetoun Motel And Chalets	ACCOMMODATION FOR WILLIAM YEOMAN, WEST AUSTRALIAN NEWSPAPER - 06/09/2020 - 08/09/2020		495.00	
EFT12147	11/09/2020	ABCO Products PTY LTD	VARIOUS CLEANING SUPPLIES FOR RAVENSTHORPE TENNIS PAVILION	1		211.55
INV 597393	31/08/2020	ABCO Products PTY LTD	VARIOUS CLEANING SUPPLIES FOR RAVENSTHORPE TENNIS PAVILION		206.56	
INV 599337	03/09/2020	ABCO Products PTY LTD	VARIOUS CLEANING SUPPLIES FOR RAVENSTHORPE TENNIS PAVILION		4.99	
EFT12148	11/09/2020	Australia Post	POSTAGE CHARGES - AUGUST 2020	1		104.51
INV 1009887103	09/2020	Australia Post	POSTAGE CHARGES - AUGUST 2020		104.51	
EFT12149	11/09/2020	BE Stearne & Co Pty Ltd	AZUD 25MM MESH FILTER COMPLETE	1		40.05
INV 85112	04/09/2020	BE Stearne & Co Pty Ltd	AZUD 25MM MESH FILTER COMPLETE		40.05	
EFT12150	11/09/2020	Best Office Systems	PRINTER READINGS - HOPETOUN OFFICE - 20/07/2020 - 20/08/2020	1		208.13
INV 576537	27/08/2020	Best Office Systems	PRINTER READINGS - HOPETOUN OFFICE - 20/07/2020 - 20/08/2020		208.13	
EFT12151	11/09/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - W/E 30/08/2020	1		5,181.00
INV 2112	31/08/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - W/E 30/08/2020		5,181.00	
EFT12152	11/09/2020	Cemeteries & Crematoria Association fo WA	ORDINARY MEMBERSHIP 2020-2021	1		125.00
INV 1177	29/08/2020	Cemeteries & Crematoria Association fo WA	ORDINARY MEMBERSHIP 2020-2021		125.00	

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EFT12153	11/09/2020	Cleanaway Pty Ltd	COLLECTIONS FOR AUGUST 2020	1		19,977.98
INV 2159414631	08/2020	Cleanaway Pty Ltd	COLLECTIONS FOR AUGUST 2020		19,977.98	
EFT12154	11/09/2020	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 17/08/2020	1		1,875.76
INV BWR08/226	08/2020	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 17/08/2020		1,875.76	
EFT12155	11/09/2020	Community Spirit Newspaper Inc	FULL PAGE ADVERTISEMENT - MEDIA RELEASE ARCHITECTS SITE VISIT	1		180.00
INV 23816	27/08/2020	Community Spirit Newspaper Inc	FULL PAGE ADVERTISEMENT - MEDIA RELEASE ARCHITECTS SITE VISIT		180.00	
EFT12156	11/09/2020	Corsign WA	VARIOUS SIGNS	1		699.49
INV 49518	28/08/2020	Corsign WA	VARIOUS SIGNS		699.49	
EFT12157	11/09/2020	DIAL BEFORE YOU DIG WA LTD	ANNUAL DIAL BEFORE YOU DIG MEMBERSHIP REFERRAL FEE 2020/2021	1		440.00
INV 162151	31/08/2020	DIAL BEFORE YOU DIG WA LTD	ANNUAL DIAL BEFORE YOU DIG MEMBERSHIP REFERRAL FEE 2020/2021		440.00	
EFT12158	11/09/2020	Eimear Guidera	REIMBURSEMENT OF 50% OF TAFE FEES FOR ACCOUNTING PRINCIPLES SKILL SET (TERM 2)	1		134.20
INV REIMBU03	09/2020	Eimear Guidera	REIMBURSEMENT OF 50% OF TAFE FEES FOR ACCOUNTING PRINCIPLES SKILL SET (TERM 2)		134.20	
EFT12159	11/09/2020	Guardian Print & Graphics	1,500 X VERGE WASTE COLLECTION BROCHURES 2020	1		1,235.00
INV 8810	18/08/2020	Guardian Print & Graphics	1,500 X VERGE WASTE COLLECTION BROCHURES 2020		375.00	
INV 8817	18/08/2020	Guardian Print & Graphics	2,000 X LETTERHEADS		325.00	
INV 8818	28/08/2020	Guardian Print & Graphics	500 X BUSINESS CARDS - CR SUE LEIGHTON		160.00	
INV 8863	01/09/2020	Guardian Print & Graphics	1,500 x 2020 FIRE BREAK NOTICES		375.00	
EFT12160	11/09/2020	Hopetoun Men In Sheds Incorporated	WEEKEND TRANSFER STATION ATTENDANTS - AUGUST 2020	1		1,000.00
INV 290	31/08/2020	Hopetoun Men In Sheds Incorporated	WEEKEND TRANSFER STATION ATTENDANTS - AUGUST 2020		1,000.00	

