

# Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Ravensthorpe will be held on Tuesday 21 July 2020, Council Chambers, Ravensthorpe commencing at 6.00pm.

## **Schedule**

6.00pm                      Ordinary Council Meeting

Graham Steel  
**Acting Chief Executive Officer**

17 July 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  
21 July 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).

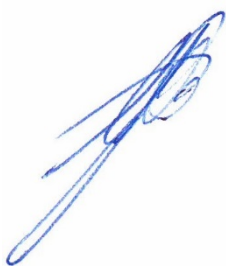
The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

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.



**Graham Steel**  
**Acting 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, Ravensthorpe on Tuesday, 21 July 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 Thomas Major  
                             Cr Mark Mudie  
                             Cr Graham Richardson

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

APOLOGIES:

ON LEAVE OF ABSENCE:

Cr Ian Goldfinch (Leave of Absence)

ABSENT:

MEMBER OF THE PUBLIC:

**3. Announcements by the Presiding Member**

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

**5. Public Question Time**

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

**7. Applications for Leave of Absence**

**8. Disclosures of Interest**

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

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

**Statutory Environment:**

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

**Voting Requirements:**

Simple Majority

**Recommendation:**

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

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

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

**Statutory Environment:**

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

**Voting Requirements:**

Simple Majority

**Recommendation:**

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

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

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

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

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

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

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

## **12. Reports from Councillors**

**Cr Keith Dunlop (President)**

**Cr Julianne Belli (Deputy President)**

**Cr Ian Goldfinch**

**Cr Thomas Major**

**Cr Mark Mudie**

**Cr Graham Richardson**

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

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

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

#### **Summary:**

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

#### **Background:**

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

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

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

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

#### **Comment:**

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

#### **Consultation:**

Elected Members  
Executive Team  
Ravensthorpe Enduro Club

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

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

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

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



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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 4 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Absolute Majority.

**Recommendation:**

**That Council;**

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

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

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

## 13.2 Shire of Ravensthorpe 2020 Policy Review

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

### **Summary:**

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

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

### **Background:**

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

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

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

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

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

A summary of the proposed policy amendments is detailed below;

### Governance Section

#### G1 Meetings of Council

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

#### G2 Council Member Training and Development

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

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

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

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

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

#### G5 Community Development Fund

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

#### G6 Senior Employees

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

#### G7 Organisational Structure

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

#### G8 Recognition of Volunteers

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

#### G9 Recognition of Service - Elected Members

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

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

G10 Civic Receptions and Ceremonial Functions

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

G11 Honorary Freeman of the Shire

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

G12 Political/Election Campaign Advertising

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

G13 Common Seal and Document Signing Authority

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

G14 Customer Service Charter

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

G15 Attendance by Councillors and the Chief Executive Officer at Events

- New policy to ensure compliance with the *Local Government Act 1995* which requires local governments to adopt a policy in relation to the attendance of Councillors and Chief Executive Officers at events.
- No longer a need to disclose gifts related to attending events that are sponsored by the Shire, events held at Shire facilities, or events by not for profits, associations or other government departments or agencies.

G16 Community Consultation

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

G17 Invitation of Ratepayers and Residents to Council Dinners and Functions

- Slight modification to ensure adequate budget provisions.

G18 Support to the Ravensthorpe Hopetoun Future Fund Board

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

G19 Risk Management

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

### Administration Section

#### A1 Recognition of Service - Employees

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

#### A2 Occupational Safety & Health

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

#### A3 Staff – Superannuation Salary Sacrifice

- Recognition of Enterprise Bargaining Agreement provisions.

#### A4 Records Management

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

#### A5 Internet and Email Usage

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

#### A6 Staff – Education and Study Assistance

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

#### A7 Mobile Phone Allowance

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

#### A8 Fitness for Work

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

#### A9 Code of Conduct for Employees

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

#### A10 Staff Training and Development

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

### Finance Section

#### F1 Transaction Card

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

F2 Investments

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

F3 Disposal of Minor Surplus Assets

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

F4 Purchasing

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

F5 Regional Price Preference

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

F6 Financial Hardship

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

F7 Complaints Management

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

F8 Related Party Disclosures

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

F9 Debt Recovery

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

Works and Services Section

WS1 Construction/Upgrade of Crossovers

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

WS2 Traffic Management – Street Events

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

WS3 Protection of Shire Infrastructure in Road Reserves

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

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

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

WS5 Conservation of Flora and Fauna

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

WS6 Streetscape Management – Registration of Street Lawns and Gardens

- Minor revision to correct policy cross referencing.

WS7 Streetscape Management – Maintenance of Shire Land and Road Verges

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

WS8 Street Verge Treatments

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

WS9 Tree Management in Urban Areas and Public Reserves

- Minor edits only to incorporate new format.

WS10 Dangerous Trees on Private Property

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

WS11 Street Trees

- Minor Revisions and clarity on Authorised Officers.

WS12 Beekeeping on Shire Managed Reserves

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

WS13 Asset Management

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

WS14 Urban Revegetation and Greening

- Minor edits only to incorporate new format.

Law, Order and Public Safety

LO1 Bush Fire Control - Camping & Cooking Fires

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

LO2 Bush Fire Advisory Committee

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

LO3 Bush Fire Control - Burning Restrictions

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

LO4 Removal and Disposal of Certain Abandoned Vehicles

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

LO5 Shark Response

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

LO6 Installation and use of Closed Circuit Television (CCTV)

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

Building Section

B1 Building Permit - Permit Requirements - Incidental Structures

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

**Proposed Rescinded Policies**

Community Needs/Customer Satisfaction Survey

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

Council Photograph

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

Honour Board

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

Conferences – Study Tours

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

Safety – AIDS and HIV

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

Staff – Harassment in the Workplace

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

Staff – Equal Employment Opportunity

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



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

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

Hire of Furniture and Equipment from Ravensthorpe Entertainment Centre

- Recommend to rescind and place under Facility User Agreement.

Financial Management – Payment of Accounts & Purchasing Authority Limits

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

Material Variances in Budget and Actual Expenditure

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

Ravensthorpe Returned and Services League Budget Allocation

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

Purchase of Goods and Services – Local Groups and Organisations

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

Value of Land Under Roads

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

Audit Services

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

Outside Staff Uniform

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

Brigade Unit Inspections

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

Burning Permit Exemptions

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

**Comment:**

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

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

**Consultation:**

Elected Members  
Executive Team

**Statutory Environment:**

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

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

**Policy Implications:**

Refer to above summary.

**Financial Implications:**

Refer to above summary.

**Strategic Implications:**

Refer to above summary.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Absolute Majority.

**Recommendation:**

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

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

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

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

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

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

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

#### **Summary:**

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

#### **Background:**

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

#### **Comment:**

The June 2020 Monthly Financial Reports are presented for review.

#### **Consultation:**

Acting Chief Executive Officer

#### **Statutory Environment:**

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

#### **Policy Implications:**

Nil

#### **Financial Implications:**

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

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

#### **Sustainability Implications:**

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

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

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Simple Majority

**Recommendation:**

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

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

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

## 14.2 Schedule of Account Payments – June 2020

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

### Summary:

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

### Background:

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

### 2019/2020

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

### Comment:

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

### Consultation:

Senior Finance Officer

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That Council endorse:**

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

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

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



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

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

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

#### **Summary:**

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

#### **Background:**

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

#### **Comment:**

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

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

#### **Consultation:**

Acting Chief Executive Officer  
Director Technical Services

#### **Statutory Environment:**

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

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

#### **Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Absolute Majority.

**Recommendation:**

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

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

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

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

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

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

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

**17.1 Elected Members**

**17.2 Officers**

**18. Matters Behind Closed Doors**

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

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

**Voting Requirements:**

Absolute Majority.

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

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

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

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

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

**Voting Requirements:**  
Absolute Majority.

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

**19. Closure of Meeting**

The Presiding Member to declare the meeting closed.



# **ATTACHMENTS**

**Ordinary Council Meeting**

**Tuesday**

**21 July 2020**

**6.00pm**

**Council Chambers**

**Ravensthorpe**

# ATTACHMENT



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 16 June 2020**

**Commencing at 6.00pm**

**Council Chambers  
Hopetoun**



# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held in the Council Chambers, Hopetoun on Tuesday 16 June 2020 – commencing at 6.00pm.

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

The Presiding Member declared the meeting open at 6.02pm.

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

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

STAFF: Gavin Pollock (Chief Executive Officer) – (e-connection)  
Les Mainwaring (Director Corporate and Community Services)  
Graham Steel (Director Technical Services)  
Kim Bransby (Executive Assistant)  
Mark Ridgwell (Senior Governance and Policy Officer)  
Zahra Shirazee (Tourism Officer)

APOLOGIES: Cr Jules Belli (Deputy Shire President)

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC:

Ainsley Foulds Ravensthorpe CRC  
Gabrielle Major Ravensthorpe CRC – (e-connection)

**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**

Ainsley Foulds and Gabrielle Major (electronic connection) from Ravensthorpe Community Resources Centre (RCRC) presented a power point on the Fitzy Unearthed Project.

## **7. Applications for Leave of Absence**

Request for leave of absence for Cr Richardson from 1 July 2020 to 1 August 2020.

**Moved: Cr Major**

**Seconded: Cr Goldfinch**

**Res: 56/20**

### **Decision:**

**That the Council approves Cr Richardson application for leave of absence from the Ravensthorpe Shire Council from 1 July 2020 to 1 August 2020.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## **8. Disclosures of Interest**

**8.1** Cr Mudie signed declaration in relation to Item 15.2.

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

Nature of interest – Is a Volunteer Bushfire Officer.

**8.2** Cr Major signed declaration in relation to Item 17.1.

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

Nature of Interest – Spouse works for Ravensthorpe Community Resource Centre.

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

**9.1 Ordinary Council Meeting Minutes 19 May 2020 (Attachment Grey)**

### **Statutory Environment:**

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

**Moved: Cr Mudie**

**Seconded: Cr Richardson**

**Res: 57/20**

### **Recommendation:**

**That the Minutes of the Ordinary Meeting of Council held in Council Chambers, Ravensthorpe on 19 May 2020 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

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

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

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

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

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

## **12. REPORTS FROM COUNCILLORS**

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

Nil.

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

Nil.

### **Cr Ian Goldfinch**

Nil.

### **Cr Thomas Major**

Nil.

### **Cr Mark Mudie**

Nil.

### **Cr Graham Richardson**

Nil.

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

### **13.1 National Redress Scheme (Participation of WA Local Governments)**

<b>File Reference:</b>	<b>GR.LR.1</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 May 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Information Paper – National Redress Scheme for Institutional Child Sexual Abuse (December 2019) (Attachment Purple)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

This item is for the Shire of Ravensthorpe to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme.
- Note the key considerations and administrative arrangements for the Shire of Ravensthorpe to participate in the National Redress Scheme.
- Formally endorse the Shire of Ravensthorpe's participation as part of the WA Government's declaration in the National Redress Scheme.
- Grant authority for the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received.

#### **Background:**

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the enquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final report (15 December 2017), incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA government sector and the Shire of Ravensthorpe) will be required to consider leading practice approaches to child safeguarding separately in the future.

## National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution. (Section 111(1)(b).

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

### **Comment:**

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and

- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government; and,
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Ravensthorpe's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Ravensthorpe formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Ravensthorpe will not be included in the State's amended declaration, unless it formally decides to be included.



The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Ravensthorpe to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Ravensthorpe formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Ravensthorpe include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Ravensthorpe having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Ravensthorpe.

Considerations for the Shire of Ravensthorpe;

Detailed below is a list of considerations for the Shire of Ravensthorpe to participate in the Scheme:

1. Executing a Service Agreement

- All Royal Commission information is confidential, and it is not known if the Shire of Ravensthorpe will receive a Redress application. A Service Agreement will only be executed if the Shire of Ravensthorpe receives a Redress application.
- Shire of Ravensthorpe needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

- Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Ravensthorpe will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

- The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

#### 4. Record Keeping

- The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Ravensthorpe's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.
- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

#### 5. Redress Decisions

- The Shire of Ravensthorpe should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Ravensthorpe do not have any influence on the decision made and there is no right of appeal.

#### **Consultation:**

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and,
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings; and,
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments; and,
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

#### **Statutory Environment:**

The Shire of Ravensthorpe in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

#### **Policy Implications:**

As this report details matters of a historical nature there are no policy implications.

#### **Financial Implications:**

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and,
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All

requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

Risk	5 (Medium)
Risk Likelihood (based on history and with existing controls)	4 (Low)
Risk Impact / Consequence	5 (Medium)
Risk Rating (Prior to Treatment or Control)	6 (Medium)
Principal Risk Theme	5 (Medium)
Risk Action Plan (Controls or Treatment Proposed)	4 (Low)

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Goldfinch**

**Res: 58/20**

**Recommendation:**

**That Council:**

- 1) **Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;**
- 2) **Endorses the participation of the Shire of Ravensthorpe in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;**
- 3) **Grants authority to Shire of Ravensthorpe to execute a service agreement with the State, if a Redress application is received; and**
- 4) **Notes that a confidential report will be provided if a Redress application is received by the Shire of Ravensthorpe.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

Unconfirmed

### 13.2 Gym Membership – COVID-19

<b>File Reference:</b>	<b>RC.SP.3 / RC.SP.4</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **Summary:**

This report recommends Council authorise the Chief Executive Officer to grant gymnasium membership extensions or refunds for individuals and organisations impacted by COVID-19 restrictions associated with temporary closure of the Shire of Ravensthorpe's two gymnasiums.

#### **Background:**

The Shire of Ravensthorpe operates two unstaffed public gymnasiums in the town sites of Ravensthorpe and Hopetoun. The gymnasiums are designed for use 24 hours a day, 7 days a week.

Due to the Coronavirus (COVID-19) Pandemic both gymnasiums were closed with effective from 23 March 2020.

There are currently twenty six (26) community members whose memberships were paid in advance of the government imposed shutdown. Memberships ranged from one (1) week to six (6) months payment in advance.

In addition there is one corporate membership associated with Galaxy Lithium Australia Limited. On the 24 January 2020 the Ravensthorpe Gymnasium opened a new facility that included new equipment and facilities. Galaxy Lithium Australia Limited contributed \$38,000 to the funding of the new gymnasium. In return the Shire provided Galaxy with a pool of 50 memberships for use by its employees for a two year period to expire 28 February 2022.

The COVID-19 WA recovery roadmap being undertaken by the Department of Premier and Cabinet aims to assist all Western Australians back to work safely and begin the process of restarting the State's economy. It has been developed in conjunction with the National Cabinet principles and is based on the best health advice for WA.

The recovery road map is being undertaken in four phases, presently we are in phase three which allows gyms to offer the normal range of activities, including use of all gym equipment. However this is conditional on gyms being staffed at all times and undertaking a regular cleaning schedule of equipment.

The Shires gymnasiums are not staffed and therefore ineligible to open at this stage. Advice is that phase four is still to be defined, therefore it remains unclear how this will impact on the availability of the Shire's gymnasium facilities.

#### **Comment:**

The gymnasium fees applied were on the basis of unrestricted accessibility for users. With the current restrictions in place it would be appropriate to allow the Chief Executive Officer the ability to extend or refund gym membership for the period of the gymnasiums closure.

**Consultation:**

Council.  
Executive Team.

**Statutory Environment:**

S6.17 of the *Local Government Act 1995* prescribes the setting of fees and charges. In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors;

- (a) the cost to the local government of providing the service or goods;
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

**Policy Implications:**

Nil.

**Financial Implications:**

The 2019/2020 Shire of Ravensthorpe budget anticipated an operating revenue from gymnasium memberships of \$25,000 per annum, this was adjusted at the mid-year budget review to \$20,000 as a result of the Ravensthorpe Gymnasium refurbishments. Current income received to date is in the order of \$15,000 and is not likely to receive additional revenue in this current financial year.

The overall financial costs for the advanced membership payments is approximately \$1,500.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** The gymnasium facilities provide an essential service to the Community for overall wellbeing. The Shire will open the facilities as soon as the restrictions are lifted.

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Richardson**

**Seconded: Cr Major**

**Res: 59/20**

**Recommendation:**

**That Council endorse the Chief Executive Officer to be authorised to grant gymnasium membership extensions or refunds for individuals, and membership extensions for Galaxy Lithium Australia Limited who have been impacted by COVID-19 restrictions associated with temporary closure of the Shire of Ravensthorpe’s two gymnasiums.**

**Voting Requirements: Absolute Majority**

**Carried: 5/0**



### **13.3 Ravensthorpe Hand Gun Club extension of Community Development Funding 2019/20**

<b>File Reference:</b>	<b>GS.PR.4</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Ravensthorpe Hand Gun Club</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Letter requesting Consideration of Extension to Funding (Attachment Blue)</b>
<b>Previous Reference:</b>	<b>Ordinary Council Meeting 16 July 2020 – Item 10.1.3 – Resolution 66/19</b>

#### **Summary:**

Each year before the budget adoption the Shire of Ravensthorpe opens a local community grant scheme called the Community Development Fund (CDF). This enables community groups to apply for a grant of up to \$5,000. This funding is provided to be acquitted in the upcoming financial year the funding is provided.

#### **Background:**

At the Ordinary Council Meeting held on 16 July 2019, Council resolution 66/19 approved the Ravensthorpe Hand Gun Club funding of \$5,000 to assist in the completion of their 100M range. Including the construction of a 20M wide colorbond shed, rainwater tank and required earthworks.

#### **Comment:**

The Shire has received a written request from the Ravensthorpe Hand Gun Club requesting Council allow the funding to be rolled over to the 2020/21 financial year due to being unable to complete works impacted by the State of Emergency, COVID-19 restrictions.

None of the allocated funding from the Community Development Fund 2019/20 has been provided to the Ravensthorpe Hand Gun Club.

The Ravensthorpe Hand Gun Club have progressed this project significantly and consideration of rolling over funding is supported.

#### **Consultation:**

All Councillors.  
Executive Team.

#### **Statutory Environment:**

Nil.

#### **Policy Implications:**

Council Policy G5 (Community Development Fund) provides should the project not be completed by 28 February the organisation should then re-apply for the funding in the following year. However the proposed new policy currently under review will allow for council to consider for funding to be rolled over to future years.

#### **Financial Implications:**

Any application approved by Council will be listed for funding in the Draft 2020/21 budget for Councils formal adoption.

**Strategic Implications:**

Council Policy G5 – Community Development Fund states the objectives of the fund to be:

- a) To provide financial assistance for organisations and/or projects, which benefit the community.
- b) To assist community based (not for profit) organisations to develop and maintain facilities.
- c) To provide community based (not for profit) organisations with relief from Council imposed fees and charges.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Mudie**

**Seconded: Cr Richardson**

**Res: 60/20**

**Recommendation:**

**That Council endorse the Chief Executive Officer to advise the Ravensthorpe Hand Gun Club that the 2019/20 Community Development fund awarded to them on 17 July 2019, will be rolled over into the 2020/21 financial year.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

Unconfirmed

### 13.4 Special Project Manager Team – 2020/21 and 2021/22 Special Capital Works Program

**File Reference:** PL.ES.10  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 10 June 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

**Summary:**

Council to approve the Chief Executive Officer advertising and budgeting for a new Special Project Management Team to deliver the 2020/21 and 2021/22 Special Capital Works Program. The Special Project Management Team will consist of Project Manager, Project Administration/Financial Officer's.

**Background:**

The Shire of Ravensthorpe has been successful in securing and committing the following funding;

\$5,275,800	Building Better Regions Fund
\$1,000,000	Drought Communities Programme
\$513,120	Road and Infrastructure Improvement Program
\$94,468	Pest Animal and Weed Management Project
\$94,142	Department of Sport and Recreation
\$308,600	Other Sponsors and Contributions
\$1,450,000	Shire Supporting Funds
<b>\$8,736,130</b>	<b>Total</b>

**Comment:**

Due to the strategic and project management requirements for the funded projects it is unsustainable for the current workforce to deliver or undertake the required responsibilities of this special capital works program. It must be noted that a number of the funding projects need to be completed by 30 June 2021.

The Project Manager and Project Administration/Financial Officer's would be offered a 2 year contract. All positions would be funded from the project grant funds received.

The Special Project Management Team would report directly to the Chief Executive Officer via the Project Manager.

The Shire will be seeking an experienced Local Government professional with qualifications and proven experience as a Project Manager delivering a large number of quality and timely projects.

Advertising for the Special Project Management Team will commence as soon as possible so the team is developed ready to commence projects from the 1 July 2020.

**Consultation:**  
Executive Team.

**Statutory Environment:**  
The payment of any Staff wages will be in line with the funding agreement conditions.

**Policy Implications:**  
Nil.

**Financial Implications:**  
Recruitment costs as required and wages. Wages are estimated at \$230,000 per year and funded via the grants not from normal operations.

**Strategic Implications:**  
In appointing a Special Project Manager Team will enable the projects to be allocated the required attention to ensure quality delivery of all project along with managing all grant funding requirements.

**Sustainability Implications:**

- **Environmental:** There are no significant environmental impacts that need to be considerations.
- **Economic:** There are significant economic benefits to the community that need to be considerations.
- **Social:** There are no known significant social impacts for considerations.

**Risk Implications:**

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

**Risk Matrix:**

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

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

extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Richardson**

**Seconded: Cr Goldfinch**

**Res: 61/20**

**Recommendation:**

**That Council;**

- 1. Endorse the Chief Executive Officer advertising for a Special Project Management Team as outlined within the report.**
- 2. Endorse the Chief Executive Officer appointing a suitable qualified project manager with a salary range up to \$110,000 per year depending on skills and experience.**
- 3. Note the Chief Executive Officer, if required, may engage a recruitment agency to assist in finding suitable applicants.**
- 4. Endorse the salary costs be allocated and expended from Accounts relating to the Special Capital Projects program.**
- 5. Endorse the Special Project Management Teams salary costs being included in the 2020/21 and 2021/22 financial budgets as required.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

Unconfirmed

### 13.5 Revised Fitzgerald Coast Brand and 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>9 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Fitzgerald Coast Logo Concept Drawings (Attachment Brown)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

For Council to consider the endorsement of the concept and amendment to the current 'Fitzgerald Coast' brand and with the logo being changed to 'Fitzgerald Coast Biosphere'.

#### **Background:**

Following the report, *Fitzgerald Biosphere Tourism Planning and Development Strategy* by Advance Tourism, commissioned by the Shire of Ravensthorpe and Shire of Jerramungup in March 2007, the name Fitzgerald Coast was accepted as the tourism brand for region which also resulted in the formation of the Fitzgerald Coast Tourism Association (FCTA).

At the time of the report the UNESCO listed Fitzgerald Biosphere only covered the Fitzgerald River National Park. Since then, the Fitzgerald Biosphere was required to renominate to make changes to meet the new criteria for Biosphere Reserves. As a result, in 2018 the Fitzgerald Biosphere was successful in its renomination with an extended biosphere reserve of 1.5 million hectares of conservation estate, state waters, farmland and industrial and urban areas with the Fitzgerald River National Park at its core.

The Fitzgerald Coast brand which has helped provide some recognition for the region, but as a destination brand has not been effective. Instead it was seen as a corporate logo for FCTA who provide another source for visitor information, duplicating the roles of the two visitor centres. Since the cessation of FCTA and with the Shire undertaking the tourism promotion under the Fitzgerald Coast banner, there has been some improvement, however the brand is often only associated with the coastline, the Fitzgerald River National Park and town of Hopetoun rather than the whole district Ravensthorpe or the region.

#### **Comment:**

A strong and consistently applied brand is central to any aspirational visitation growth. In the face of increasing competition and to optimise and influence relevant targeted markets, the region needs a brand identity that helps to set our destination apart from our competitors, highlighting our point of difference, unique qualities and attractiveness to visitors and industry outside of the region.

Presently the region has little recognition within both the tourism industry and domestic visitor market despite the considerable unique natural attractions and features and being one of only two biospheres in Western Australia. Increasing industry knowledge and awareness especially within Tourism WA of what our region has to offer is vital if we are to partner and develop new itineraries and packaging to attract the inbound coach market or to leverage and attract visitors travelling between Albany, Esperance and Wave Rock.

Although the current Fitzgerald Coast name could be developed into a place brand, it would be directly competing against Amazing South Coast and Esperance and there would still be a disconnect to the inland areas including Ravensthorpe with a perception that tourism only exists on the coast. More importantly it does not connect us to one of our most important assets, the biosphere.

Both Amazing South Coast and Esperance including many other destinations in Southern Western Australia offer coastal experiences, however, what makes our region unique is our internationally recognised biosphere.

It is proposed that the existing Fitzgerald Coast logo and name be amended to create a place brand for the region which would be known as 'Fitzgerald Coast Biosphere'. It is important to realise that today's society is much more cognisant and appreciative of the environment and would be more receptive to the use of the term biosphere within the brand name. However we cannot ignore when targeting a broader tourism market that the coast is a natural drawcard for visitors as well as it helps to identify where the biosphere is located and it is strongly recommended to keep within the name.

A place brand, which is different to a corporate brand helps to build an overall image or identity for a location that focuses above all on the unique qualities of the area and enables key stakeholders, businesses, community groups and residents to "live and use the brand". The Shire of Ravensthorpe is fortunate in that the unique qualities of the Fitzgerald Biosphere is already internationally recognisable through its UNESCO listing and provides the common link for our community.

To develop a place brand would normally involve extensive community consultation to help determine a localities key attributes and the revision of the Fitzgerald Coast logo is not to replace this process. However, due to the major impact of the pandemic on the tourism industry the State Government through Tourism WA is now undertaking a major presence within the intrastate market, normally the role of the Regional Tourism Organisations, with the aim to stimulate the industry and encourage dispersal to regional areas. This provides an opportune time for the Shire to promote the importance and increase the recognition of the Fitzgerald Biosphere through our place branding. Although formal consultation was not undertaken, the community through various forums have clearly identified that being part of the Fitzgerald Biosphere is valued and has high importance. This is evident historically through strong community support and convening of the Biosphere Implementation Group in 2010 to ensure the renomination of the biosphere and the subsequent community's elation in celebrating the success of the nomination in 2018.

Through the use and promotion of the place brand will help position the Shire of Ravensthorpe to establish itself as the Fitzgerald Coast Biosphere hub for the region. This would be reflected through our visitor servicing, all marketing and the ethos of the biosphere once accepted by the community could underpin future policies, innovations, events, structures, investments and symbolic actions.

Concept drawings providing two versions of the logo (Version 1(A & B) and Version 2 (A & B) with a slight variation of each) were prepared as shown in the draft Fitzgerald Coast Logo Concept Drawing (Attachment). The new logo utilises the existing graphics of the Fitzgerald Coast logo to allow some continuity with our existing markets, with changes made to the colours to better represent the area covered by the boundaries of biosphere, which included the inland farming community (yellow) and mining industry (red). Introducing the new colour scheme also provides a connection to the existing colours within the Shire of Ravensthorpe logo.

**Consultation:**

Council.

Executive Team.

Regional Tourism Organisation.



Should Council proceed with the name change, there may be some dissention within the Fitzgerald Biosphere Community Collective (FBCC), a collective group of stakeholders that initially was formed to oversee the preparation of the renomination of the Biosphere in late 2010 and after the successful relisting was restructured to work on the Fitzgerald Biosphere Action Plan.

Stakeholder engagement will need to be undertaken to ensure that both organisations who share aligned interests in the protection and education within the Fitzgerald Biosphere are carefully managed.

**Statutory Environment:**

*It will be important to ensure brand protection as defined in the Trade Marks Act 1995. Trade Marks are an important marketing tool because the value of the trade mark increases with the success of marketing program. It should be noted that the Chief Executive Officer has commenced protecting the naming rights and logo in anticipation of a formal resolution of Council (as discussed at the Corporate Discussion on 2 June 2020).*

**Policy Implications:**

Nil.

**Financial Implications:**

Costs associated with rebranding and registration fees will be minimalised and will be contained within the existing operational budget.

**Strategic Implications:**

The Shire of Ravensthorpe through taking a leadership role in developing a place brand will help to promote tourism and economic development. Through the creation of a place brand we are effectively creating our own a sub-region within Australia’s Golden Outback and by utilising the area covered under the Fitzgerald Biosphere as a future guide, there is the potential to grow and partner with all stakeholders including the Shire of Jerramungup who fall within the boundaries of the biosphere.

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

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

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 62/20**

**Recommendation:**

**That Council endorse:**

1. The renaming of “Fitzgerald Coast” to “Fitzgerald Coast Biosphere”; and
2. Version 2(b) of the logo concept drawing as the preferred option for the Chief Executive Officer to develop, register and implement the name and logo.

**Voting Requirements: Simple Majority**

**Carried: 5/0**

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

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

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Director Corporate and Community Services</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for May 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 May 2020 Monthly Financial Reports.

#### **Comment:**

The May 2020 Monthly Financial Reports are presented for review.

#### **Consultation:**

Chief Executive Officer.

#### **Statutory Environment:**

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

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

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

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

#### **Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Richardson**

**Res: 63/20**

**Recommendation:**

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

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## 14.2 Schedule of Account Payments – May 2020

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

### Summary:

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

### Background:

Period 01/07/2019 to 31/05/2020.

### 2019/2020

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	670	1,739,001	135,848	3,843	1,781	1,881,144	275,274
Aug	9,391	736,269	51,773	7,094	1,260	805,788	188,496
Sep	21,940	428,530	144,319	12,630	2,857	610,277	241,584
Oct	892	490,678	113,137	9,015	420	614,142	233,232
Nov	20,449	789,186	37,772	6,412	0	853,820	242,169
Dec	14,227	373,429	50,545	17,620	0	455,821	349,953
Jan	15,567	395,595	66,327	8,351	0	485,840	247,361
Feb	17,550	565,741	168,401	2,831	0	754,523	255,946
Mar	27,093	317,625	91,762	7,684	0	444,164	253,445
Apr	15,591	875,688	68,694	10,711	0	970,684	278,747
May	22,002	464,997	21,047	4,923	0	512,969	238,456
Jun							
<b>Total</b>	<b>127,780</b>	<b>5,836,054</b>	<b>859,885</b>	<b>75,481</b>	<b>6,319</b>	<b>6,905,519</b>	<b>2,287,461</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

### Comment:

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

### Consultation:

Senior Finance Officer.

### Statutory Environment:

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 64/20**

**Recommendation:**

**That Council:**

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

**Voting Requirements: Simple Majority**

**Carried: 5/0**

Unconfirmed

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

### **15.1 Application to Keep More than Prescribed Number of Dogs**

<b>File Reference:</b>	<b>LE.LL.11 &amp; A826</b>
<b>Location:</b>	<b>21 Canning Boulevard, Hopetoun</b>
<b>Applicant:</b>	<b>Matthew Biddiscombe</b>
<b>Author:</b>	<b>Airport/Ranger Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

An application to keep more than the prescribed number of dogs has been received from Matthew Biddiscombe of 21 Canning Boulevard, Hopetoun. Mr Biddiscombe has in his control three (3) dogs, one (1) of which, is an 11 year old Wolfhound Cross. Mr Biddiscombe moved into the property in 2019 and inherited the Wolfhound Cross on the passing of his mother. Early 2020, Mr Biddiscombe took on two rescued Staffordshire Bull Terrier type dogs, both de-sexed, microchipped and registered.

#### **Background:**

On 20 April 2020, the Shire received a complaint in relation to dog barking at 21 Canning Boulevard, Hopetoun. An investigation was undertaken where it was found, three (3) dogs were being kept at the property. The Shire of Ravensthorpe Dog Local Law 2010, section 3.2 provides that only two (2) dogs over the age of 3 months can be kept at a premise situated within a Townsite.

The *Dog Act 1976*, Section 26(3), allows the Shire to grant an exemption to a placed limit on the keeping of dogs in a specified area if the local government is satisfied the provisions in the Act are met.

#### **Comment:**

During the course of the investigation into the dog barking complaint and subsequent keeping more than the prescribed number dogs, Mr Biddiscombe has followed all directions given to him and actively sought to reduce the dog barking complaint by fixing of fencing, purchase and use of dog barking collars. He has also ensured all dogs are now registered, microchipped and sterilised.

It should be noted the initial complainant regarding barking has now been finalised with the complainant verbally requesting to close the complaint off and no objection to the application.

#### **Consultation:**

Request for Comment was sent to five parties, made up of four (4) property owners and one (1) occupier, on 18 May 2020. It was requested submissions were returned to the Shire by 5 June 2020. It was noted on these submissions if no comment was received the Shire would consider no objection to the application.

One submission of no objection was received at the Shire on 3 June 2020.

#### **Statutory Environment:**

*Dog Act 1976.*

Dog Local Law 2010 (Shire of Ravensthorpe).

#### **Policy Implications:**

Nil.



**Financial Implications:**

Nil.

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 65/20**

**Recommendation:**

**That Council:**

**Grant the exemption for the keeping of three dogs at 21 Canning Boulevard, Hopetoun subject to the following conditions:**

1. The exemption be reviewed in twelve (12) months to ensure no adverse issues have been experienced as a result of the exemption.
2. Council reserve the right to withdraw the exemption at any time if requirements under the *Dog Act 1976* are not met.

- 3. The exemption only applies to those dogs which are submitted on the application form currently being reviewed.**
- 4. Upon the death or permanent removal of any of the nominated dogs, a maximum of two (2) dogs only will be permitted to be kept on the property.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

Unconfirmed

## 15.2 Ravensthorpe Bush Fire Advisory Committee (BFAC) AGM and Nominations of Committee Members

<b>File Reference:</b>	<b>ES.EM.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Ravensthorpe Bush Fire Advisory Committee</b>
<b>Author:</b>	<b>Community Emergency Services Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>BFAC AGM Minutes – 10 March 2020 (Attachment Green)</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary:**

Under the Terms of Reference for the Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC) Council is required to consider the nominations put forward by the BFAC at its Annual General Meeting held on 10 March 2020.

### **Background:**

The Bush Fire Advisory Committee (BFAC) is made up of volunteer members providing an essential service for the community. The Committee is established by Council in accordance with the *Local Government Act 1995*, the terms of reference of which are established under Council Policy LO5 – “Shire of Ravensthorpe Bush Fire Advisory Committee.”

### **Comment:**

The Bush Fire Advisory Committee recommendations are in the main procedural matters and are recommended to be supported.

### **Consultation:**

Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC).

### **Statutory Environment:**

S.67 of the *Bush Fire Act 1954* allows for the establishment of an Advisory Committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control

In accordance with clause 3.12 of the Shire of Ravensthorpe Bushfire Brigades Local Law 2010, when considering persons for the position of a bush fire control officer, the Council is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

### **Policy Implications:**

Shire of Ravensthorpe Policy LO 5 - Bush Fire Advisory Committee.

### **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 (4)
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 (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (3)

**Risk Matrix:**

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

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

**Moved: Cr Richardson**

**Seconded: Cr Major**

**Res: 66/20**

**Recommendation:**

**That Council:**

1. Note the Minutes of BFAC meeting held on 11 March 2020 as being received.
2. Endorse Mr Courtney Foulds (Hopetoun Rural BFB) and Mr Mark Mudie (West River BFB) as Fire Control Officer's with unrestrictive powers for the Shire of Ravensthorpe.
3. Endorse Miss Michaela Pritchard (Shire Senior Ranger) and Mr Beau Shepherd (Shire Ranger) as Fire Control Officer's with limited powers of Permit Issuing Officer's only.
4. Endorse the personnel elected into the nominated Fire Control Officer positions as per the Ravensthorpe BFAC AGM minutes 10March 2020.

**Voting Requirements: Simple Majority**

**Carried: 5/0**

### 15.3 Ravensthorpe Bush Fire Advisory Committee (BFAC) Minutes and Shire of Ravensthorpe 2020/2021 Fire Break Notice

<b>File Reference:</b>	<b>ES.EM.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Bush Fire Advisory Committee</b>
<b>Author:</b>	<b>Community Emergency Services Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 June 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. BFAC Minutes – 10 March 2020</b> <b>2. Updated Bush Fire Service Bush Firefighter training</b> <b>3. Draft – Shire of Ravensthorpe Fire Break Notice 2020/2021 (Attachment Orange)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

The following recommendations from the Bush Fire Advisory Committee (BFAC) are required to be considered by Council;

1. The Minutes of the BFAC meeting held on 10 March 2020 are to be received;
2. The recommendations of the BFAC of 10 March 2020; and
3. Consideration and endorsement of the Shire of Ravensthorpe 2020/2021 Fire Break Notice.