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EFT12161	11/09/2020	Hopetoun Tyres & Batteries	4 X NEW TYRES RA93 & REPAIR LOADER TYRE 1GOA197	1		2,497.00
INV 0194	27/08/2020	Hopetoun Tyres & Batteries	4 X NEW TYRES RA93 & REPAIR LOADER TYRE 1GOA197		1,419.00	
INV 0196	27/08/2020	Hopetoun Tyres & Batteries	4 X 245/70R16 MAXXIS AT771 111 TYRE & 185R14CR08L KH KC53 102/100R TYRE		1,078.00	
EFT12162	11/09/2020	It Vision Australia Pty Ltd	CHANGES TO 4 RATE NOTICE TEMPLATES	1		3,025.00
INV 33831	31/07/2020	It Vision Australia Pty Ltd	CHANGES TO 4 RATE NOTICE TEMPLATES		3,025.00	
EFT12163	11/09/2020	Lani Diederiks	BOND REFUND	1		20.00
INV T1438	11/09/2020	Lani Diederiks	BOND REFUND	1	20.00	
EFT12164	11/09/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 29/08/2020	1		3,233.34
INV 422325	01/09/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 29/08/2020		3,233.34	
EFT12165	11/09/2020	Local Government Professionals Australia WA	LG PROFESSIONALS - 2020-21 MEMBERSHIP - GAVIN POLLOCK - MEMBERSHIP ID 5671	1		531.00
INV 17655	09/07/2020	Local Government Professionals Australia WA	LG PROFESSIONALS - 2020-21 MEMBERSHIP - GAVIN POLLOCK - MEMBERSHIP ID 5671		531.00	
EFT12166	11/09/2020	Meridian Agencies (Weistermann Family Trust)	VARIOUS STATIONARY ITEMS	1		822.93
INV 845	02/09/2020	Meridian Agencies (Weistermann Family Trust)	BLU TACK & WHITEBOARD MARKERS FOR CULTURAL PRECINCT PRESENTATION AT REC CENTRE		11.19	
INV 847	02/09/2020	Meridian Agencies (Weistermann Family Trust)	VARIOUS STATIONARY ITEMS		679.81	
INV 846	02/09/2020	Meridian Agencies (Weistermann Family Trust)	PO BOX DROP FOR COMMUNITY ENGAGEMENT WORKSHOPS		131.93	
EFT12167	11/09/2020	Nutrien Ag Solutions Ravensthorpe	3 X 45KG GAS BOTTLES	1		1,522.28
INV 9032806007/08/2020		Nutrien Ag Solutions Ravensthorpe	1 X GALLAGHER BAYCO SIGHTER WHITE WIRE 4MM 625M		415.80	
INV 9033267420/08/2020		Nutrien Ag Solutions Ravensthorpe	3 X 45KG GAS BOTTLES		466.39	
INV 9033585227/08/2020		Nutrien Ag Solutions Ravensthorpe	2 X 8.5KG GAS BOTTLE EXCHANGE & 2 X 20L DRUM HAND PUMP		224.29	

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INV 9033563427/08/2020		Nutrien Ag Solutions Ravensthorpe	1 X GALLAGHER BAYCO SIGHTER WHITE WIRE 4MM 625M		415.80	
EFT12168	11/09/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES 17/08/2020 - 26/08/2020	1		595.00
INV 25831	27/08/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES 14/08/2020 - 24/08/2020 & AUGUST MONTHLY FEE		212.50	
INV 25832	27/08/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES 17/08/2020 - 26/08/2020		382.50	
EFT12169	11/09/2020	R And R Heavy Diesel Services	PARTS & REPAIRS TO SIDE TIPPER 1TQX844	1		17,702.69
INV 4334	01/09/2020	R And R Heavy Diesel Services	CARRY OUT 90,000KM SERVICE - RA3359		416.19	
INV 4337	03/09/2020	R And R Heavy Diesel Services	PUT BELT BACK ON & CLEANED OUT PULLEYS ON TORO GROUND MASTER		529.32	
INV 4338	03/09/2020	R And R Heavy Diesel Services	PARTS & REPAIRS TO SIDE TIPPER 1TQX844		16,757.18	
EFT12170	11/09/2020	Ravensthorpe Agencies	8 X ROUNDUP ULTRA MAX 20L & 1 X SHARPEN 1KG	1		2,172.04
INV 00174	10/08/2020	Ravensthorpe Agencies	35 X 75MM LAYFLAT HOSE, 2 X YCL300C CAMLOCK FITTINGS, 2 X HOSE CLAMPS 72-95MM		304.81	
INV 422	28/08/2020	Ravensthorpe Agencies	8 X ROUNDUP ULTRA MAX 20L & 1 X SHARPEN 1KG		1,867.23	
EFT12171	11/09/2020	Ravensthorpe Handgun Club W38	COMMUNITY DEVELOPMENT GRANT 2020 - 2021	1		5,000.00
INV 1006	16/08/2020	Ravensthorpe Handgun Club W38	COMMUNITY DEVELOPMENT GRANT 2020 - 2021		5,000.00	
EFT12172	11/09/2020	Ravensthorpe Regional Arts Council	BOND REFUND	1		50.00
INV T870	11/09/2020	Ravensthorpe Regional Arts Council	BOND REFUND	1	50.00	
EFT12173	11/09/2020	Roselea Trading	Hopetoun Gym Rent	1		638.45
INV RENT	11/09/2020	Roselea Trading	Hopetoun Gym Rent		488.34	
INV RATES	11/09/2020	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT12174	11/09/2020	Shire of Ravensthorpe Social Club	Payroll deductions	1		95.00
INV DEDUCT07/09/2020		Shire of Ravensthorpe Social Club	Payroll deductions		95.00	

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EFT12175	11/09/2020	Signs Plus	NAME BADGE - CR SUE LEIGHTON & POSTAGE	1		20.10
INV 157178	14/08/2020	Signs Plus	NAME BADGE - CR SUE LEIGHTON & POSTAGE		20.10	
EFT12176	11/09/2020	Toll Transport Pty Ltd	FREIGHT CHARGES - PCS, CORSIGN, STODDART, JASON SIGNS	1		515.39
INV 0456-S3016/08/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - SUNNY INDUSTRIAL, PATHWEST, GUARDIAN PRINT & SLINGLIFT		188.98	
INV 0457-S3023/08/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - PCS, CORSIGN, STODDART, JASON SIGNS		214.23	
INV 0458-S3030/08/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - GUARDIAN PRINT, CORSIGN, PCS		112.18	
EFT12177	11/09/2020	WALGA	PROCUREMENT SUBSCRIPTION 2020/2021	1		2,805.00
INV I3083769 25/08/2020		WALGA	PROCUREMENT SUBSCRIPTION 2020/2021		2,805.00	
EFT12178	11/09/2020	WINC Australia Pty Ltd	NET49041367 VARIOUS SUPPLIES LITTLE BARRENS	1		783.58
INV 9033596426/08/2020		WINC Australia Pty Ltd	NET49041367 VARIOUS SUPPLIES LITTLE BARRENS		459.12	
INV 9033596126/08/2020		WINC Australia Pty Ltd	NET49041367 VARIOUS SUPPLIES LITTLE BARRENS		28.06	
INV 9033599127/08/2020		WINC Australia Pty Ltd	NET49041367 VARIOUS SUPPLIES LITTLE BARRENS		25.07	
INV 9033653501/09/2020		WINC Australia Pty Ltd	NET48921460 - VARIOUS SUPPLIES THE CUB HOUSE		246.57	
INV 9033659402/09/2020		WINC Australia Pty Ltd	NET48921460 - VARIOUS SUPPLIES THE CUB HOUSE		24.76	
EFT12179	11/09/2020	WSP Opus Australia Pty Ltd	AERODROME RESEAL - SERVICES PROVIDED THROUGH 19-JUN-2020 - VARIATION 01	1		10,714.00
INV 6406439422/06/2020		WSP Opus Australia Pty Ltd	AERODROME RESEAL - SERVICES PROVIDED THROUGH 19-JUN-2020 - VARIATION 01		10,714.00	
EFT12180	11/09/2020	Waterman Irrigation	HOPETOUN STANDPIPE REMOTE ACCESS OPERATIONAL COSTS 01/07/2020 - 31/12/2020	1		501.05
INV SINV-14027/08/2020		Waterman Irrigation	HOPETOUN STANDPIPE REMOTE ACCESS OPERATIONAL COSTS 01/07/2020 - 31/12/2020		501.05	
EFT12181	16/09/2020	4 Rivers Plumbing Gas & Civil Contracting	SUPPLY AND INSTALL SUB SOIL DRAIN ON VACANT BLOCK ON WESTERN BOUNDARY	1		8,738.40
INV 5586	14/08/2020	4 Rivers Plumbing Gas & Civil Contracting	SUPPLY AND INSTALL SUB SOIL DRAIN ON VACANT BLOCK ON WESTERN BOUNDARY		4,384.60	

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INV 5591	14/08/2020	4 Rivers Plumbing Gas & Civil Contracting	SUPPLY AND INSTALL SUB-SOIL DRAIN ON EASTERN BOUNDARY AT 30 KINGSMILL STREET		2,673.00	
INV 5588	08/09/2020	4 Rivers Plumbing Gas & Civil Contracting	REPLACE 50L HOT WATER SYSTEM AT THE HOPETOUN DOCTORS SURGERY		1,361.80	
INV 5587	08/09/2020	4 Rivers Plumbing Gas & Civil Contracting	UNBLOCK TOILETS AT JUBILEE PARK & CLEAN THE FLOOR		319.00	
EFT12182	16/09/2020	Anne Allison	REIMBURSEMENT FOR PRE EMPLOYMENT MEDICAL (ELLEN HEALTH, FREMANTLE)	1		161.70
INV REIMBU112	09/2020	Anne Allison	REIMBURSEMENT FOR PRE EMPLOYMENT MEDICAL (ELLEN HEALTH, FREMANTLE)		161.70	
EFT12183	16/09/2020	Bernice Margaret McLean	REIMBURSEMENT FOR WORK BOOTS (TRAILBLAZERS ALBANY)	1		185.00
INV REIMBU115	09/2020	Bernice Margaret McLean	REIMBURSEMENT FOR WORK BOOTS (TRAILBLAZERS ALBANY)		185.00	
EFT12184	16/09/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - W/E 06/06/2020	1		1,518.00
INV 2113	07/09/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES FOR 20/21 BUDGET - W/E 06/06/2020		1,518.00	
EFT12185	16/09/2020	Building and Energy, Department of Mines, Industry Regulation and Safety	BSL RETURN - JULY & AUGUST 2020	1		594.21
INV JULY/AU03	09/2020	Building and Energy, Department of Mines, Industry Regulation and Safety	BSL RETURN - JULY & AUGUST 2020		594.21	
EFT12186	16/09/2020	HubHello Australia	CDC ANNUAL LICENCE - HUBWORKS - THE CUB HOUSE	1		1,705.00
INV 20/0646	04/09/2020	HubHello Australia	CDC ANNUAL LICENCE - HUBWORKS - THE CUB HOUSE		1,705.00	
EFT12187	16/09/2020	Landgate	GROSS RENTAL VALUATIONS CHARGEABLE 30/05/2020 - 11/08/2020	1		122.60
INV 358831	25/08/2020	Landgate	GROSS RENTAL VALUATIONS CHARGEABLE 30/05/2020 - 11/08/2020		69.20	
INV 1038277	01/09/2020	Landgate	LAND ENQUIRY SEARCH FEES - AUGUST 2020		53.40	
EFT12188	16/09/2020	Lloydey's Power Services	REPAIR LIGHT FITTING AND REPLACE LIGHT BULBS AT DUNNART ART BUILDING	1		288.09