#### **Background:**

In addition to receiving the minutes of the BFAC of 10 March 2020 Council is to consider;

#### Review of Minimum Training Standards for Bushfire Training

The Department of Fire and Emergency Services (DFES) have released new Bushfire Training modules and from 1 July 2020 will see the Introduction of Bushfire Fire Fighting (IBFF), Introduction to Fire Fighting (IFF) and Bushfire Fire Fighting (BFF) become obsolete, requiring the committee reconsider our minimum training standards.

The new Bush Fire Service Bush Firefighter training is detailed in Attachment 2. The program is modular and can be delivered over a course of nights or over a whole day to assist in flexible learning practices based upon the availability of volunteers. Those volunteers currently who hold an Introduction to Bushfire Fire Fighting course will be noted as having Recognition of Prior Learning across the Bushfire Safety Awareness module of units. Volunteers who currently hold Introduction to Fire Fighting (IFF) and Bushfire Fire Fighting (BFF) will be also be noted as having Recognition of Prior Learning for the whole BFS Bush Firefighter

The BFAC put forward the following recommendation to Council;

*“Recommend the Shire of Ravensthorpe adjust the training standards for Bush Fire Volunteers to the new Bushfire training modules, where volunteers will need to complete the modules listed under the BFS Bush Firefighter.”*

#### Regional Operations Advisory Committee (ROAC)

A proposal was submitted by the City of Albany to the Regional Operations Advisory Committee (ROAC) that instead of individual Local Governments bidding against it each other for Capital Grants, Appliance and Equipment. Each Local Government prioritises their individual needs and then the ROAC combine all the priority requests for a collaborative approach at a regional level, in partnership of other Lower Great Southern Local Governments to help push these priority needs as a regional focus to DFES.

The BFAC put forward the following recommendation to Council;

*“Recommend the Shire of Ravensthorpe to support the concept of working in collaboration with the Great Southern Regional Operational Advisory Committee and Lower Great Southern Local Governments for future Resource to Risk Capital Funding and Resource request.”*

Shire of Ravensthorpe 2020/21 Fire Break Notice

The Shire of Ravensthorpe 2020/21 Fire Break Notice was considered by the BFAC and with minor amendment is presented to Council for endorsement as detailed in Attachment 3.

**Comment:**

That Council value the advice provided by the Bush Fire Advisory Committee and support provided recommendations.

**Consultation:**

Bush Fire Advisory Committee.

**Statutory Environment:**

R.15C. of the Bush Fires Regulations 1954 states that a local government may prohibit burning on certain days.

**Policy Implications:**

Shire of Ravensthorpe Policy LO 5 - Bush Fire Advisory Committee.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

Risk	Low (4)
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 (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (3)

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

**Moved: Cr Major**

**Seconded: Cr Goldfinch**

**Res: 67/20**

**Recommendation:**

**That Council:**

1. **Note the minutes of the Bush Fire Advisory Committee (BFAC) meeting held on 10 March 2020;**
2. **Endorse the update the training standards for Bush Fire Volunteers to the new Bushfire training modules, where volunteers will need to complete the modules listed under the BFS Bush Firefighter;**
3. **Support the concept of working in collaboration with the Great Southern Regional Operational Advisory Committee and Lower Great Southern Local Governments for future Resource to Risk Capital Funding and Resource request; and,**
4. **Endorse the Shire of Ravensthorpe 2020/21 Fire Break Notice as detailed in Attachment 3.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**









**19. Closure of Meeting**

The Presiding Member to declare the meeting closed 6.40pm.

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

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

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

Unconfirmed

**ATTACHMENT**



# **MINUTES**

**Special Council Meeting**

**Tuesday, 7 July 2020**

**Commencing at 12.30pm**

**Ravensthorpe Recreation Centre  
Ravensthorpe**

## SHIRE OF RAVENSTHORPE

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

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## **EXTRACT FROM LOCAL GOVERNMENT ACT 1995**

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

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

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

The Presiding Member declared the meeting open at 12.35pm.

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

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

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

APOLOGIES:            Les Mainwaring (Director Corporate and Community Services)

ON LEAVE OF ABSENCE:

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

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 75/20**

**Decision:**

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

**Voting Requirements: Simple Majority**

**Carried: 6/0**

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

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

Nil.

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

Nil.

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

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

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

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

##### **Summary:**

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

##### **Background:**

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

##### **Comment:**

A remuneration salary will be offered to Mr Graham Steel within the Band 3 reward package range prescribed by the Salaries and Allowances Tribunal under Section 7A of the *Salaries and Allowances Act 1975*.

##### **Consultation:**

Shire President.  
Deputy President.  
Executive Team.

##### **Statutory Environment:**

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

- (1) A local government is to employ —
  - (a) a person to be the CEO of the local government; and
  - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
  - (a) believes that the person is suitably qualified for the position; and
  - (b) is satisfied with the provisions of the proposed employment contract.



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

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

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

The appointment of an Acting Chief Executive Officer will meet the requirements of the *Local Government Act 1995*.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix**

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

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

**Moved: Cr Richardson**

**Seconded: Cr Mudie**

**Res: 76/20**

**Recommendation:**

**That Council Endorse;**

1. The Chief Executive Officer's request for annual leave from Saturday 11 July 2020 to Sunday 19 July 2020 and the appointment of Mr Graham Steel as Acting Chief Executive Officer for this period of annual leave.
2. The Chief Executive Officer offering Mr Graham Steel a remuneration salary for the period of stated annual leave within the Band 3 prescribed range of the Salaries and Allowances Tribunal under Section 7A of the Salaries and Allowances Tribunal under Section 7A of the Salaries and Allowances Act 1975.

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

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

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

### Summary:

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

### Background:

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

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

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

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

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

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

### Comment:

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

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

**Consultation:**

Nil.

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Goldfinch**

**Seconded: Cr Major**

**Res: 77/20**

**Recommendation:**

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

**Voting Requirements: Simple Majority**

**Carried: 6/0**

Unconfirmed

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

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

#### **Summary:**

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

#### **Background:**

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

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

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

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

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

#### **Comment:**

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

#### **Consultation:**

Elected Members.  
Executive Team.

#### **Statutory Environment:**

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

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

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

- i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

- (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

**Policy Implications:**

Nil.

**Financial Implications:**

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

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

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

**Strategic Implications:**

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

**Sustainability Implications:**

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

**Risk Implications:**

Risk	Medium (6)
Risk Likelihood (based on history and with existing controls)	Medium (6)
Risk Impact / Consequence	Medium (6)
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (4)

**Risk Matrix:**

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 6 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Major**

**Seconded: Cr Richardson**

**Res: 78/20**

**Recommendation:**

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

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

Unconfirmed



**6. Matters Behind Closed Doors**

Nil.

**7. Closure of Meeting**

The Presiding Member declared the meeting closed at 12.43pm

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

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

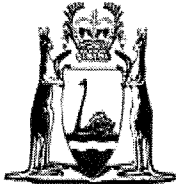
Date: \_\_\_\_\_

Unconfirmed

**ATTACHMENT**



**DUPLICATE**



Government of **Western Australia**  
Department of **Regional Development and Lands**

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**Licence Conditions**  
**Section 48 of the**  
***Land Administration Act 1997* (WA)**  
**Lic 07376/1920-04-A1247709**

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DUPLICATE

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**THIS DEED OF LICENCE is made on the                      day of**

BETWEEN

**THE STATE OF WESTERN AUSTRALIA ACTING THROUGH THE MINISTER FOR LANDS**, a body corporate under the *Land Administration Act 1997*, care of Department of Regional Development and Lands, 140 William Street, Perth (**Licensor**)

AND

The Shire of Ravensthorpe of PO Box 43, Ravensthorpe WA 6346 (**Licensee**)

## **BACKGROUND**

- A. The Licence Area is a portion of Crown land. Crown land is administered by the Minister through the Department on behalf of the State of Western Australia.
- B. The Licensee wishes to have access to the Licence Area for the Permitted Use.
- C. The Minister on behalf of the State of Western Australia is authorised by
- section 48 of the LAA to grant a licence in respect of Crown land in an unmanaged reserved for a purpose which is different from that or those of the unmanaged reserve but which is compatible with all ancillary to the current use or the intended future use of that Crown land for the purpose or purposes of the unmanaged reserve.
- D. The Licensor has agreed to grant to the Licensee the Licence in respect of the Licence Area on the terms and conditions and for the Permitted Use set out in this Licence.

## **OPERATIVE PART**

The Parties covenant and agree on the matters set out above and as follows:

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### **1. DEFINITIONS AND INTERPRETATION**

#### **1.1 DEFINITIONS**

In this Licence the following terms shall have the following meaning:

**Authorisation** includes consents, authorisation, permit, licence, approval, agreement, certificate, authority or exemption from, by or with a Governmental Agency and all conditions attached to those authorisations.

**Business Day** means a day other than a Saturday, Sunday or Public Holiday in Western Australia.

**Contamination** is the state of being contaminated as that term is defined in the CSA.

**CSA** means the *Contaminated Sites Act 2003*.

**Date of Commencement** means the date of commencement specified in item 2(b) of the Schedule.

**Date of Expiry** means the date of expiry specified in item 2(c) of the Schedule.

**Department** means the department principally assisting the Minister in the administration of the LAA.

**Environment** has the meaning given by section 3 of the *Environmental Protection Act 1986*.

**Environmental Harm** has the same meaning as that term is defined in the *Environmental Protection Act 1986*.

**Environmental Law** means all planning, environmental, contamination or pollution laws and any regulations, orders, directions, ordinances or all requirements, permission, permits or licences issued thereunder.

**Environmental Notice** means any notice, direction, order, demand or other requirement to take any action or refrain from taking any action from any Governmental Agency, whether written or oral and in connection with any Environmental Law.

**Governmental Agency** means any government or any governmental, semi-governmental, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity.

**LAA** means the *Land Administration Act 1997*.

**Law** includes any requirement of any statute, regulation, proclamation, ordinance or by-law present or future whether State, Federal or otherwise.

**Licence** means the contractual rights granted to the Licensee under clause 2 and the rights granted under this Licence necessary for the exercise of the rights granted under clause 2.

**Licence Area** means the licence area specified in item 1 of the Schedule.

**Licence Fee** means the licence fee specified in item 3(a) of the Schedule.



**Licensee's Agent** includes the employees, agents, contractors, consultants, invitees and any other person acting with the authority or permission of the Licensee.

**Licensee's Property** means all plant, equipment, materials, and other property brought or placed on the Licence Area by, on behalf of or with the authority of the Licensee.

**Minister** means the Minister for Lands, a body corporate under section 7(1) of the LAA.

**Parties** mean the Licensor and the Licensee.

**Party** means the Licensor or the Licensee, as the case may be.

**Permitted Use** has the meaning given to that term in clause 2.1.

**Pollution** means any thing that is Pollution within the meaning of the *Environmental Protection Act 1986*, which is not authorised under any Law.

**Schedule** means the Schedule to this Licence.

**Services** includes water supply, gas, sewerage, waste disposal, drainage, electricity, gas retraction and telecommunications facilities and all pipes, cables, fixtures and fittings associated with those services.

**Surrounding Area** means any land or water adjacent to or in the vicinity of the Licence Area and the air generally above the Licence Area, and includes an affected site within the meaning of that term as defined in the CSA.

**Term** means the term specified in item 2(a) of the Schedule.

## 1.2 INTERPRETATION

In this agreement:

- (a) clause headings are for convenient reference only and shall have no effect in limiting or extending the language of the provisions to which they refer;
- (b) a reference to a clause, schedule or annexure is a reference to a clause of or schedule or annexure to the document in which the reference appears;
- (c) a reference to any Law includes consolidations, amendments, re-enactments or replacements of it;
- (d) the singular includes the plural, the plural includes the singular and any gender includes each other gender;
- (e) if a period of time is specified and runs from a given day or the day of an act or event, it is to be calculated exclusive of that day;

- (f) the word 'person' includes a reference to the person's personal representatives, executors, administrators, successors and assigns and a reference to a corporation includes a reference to the corporations successors and assigns;
- (g) covenants by this deed by two or more persons shall be deemed joint and several;
- (h) a reference to the word "including" is deemed to be followed by the words "but not limited to".

## **2. GRANT OF LICENCE**

### **2.1 GRANT OF LICENCE**

In consideration of the matters set out in this Licence and the payment of the Licence Fee by the Licensee to the Licensor, the Licensor hereby GRANTS to the Licensee a non-exclusive right for the Term to enter upon and remain on and use the Licence Area, with such vehicles, machinery, plant or equipment as is reasonably necessary for the purpose of:

- (a) Enduro Club Activities

(Permitted Use) in accordance with the terms and conditions set out in this Licence.

### **2.2 NO ESTATE OR INTEREST IN LAND**

The Licensee acknowledges and agrees that:

- (a) The rights conferred by this Licence rest in contract only and do not create in or confer upon the Licensee any tenancy or any estate or interest in or over the Licence Area and the rights of the Licensee will be those of a licensee only.
- (b) This Licence confers no right of exclusive occupation of the Licence Area upon the Licensee and the Licensor may at any time and at all times from time to time exercise all the Licensor's rights as licensor including (but without in any way limiting the generality of this provision) the Licensor's rights to use possess and enjoy the whole or any part of the same save only in so far as such rights shall not unreasonably:
  - (i) prevent the operation of the rights granted to the Licensee under this Licence; or
  - (ii) be inconsistent with the express provisions of this Licence.
- (c) The rights granted to the Licensee under this Licence are only exercisable during the Term.

## **2.3 COMPLY WITH LAWS AND ORDERS**

- (a) The Licensee shall punctually comply with and observe, at the expense of the Licensee, all Laws and all lawful orders and requirements of any statutory, public or other Governmental Agency which relates to the Licence Area or any part of it, or the use or occupancy of the Licence Area, and with all lawful notices received either by the Licensor or the Licensee from any such Governmental Agency.
- (b) Without limiting the generality of this clause, the Licensee will obtain, comply with and observe, at the expense of the Licensee, all Authorisations or other requirements under any Law necessary to use the Licence Area for the Permitted Use.

## **3. TERM AND LICENCE FEE**

### **3.1 TERM**

The Term shall commence on the Date of Commencement and shall expire at the Date of Expiry.

### **3.2 FURTHER TERM**

Any application for a Further Term or extension of the rights granted to the Licensee under this Licence must be made to the Licensor, in writing no less than 30 days prior to the expiration of this Licence and may be granted or refused at the Licensor's absolute discretion.

### **3.3 LICENCE FEE**

The Licensee must pay the Licence Fee to the Department, at the times and in the manner specified in item 3 of the Schedule.

## **4. LICENSEE'S COVENANTS**

### **4.1 COVENANTS WITH LICENSOR**

The Licensee covenants with the Licensor that the Licensee and the Licensee's Agents:

- (a) must not construct or erect or permit to be constructed or erected any permanent structure, improvement or other thing (other than fencing or a gate) that is a fixture on the Licence Area;
- (b) must not cause or permit any damage to the Licence Area or to the Surrounding Area;
- (c) must not cause or permit any Contamination, Pollution or Environmental Harm to occur in, on or under the Licence Area or to the Surrounding Area, and if any Contamination, Pollution or Environmental Harm is caused by the Licensee or the Licensee's Agents, the Licensee must give notice of it to the Licensor and must

minimise and remediate any resultant damage and harm to the reasonable satisfaction of the Licensor;

- (d) must keep the Licence Area in good and safe repair and condition, and must take all steps necessary to keep it safe and free from hazard to any property or person on or using the Licence Area or the Surrounding Area, and where required must keep secure the Licence Area;
- (e) must ensure that traffic on all adjoining and surrounding roads is not unduly disrupted due to vehicles entering or leaving the Licence Area;
- (f) must, while using the Licence Area:
  - (i) ensure the safe movement of pedestrians using the Licence Area or adjoining areas, including erecting signs to warn persons likely to be endangered by the Licensee's use of the Licence Area, and
  - (ii) ensure that pedestrians using the Licence Area or adjoining areas are not unduly disrupted;
- (g) must not dispose and not store on the Licence Area any rubbish or any poisonous, toxic or hazardous substance;
- (h) must not undertake nor allow to be undertaken any excavation or clearing of the Licence Area;
- (i) must pay all outgoings payable in respect of the Licence Area;
- (j) must punctually comply with and observe:
  - (i) all Laws; and
  - (ii) all notices received either by the Licensor or the Licensee from, and the requirements of, any relevant Governmental Agency;
- (k) must obtain, keep current and comply with all consents, approvals, permits, licences or other requirements under any Law, if any, to use the Licence Area for the purposes permitted under this Licence;
- (l) must repair or remedy any damage caused or permitted by the Licensee or the Licensee's Agents, to the Licence Area or the Surrounding Area or Services in, on, under or over the Licence Area, including remediating any Contamination, Pollution, Environmental Harm, and erosion or other form of degradation; and
- (m) must reinstate the Licence Area on the expiration of the Term or other termination of this Licence, in accordance with clause 7.

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## 5. INDEMNITY, RELEASE AND INSURANCE

### 5.1 INDEMNITY AND RELEASE

- (a) The Licensee hereby releases and indemnifies and agrees to keep released and indemnified the Licensor, the State, the Crown, all Ministers of the Crown, and all officers, servants, agents, contractors, invitees and licensees of any of them (the **Indemnified Parties**) from and against all claims, demands, actions, suits, proceedings, judgments, damages, costs, charges, expenses (including legal costs of defending or settling any action, claim or proceeding) and losses of any nature whatsoever whether based in contract, tort or statute or any combination thereof which the Indemnified Parties (or any of them) may suffer or incur or which may at any time be brought maintained or made against them (or any of them) in respect of or in connection with:
- (i) in respect of any destruction, loss (including loss of use), injury or damage of any nature or kind of or to property of any person whether or not on the Licence Area and including the property of:
    - (A) any of the Indemnified Parties; or
    - (B) the Licensee or the Licensee's Agents; and
  - (ii) in respect of any death of, or injury or illness sustained by, any person and including:
    - (A) the Indemnified Parties; or
    - (B) the Licensee or the Licensee's Agents,directly or indirectly caused by arising out of or in connection with:
    - (iii) the Licensee's or Licensee's Agents use or enjoyment of the Licence Area or any part of the Licence Area pursuant to the terms of this Licence;
    - (iv) any works carried out by or on behalf of the Licensee under this Licence;
    - (v) the exercise or enjoyment of any rights conferred upon the Licensee under this Licence;
    - (vi) any Contamination, Pollution or Environmental Harm of the Licence Area or the Surrounding Area caused or contributed to by the Licensee's or the Licensee's Agents use of the Licence Area;
    - (vii) any remediation required to be carried out by the Licensee under this Licence in respect of the Licence Area or the Surrounding Area or otherwise having to comply with any Environmental Notice or any other notice received from any Governmental Agency;

- (viii) any default by the Licensee in the due and punctual performance, observance and compliance with any of the Licensee's covenants or obligations under this Licence; or
  - (ix) any other act, neglect, default or omission by the Licensee or the Licensee's Agents.
- (b) The obligations of the Licensee under this clause:
- (i) are unaffected by the obligation of the Licensee to take out insurance and the obligations of the Licensee to indemnify are paramount; and
  - (ii) continue after the expiration or earlier determination of this Licence.