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INV 0495	07/09/2020	Lloydey's Power Services	REPAIR LIGHT FITTING AND REPLACE LIGHT BULBS AT DUNNART ART BUILDING		288.09	
EFT12189	16/09/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 05/09/2020	1		3,233.34
INV 422358	08/09/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 05/09/2020		3,233.34	
EFT12190	16/09/2020	Localise Pty Ltd	FACE TO FACE COMMUNITY ENGAGEMENT - ROUND 2, CBP PROGRESS & TRAVEL	1		8,925.50
INV 1568	06/09/2020	Localise Pty Ltd	FACE TO FACE COMMUNITY ENGAGEMENT - ROUND 2, CBP PROGRESS & TRAVEL		8,925.50	
EFT12191	16/09/2020	Melissa Pollock	REIMBURSEMENT FOR DOOR HINGES (GATES PLUS)	1		101.17
INV REIMBU11	11/09/2020	Melissa Pollock	REIMBURSEMENT FOR DOOR HINGES (GATES PLUS)		101.17	
EFT12192	16/09/2020	R And R Heavy Diesel Services	150,000 KM SERVICE & REMOVE/REPLACE EXHAUST MANIFOLD- RA 225	1		1,901.02
INV 4339	03/09/2020	R And R Heavy Diesel Services	150,000 KM SERVICE & REMOVE/REPLACE EXHAUST MANIFOLD- RA 225		1,901.02	
EFT12193	16/09/2020	Ravensthorpe Community Resource Centre	CONTRIBUTION TO FITZY UNEARTHED PROJECT	1		6,600.00
INV 1962	09/09/2020	Ravensthorpe Community Resource Centre	CONTRIBUTION TO FITZY UNEARTHED PROJECT		6,600.00	
EFT12194	16/09/2020	Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE OFFICE PETTY CASH REIMBURSEMENT - SEPTEMBER 2020	1		914.70
INV RAVY SE15	15/09/2020	Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE OFFICE PETTY CASH REIMBURSEMENT - SEPTEMBER 2020		914.70	
EFT12195	16/09/2020	WALGA	BREAKFAST WITH PAUL HASLEY - FORUM EVENT - 25 SEPTEMBER 2020 - KEITH DUNLOP	1		180.00
INV I3083958	10/09/2020	WALGA	BREAKFAST WITH PAUL HASLEY - FORUM EVENT - 25 SEPTEMBER 2020 - KEITH DUNLOP		90.00	
INV I3083987	10/09/2020	WALGA	BREAKFAST WITH PAUL HASLEY - FORUM EVENT - 25 SEPTEMBER 2020 - GAVIN POLLOCK		90.00	
EFT12196	16/09/2020	Wendy Spaans	REIMBURSEMENT FOR STAFF UNIFORM (HASLAM'S ESPERANCE)	1		269.90



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INV REIMBU116/09/2020	16/09/2020	Wendy Spaans	REIMBURSEMENT FOR STAFF UNIFORM (HASLAM'S ESPERANCE)		269.90	
EFT12197	21/09/2020	Echelon Promotions	RESEARCH AND ADMINISTRATION SERVICES FOR KEY PROJECTS	1		8,000.00
INV 0918-20	18/09/2020	Echelon Promotions	RESEARCH AND ADMINISTRATION SERVICES FOR KEY PROJECTS		8,000.00	
EFT12198	22/09/2020	Australian Taxation Office (ATO)	BAS RETURN AUGUST 2020	1		41,207.00
INV BAS AUC21/09/2020	21/09/2020	Australian Taxation Office (ATO)	BAS RETURN AUGUST 2020		41,207.00	
EFT12199	25/09/2020	4 Rivers Plumbing Gas & Civil Contracting	SUPPLY AND INSTALL ADDITIONAL TANKS, DRAINAGE PIPES AND PITS	1		4,483.71
INV 5590	20/08/2020	4 Rivers Plumbing Gas & Civil Contracting	SUPPLY AND INSTALL ADDITIONAL TANKS, DRAINAGE PIPES AND PITS		3,510.21	
INV 5604	10/09/2020	4 Rivers Plumbing Gas & Civil Contracting	REPAIR COUPLING ON EMERGENCY SHOWER WASH		129.80	
INV 5609	15/09/2020	4 Rivers Plumbing Gas & Civil Contracting	REPLACE DRAINS AT JUBILEE PARK ABLUTION,BRING THE INSPECTION OPENINGS TO GROUND LEVEL		843.70	
EFT12200	25/09/2020	Albany Lock Service	SALTO FOBS X 100	1		1,100.00
INV 18979	10/09/2020	Albany Lock Service	SALTO FOBS X 100		1,100.00	
EFT12201	25/09/2020	BP Australia Pty Ltd	BP FUEL CARDS - AUGUST 2020	1		3,269.46
INV 1121172731/08/2020	08/2020	BP Australia Pty Ltd	BP FUEL CARDS - AUGUST 2020		3,269.46	
EFT12202	25/09/2020	Caltex Energy WA	DIESEL - 17,500L	1		18,610.90
INV SI414461/09/2020	09/2020	Caltex Energy WA	DIESEL - 17,500L		18,610.90	
EFT12203	25/09/2020	Chem Centre	REQUEST FOR ANALYSIS OF TREATED EFFLUENT	1		259.60
INV 1365720S22/09/2020	09/2020	Chem Centre	REQUEST FOR ANALYSIS OF TREATED EFFLUENT		259.60	
EFT12204	25/09/2020	Cirien Bech	BOND REFUND	1		20.00
INV T1619	25/09/2020	Cirien Bech	BOND REFUND	1	20.00	
EFT12205	25/09/2020	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 07/09/2020	1		1,875.76