## 5.2 INSURANCE

- (a) The Licensee must during the Term effect, maintain and keep current with an insurer of good repute, a public liability insurance policy for the amount specified in item 6 of the Schedule for any one claim (or any other amount reasonably required by the Licensor from time to time consistent with usual prudent commercial practice) and which policy includes, but is not limited to, coverage in respect of:
- (i) any injury to, illness of, or death of, any person;
  - (ii) any loss, damage or destruction to any property including to the property of any of the Indemnified Parties;
  - (iii) the loss of use of any property, including the property of any of the Indemnified Parties; and
  - (iv) liability arising out of any Contamination Pollution or Environmental Harm of the Licence Area or the Surrounding Area caused or contributed to by the Licensee's or the Licensee's Agents use of the Licence Area,
- and such insurance shall include the interests of the Licensor under this Licence.
- (b) The Licensee
- (i) must give to the Licensor a copy of the certificate of currency of the policy of insurance referred to in subclause (a) at the Date of Commencement; and
  - (ii) must submit evidence to the Licensor on each anniversary of the Date of Commencement during the Term, or as otherwise requested by the Licensor, which shows that the insurance policy referred to is still current.
- (c) The Licensee shall effect and maintain all insurance required to be effected by it by law. Without limiting the generality hereof, the Licensee shall have all

necessary insurance with respect to its employees under the relevant Laws and shall, if required by the Licensor, produce evidence of such insurance at any time.

- (d) The Licensee will not do or omit to do any act or thing or bring onto or keep anything on the Licence Area which might render the insurance on the Licence Area void or voidable.

## 6. TERMINATION OF LICENCE

### 6.1 DEFAULT

- (a) This Licence and the rights granted to the Licensee pursuant to it, may be terminated by the Licensor by notice in writing to the Licensee:
- (i) if moneys payable under this deed are in arrears and unpaid for 14 days after formal demand;
  - (ii) if the Licensee breaches or fails to observe any of the covenants, conditions or terms on the Licensee's part expressed or implied in this deed, other than the obligation referred to in subclause (i) and the breach has not been remedied by the Licensee within 14 days after service of a notice from the Licensor requiring the Licensee to remedy the breach or non observance;
  - (iii) if the Licensee:
    - (A) becomes bankrupt or enters into any form of arrangement (formal or informal) with any of its creditors, or an administrator or a receiver or a receiver and manager is appointed to any of its assets;
    - (B) being a company or other body corporate, an order is made or a resolution is passed for its winding up except for the purpose of reconstruction or amalgamation;
    - (C) being a company, or other body corporate ceases or threatens to cease to carry on business or goes into liquidation, whether voluntary or otherwise, or is wound up or if a liquidator or receiver (in both cases whether provisional or otherwise) is appointed; or
    - (D) being a company, is placed under official management under the *Corporations Act 2001* or enters into a composition or scheme of arrangement,

and without limiting the foregoing but for the avoidance of doubt, this subclause (a)(iii) applies to any such event that may occur in relation to the Licensee if it is an Aboriginal and Torres Strait Islander corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 Cth*; or

- (iv) if the Licensee is an Aboriginal and Torres Strait Islander corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*

*Cth* and a determination is made by the Registrar under that Act that the Licensee is to be under special administration; or

- (v) if the Licensee abandons or vacates the Licence Area;

and this Licence and rights granted pursuant to it will terminate on expiry of the notice period specified in the notice.

- (b) No compensation or money is payable to, or recoverable by, the Licensee from the Licensor for termination of the Licence under this clause.
- (c) Any termination of the Licence under this clause:
  - (i) does not affect any rights and obligations that are expressed in this Licence to survive expiry or earlier termination of this Licence; and
  - (ii) is without prejudice to the rights of the Licensor in respect of any antecedent breach of the terms, covenants or conditions contained or implied in this Licence by the Licensee.

## **6.2 LICENSOR'S RIGHT TO ENTER AND TO REMEDY**

- (a) If the Licensee has breached or failed to observe any of the terms of this Licence on its part contained or implied in this Licence, and that breach or non-performance has continued for at least 14 days after the service of a written notice on the Licensee requiring it to remedy the same, without affecting its other rights under this deed, the Licensor may (but is not obliged to) remedy the breach, including the payment of monies.
- (b) For this purpose, the Licensee acknowledges and agrees that:
  - (i) the Licensor, its servants, agents and contractors may enter the Licence Area at any time with all necessary materials and equipment to execute all or any required works as the Licensor thinks fit; and
  - (ii) all debts costs and expenses incurred by the Licensor, including legal costs and expenses, in remedying a default is a debt due to the Licensor, and must be paid by the Licensee to the Licensor on demand.

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## **7. REMOVAL OF PROPERTY ON EXPIRY OR TERMINATION**

### **7.1 OBLIGATION TO REMOVE PROPERTY AND RESTORE**

- (a) The Licensee must upon the expiration of the Term or earlier termination of this Licence yield and deliver up possession of the Licence Area to the Licensor and in doing so must by the end of the Term or within 21 days after the earlier termination of this Licence:



- (i) remove all of the Licensee's Property from the Licence Area, to the Licensor's absolute satisfaction;
  - (ii) reinstate the Licence Area to the state and condition in which it was at the Date of Commencement;
  - (iii) promptly make good to the satisfaction of the Licensor any damage caused by the removal of the Licensee's Property referred to in subclause (a)(i), including filling in, consolidating and levelling off any holes or trenches on the Licence Area; and
  - (iv) remediate any Contamination, Pollution or Environmental Harm to the Licence Area or the Surrounding Area caused by the Licensee or the Licensee's Agents or arising out of the Permitted Use.
- (b) The Licensee's obligations under subclause (a) will survive the expiration of the Term or other termination of this Licence.

## 7.2 FAILURE TO REMOVE

If the Licensee's Property is not removed in accordance with clause 7.1, its presence on the Licence Area after the expiry of the relevant period referred to in clause 7.1(a) shall no longer be authorised by this Licence and:

- (a) the Minister may treat any structure forming part of the Licensee's Property as an alleged unauthorised structure under section 270 of the LAA;
- (b) sections 270, 271 and 272 of the LAA apply with respect to the removal of any such alleged unauthorised structure;
- (c) the Minister may, but is not obliged to, remove the Licensee's Property from the Licence Area, may store it at the Licensee's expense, and may make good any damage caused by that removal, and may reinstate the Licence Area to the condition provided for in clause 7.1(a)(ii); and
- (d) any costs incurred by the Minister in doing any matter under subclause (c) or section 270(6) of the LAA, are a debt due by the Licensee to the Licensor and may be recovered in a Court of competent jurisdiction.

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## 8. NO ASSIGNMENT

- (a) The rights granted by this Licence are for the benefit of the party named as "Licensee" in this Licence.
- (b) The Licensee must not:
  - (i) assign or transfer its rights under this deed, or grant any sublicense or part with the possession, of the Licence Area, to any person; or

- (ii) mortgage, charge or encumber its rights under this Licence.
- (c) To the extent that sections 80 and 82 of the *Property Law Act 1969* may be applicable, they are expressly excluded.
- (d) For the purposes of subclause (b), where the Licensee is a corporation (not being a corporation where shares are listed on any Stock Exchange in Australia) any intended change in the beneficial ownership or control of the Licensee which will have the consequence of altering the effective control of the Licensee is deemed to be an assignment of the Licensee's rights under this Licence.

## 9. GENERAL PROVISIONS

### 9.1 DUTY

The Licensee will pay duty (if any) payable under the *Duties Act 2008* in respect of any dutiable transaction arising under or in respect of this Licence.

### 9.2 FEES AND CHARGES

The Licensee will pay all statutory and other fees and charges (if any) relating to this Licence within 30 days of the due date.

### 9.3 NOTICES

- (a) Any notice that must or may be served under or pursuant to this Licence:
  - (i) must be signed by the Party giving the notice or by any solicitor or duly appointed representative of the Party giving the notice; and
  - (ii) will be sufficiently served on:
    - (A) the Licensor, if addressed to the Licensor and left at, or sent by prepaid post to the Minister for Lands c/o Director General of the Department at the address set out at item 4 of the Schedule or such other address as is notified by the Licensor to the Licensee; and
    - (B) the Licensee, if addressed to the Licensee and left at, or sent by prepaid post to the address set out at item 5 of the Schedule or such other address as is notified by the Licensee to the Licensor;
- (b) A notice sent by post will be deemed to be given at the time when it ought to be delivered in the ordinary course of a post whether the contrary is shown or not.
- (c) A notice given by facsimile transmission will be deemed to have been given on the date on which the facsimile transmission report of the machine from which it was sent, shows that it was successfully transmitted in its entirety.

#### 9.4 EFFECT OF WAIVER

No consent or waiver express or implied by the Licensor or its officers, servants, agents, contractors or any of them, to or of any breach of any covenants conditions or stipulations of the Licensee will be construed as a consent or waiver to or of any other breach of the same or any other covenants conditions or stipulations contained or implied in this Licence.

#### 9.5 GOVERNING LAW

- (a) This Licence shall be construed and interpreted in accordance with the laws in force in the State of Western Australia.
- (b) The Parties submit to the non-exclusive jurisdiction of the Courts of Western Australia.

#### 9.6 VARIATION

This Licence cannot be altered or varied by the Parties except by deed.

### 10. GOODS AND SERVICES TAX

#### 10.1 DEFINITIONS

In this clause 10 the following terms have the following meanings:

- (a) **GST Act** means A New Tax System (Goods and Services Tax) Act 1999 (Cth) and any legislation substituted for or amending that Act;
- (b) The terms **GST**, **GST law**, **Tax Invoice** and **Taxable Supply** have the meaning given in section 195-1 of the GST Act.

#### 10.2 LICENCE FEE EXCLUSIVE OF GST

The Licence Fee and any other amounts payable by the Licensee to the Licensor, under this Licence, are exclusive of GST.

#### 10.3 LICENSEE TO PAY GST

The Licensee must pay additional to the Licence Fee and any other amounts payable by the Licensee, any GST payable by the Licensor in respect of a Taxable Supply made under this Licence.

#### 10.4 VARIATION OF GST

Where GST is payable, the amount payable will be the amount specified in the Schedule to this Licence, until varied from time to time consequent upon each review of Licence Fee in accordance with this Licence.

**10.5 TAX INVOICE**

Where GST is payable, the Licensor will provide to the Licensee, a Tax Invoice in the format and form required as set out in the GST law.

**10.6 NOTIFICATION IS CONCLUSIVE**

A written notification given to the Licensee by the Licensor of the amount of GST that the Licensor is liable to pay on a Taxable Supply made or to be made under this Licence is conclusive between the Parties except in the case of an obvious error.

**10.7 TIME FOR PAYMENT**

The Licensee must pay to the Licensor the amount of the GST that the Licensee is liable to pay under this Licence:

- (a) at the same time; and
- (b) in the same manner,

as the Licensee is obliged to pay for the Taxable Supply.

**10.8 APPORTIONMENT OF GST**

Where a Taxable Supply is not separately supplied to the Licensee, the liability of the Licensee for any amount for GST, in relation to that Taxable Supply, is determined on the same basis as the Licensee's proportion of that Taxable Supply is determined.

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**SCHEDULE**

<b>ITEM</b>	<b>TERM</b>	<b>DEFINITION</b>
1.	<b>Licence Area</b>	<b>As shown on Annexure 2.</b>
2.	<b>(a) Term</b>	<b>Seven years.</b>
	<b>(b) Date of Commencement</b>	<b>1 April 2011</b>
	<b>(c) Date of Expiry</b>	<b>31 March 2018</b>
3.	<b>(a) Licence Fee</b>	<b>\$500.00 (Five Hundred)</b>
	<b>(b) GST Amount</b>	<b>\$50.00 (Fifty)</b>
4.	<b>Licensor's Address for Service of Notices</b>	Minister for Lands C/- Department of Regional Development and Lands South East Region State Land Services 140 William Street Perth WA 6000  Attention: Team Leader,  Telephone: (08) 6552 4576 Fax: (08) 6552 4715
5.	<b>Licensee's Address for Service of Notices</b>	PO Box 43, Ravensthorpe WA 6346
6.	<b>Further Term</b>	Nil
7.	<b>Insurance</b>	\$10,000,000.00 (Ten Million)

EXECUTED AS A DEED on the date set out on page 3 at the commencement of this Licence.

SIGNED FOR AND ON BEHALF OF THE )  
STATE OF WESTERN AUSTRALIA by )  
an authorised officer for and on behalf of the )  
Minister for Lands by delegation under )  
section 9 of the *Land Administration Act 1997* )  
in the presence of: )



Shannon Alford  
.....  
Department of Regional Development and Lands Officer

Shannon Alford  
.....  
Name of Witness

C/-Regional Development and Lands  
.....  
Address of Witness

Assistant state land officer  
.....  
Occupation of Witness

THE COMMON SEAL OF )  
was hereunto affixed )

Brent Bailey   
.....  
Name of Witness

28 Derrick St Jeramungup  
.....  
Address of Witness

.....  
Address (continued)

Deputy CEO  
.....  
Occupation of Witness

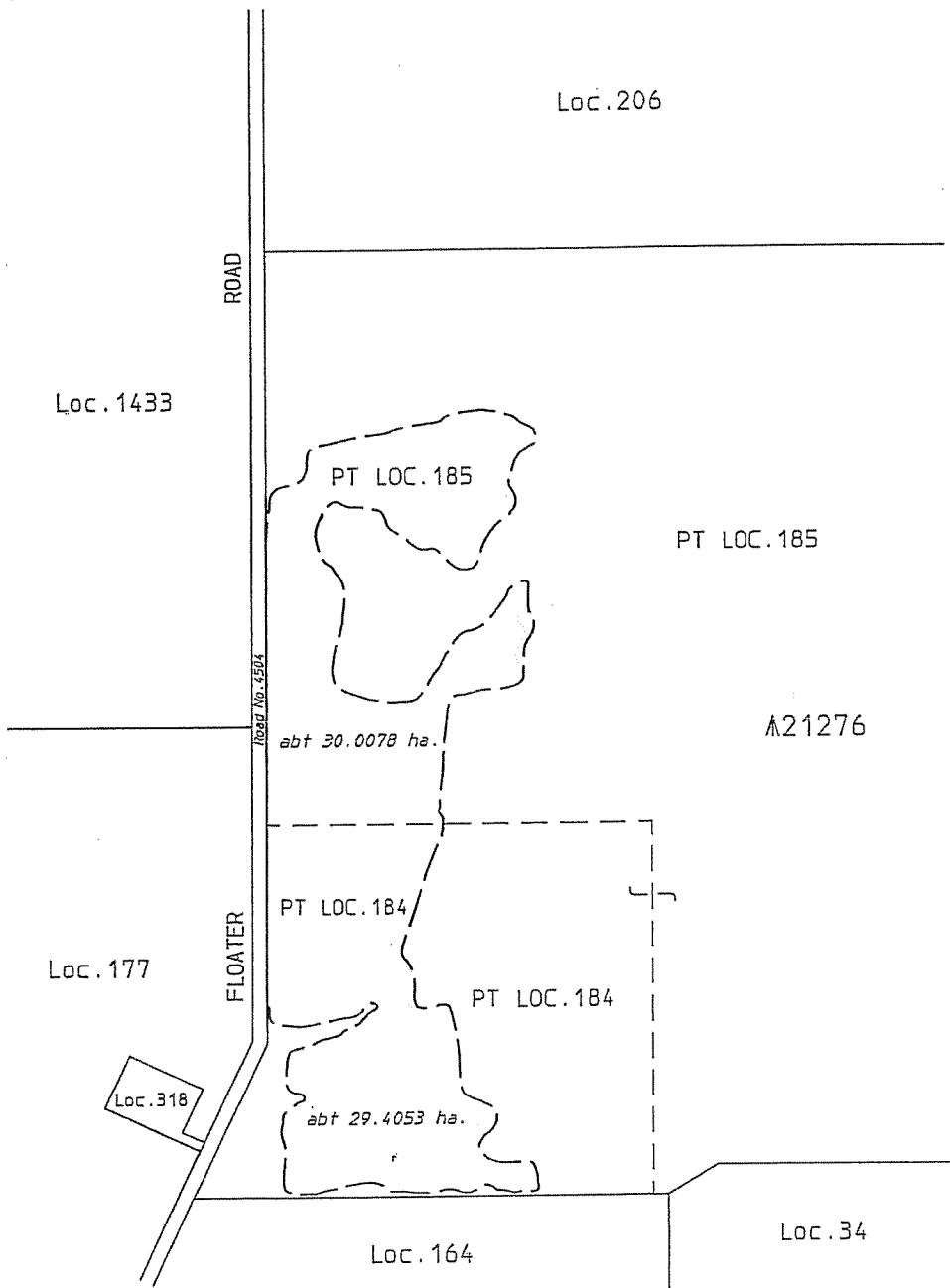


## ANNEXURE 1

### ADDITIONAL CONDITIONS

1. The Licensee must comply with the Low Impact provisions of the Native Title Act 1993 in conducting Enduro Club Activities.
2. The Licensee must obtain any other permits, licences required under any other statute, law or regulation relating to Enduro Club Activities.
3. Clearing or removal of vegetation or alteration to the land is not permitted.
4. Portable chemical toilets shall be provided for any events on the site and be attended by a suitable qualified person/s.
5. A first-aid facility or ambulance shall be provided at any events on the site and be attended by a suitably qualified person/s.
6. There will be no excavation or clearing of any of the land.
7. There will be no disposal or storing on the land of any garbage on any poisonous toxic or hazardous substance.
8. Exclusion for public health or safety etc:
  - (a). excavation or clearing that is reasonably necessary for the protection of public health or public safety: or
  - (b). tree lopping, clearing of noxious or introduced animals or plant species, regeneration or environment assessment or protection activities.
9. No substantial building to be constructed.
10. No facilities for overnight accommodation to be provided.
11. No erection or establishment of any type of building or other construction until such time as details of proposed building and associated infrastructure and a plan showing the locations of such developments have been submitted to the Department of Mines and Petroleum (DMP) for consideration and approval.
12. The Shire and the Enduro Club agree that all developments or improvements will be removed within 3 months of written advice being served by DMP on the Shire.
13. That subject to notice being served by DMP as per Condition 12 that the Shire accepts responsibility for removing developments from the licence area if the Enduro Club is unable or unwilling to comply.
14. That the Shire and the Enduro Club ensure that reasonable access for mineral exploration is maintained.
15. That the Shire and the Enduro Club ensure that there is no interference with surveying, soil or rock sampling or drilling or other exploration activity.
16. The Enduro Club/licence holder agreeing to relocate any club development at its expense should the land be required for mining operations.

# ANNEXURE 2



TOTAL AREA TO BE LEASED = abt 59.4131 ha.

DP 93492



MD 659



PORTION OF OLDFIELD LOCATIONS 184, & 185 BEING PORTION OF A21276 TO BE LEASED PURSUANT TO SECTION 32 OF LAND ACT 1933.		FILE No. 7376/920 Vol. 2
DISTRICT. OLDFIELD		SCALE 1:10 000 All measurements in metres
Public Plan ..... RAVENSTHORPE, NW, (25) .....	SUBJECT TO SURVEY	Gazetted ..... Page .....
Reference .. DOLA CORR. 7376/920, Vol. 2, Page .. 225 ..	AMENDMENTS	Recorded on Public Plan .....
Prepared by ..... E. MARSHALL ..... Date ..... 4.7.1995 .....		Registered ..... <i>Marshall</i> ..... Supervisor Statutory Services
Checked ..... <i>[Signature]</i> ..... Date ..... 5.7.95 .....		On Key Plan ..... RAVENSTHORPE, NW, (25) .....
Approved ..... <i>[Signature]</i> ..... Date ..... 5.7.95 ..... Manager Statutory Services		DEPT. OF LAND ADMINISTRATION MISCELLANEOUS DIAGRAM No. 559



# ATTACHMENT

PLEASE REFER TO SEPARATE DOCUMENT PROVIDED FOR ATTACHMENT

**ATTACHMENT**

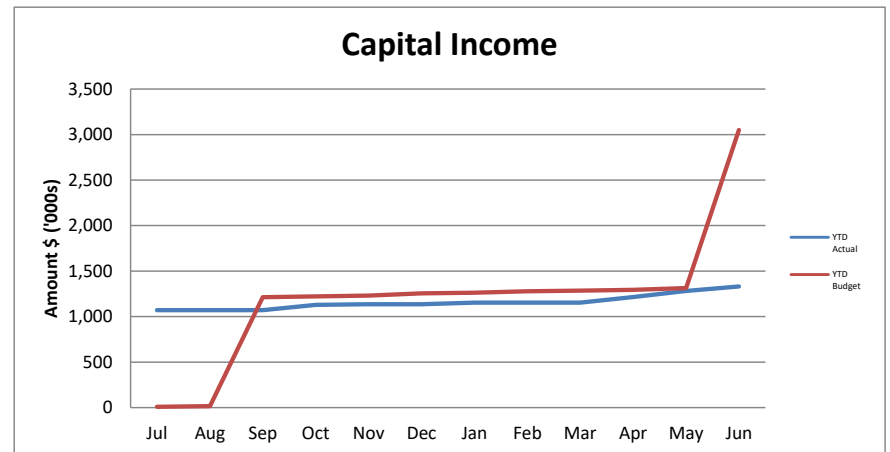
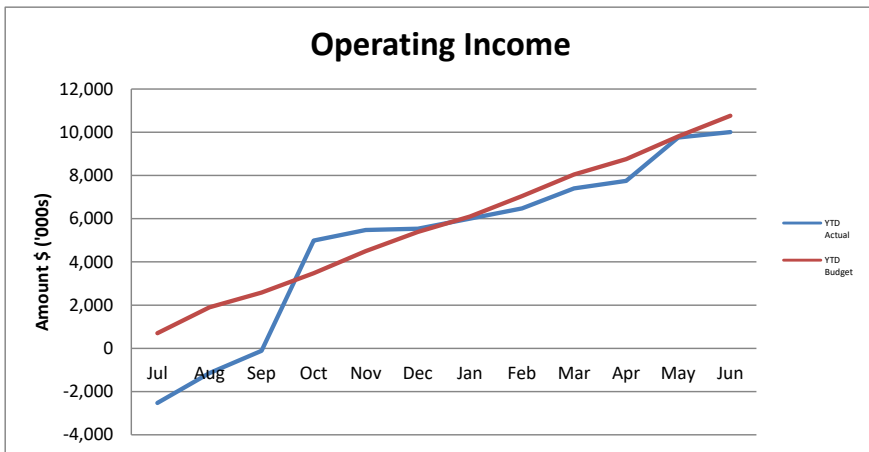
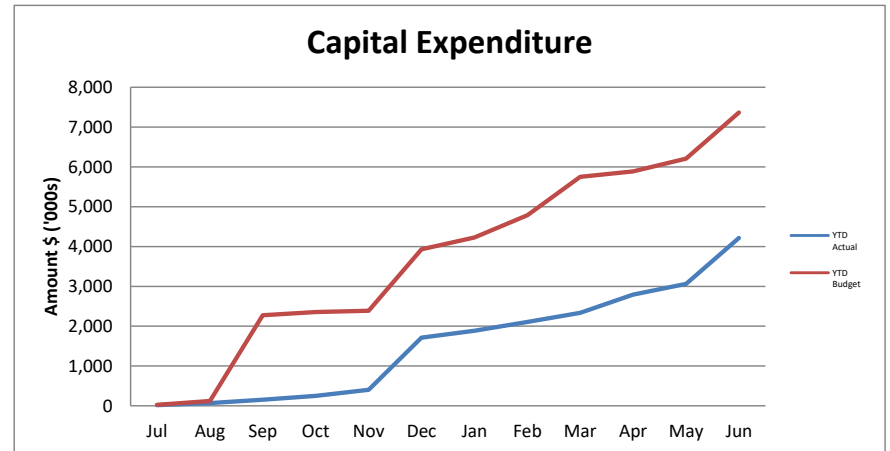
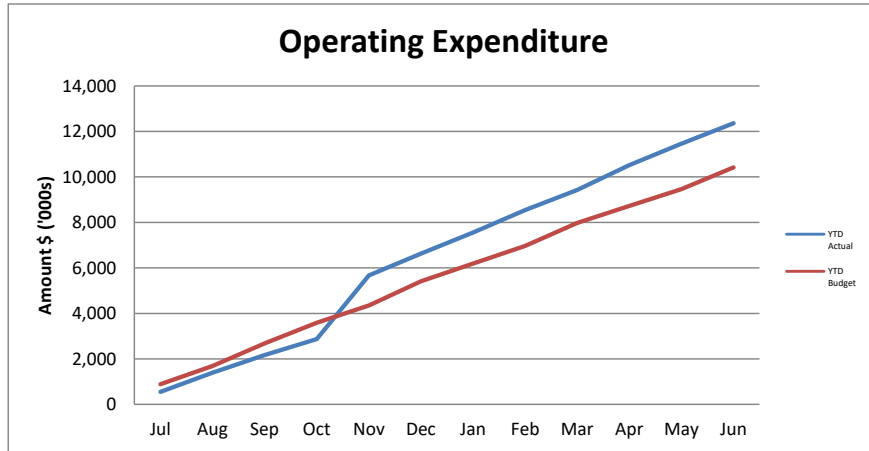


**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2020**

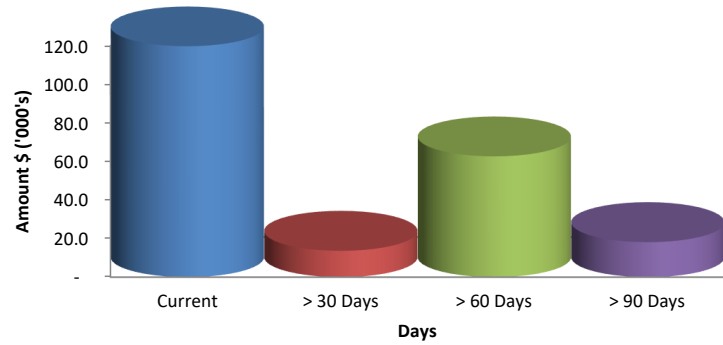
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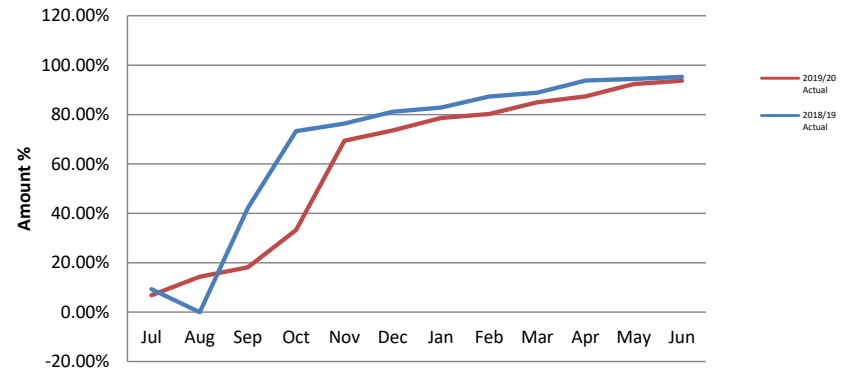
# Income and Expenditure Graphs to 30 June 2020



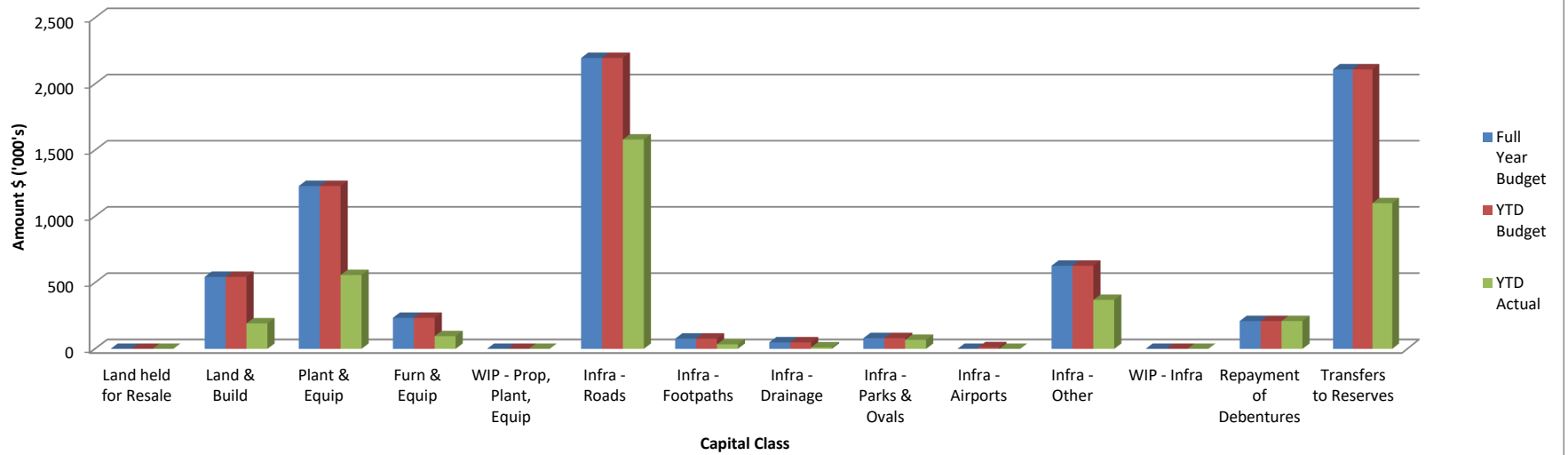
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



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

FOR THE PERIOD ENDED 30 JUNE 2020

	NOTE	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	JUNE 2019 Y-T-D Budget \$	JUNE 2019 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>								
<b>Revenues/Sources</b>								
Governance		4,500	29,500	29,500	26,350	(3,150)	89.32%	
General Purpose Funding		1,113,442	1,097,442	1,097,442	2,147,568	1,050,126	195.69%	▲
Law, Order, Public Safety		411,700	387,700	387,700	626,881	239,181	161.69%	▲
Health		14,000	16,000	16,000	16,559	559	103.49%	
Education and Welfare		569,150	500,650	500,650	448,643	(52,007)	89.61%	
Housing		5,200	5,200	5,200	5,400	200	103.85%	
Community Amenities		864,800	875,800	875,800	643,945	(231,855)	73.53%	▲
Recreation and Culture		165,300	103,300	103,300	101,212	(2,088)	97.98%	
Transport		2,703,659	2,585,659	2,585,659	1,125,371	(1,460,288)	43.52%	▲
Economic Services		256,500	252,500	252,500	247,208	(5,292)	97.90%	
Other Property and Services		453,500	460,500	460,500	136,835	(323,665)	29.71%	▲
		6,561,751	6,314,251	6,314,251	5,525,972	(788,279)	87.52%	
<b>(Expenses)/(Applications)</b>								
Governance		(795,891)	(830,891)	(830,891)	(731,347)	99,544	(88.02%)	
General Purpose Funding		(256,753)	(290,753)	(290,753)	(258,687)	32,066	(88.97%)	
Law, Order, Public Safety		(915,429)	(910,429)	(910,429)	(910,091)	338	(99.96%)	
Health		(366,844)	(342,344)	(342,344)	(309,239)	33,105	(90.33%)	
Education and Welfare		(1,013,701)	(880,701)	(880,701)	(806,324)	74,377	(91.55%)	
Housing		(283,393)	(283,393)	(283,393)	(235,955)	47,438	(83.26%)	
Community Amenities		(1,654,272)	(1,686,272)	(1,686,272)	(1,402,719)	283,553	(83.18%)	▲
Recreation & Culture		(1,760,575)	(1,762,575)	(1,762,575)	(1,561,908)	200,667	(88.62%)	▲
Transport		(2,412,274)	(2,444,774)	(2,444,774)	(4,907,406)	(2,462,632)	(200.73%)	▲
Economic Services		(501,327)	(459,327)	(459,327)	(431,491)	27,836	(93.94%)	
Other Property and Services		(672,946)	(526,946)	(526,946)	(806,149)	(279,203)	(152.99%)	▲
		(10,633,405)	(10,418,405)	(10,418,405)	(12,361,316)	(1,942,911)	(118.65%)	
<b>Net Operating Result Excluding Rates</b>		(4,071,654)	(4,104,154)	(4,104,154)	(6,835,344)	(2,731,190)	166.55%	
<b>Adjustments for Non-Cash</b>								
<b>(Revenue) and Expenditure</b>								
(Profit)/Loss on Asset Disposals	2	30,695	30,695	30,695	64,577	33,882	(210.38%)	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0	0.00%	
Rounding		0	0	0	2	2	0.00%	
Depreciation on Assets		1,978,847	1,978,847	1,978,847	4,198,808	2,219,961	(212.18%)	▲
<b>Capital Revenue and (Expenditure)</b>								
Purchase of Land and Buildings	1	(533,062)	(542,962)	(542,962)	(192,284)	350,678	(35.41%)	▲
Purchase of Furniture & Equipment	1	(203,000)	(234,000)	(234,000)	(95,874)	138,126	(40.97%)	▲
Purchase of WIP - PP & E	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(2,307,100)	(2,196,100)	(2,196,100)	(1,580,038)	616,062	(71.95%)	▲
Purchase of Infrastructure Assets - Footpaths	1	(77,000)	(77,000)	(77,000)	(34,184)	42,816	(44.39%)	
Purchase of Infrastructure Assets - Drainage	1	(49,000)	(49,000)	(49,000)	(10,768)	38,232	(21.98%)	
Purchase of Infrastructure Assets - Parks & Ovals	1	(80,840)	(80,840)	(80,840)	(67,800)	13,040	(83.87%)	
Purchase of Infrastructure Assets - Airports	1	(12,244)	(12,244)	(12,244)	(30,296)	(18,052)	(247.44%)	
Purchase of Infrastructure Assets - Other	1	(627,000)	(627,000)	(627,000)	(369,119)	257,881	(58.87%)	▲
Proceeds from Disposal of Assets	2	239,000	239,000	239,000	211,618	(27,382)	(88.54%)	
Repayment of Leases	2	0	0	0	0	0	0.00%	
Repayment of Debentures	3	(209,795)	(209,795)	(209,795)	(209,799)	(4)	(100.00%)	
Transfers to Restricted Assets (Reserves)	4	(2,110,000)	(2,110,000)	(2,110,000)	(1,098,806)	1,011,194	(52.08%)	▲
Transfers from Restricted Asset (Reserves)	4	2,811,431	2,811,431	2,811,431	1,070,000	(1,741,431)	(38.06%)	▼
Net Current Assets July 1 B/Fwd	5	1,997,441	2,071,861	2,071,861	2,071,861	0	(100.00%)	
Net Current Assets Year End/To date	5	584	109,603	109,603	968,197	858,594	(883.37%)	
<b>Amount Raised from Rates</b>		<b>(4,452,865)</b>	<b>(4,449,864)</b>	<b>(4,449,864)</b>	<b>(4,432,461)</b>	<b>17,403</b>	<b>99.61%</b>	

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

**Material Variances Symbol**

Above Budget Expectations

Greater than 10% and \$100,000

▲

Below Budget Expectations

Less than 10% and \$100,000

▼

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

**Purpose**

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

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

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

**REPORTABLE OPERATING REVENUE VARIATIONS**

**03 - General Purpose Funding**

2020/2021 FAGS Advance received in May

**04 - Governance**

Variance relates to budgeted sponsorship of the Seniors Christmas Party which was not received in cash