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INV BWR09/215/09/2020		Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 07/09/2020		1,875.76	
EFT12206	25/09/2020	Community Spirit Newspaper Inc	ADVERTISING - FIRE BREAK NOTICE 2020/21 - 10 SEPTEMBER 2020 - 2 PAGES	1		900.00
INV 23867	10/09/2020	Community Spirit Newspaper Inc	ADVERTISING - FIRE BREAK NOTICE 2020/21 - 10 SEPTEMBER 2020 - 2 PAGES		360.00	
INV 23850	10/09/2020	Community Spirit Newspaper Inc	ADVERTISING - STAFF RECRUITMENT - EARLY CHILDHOOD EDUCATORS		360.00	
INV 23848	10/09/2020	Community Spirit Newspaper Inc	ADVERTISING - RHFF BURSARY - FULL PAGE COLOUR		180.00	
EFT12207	25/09/2020	Corporate Living CANVALE PTY LTD	5 x DISCOVER CHAIRS - UPHOLSTERY BLACK & DELIVERY	1		3,288.13
INV 2283	19/08/2020	Corporate Living CANVALE PTY LTD	5 x DISCOVER CHAIRS - UPHOLSTERY BLACK & DELIVERY		3,288.13	
EFT12208	25/09/2020	Department of Fire and Emergency Services (Previously FESA)	2020/2021 ESL QUARTER 1	1		43,435.80
INV 151062	21/08/2020	Department of Fire and Emergency Services (Previously FESA)	2020/2021 ESL QUARTER 1		43,435.80	
EFT12209	25/09/2020	Fulton Hogan	96 X EZ STREET POTHOLE REPAIR MIX 20KG	1		3,590.40
INV 1434165407/09/2020		Fulton Hogan	96 X EZ STREET POTHOLE REPAIR MIX 20KG		3,590.40	
EFT12210	25/09/2020	Hopetoun Earthworks	SUPPLY CONCRETE FOR DAW STREET, 30 KINGSMILL STREET & 18 CARLISLE STREET	1		10,329.00
INV 2470	18/09/2020	Hopetoun Earthworks	SUPPLY CONCRETE FOR DAW STREET, 30 KINGSMILL STREET & 18 CARLISLE STREET		10,329.00	
EFT12211	25/09/2020	Hopetoun Motel And Chalets	ADDITIONAL ACCOMMODATION FOR WILLIAM YEOMAN - 09/09/2020	1		165.00
INV 34222(A) 10/09/2020		Hopetoun Motel And Chalets	ADDITIONAL ACCOMMODATION FOR WILLIAM YEOMAN - 09/09/2020		165.00	
EFT12212	25/09/2020	KESCO Educational PTY LTD	4 X SAFE SPACE ERGONOMIC COT AND MATTRESS - NATURAL	1		2,071.00
INV 4404190720/07/2020		KESCO Educational PTY LTD	4 X SAFE SPACE ERGONOMIC COT AND MATTRESS - NATURAL		2,071.00	
EFT12213	25/09/2020	Kleenwest Distributors	4 X TOIPLYINT 6004 TOILET INTERLEAVE ROSCHE 6004	1		217.14

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INV 50510	08/09/2020	Kleenwest Distributors	4 X TOI1PLYINT 6004 TOILET INTERLEAVE ROSCHE 6004		217.14	
EFT12214	25/09/2020	Les Mainwaring	REIMBURSEMENT FOR LG PROFESSIONAL SUBSCRIPTION 2020 - 2021	1		531.00
INV REIMBU116/09/2020	16/09/2020	Les Mainwaring	REIMBURSEMENT FOR LG PROFESSIONAL SUBSCRIPTION 2020 - 2021		531.00	
EFT12215	25/09/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E12/09/2020	1		3,233.34
INV 422390	15/09/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E12/09/2020		3,233.34	
EFT12216	25/09/2020	Main Roads Western Australia	FEASABILITY STUDY TO REPLACE BRIDGE OVER JERDACUTTUP CREEK ON SPRINGDALE ROAD	1		110,000.00
INV 8009862	31/08/2020	Main Roads Western Australia	FEASABILITY STUDY TO REPLACE BRIDGE OVER JERDACUTTUP CREEK ON SPRINGDALE ROAD		110,000.00	
EFT12217	25/09/2020	Mark Lloyd	BOND REFUND	1		400.00
INV T1694	25/09/2020	Mark Lloyd	BOND REFUND	1	400.00	
EFT12218	25/09/2020	Mark Ridgewell	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL (NOVA MEDICAL CENTRE MANNING)	1		165.00
INV REIMBU116/09/2020	16/09/2020	Mark Ridgewell	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL (NOVA MEDICAL CENTRE MANNING)		165.00	
EFT12219	25/09/2020	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT FOR MEDICAL CENTRES - SEPTEMBER 2020	1		110.00
INV 052289	01/09/2020	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT FOR MEDICAL CENTRES - SEPTEMBER 2020		110.00	
EFT12220	25/09/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES 31/08/2020 - 01/09/2020	1		935.00
INV 25864	10/09/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES 02/09/2020 - 08/09/2020		297.50	
INV 25865	10/09/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES 31/08/2020 - 01/09/2020		637.50	
EFT12221	25/09/2020	R And R Heavy Diesel Services	100,000KM SERVICE, GREASED AND INSPECTED KEVREK CRANE - RA290	1		6,996.92

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INV 4343	08/09/2020	R And R Heavy Diesel Services	60,000KM SERVICE INCLUDING PARTS AND LABOUR - RA3860		414.43	
INV 4347	14/09/2020	R And R Heavy Diesel Services	CARRY OUT 90,000KM SERVICE, ROTATE AND BALANCE FRONT WHEELS - RA3603		904.88	
INV 4350	14/09/2020	R And R Heavy Diesel Services	100,000KM SERVICE, GREASED AND INSPECTED KEVREK CRANE - RA290		1,600.46	
INV 4351	14/09/2020	R And R Heavy Diesel Services	REPLACED DAMAGED MUDGUARD RUBBER, REPAIR TRAILER PLUG - RA3871		554.84	
INV 4359	16/09/2020	R And R Heavy Diesel Services	CARRY OUT LUBRICATION SERVICE AND INSPECTION - RA206		839.62	
INV 4358	16/09/2020	R And R Heavy Diesel Services	REPLACE UNSERVICEABLE RIP CORD ASSEMBLY AND SPARK PLUG		267.03	
INV 4361	17/09/2020	R And R Heavy Diesel Services	REPLACE BROKEN HEAD LIGHT ASSEMBLY		759.00	
INV 4360	17/09/2020	R And R Heavy Diesel Services	DIAGNOSE ADBLU FAULT AND REPLACE FILTERS, REMOVED AND CLEANED INJECTOR AND NOZZLE		844.26	
INV 4365	21/09/2020	R And R Heavy Diesel Services	CARRY OUT LUBRICATION SERVICE, SAMPLING AND INSPECTION - 1GTT665		812.40	
EFT12222	25/09/2020	Ravensthorpe Building Supplies	WHEEL TROLLEY 350X4 16MM BEARING NO-FLAT - HOPETOUN TROLLEY REPAIRS	1		244.50
INV 2212	16/09/2020	Ravensthorpe Building Supplies	VARIOUS PARTS AND MATERIALS FOR RAVENSTHORPE MUSEUM		116.10	
INV 2243	16/09/2020	Ravensthorpe Building Supplies	WHEEL TROLLEY 350X4 16MM BEARING NO-FLAT - HOPETOUN TROLLEY REPAIRS		128.40	
EFT12223	25/09/2020	Ravensthorpe Community Resource Centre	1,500 X A4 PRINT/COPY & FOLD COLOUR D/S RATES INFO BROCHURES 2020/2021	1		956.25
INV 1951	07/09/2020	Ravensthorpe Community Resource Centre	1,500 X A4 PRINT/COPY & FOLD COLOUR D/S RATES INFO BROCHURES 2020/2021		956.25	
EFT12224	25/09/2020	Ravensthorpe District Art Group	BOND REFUND	1		150.00
INV T1682	25/09/2020	Ravensthorpe District Art Group	BOND REFUND	1	150.00	
EFT12225	25/09/2020	Ravensthorpe Quarry Services	50 TONNE OF CRACKER DUST & 25 TONNE OF 20MM ROCK	1		3,217.50
INV 2000012031/08/2020		Ravensthorpe Quarry Services	50 TONNE OF CRACKER DUST		990.00	

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INV 2000012102/09/2020		Ravensthorpe Quarry Services	50 TONNE OF CRACKER DUST & 25 TONNE OF 20MM ROCK		2,227.50	
EFT12226	25/09/2020	Ryan Hood	BOND REFUND	1		20.00
INV T1673	25/09/2020	Ryan Hood	BOND REFUND	1	20.00	
EFT12227	25/09/2020	Seton Australia	3 X BRADY BALL VALVE LOCKOUTS, PART NO. A21787 - SMALL SIZE RED	1		160.71
INV 9344405214/09/2020		Seton Australia	3 X BRADY BALL VALVE LOCKOUTS, PART NO. A21787 - SMALL SIZE RED		160.71	
EFT12228	25/09/2020	Shire of Esperance	PLANNING SERVICES - AUGUST 2020	1		2,213.75
INV 76281	16/09/2020	Shire of Esperance	PLANNING SERVICES - AUGUST 2020		2,213.75	
EFT12229	25/09/2020	Shire of Ravensthorpe Social Club	Payroll deductions	1		95.00
INV DEDUCT21/09/2020		Shire of Ravensthorpe Social Club	Payroll deductions		95.00	
EFT12230	25/09/2020	South Coast Foodservice	GLOVES NITRILE PF (L) BLUE, BROOM 450MM INDOOR KIT, DUSTPAN & BRUSH	1		108.55
INV 4279674	08/09/2020	South Coast Foodservice	GLOVES NITRILE PF (L) BLUE, BROOM 450MM INDOOR KIT, DUSTPAN & BRUSH		108.55	
EFT12231	25/09/2020	State Law Publisher	GOVERNMENT GAZETTE ADVERTISING - BUSH FIRE APPOINTMENTS & FIREBREAK NOTICE	1		674.88
INV 163472	04/09/2020	State Law Publisher	GOVERNMENT GAZETTE ADVERTISING - BUSH FIRE APPOINTMENTS & FIREBREAK NOTICE		674.88	
EFT12232	25/09/2020	Toll Transport Pty Ltd	FREIGHT CHARGES - BE STEARNE, CORSIGN & PATHWEST	1		288.75
INV 0459-S3006/09/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - GUARDIAN PRINT, STODDART, PCS, CORSIGN		118.44	
INV 0460-S3013/09/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - BE STEARNE, CORSIGN & PATHWEST		170.31	
EFT12233	25/09/2020	Vanguard Distribution	40 X A3 COLOUR FITZGERALD COAST MAP PADS PLUS FREIGHT	1		995.50
INV 27237	08/09/2020	Vanguard Distribution	40 X A3 COLOUR FITZGERALD COAST MAP PADS PLUS FREIGHT		995.50	

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EFT12234	25/09/2020	Veno's Dingo Services	AGGRIGATE FOR TANK SURROUNDS AND TRENCHING FOR STANDPIPE	1		440.00
INV 118	20/09/2020	Veno's Dingo Services	AGGRIGATE FOR TANK SURROUNDS AND TRENCHING FOR STANDPIPE		440.00	
EFT12235	25/09/2020	Windspray Arts	SPONSORSHIP 2020 WINDSPRAY ARTS ANNUAL ART AND CRAFT COMPETITION - PRIZE	1		700.00
INV 10	23/09/2020	Windspray Arts	SPONSORSHIP 2020 WINDSPRAY ARTS ANNUAL ART AND CRAFT COMPETITION - PRIZE		700.00	
EFT12236	25/09/2020	Worth Kerbing	REINSTATMENT OF THE DRIVEWAY AND PATHS AT 30 KINGSMILL STREET	1		7,796.80
INV Q983	14/09/2020	Worth Kerbing	REINSTATMENT OF THE DRIVEWAY AND PATHS AT 30 KINGSMILL STREET		7,582.30	
INV 1717	14/09/2020	Worth Kerbing	INSTALL CONCRETE APRON TO DRIVEWAY ENTRANCE - CROSSOVER - 5 DAW STREET		214.50	
EFT12288	21/09/2020	BANKWEST Corporate Mastercard	AUGUST 2020 STATEMENT	1		6,743.90
INV AUG 2020	21/09/2020	BANKWEST Corporate Mastercard	AUGUST 2020 STATEMENT	1	6,743.90	
DD5439.3	04/09/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1		231.00
INV 2008250026	08/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	77.00	
INV 2008250026	08/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	77.00	
INV 2008250026	08/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	77.00	
DD5445.1	07/09/2020	WA Local Government Super Plan	Payroll deductions	1		14,220.00
INV SUPER	07/09/2020	WA Local Government Super Plan	Superannuation contributions	1	10,183.00	
INV DEDUCT	07/09/2020	WA Local Government Super Plan	Payroll deductions	1	1,620.17	
INV DEDUCT	07/09/2020	WA Local Government Super Plan	Payroll deductions	1	1,275.01	
INV DEDUCT	07/09/2020	WA Local Government Super Plan	Payroll deductions	1	393.14	
INV DEDUCT	07/09/2020	WA Local Government Super Plan	Payroll deductions	1	89.02	
INV DEDUCT	07/09/2020	WA Local Government Super Plan	Payroll deductions	1	250.17	
INV DEDUCT	07/09/2020	WA Local Government Super Plan	Payroll deductions	1	73.08	