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

Bushfire Mitigation Funding higher than forecast

**08 - Education**

Childcare revenue below forecast due to the loss of income during the COVID-19 Free Childcare Scheme seeing CCS Reduced to 50% and Gap Fes Waived

**10 - Community Amenities**

Grant Funding from Shire of Jerramungup not received for Regional Landfill Site due to not complete

**12 - Transport**

WANDRRA Recoup Accrued for 2018/19 but not yet fully received this Financial Year to offset accrual  
Airport Revenue is lower than projected due to decrease in flights over COVID-19 period

**14 - Other Property and Services**

Private works for Galaxy Temporary road project not yet started to enable recoup as budgeted

**REPORTABLE OPERATING EXPENSE VARIATIONS**

**03 - General Purpose**

GRV Revaluation has been postponed by Landgate

**04 - Governance**

Integrated Planning works have largely been delayed by COVID-19

**09 - Housing**

Building Maintenance Projects currently lower than YTD forecast due to COVID-19, works have now been completed for 19/20 however we are waiting on final invoices for the year to be received

**10 - Community Amenities**

Invoiced for Rubbish Collection received later than expected. Sewerage Expenditure lower than forecast  
Building Maintenance Projects currently lower than YTD forecast due to COVID-19, works have now been completed for 19/20 however we are waiting on final invoices for the year to be received

**11 - Recreation and Culture**

Expenditure relating to Swimming Areas and Beaches lower than forecast due to a restructure of costing cleaning for the conveniences. Now going to Buildign Maintenance under schedule 13

**12 - Transport**

WANDRRA Flood Damage Expenditure exceeds Budget figure. All to be recouped from WANDRRA

**14 - Other Property and Services**

Due to to large amount of accrued annual and long service leave paid on redundancies  
Recovery of Public Works Overheads below YTD Budget. To be reviewed as part of the End of year Process

**REPORTABLE NON-CASH VARIATIONS**

Depreciation higher than budgeted due to Infrastructure Revaluation with June Depreciaiton to be run  
oonce all end of year additions have been made to the Asset Register

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

**REPORTABLE CAPITAL INCOME VARIATIONS**



**SHIRE OF RAVENSTHORPE  
FOR THE PERIOD ENDED 30 JUNE 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
		Brought Forward Adopted Budget Surplus Adjusted Brought Forward after Adoption	Brought Forward Adopted Budget Surplus Adjusted Brought Forward after Adoption		\$114,849		\$584 \$115,433 \$115,433
04220		GOV - Income Relating to Governance	GVROC Records Project distribution	146/19	\$25,000		\$140,433
05116		Grant/Contribution to Water Bomber Tank Upgrade	DBCA funding bore water supply, not tank	146/19	(\$24,000)		\$116,433
11101		Income Relating to Public Halls & Civic Centres	Solar Power credit	146/19	\$9,000		\$125,433
14210		Workcare Reimbursements	Workcare recovery not anticipated	146/19	\$5,000		\$130,433
10101		Rubbish and Recycling Charges (via rates)	Additional services charged	146/19	\$5,000		\$135,433
	1116	Income Relating to Other Recreation & Sport - Recreation Cent	Gym usage down on LY	146/19	(\$5,000)		\$130,433
12601		Income Relating to Aerodromes	Airport revenue downgrade	146/19	(\$50,000)		\$80,433
12214		Grant - Flood Damage Claims (GST Free)	D. Burkett WANDDRA Assistance above \$100K estimate	146/19	\$82,000		\$162,433
	R521	Hopetoun Townsite Firebreaks	Hopetoun Townsite Firebreaks	146/19	(\$2,000)		\$160,433
	R524	Munglinup Townsite Firebreaks	Munglinup Townsite Firebreaks	146/19	(\$1,000)		\$159,433
	R503	Expenses Relating to Ranger Services	Permanent saving from Snr Ranger vacancy	146/19	\$7,500		\$166,933
	R502	Expenses Relating to Ranger Services		146/19	\$7,500		\$174,433
	B812	Little Barrens Expenses	Permanent saving from staff vacancies	146/19	\$70,000		\$244,433
	M999	Road Maintenance	General savings in maintenance wages	146/19	\$116,000		\$360,433
	R326	Tourism - Salaries, Wages & Other Employee Costs	Permanent saving from staff vacancy	146/19	\$25,000		\$385,433
14203.000		Depot Indirect Wages	Permanent saving from Mechanic vacancy	146/19	\$65,000		\$450,433
	O126	ADM - Salaries, Wages & Other Employee Costs	Permanent saving from staff vacancy	146/19	\$40,000		\$490,433
	B812	Little Barrens Expenses - superannuation	Permanent saving from staff vacancies	146/19	\$10,000		\$500,433
	O111	Works Administration And Support	Vacant Mech \$9K & low contrib	146/19	\$20,000		\$520,433
	BM201	Ravensthorpe Works Depot - materials	Efficiencies due to revised operations	146/19	\$10,000		\$530,433
	O143	Council Xmas Party	Greater numbers for Xmas party	146/19	(\$2,000)		\$528,433
04209		GOV - Audit Fees	Two audit fees in one year	146/19	(\$26,000)		\$502,433
	R520	Ravensthorpe Townsite Firebreaks	Allocated to Hopetoun & Munglinup Town Firebreaks	146/19	\$3,000		\$505,433
	W165	Operating Costs - Household Refuse	Early trend based on 4 mths	146/19	(\$10,000)		\$495,433
	W166			146/19	(\$5,000)		\$490,433
	W168			146/19	(\$5,000)		\$485,433
	W169			146/19	(\$10,000)		\$475,433
	F350	Flood Damage	D. Burkett WANDDRA Assistance	146/19	(\$182,000)		\$293,433
	BM201	Ravensthorpe Works Depot - Service contracts	Efficiencies due to revised operations	146/19	\$10,000		\$303,433
	O132	Staff Recruitment	Higher staff recruitment activity	146/19	(\$60,000)		\$243,433
	O142	IT Support Costs (Incorrect Job Used Should be O144)	Lower IT support costs	146/19	\$0		\$243,433
	O144	IT Support Costs	Lower IT support costs		\$6,000		\$249,433
	O158	Consultant Specialist Services	Engaged for staff vacancies	146/19	(\$15,000)		\$234,433
	O159	Temporary Contract Staff	Engaged specialist services Cultural Precinct	146/19	(\$40,000)		\$194,433
	AB583	Building - 18 Carlisle St Housing Upgrade - materials	Reinstating 18/19 budget due to sewer works	146/19	(\$7,000)		\$187,433
	AB583	Building - 18 Carlisle St Housing Upgrade - services	and kitchen floor removal	146/19	(\$6,000)		\$181,433
	AF481	F&E - IT Server Upgrade	Greater than budget estimate	146/19	(\$6,000)		\$175,433
	AF481A	F&E - Computer upgrades	Laptops & Desktops carried over from June 2019 order	146/19	(\$13,000)		\$162,433
	AF637	F&E - Printers	Multifunction Printer carried over from June 2019 order	146/19	(\$12,000)		\$150,433
03103		General Rates Levied	Removal of Ravensthorpe Community Centre	12/20	(\$3,000)		\$147,433
08109		The Cub House Sustainability Grant (GST)	Lower than expected grant after acquittal	12/20	(\$3,000)		\$144,433
	CC002	Child Care - Other Revenue, Grants, Contributions	\$6K c/f grant n/a; \$30K Committee contr. twice; \$2500 reduced Trainee income	12/20	(\$38,500)		\$105,933
11501		Income Relating to Libraries	New contribution, Forecast \$1K	12/20	\$1,000		\$106,933
13607		Contributions to Economic & Social Study	Lower than expected contribution, Forecast \$55K	12/20	(\$25,000)		\$81,933
	I106A	Grant Proceeds Ex Shire Jerramungup	Weigh Bridge AI510 \$250K; budget amended to match CapEx	12/20	(\$9,000)		\$72,933
07401		Income Relating to Preventative Services - Administration & Ins	Increased Health Inspection income, Forecast \$6K	12/20	\$2,000		\$74,933
08110		Little Barrens Income (GST Free)	Revised Income Forecast \$223K (\$120K last half)	12/20	(\$47,000)		\$27,933
	I104	Tip site And Transfer Station Fees	Additional tip revenues, Forecast \$53K	12/20	\$10,000		\$37,933

**SHIRE OF RAVENSTHORPE  
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10301		Income Relating to Sewerage	Misc septic tank fees, revised forecast \$1K	12/20	(\$7,000)	\$30,933
10306		Income Relating to Sewerage (Inc GST)	Controlled waste tracking forms; Forecast \$12K	12/20	\$12,000	\$42,933
12601		Income Relating to Aerodromes	Revised Income Forecast \$130K (\$90K last half)	12/20	(\$150,000)	(\$107,067)
13201		Income Relating to Tourism & Area Promotion	Income based on FCTA recovery which ceased	12/20	(\$9,000)	(\$116,067)
13601		Income Relating to Other Economic Services	Favourable forecast, new leases to commence last Qtr	12/20	\$30,000	(\$86,067)
03105		Penalty Interest Raised on Rates	Additional penalty interest; Forecast \$36K	12/20	\$4,000	(\$82,067)
			Later raising of rates, lower interest rates and cash flow from flood grants			
03206		Interest Received Reserve Funds		12/20	(\$20,000)	(\$102,067)
14313		Income Relating to Plant Operations	Minor plant sales; Forecast \$2K	12/20	\$2,000	(\$100,067)
08108		The Cub House Income (GST Free)	Additional childcare numbers; Forecast \$155K	12/20	\$20,000	(\$80,067)
11301		Income Relating to Other Recreation & Sport	Galaxy Gym revenue now in-kind	12/20	(\$67,000)	(\$147,067)
	R502	Ranger Salaries, Wages, Other Employee Costs Hopetoun	Decrease in Wages from vacancy; Forecast \$26K	12/20	\$13,000	(\$134,067)
	B812	Little Barrens Employee Costs	Reduction in Salaries from vacancy; Forecast \$272K	12/20	\$20,000	(\$114,067)
	CH001	Cub House Employee Costs	Reduction in Salaries from vacancy; Forecast \$261K	12/20	\$16,000	(\$98,067)
	I119	Works Rent Allowance	Lower rent allowance estimate from vacancy	12/20	\$10,000	(\$88,067)
	O170	Works Tool Allowance	Lower tool allowance estimate from vacancy	12/20	\$9,500	(\$78,567)
	O126	Administration Salaries, Superannuation & Other Employee Costs	Decrease in Wages from admin vacancies	12/20	\$56,000	(\$22,567)
	B812	Little Barrens Employee Costs	Reduction in Supn from vacancy; Forecast \$17K	12/20	\$11,000	(\$11,567)
	R326	Tourism Salaries, Wages & Other Employee Costs	Reduction in Supn from Tourism; Forecast \$5K	12/20	\$6,000	(\$5,567)
	O111	Works Administration And Support	Reduction in Supn from vacancy; Forecast \$46K	12/20	\$20,000	\$14,433
	O126	Administration Salaries, Superannuation & Other Employee Costs	Reduction in Supn from vacancy; Forecast \$92K	12/20	\$13,000	\$27,433
14204		Protective Clothing - Outside Staff	Lower than anticipated PPE exp; Forecast \$5K	12/20	\$10,000	\$37,433
14509		Fringe Benefits Tax - Admin	Fleet FBT based on Stat. formulae; Forecast \$36K;	12/20	(\$3,000)	\$34,433
03101		Rate Notice Stationery expense	Decreased Materials; Forecast \$6K	12/20	\$4,000	\$38,433
	O124	Council Meeting And Other Catering Expenses	Increased materials \$10K; Forecast \$22K	12/20	(\$10,000)	\$28,433
	E115	Ceso Salaries, Wages, Other Employee Costs	Increase in Materials SG Fleet; Forecast \$5K	12/20	(\$5,000)	\$23,433
	E118	Ceso Operating Expenses	Reduction in Materials \$5K; Forecast \$7K	12/20	\$5,000	\$28,433
	B703	Medical Practice Operating Expense - Hopetoun	Decreased Materials \$2K; Forecast \$1.4K	12/20	\$2,000	\$30,433
	B905	30 Kingsmill Street	Increased Materials, Furnishings; Forecast \$5K	12/20	(\$4,000)	\$26,433
	BM905	30 Kingsmill Street	Increased Materials, Refurnished; Forecast \$7K	12/20	(\$6,000)	\$20,433
	W167	Purchase Of Mobile Rubbish Bins	Increased Materials, Bins; Forecast \$4K	12/20	(\$4,000)	\$16,433
	R105	Hopetoun Foreshore	Increased Materials, Outdoor tables; Forecast \$6K	12/20	(\$6,000)	\$10,433
	SS002	Traffic Control Sign Maintenance	Decreased Materials: Forecast \$10K unspent	12/20	\$5,000	\$15,433
	SS003	Tourist Sign Maintenance	Decreased Materials, Forecast \$11.5K, leaves \$10K	12/20	\$3,500	\$18,933
	BM201	Ravensthorpe Works Depot	Reduced Materials \$2K	12/20	\$2,000	\$20,933
	BM202	Hopetoun Works Depot	Reduced Materials, Forecast \$12K; leaves \$10K	12/20	\$3,000	\$23,933
	AP627	Sundry Plant And Equipment Purchases (Less Than \$5K)	Reduced Purchases, Forecast \$12K; leaves \$10K	12/20	\$5,000	\$28,933
14307		Licences - Plant	Reduced Licensing exps; Forecast \$15.5K	12/20	\$1,000	\$29,933
	O139	Australia Day Breakfast	Decreased Materials \$2K; Forecast \$500	12/20	\$2,000	\$31,933
03102		Valuation Expenses and Title Searches Expense	Increased Service Contracts GRV Reval; Forecast \$42K	12/20	(\$30,000)	\$1,933
04111		Training Expenses of Members	Increased Service Contracts; Forecast \$7K	12/20	(\$2,000)	(\$67)
04207		GOV - Subscription Expense	Increased Service Contracts; Forecast \$2K	12/20	(\$2,000)	(\$2,067)
	O151	Community Strategic Plan	Increased Service Contracts; Forecast \$36K	12/20	(\$19,000)	(\$21,067)
	O152	Long Term Financial Plan	Decreased Service Contracts; Forecast \$15K	12/20	\$15,000	(\$6,067)
	O154	Asset Management Plan	Decreased Service Contracts; Forecast \$13K	12/20	\$7,000	\$933
	O155	Workforce Planning	Decreased Service Contracts; Forecast \$6K	12/20	\$9,000	\$9,933
	O157	Community Survey/Engagement	Increased Service Contracts; Forecast \$21K	12/20	(\$11,000)	(\$1,067)
	R501	Contract Ranger Services	Increase in Service Contracts for vacancy; Forecast \$29K	12/20	(\$17,000)	(\$18,067)
	R504	Ranger Salaries, Wages, Other Employee Costs Munglinup	Reduction in Service Contracts; Forecast \$3K	12/20	\$2,000	(\$16,067)
	R509	Ranger General Administration	Reduction in Service Contracts; Forecast \$6K	12/20	\$4,000	(\$12,067)
	B704	Medical Practice Operating Expense - Ravensthorpe	Decreased Service Contracts; Forecast \$7.5K	12/20	\$7,500	(\$4,567)
	B706	Medical Practice It And Subscriptions	Decreased Service Contracts; Forecast \$23K	12/20	\$15,000	\$10,433
	BM810	Cub House Building Maintenance	Reduction in Service Contracts; Forecast \$9K	12/20	\$4,000	\$14,433
	CH003	Cub House It Expense	Reduction in Service Contracts; Forecast \$3K	12/20	\$2,000	\$16,433
	B910	104 Martin Street - 88	Decreased Service Contracts; Forecast \$1K	12/20	\$2,000	\$18,433
	BM910	88 Martin Street	Decreased Service Contracts; Forecast \$4K	12/20	\$3,000	\$21,433
	BM999	Staff Housing (Budget Purposes)	Decreased Service Contracts; Forecast \$5K	12/20	\$3,000	\$24,433
	BM925	5 Daw Street - Doctors House	Decreased Service Contracts; Forecast \$3K	12/20	\$2,000	\$26,433
	W163	Jerdacuttup Refuse - Contractor	Increased Service Contract: Forecast \$6K	12/20	(\$2,000)	\$24,433
	W166	Ravensthorpe Refuse - Contractor	Increased Service Contract: Forecast \$38K	12/20	(\$5,000)	\$19,433
	W169	Hopetoun Recycling - Contractor	Decrease Service Contracts: Forecast \$69K	12/20	\$10,000	\$29,433