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INV DEDUCT07/09/2020		WA Local Government Super Plan	Payroll deductions	1	292.31	
INV DEDUCT07/09/2020		WA Local Government Super Plan	Payroll deductions	1	44.10	
DD5445.2	07/09/2020	Rest Superannuation	Superannuation contributions	1		644.34
INV SUPER	07/09/2020	Rest Superannuation	Superannuation contributions	1	644.34	
DD5445.3	07/09/2020	BUSSQ	Payroll deductions	1		478.02
INV SUPER	07/09/2020	BUSSQ	Superannuation contributions	1	355.45	
INV DEDUCT07/09/2020		BUSSQ	Payroll deductions	1	122.57	
DD5445.4	07/09/2020	ANZ Smart Choice Super	Superannuation contributions	1		222.46
INV SUPER	07/09/2020	ANZ Smart Choice Super	Superannuation contributions	1	222.46	
DD5445.5	07/09/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		571.16
INV SUPER	07/09/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	486.54	
INV DEDUCT07/09/2020		The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	84.62	
DD5445.6	07/09/2020	GuildSuper	Superannuation contributions	1		230.91
INV SUPER	07/09/2020	GuildSuper	Superannuation contributions	1	230.91	
DD5445.7	07/09/2020	Australian Super Pty Ltd	Superannuation contributions	1		269.91
INV SUPER	07/09/2020	Australian Super Pty Ltd	Superannuation contributions	1	269.91	
DD5445.8	07/09/2020	Colonial First State	Payroll deductions	1		1,147.52
INV SUPER	07/09/2020	Colonial First State	Superannuation contributions	1	676.52	
INV DEDUCT07/09/2020		Colonial First State	Payroll deductions	1	471.00	
DD5445.9	07/09/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		4,373.63
INV SUPER	07/09/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,413.84	
INV DEDUCT07/09/2020		Australian Superannuation (Formally Westscheme)	Payroll deductions	1	1,569.63	

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INV DEDUCT07/09/2020		Australian Superannuation (Formally Westscheme)	Payroll deductions	1	390.16	
DD5453.1	21/09/2020	Rest Superannuation	Superannuation contributions	1		70.47
INV SUPER	21/09/2020	Rest Superannuation	Superannuation contributions	1	70.47	
DD5466.1	21/09/2020	WA Local Government Super Plan	Payroll deductions	1		11,536.93
INV SUPER	21/09/2020	WA Local Government Super Plan	Superannuation contributions	1	8,935.50	
INV DEDUCT21/09/2020		WA Local Government Super Plan	Payroll deductions	1	210.00	
INV DEDUCT21/09/2020		WA Local Government Super Plan	Payroll deductions	1	192.25	
INV DEDUCT21/09/2020		WA Local Government Super Plan	Payroll deductions	1	1,166.59	
INV DEDUCT21/09/2020		WA Local Government Super Plan	Payroll deductions	1	334.62	
INV DEDUCT21/09/2020		WA Local Government Super Plan	Payroll deductions	1	68.12	
INV DEDUCT21/09/2020		WA Local Government Super Plan	Payroll deductions	1	230.19	
INV DEDUCT21/09/2020		WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT21/09/2020		WA Local Government Super Plan	Payroll deductions	1	292.31	
INV DEDUCT21/09/2020		WA Local Government Super Plan	Payroll deductions	1	34.27	
DD5466.2	21/09/2020	Rest Superannuation	Superannuation contributions	1		522.81
INV SUPER	21/09/2020	Rest Superannuation	Superannuation contributions	1	522.81	
DD5466.3	21/09/2020	BUSSQ	Payroll deductions	1		453.49
INV SUPER	21/09/2020	BUSSQ	Superannuation contributions	1	337.21	
INV DEDUCT21/09/2020		BUSSQ	Payroll deductions	1	116.28	
DD5466.4	21/09/2020	ANZ Smart Choice Super	Superannuation contributions	1		250.39
INV SUPER	21/09/2020	ANZ Smart Choice Super	Superannuation contributions	1	250.39	
DD5466.5	21/09/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		571.16
INV SUPER	21/09/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	486.54	



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INV DEDUCT	21/09/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	84.62	
DD5466.6	21/09/2020	GuildSuper	Superannuation contributions	1		193.71
INV SUPER	21/09/2020	GuildSuper	Superannuation contributions	1	193.71	
DD5466.7	21/09/2020	Australian Super Pty Ltd	Superannuation contributions	1		250.39
INV SUPER	21/09/2020	Australian Super Pty Ltd	Superannuation contributions	1	250.39	
DD5466.8	21/09/2020	Colonial First State	Payroll deductions	1		1,147.52
INV SUPER	21/09/2020	Colonial First State	Superannuation contributions	1	676.52	
INV DEDUCT	21/09/2020	Colonial First State	Payroll deductions	1	471.00	
DD5466.9	21/09/2020	IOOF Employer Super	Superannuation contributions	1		150.80
INV SUPER	21/09/2020	IOOF Employer Super	Superannuation contributions	1	150.80	
DD5487.1	30/09/2020	Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY - SEPTEMBER 2020	1		22,929.65
INV SEPT 20230/09/2020		Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY - SEPTEMBER 2020	1	22,929.65	
DD5487.2	30/09/2020	Synergy	PAYMENT BY AUTHORITY - SEPTEMBER 2020	1		2,920.91
INV SEPT 20230/09/2020		Synergy	PAYMENT BY AUTHORITY - SEPTEMBER 2020	1	2,920.91	
DD5487.3	30/09/2020	Water Corporation	PAYMENT BY AUTHORITY - SEPTEMBER 2020	1		9,615.72
INV SEPT 20230/09/2020		Water Corporation	PAYMENT BY AUTHORITY - SEPTEMBER 2020	1	9,615.72	
DD5487.4	15/09/2020	SG Fleet	LEASE RENTALS SEPTEMBER 2020	1		13,496.72
INV AUSG00201/09/2020		SG Fleet	LEASE RENTALS SEPTEMBER 2020	1	13,496.72	
DD5487.5	01/09/2020	Westnet Pty Ltd	PAYMENT BY AUTHORITY - SEPTEMBER 2020	1		153.93
INV SEPT 20201/09/2020		Westnet Pty Ltd	PAYMENT BY AUTHORITY - SEPTEMBER 2020	1	153.93	
DD5487.6	30/09/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - SEPTEMBER 2020	1		40,840.65

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INV WATC SB0/09/2020		WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - SEPTEMBER 2020	1	40,840.65	
DD5445.10	07/09/2020	MLC MasterKey Business Super	Superannuation contributions	1		875.46
INV DEDUCT07/09/2020		MLC MasterKey Business Super	Payroll deductions	1	99.71	
INV SUPER	07/09/2020	MLC MasterKey Business Super	Superannuation contributions	1	775.75	
DD5445.11	07/09/2020	MLC Superannuation	Superannuation contributions	1		75.33
INV SUPER	07/09/2020	MLC Superannuation	Superannuation contributions	1	75.33	
DD5445.12	07/09/2020	AMP Super	Superannuation contributions	1		70.42
INV SUPER	07/09/2020	AMP Super	Superannuation contributions	1	70.42	
DD5445.13	07/09/2020	BT Super for Life	Superannuation contributions	1		320.39
INV SUPER	07/09/2020	BT Super for Life	Superannuation contributions	1	320.39	
DD5445.14	07/09/2020	Care Super Pty Ltd	Superannuation contributions	1		192.08
INV SUPER	07/09/2020	Care Super Pty Ltd	Superannuation contributions	1	192.08	
DD5445.15	07/09/2020	Hesta Superannuation	Superannuation contributions	1		202.74
INV SUPER	07/09/2020	Hesta Superannuation	Superannuation contributions	1	202.74	
DD5445.16	07/09/2020	BT Super	Superannuation contributions	1		600.45
INV SUPER	07/09/2020	BT Super	Superannuation contributions	1	600.45	
DD5466.10	21/09/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,451.27
INV SUPER	21/09/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,049.89	
INV DEDUCT21/09/2020		Australian Superannuation (Formally Westscheme)	Payroll deductions	1	1,050.00	
INV DEDUCT21/09/2020		Australian Superannuation (Formally Westscheme)	Payroll deductions	1	351.38	
DD5466.11	21/09/2020	MLC MasterKey Business Super	Superannuation contributions	1		624.63
INV DEDUCT21/09/2020		MLC MasterKey Business Super	Payroll deductions	1	60.08	

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INV SUPER	21/09/2020	MLC MasterKey Business Super	Superannuation contributions	1	564.55	
DD5466.12	21/09/2020	MLC Superannuation	Superannuation contributions	1		55.24
INV SUPER	21/09/2020	MLC Superannuation	Superannuation contributions	1	55.24	
DD5466.13	21/09/2020	AMP Super	Superannuation contributions	1		65.61
INV SUPER	21/09/2020	AMP Super	Superannuation contributions	1	65.61	
DD5466.14	21/09/2020	BT Super for Life	Superannuation contributions	1		228.30
INV SUPER	21/09/2020	BT Super for Life	Superannuation contributions	1	228.30	
DD5466.15	21/09/2020	Care Super Pty Ltd	Superannuation contributions	1		178.01
INV SUPER	21/09/2020	Care Super Pty Ltd	Superannuation contributions	1	178.01	
DD5466.16	21/09/2020	Hesta Superannuation	Superannuation contributions	1		148.75
INV SUPER	21/09/2020	Hesta Superannuation	Superannuation contributions	1	148.75	
DD5466.17	21/09/2020	BT Super	Superannuation contributions	1		486.05
INV SUPER	21/09/2020	BT Super	Superannuation contributions	1	486.05	

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	Municipal Bank Account	<b>620,825.47</b>
<b>TOTAL</b>		<b>620,825.47</b>

# ATTACHMENT

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**Subject:** FW: Agenda - Rates Instalment Date Changes 2020/21  
**Attachments:** Agenda Item - Rates Instalment Date Changes 2020-21.docx

**From:** Laura Tracey [<mailto:laura.tracey@dlgsc.wa.gov.au>]  
**Sent:** Friday, 2 October 2020 10:06 AM  
**To:** Les Mainwaring <[dccs@ravensthorpe.wa.gov.au](mailto:dccs@ravensthorpe.wa.gov.au)>  
**Subject:** 20/21 Instalment Dates

Good morning

The Department has reviewed the Shire's annual budget for 20/21 and draws your attention to the following:

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

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

Under Note 1 – Rates and Service Charges, the first instalment date is 14 October 2020 which means that the second instalment date should not be due prior to 14 December 2020, the third instalment should not be due prior to 14 February 2020, and the fourth instalment should not be due prior to 14 April 2020.

We request that the Shire amend its instalment dates to comply with the legislation and confirm that those changes have been implemented.

Regards  
Laura

**Laura Tracey**  
Senior Project Officer

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