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	TP01	Town Planner - Contracted Services	Decrease Service Contracts, perm diff Nov: Forecast \$49K	12/20	\$5,000	\$34,433
	B003	Munglinup Park Toilets	Decrease Service Contracts: Forecast \$6K cleaning to BM003	12/20	\$8,000	\$42,433
	B016	Jerdacuttup Parking Bay Toilets	Decrease Service Contracts; Forecast \$3K	12/20	\$3,000	\$45,433
	BM003	Munglinup Park Toilets	Increase Service Contracts: Forecast \$25K Cleaning, pump outs, Maint, \$4K Consumables	12/20	(\$12,000)	\$33,433
	BM009	Starvation Bay Main Toilets	Increase Service Contracts: Forecast \$2K pump outs	12/20	(\$2,000)	\$31,433
	BM012A	Hammersley Inlet Toilets - Day Use	Increase Service Contracts: Forecast \$2K pump outs	12/20	(\$2,000)	\$29,433
	BM017	Starvation Bay Toilets - Main Carpark At Boat Ramp	Increase Service Contracts: \$2K Forecast pump outs	12/20	(\$2,000)	\$27,433
	BM019	Phillips River Toilet (Canoe Trail)	Increase Service Contracts: Forecast \$2K pump outs	12/20	(\$2,000)	\$25,433
	AC398	Coastal Infrastructure Improvements	Reduced service contracts; Forecast \$10K to use	12/20	\$10,000	\$35,433
	R107	Starvation Bay	Reduced service contracts; Forecast \$1K	12/20	\$2,000	\$37,433
	R110	West Beach Foreshore	Reduced service contracts; Forecast \$1K	12/20	\$2,000	\$39,433
	B180	Youth Centre	Reduced service contracts; Forecast \$5K	12/20	\$2,000	\$41,433
	R131	Jubilee Park Ravensthorpe	Increased service contracts; Forecast \$13K Path works and shade	12/20	(\$10,000)	\$31,433
	R133	Mcculloch Park Hopetoun	Increased service contracts; Forecast \$7K Water main, shade, bouncy pillow cables	12/20	(\$6,000)	\$25,433
	R134	Munglinup Park Munglinup	Increased service contracts; Forecast \$12K Munglinup Roadhouse	12/20	(\$11,000)	\$14,433
	B172	Munglinup Library Operations	Service contract revision \$21K; Below Tier 2 Library standard	12/20	\$21,000	\$35,433
	BM171	Hopetoun Crc - Building Maintenance	Reduced service contracts; Forecast \$500	12/20	\$1,000	\$36,433
	R802	Cwa Rest Centre Hopetoun	Increased service contracts; Forecast \$2K	12/20	(\$2,000)	\$34,433
	BM175	Dunnart Art Building	Reduced service contracts; Forecast \$200	12/20	\$1,000	\$35,433
	F229	Flood Damage - Culham Inlet	Forecast \$3K; Welcome to Country	12/20	(\$3,000)	\$32,433
	R302	Tourist Information Bay Hopetoun	Reduced service contract; Forecast \$800	12/20	\$1,000	\$33,433
	R315	Hopetoun Crc Tourism Services	Increased service contracts; Forecast \$10K negotiated Funding	12/20	(\$5,000)	\$28,433
13300		Expenses Relating to Building Control	Reduced service contracts, perm Diff to Dec; Forecast \$18K	12/20	\$10,000	\$38,433
	R338	Economic & Social Study	Reduced service contract; Forecast \$75K	12/20	\$5,000	\$43,433
	O118	Medical Examinations Staff Time And Doctors Fees	Increased service contract; Forecast \$6K, more medicals	12/20	(\$2,000)	\$41,433
	O114	Occupational Health And Safety Matters	Reduced service contracts, Permanent saving to Dec; Forecast \$31K leaves \$20K	12/20	\$11,000	\$52,433
	O158	Consultant Specialist Services	Increased service contracts, Cultural Precinct, Leases, Financial ; Forecast \$99K	12/20	(\$19,000)	\$33,433
	O127	Computer Software Licence Fees	Reduced service contracts; Forecast \$48K, no major IT Vision module training	12/20	\$20,000	\$53,433
	O123	Administration Subscriptions Expenses	Reduced service contracts; Forecast \$16K Less Goldfields Record Storage	12/20	\$16,000	\$69,433
	O162	Licensing And Bank Utilities And Minor Expenses	Reduced service contracts; Forecast \$20,500	12/20	\$4,500	\$73,933
	SL2	Street Lighting - Hopetoun	Increased electricity charges; Forecast \$37K	12/20	(\$5,000)	\$68,933
	W104	Ravensthorpe Effluent Drainage Scheme	Decrease in electricity charges estimate	12/20	\$6,000	\$74,933
	B126	Council Administration Expenses	Increase Telephone SMS Fire Ban Service; Forecast \$12K	12/20	(\$12,000)	\$62,933
	B001	Hopetoun Community Centre	Increased Telephone Services added; Forecast 14.6K	12/20	(\$9,000)	\$53,933
14504	O115	Building Maintenance Administration Expenses	BMO Telephone not included	12/20	(\$2,000)	\$51,933
		Telecommunications Costs	Telecommunication upgrades; Forecast \$80K	12/20	(\$10,000)	\$41,933
	B001	Jubilee Park Toilets	Decreased Water consumption: Forecast \$1K	12/20	\$3,000	\$44,933
	B004	Hopetoun Foreshore Toilets	Increased Water consumption: Forecast \$13.7K	12/20	(\$6,000)	\$38,933
	BM124	Ravensthorpe Hall	Reduced water estimate	12/20	\$3,000	\$41,933
	R331	Hopetoun Standpipe	Reduced Water consumption; Forecast \$29K	12/20	\$3,000	\$44,933
14302		Insurance - Plant	Fleet adjustments; Forecast \$61K	12/20	(\$5,000)	\$39,933
03106		Rates Written-off	Decreased Oth Exps; Forecast \$1K	12/20	\$3,000	\$42,933
03200		Bank Charges	Increased Oth Exps credit card surcharges \$6K and inc. Odraft \$5K; Forecast \$22K	12/20	(\$11,000)	\$31,933
	O133	Ravensthorpe Community Centre Contribution	Decreased Oth Exps donation; Forecast now rates exempt	12/20	\$4,000	\$35,933
	AB585	Lot 79 Esplanade Hopetoun Housing Upgrade	Completed \$4412, Permanent saving of GP funds	12/20	\$4,900	\$40,833
	AB586	Automatic Sliding Door	Completed \$14844	12/20	(\$6,000)	\$34,833

**SHIRE OF RAVENSTHORPE  
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	AB615	Records Sea Container	Completed \$25800	12/20	(\$5,800)		\$29,033
	AB617	Admin Toilet Upgrade - Ravensthorpe	On Hold	12/20	\$10,000		\$39,033
	C086	Mallee Road Construction	Gravel Material savings from reuse	12/20	\$86,000		\$125,033
	C086	Mallee Road Construction	Reduced services during project: Forecast \$10K	12/20	\$17,000		\$142,033
	G101	Gravel Pit Development	Materials budget component not required	12/20	\$8,000		\$150,033
<b>Amended Budget as per Council Resolution (1)</b>						<b>\$1,349</b>	<b>\$1,933</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 JUNE 2020

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	JUNE 2019 Actual \$
<b>1. ACQUISITION OF ASSETS</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program</u></b>				
<b>Law, Order &amp; Public Safety</b>				
<i><u>Fire Prevention &amp; Control</u></i>				
Water Bomber Tank Upgrade	24,000	24,000	24,000	19,049
Land Sub-Division Hopetoun	41,500	41,500	41,500	0
<i><u>Law &amp; Order</u></i>				
19/20 Purchase Toyota Hilux Senior Ranger	50,000	50,000	50,000	0
<b>Health</b>				
<i><u>Doctors &amp; Other Health</u></i>				
Surgery Upgrade Ravensthorpe	5,500	5,500	5,500	0
Surgery Upgrade - Hopetoun	5,500	5,500	5,500	0
<b>Education &amp; Welfare</b>				
<i><u>Senior Citizens</u></i>				
Automatic Sliding Door	8,742	14,742	14,742	14,844
<b>Housing</b>				
<i><u>Staff Housing</u></i>				
30 Kingsmill Street, Ravensthorpe	87,000	87,000	87,000	42,952
18 Carlisle St Housing Upgrade	22,600	35,600	35,600	57,117
93 Spence St Housing Upgrade	18,000	18,000	18,000	0
Lot 79 Esplanade Hopetoun Housing Upgrade	17,620	12,720	12,720	4,412
<i><u>Other Housing</u></i>				
<b>Community Amenities</b>				
<i><u>Sanitation - Household Refuse</u></i>				
Hopetoun Transfer Station	12,000	12,000	12,000	0
Ravensthorpe Regional Landfill	250,000	250,000	250,000	2,700
2019/20 Purchase Plant - Sewerage	29,000	29,000	29,000	18,078
<b>Recreation and Culture</b>				
<i><u>Other Recreation &amp; Sport</u></i>				
Ravensthorpe Hand Gun Club - Range	20,000	20,000	20,000	20,000
Hopetoun Rec Centre - Timber Sealing And	18,400	18,400	18,400	0
Ravensthorpe Rec Centre - Design	5,000	5,000	5,000	0
Ravensthorpe Rec Centre - It Upgrade For Tv,	10,000	10,000	10,000	0
Park Benches	5,400	5,400	5,400	0
New Gym Equipment	67,000	67,000	67,000	6,172
Playground Renewal - Ravensthorpe Rec	0	0	0	0
Ravensthorpe Cricket Pitch	9,000	9,000	9,000	7,400
Hopetoun Upgrade Of Oval Lighting	66,440	66,440	66,440	60,400
2019/20 Light Truck (Parks & Gardens)	120,000	120,000	120,000	0
2019/20 Utility Spray Vehicle (Parks &	55,000	55,000	55,000	47,646
<i><u>Other Culture</u></i>				
Ravensthorpe Museum	6,300	6,300	6,300	0

**Transport**Construction - Roads, Bridges, Depots**Roads Construction Council**

Four Mile Carpark - Construct New Parking	42,000	42,000	42,000	4,835
Mills Road Construction	52,000	52,000	52,000	45,614
Mallee Road Construction	240,000	137,000	137,000	181,224
Streetscape Morgan Street Stage 3	40,000	40,000	40,000	39,336
Gravel Pit Reinstatement	50,000	50,000	50,000	0
Gravel Pit Development	30,000	22,000	22,000	0

**Roads Mrwa V Of G Constr**

Jerdacuttup Road - Stabilise Pavement &	210,000	210,000	210,000	216,852
Springdale Road - Bitumen Reseal (Rrg)	139,050	139,050	139,050	139,830
Hamersley Drive Bitumen Reseal (Rrg)	135,000	135,000	135,000	127,639
Hamersley Drive Reseal 2019/20	139,050	139,050	139,050	136,082

**Mrwa Project Construction**

Southern Ocean Road Flood Damage	900,000	900,000	900,000	491,257
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## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 30 JUNE 2020

1. ACQUISITION OF ASSETS (Continued)	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	JUNE 2019 Actual \$
The following assets have been acquired during the period under review:				
<b>By Program (Continued)</b>				
<b>Transport (Continued)</b>				
<b>Roads To Recovery Construction</b>				
2019/20 Melaleuca Road Construction	330,000	330,000	330,000	197,370
<b>Drainage Construction</b>				
2019/20 Canning Blvd, Drainage Sump Lid	5,500	5,500	5,500	5,477
2019/20 Coxall Road Culvert Replace	30,000	30,000	30,000	0
2019/20 Spence St Verge Level Drainage	13,500	13,500	13,500	5,291
<b>Footpath Construction</b>				
Hosking Street - Concrete Footpath	32,000	32,000	32,000	0
Esplanade Pathway Construction	45,000	45,000	45,000	34,184
<b>Purchase Land - Roadworks And Depots</b>				
Purchase Depot Block - 1 Moir Road	205,000	205,000	205,000	4,862
<b>Purchase Furniture &amp; Equipment - Roads And Depots</b>				
Depot Office And Workshop Improvements	83,000	83,000	83,000	15,694
<b>Road Plant Purchases</b>				
Tri Axle Low Loader 14.6M	160,000	160,000	160,000	0
2019/20 Prime Mover	300,000	300,000	300,000	262,753
Multi Tyre Roler	200,000	200,000	200,000	0
<b>Aerodromes</b>				
Runway Reseal	12,244	12,244	12,244	30,296
<b>Economic Services</b>				
<b>Rural Services</b>				
State Barrier Fence	275,000	275,000	275,000	275,000
Water Deficiency Program - Dept Of Water	90,000	90,000	90,000	91,419
<b>Tourism</b>				
2019/20 4X4 Suv (Fcta)	50,000	50,000	50,000	40,921
<b>Other Property &amp; Services</b>				
<b>Works</b>				
2019/20 4X4 Suv (Dts)	55,000	55,000	55,000	55,835
2019/20 Single Cab - Cleaners	65,000	65,000	65,000	0
2019/20 Duel Cab - Works Supervisor	50,000	50,000	50,000	52,113
<b>Administration</b>				
2019/20 4X4 Executive Wagon (Ceo)	95,000	95,000	95,000	79,474
Computer Upgrades	29,000	35,000	35,000	37,266
Computer Upgrades	0	13,000	13,000	19,200
Computer Upgrades	0	12,000	12,000	12,500
Office Furniture And Painting	24,000	24,000	24,000	5,042
Records Sea Container	20,000	25,800	25,800	26,229
Admin Kitchen Upgrade - Ravensthorpe	7,900	7,900	7,900	2,819
Admin Toilet Upgrade - Ravensthorpe	10,000	0	0	0
	<u>5,118,246</u>	<u>5,048,146</u>	<u>5,048,146</u>	<u>2,937,183</u>
<b>By Class</b>				
Land	205,000	205,000	205,000	4,862
Buildings	328,062	337,962	337,962	187,422
Furniture & Equipment	203,000	234,000	234,000	95,874
Plant & Equipment	1,229,000	1,229,000	1,229,000	556,818
Infrastructure - Roads	2,307,100	2,196,100	2,196,100	1,580,038
Infrastructure - Footpaths	77,000	77,000	77,000	34,184
Infrastructure - Drainage	49,000	49,000	49,000	10,768

Infrastructure - Parks & Ovals	80,840	80,840	80,840	67,800
Infrastructure - Airports	12,244	12,244	12,244	30,296
Infrastructure - Other	627,000	627,000	627,000	369,119
	<u>5,118,246</u>	<u>5,048,146</u>	<u>5,048,146</u>	<u>2,937,183</u>



SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2020

2. DISPOSALS OF ASSETS

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

By Program	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Law, Order &amp; Public Safety</b>								
Toyota Hilux Ranger	AP717	P697	32,480.00	0.00	17,000.00	0.00	(15,480.00)	0.00
Toyota Hilux ARO / Ranger	P696B	P696B		45,113.24		61,617.97		16,504.73
<b>Tourism</b>								
Holden Captiva (FCTA)	P665	P665	12,825.00	12,503.74	5,000.00	6,818.18	(7,825.00)	(5,685.56)
<b>Transport</b>								
John Deere Loader	P657	P586		90,563.36		58,636.36		(31,927.00)
14.6m Tri Axle Lpw Loader S/T	P556	P556	0.00		30,000.00		30,000.00	0.00
Cat Prime Mover	P703	P703	106,725.00		50,000.00		(56,725.00)	(50,000.00)
Ammann Multi Tyre Roller	P609	P570	0.00		15,000.00		15,000.00	0.00
<b>Administration</b>								
Toyota Prado (CEO)	P710B	P710B	68,700.00	66,151.48	75,000.00	66,363.64	6,300.00	212.16
<b>Public Works Overheads</b>								
Toyota Kluger GXL (DTS)	P683A	P683A	14,800.00	11,863.05	20,000.00	18,181.82	5,200.00	6,318.77
Toyota Hilux (Works Supervisor)	AP716	P698	34,165.00		17,000.00		(17,165.00)	0.00
Mitsubishi Triton (Cleaner)	P705	P704	0.00		10,000.00		10,000.00	0.00
			269,695.00	226,194.87	239,000.00	211,617.97	(30,695.00)	(64,576.90)

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Plant &amp; Equipment</b>								
Toyota Hilux Ranger	AP717	P697	32,480.00	0.00	17,000.00	0.00	(15,480.00)	0.00
Toyota Hilux ARO / Ranger	P696B	P696B	0	45113.24	0	61617.97	0	16504.73
Holden Captiva (FCTA)	P665	P665	12,825.00	12,503.74	5,000.00	6,818.18	(7,825.00)	-5,685.56
14.6m Tri Axle Lpw Loader S/T	P556	P556	0.00	0.00	30,000.00	0.00	30,000.00	0.00
Cat Prime Mover	P703	P703	106,725.00	0.00	50,000.00	0.00	(56,725.00)	-50,000.00
Ammann Multi Tyre Roller	P609	P570	0.00	0.00	15,000.00	0.00	15,000.00	0.00
Toyota Prado (CEO)	P710B	P710B	68,700.00	66,151.48	75,000.00	66,363.64	6,300.00	212.16
Toyota Hilux (Works Supervisor)	AP716	P698	34,165.00	0.00	17,000.00	0.00	(17,165.00)	0.00
Mitsubishi Triton (Cleaner)	P705	P704	0.00	0.00	10,000.00	0.00	10,000.00	0.00
John Deere Loader	0 P657	P586	0.00	90,563.36	0.00	58,636.36	0.00	-31,927.00
			269,695.00	226,194.87	239,000.00	211,617.97	(30,695)	(64,576.90)

**Summary**

Profit on Asset Disposals	66,500.00	23,035.66
Loss on Asset Disposals	(97,195.00)	(87,612.56)
	<u>(30,695.00)</u>	<u>(64,576.90)</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 JUNE 2020

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	Principal Repayments		Principal Outstanding		Interest Repayments	
		2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Housing</b>							
Loan 145 Staff Housing	224,963	34,883	34,883	190,080	190,080	7,599	5,121
Loan 147 Other Housing	238,792	16,458	16,458	222,334	222,334	9,505	7,530
<b>Recreation and Culture</b>							
Loan 146 Hopetoun Community Centre	311,991	13,599	13,599	298,392	298,392	13,208	8,825
<b>Transport</b>							
Loan 138D Town Street	291,312	28,614	28,618	262,698	262,694	20,881	13,500
Loan 144 Town Street	157,963	50,086	50,086	107,877	107,877	8,310	6,477
Loan 143B Refinance	201,467	31,240	31,240	170,227	170,227	6,805	4,587
Loan 138E Refinance	267,881	34,915	34,915	232,966	232,966	9,552	6,472
	1,694,368	209,795	209,799	1,484,573	1,484,569	75,860	52,512

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

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 30 JUNE 2020

	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant Reserve</b>		
Opening Balance	434,818	434,818
Amount Set Aside / Transfer to Reserve	1,005,095	3,669
Amount Used / Transfer from Reserve	(873,000)	0
	<u>566,913</u>	<u>438,487</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	26,973	26,973
Amount Set Aside / Transfer to Reserve	316	228
Amount Used / Transfer from Reserve	(15,000)	0
	<u>12,289</u>	<u>27,201</u>
<b>(c) Building Reserve</b>		
Opening Balance	1,532,899	1,532,899
Amount Set Aside / Transfer to Reserve	1,087,962	1,082,935
Amount Used / Transfer from Reserve	(1,574,640)	(1,070,000)
	<u>1,046,221</u>	<u>1,545,834</u>
<b>(d) Road &amp; Footpath Reserve</b>		
Opening Balance	426,545	426,545
Amount Set Aside / Transfer to Reserve	4,998	3,600
Amount Used / Transfer from Reserve	(77,000)	0
	<u>354,543</u>	<u>430,145</u>
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	44,534	44,534
Amount Set Aside / Transfer to Reserve	522	375
Amount Used / Transfer from Reserve	0	0
	<u>45,056</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	388,955	388,955
Amount Set Aside / Transfer to Reserve	4,557	3,282
Amount Used / Transfer from Reserve	(12,244)	0
	<u>381,268</u>	<u>392,237</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	300,701	300,701
Amount Set Aside / Transfer to Reserve	3,523	2,537
Amount Used / Transfer from Reserve	(41,000)	0
	<u>263,224</u>	<u>303,238</u>

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 30 JUNE 2020

	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>(i) State Barrier Fence Reserve</b>		
Opening Balance	216,016	216,016
Amount Set Aside / Transfer to Reserve	2,531	1,823
Amount Used / Transfer from Reserve	(218,547)	0
	<u>0</u>	<u>217,839</u>
<b>(j) Leave Reserve</b>		
Opening Balance	42,329	42,329
Amount Set Aside / Transfer to Reserve	496	357
Amount Used / Transfer from Reserve		0
	<u>42,825</u>	<u>42,686</u>
<b>Total Cash Backed Reserves</b>	<u><u>2,712,339</u></u>	<u><u>3,442,576</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	1,005,095	3,669
Emergency Farm Water Reserve	316	228
Building Reserve	1,087,962	1,082,935
Road & Footpath Reserve	4,998	3,600
Swimming Pool Upgrade Reserve	522	375
UHF Repeater Reserve	0	0
Airport Reserve	4,557	3,282
Waste & Sewerage Reserve	3,523	2,537
State Barrier Fence Reserve	2,531	1,823
Leave Reserve	496	357
	<u><u>2,110,000</u></u>	<u><u>1,098,806</u></u>

**Transfers from Reserves**

Plant Reserve	(873,000)	0
Emergency Farm Water Reserve	(15,000)	0
Building Reserve	(1,574,640)	(1,070,000)
Road & Footpath Reserve	(77,000)	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	(12,244)	0
Waste & Sewerage Reserve	(41,000)	0
State Barrier Fence Reserve	(218,547)	0
Leave Reserve	0	0
	<u><u>(2,811,431)</u></u>	<u><u>(1,070,000)</u></u>
<b>Total Transfer to/(from) Reserves</b>	<u><u>(701,431)</u></u>	<u><u>28,806</u></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 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 JUNE 2020**

	<b>2018/19 B/Fwd Per 2019/20 Budget \$</b>	<b>2018/19 B/Fwd Per Financial Report \$</b>	<b>JUNE 2019 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	(588,322)	(464,823)	(367,288)
Cash - Restricted Unspent Grants	77,100	77,100	1,331,116
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	3,413,771	3,413,771	3,442,577
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	210,163	210,163	292,999
Sundry Debtors	246,994	246,079	213,857
Provision for Doubtful Debts	0	0	0
Gst Receivable	182,324	182,324	154,187
Accrued Income/Payments In Advance	3,711,625	3,710,159	9,416
Payments in Advance	0	0	0
Inventories	2,704	2,704	37,483
	<u>7,256,359</u>	<u>7,377,477</u>	<u>5,114,347</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(701,563)	(701,563)	(426,794)
Accrued Interest On Loans	(23,701)	(23,701)	0
Accrued Salaries & Wages	(54,808)	(54,808)	0
Income In Advance	0	0	(31,000)
Gst Payable	(31,316)	(31,616)	(18,257)
Payroll Creditors	(59,697)	(58,845)	(101,279)
Accrued Expenses	(872,533)	(872,533)	0
PAYG Liability	0	0	0
Right of Use Assets - Current	(98,617)	(101,606)	(101,606)
Trust	0	0	0
Other Payables	(24,489)	(148,779)	(126,243)
Current Employee Benefits Provision	(377,707)	(396,543)	(396,543)
Current Loan Liability	0	(209,799)	0
	<u>(2,244,431)</u>	<u>(2,599,793)</u>	<u>(1,201,722)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>5,011,928</b>	<b>4,777,684</b>	<b>3,912,625</b>
Less: Cash - Reserves - Restricted	(3,413,771)	(3,413,771)	(3,442,577)
Less: Cash - Unspent Grants - Restricted	0	0	
Less: Movements Associated with Change in Accounting Standards	(77,100)		
Add Back : Component of Leave Liability not Required to be Funded	377,707	396,543	396,543
Add Back : Current Loan Liability	0	209,799	0
ADD: Current Portion of Lease Liability	98,617	101,606	101,606
Adjustment for Trust Transactions Within Muni	60	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>1,997,441</u></b>	<b><u>2,071,861</u></b>	<b><u>968,197</u></b>

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 30 JUNE 2020**

**6. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2019/20 Rate Revenue \$</b>	<b>2019/20 Interim Rates \$</b>	<b>2019/20 Back Rates \$</b>	<b>2019/20 Total Revenue \$</b>	<b>2019/20 Budget \$</b>	
<b>General Rate</b>									
GRV Residential	0.117165	781	10,959,708	1,284,094			1,284,094	1,285,394	
GRV Commercial	0.131567	33	1,382,612	181,906			181,906	184,848	
GRV industrial	0.154430	35	512,772	79,187			79,187	79,187	
GRV - Transient & Short Stay Accom	0.314867	2	852,800	268,519			268,519	268,519	
UV - Mining	0.083600	62	2,381,526	199,096	(12,899)	63	186,260	202,796	
UV - Other	0.008567	332	232,219,000	1,989,420		4,433	1,993,853	1,988,420	
Non-Rateable						(5,052)	(5,052)		
<b>Sub-Totals</b>		1,245	248,308,418	4,002,222	(12,899)	(555)	3,988,768	4,009,164	
<b>Minimum Rates</b>	<b>Minimum \$</b>								
GRV Residential	870.00	374	1,079,818	325,380		0	325,380	325,380	
GRV Commercial	870.00	9	44,740	7,830		0	7,830	7,830	
GRV Industrial	870.00	12	45,268	10,440		0	10,440	10,440	
GRV - Transient & Short Stay Accom	850.00	0	0	0		0	0	0	
UV - Mining	320.00	55	76,564	17,600		0	17,600	17,600	
UV - Other	850.00	97	5,257,135	82,450		0	82,450	82,450	
<b>Sub-Totals</b>		547	6,503,525	443,700	0	0	443,700	443,700	
<b>Total Rates</b>				4,445,922			4,432,468	4,452,864	
Ex Gratia Rates		check after rates raised						49,234	49,234
Rates Written Off									
<b>Total Rates</b>							4,481,702	4,502,098	

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

The general rates detailed above for the 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 JUNE 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 JUNE 2020

8. OPERATING STATEMENT BY PROGRAM

	JUNE 2019 Actual \$	2019/20 Adopted Budget \$	2018/19 Actual \$
<b>OPERATING REVENUES</b>			
Governance	26,350	4,500	348
General Purpose Funding	6,580,036	5,566,306	6,349,368
Law, Order, Public Safety	626,881	411,700	432,118
Health	16,559	14,000	4,483
Education and Welfare	448,643	569,150	150,921
Housing	5,400	5,200	19,560
Community Amenities	643,945	864,800	580,990
Recreation and Culture	101,212	165,300	403,268
Transport	1,175,371	2,703,659	14,318,963
Economic Services	247,208	256,500	141,697
Other Property and Services	136,835	453,500	498,922
<b>TOTAL OPERATING REVENUE</b>	<b>10,008,440</b>	<b>11,014,615</b>	<b>22,900,638</b>
<b>OPERATING EXPENSES</b>			
Governance	(731,347)	(795,891)	(646,140)
General Purpose Funding	(258,687)	(256,753)	(273,718)
Law, Order, Public Safety	(910,091)	(915,429)	(876,034)
Health	(309,239)	(366,844)	(294,153)
Education and Welfare	(806,324)	(1,013,701)	(383,344)
Housing	(235,955)	(283,393)	(222,945)
Community Amenities	(1,402,719)	(1,654,272)	(1,282,416)
Recreation & Culture	(1,561,908)	(1,760,575)	(1,536,384)
Transport	(4,907,406)	(2,412,274)	(14,947,452)
Economic Services	(431,491)	(501,327)	(297,426)
Other Property and Services	(806,149)	(672,946)	(1,087,658)
<b>TOTAL OPERATING EXPENSE</b>	<b>(12,361,316)</b>	<b>(10,633,405)</b>	<b>(21,847,670)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(2,352,876)</u></b>	<b><u>381,210</u></b>	<b><u>1,052,968</u></b>

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

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

	<b>JUNE 2019 Actual \$</b>	<b>2019/20 Adopted Budget \$</b>	<b>2018/19 Actual \$</b>
<b>OPERATING REVENUES</b>			
Rates	4,481,702	4,502,098	4,333,698
Operating Grants, Subsidies and Contributions	3,250,320	1,719,017	15,473,635
Non-Operating Grants, Subsidies and Contributions	637,145	2,295,500	1,293,000
Fees and Charges	1,111,269	1,532,700	1,047,286
Service Charges	0	0	0
Interest Earnings	102,331	97,000	90,036
Profit on Asset Disposals	23,036	66,500	0
Proceeds on Disposal of Assets	261,618	239,000	204,273
Realisation on Disposal of Assets	(211,618)	(239,000)	(204,273)
Other Revenue	352,636	801,800	662,982
<b>TOTAL OPERATING REVENUE</b>	<b>10,008,439</b>	<b>11,014,615</b>	<b>22,900,637</b>
<b>OPERATING EXPENSES</b>			
Employee Costs	(3,757,425)	(4,502,324)	(3,603,540)
Materials and Contracts	(3,507,018)	(3,316,348)	(15,183,417)
Utility Charges	(236,160)	(220,270)	(209,986)
Depreciation on Non-Current Assets	(4,198,808)	(1,978,847)	(1,970,794)
Interest Expenses	(52,511)	(75,860)	(125,828)
Insurance Expenses	(223,390)	(217,762)	(300,119)
Loss on Asset Disposals	(37,613)	(97,195)	(100,438)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(348,391)	(224,800)	(353,549)
<b>TOTAL OPERATING EXPENSE</b>	<b>(12,361,316)</b>	<b>(10,633,406)</b>	<b>(21,847,671)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(2,352,877)</u></b>	<b><u>381,209</u></b>	<b><u>1,052,966</u></b>

**ATTACHMENT**



**2017/18**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Payroll	Trust	Total Payments
Jul	37,315.63	693,920.97	7,794.46	1,914.65	200,694.82	17,796.30	959,436.83
Aug	10,517.76	418,977.10	3,585.31	13,281.22	304,458.69	39,358.05	790,178.13
Sep	39,483.76	1,085,067.72	16,084.74	1,941.35	192,831.32	42,668.10	1,378,076.99
Oct	24,464.11	617,064.01	6,884.19	6,093.86	223,189.24	29,618.30	907,313.71
Nov	36,325.38	1,296,598.61	4,290.18	6,093.86	202,697.02	30,975.98	1,576,981.03
Dec	17,116.66	1,573,742.04	4,477.64	8,479.76	209,705.97	15,181.75	1,828,703.82
Jan	43,339.68	1,842,094.30	0.00	4,933.82	288,703.98	37,283.67	2,216,355.45
Feb	29,956.49	1,870,135.68	478.72	2,374.06	198,812.82	61,295.45	2,163,053.22
Mar	22,517.76	2,708,533.94	1,609.00	4,897.72	193,132.22	36,202.30	2,966,892.94
Apr	35,726.80	638,776.93	91,103.10	4,130.19	187,665.95	3,764.05	961,167.02
May	10,061.00	3,410,673.02	38,938.02	2,772.42	196,983.23	2,724.59	3,662,152.28
Jun	21,080.28	2,351,819.24	34,341.37	8,096.85	202,407.88	576.65	2,618,322.27
<b>Total</b>	<b>327,905.31</b>	<b>18,507,403.56</b>	<b>209,586.73</b>	<b>65,009.76</b>	<b>2,601,283.14</b>	<b>317,445.19</b>	<b>22,028,633.69</b>

**2018/19**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	1,367	2,442,344	90,290	12,115	950		174,327
Aug	37,082	2,032,888	225,672	5,618	688	2,301,948	212,428
Sep	10,479	887,060	53,711	5,559	2,617	959,426	173,926
Oct	10,076	1,922,570	115,844	8,636	2,049	2,059,175	123,007
Nov	13,107	1,535,900	83,928	6,003	1,815	1,640,752	161,814
Dec	4,095	1,420,883	97,019		833	1,522,831	238,074
Jan	11,899	493,318	48,486	4,145	580	558,427	171,237
Feb	9,940	886,889	211,726	2,817	540	1,111,912	184,652
Mar	1,155	2,560,559	106,713	2,185	1,350	2,671,962	251,635
Apr	1,599	2,112,538	123,583	3,438	530	2,241,688	172442.55
May	27,569	3,293,415	87,693	12,410	1,458	3,422,544	174,310
Jun	19,598	1,710,076	85,238	7,317	180	1,822,409	181,200
<b>Total</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>

2019/2020

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

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

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

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

Date	Payment to	Description	Amount	GST
1/05/2020	Bunnings, Esperance	High pressure cleaner, hose reel, shovel, paintbrushes	\$ 742.80	67.53
	Bunnings, Esperance	Polyurethane sealant x 9	\$ 161.01	14.64
	Bunnings, Esperance	Paint, cleaning products, super glue, duct tape - 30 Kingsmill Street	\$ 218.55	19.87
1/05/2020	Corrigin Roadhouse	Fuel ORA	\$ 74.54	6.78
2/05/2020	WA Reticulation Supplies, Armadale	Transmitter & receiver & wire joiners - 30 Kingsmill Street	\$ 378.32	34.39
5/05/2020	Ravensthorpe Roadhouse	Catering for corporate discussion	\$ 34.00	3.09
8/05/2020	Meridian Agencies, Ravensthorpe	Glue stick, 4 Way PB switch & outlet power board	\$ 39.48	3.59
10/05/2020	Corrigin Roadhouse	Fuel ORA	\$ 128.36	11.67
16/05/2020	Ravensthorpe Building Supplies	Various plants & film builders x 3 - 18 Carlisle Street	\$ 271.40	24.67
21/05/2020	Tom Stoddart, Karawatha	Shelving units for Hopetoun Community Centre kitchen	\$ 3,773.69	343.06
24/05/2020	Quest, Innaloo	Shelley Hayes accomodation for DOT training in Perth	\$ 1,096.85	99.71
24/05/2020	Quest, Innaloo	Meghan Symonds accomodation for DOT training in Perth	\$ 1,005.44	91.40
28/05/2020	BP, Karragullen	Fuel ORA	\$ 109.11	9.92
28/05/2020	Bunnings, Maddington	Connector water kinetic & batteries - Admin	\$ 67.60	6.15
28/05/2020	Bunnings, Maddington	Various building materials - 41 Kingsmill Street	\$ 153.22	13.93

<b>Total Purchases for G. Pollock</b>	<b>\$ 8,254.37</b>	<b>750.40</b>
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**Business Credit Card - Leslie Mainwaring**

Date	Payment to	Description	Amount	GST
13/05/2020	Shops for shops, Osbourne Park	Hygiene screens & grippers for admin office	\$ 890.00	80.91
19/05/2020	Bluepod Coffee, Mulgrave	Coffee pods for admin office	\$ 639.00	0.00
19/05/2020	Ravensthorpe Palace Hotel	Refreshments	\$ 281.00	25.55
21/05/2020	Department of Transport	Community Jetty Renewal - Starvation Bay	\$ 41.40	0.00

\*GST free

\*GST N

<b>Total Purchases for L. Mainwaring</b>	<b>\$ 1,851.40</b>	<b>106.45</b>
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**Business Credit Card - Graham Steel**

Date	Payment to	Description	Amount	GST
9/05/2020	Bunnings, Albany	3 X Wireless door chime & batteries - Admin office	\$ 48.83	\$ 4.44
9/05/2020	Plastic Plus, Albany	15 X 50L crates & lids for storage of bushfire supplies	\$ 421.41	\$ 38.31
16/05/2020	Bunnings, Albany	Wireless door chime & picture hook - Hopetoun Office	\$ 12.44	\$ 1.13
21/05/2020	Nisbeths Australia	8L Hot water urn for admin office	\$ 126.39	\$ 11.49
21/05/2020	Nisbeths Australia	Kitchenware for Ravensthorpe town hall & freight	\$ 729.19	\$ 66.29

<b>Total Purchases for G. Steel</b>	<b>\$ 1,338.26</b>	<b>\$ 121.66</b>
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**Business Credit Card - Ashley Peczka**

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Date	Payment to	Description	Amount	GST
1/06/2020	Bankwest	Reward fee - Corporate	\$ 39.00	

<b>Total Purchases for A. Peczka</b>			<b>\$ 39.00</b>	<b>\$ -</b>
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**Business Credit Card - Evelyn Houghton**

Date	Payment to	Description	Amount	GST
				\$ -

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

Date	Payment to	Description	Amount	GST
16/05/2020	Bob Jane T-Marts	Wheel alignment - RA3860 Works Supervisor vehicle	\$ 69.00	\$ 6.27
19/05/2020	FE Daw & Sons, Ravensthorpe	Food for works staff meeting	\$ 59.11	\$ 0.62
20/05/2020	FE Daw & Sons, Ravensthorpe	Milk, sugar & coffee for Hopetoun depot	\$ 64.03	\$ 3.07

<b>Total Purchases for R. Dyer</b>			<b>\$ 192.14</b>	<b>\$ 9.96</b>
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\*Some GST Free items

\*Some GST Free items

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

Date	Payment to	Description	Amount	GST
				0.00

<b>Total Bankwest Corporate Mastercard Statement</b>			<b>\$ 11,675.17</b>	<b>\$ 988.47</b>
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**Business Debit Card - Les Mainwaring**

Date	Payment to	Description	Amount	GST
25/06/2020	Ravensthorpe LPO	Deposit for Ravensthorpe Petty Cash	\$ 754.80	

<b>Closing Balance for Debit Card - Les Mainwaring</b>			<b>\$ 754.80</b>	<b>\$ -</b>
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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>
409	05/06/2020	Howard John Keen	SHED BOND REFUND	1		10,000.00
INV T1361	05/06/2020	Howard John Keen	SHED BOND REFUND	1	10,000.00	
410	11/06/2020	Horizon Power	LOT 3000 BUCKIE STREET 23/03/2020 - 22/05/2020	1		1,812.14
INV 513789	25/05/2020	Horizon Power	LOT 3000 BUCKIE STREET 23/03/2020 - 22/05/2020		702.94	
INV 414511	25/05/2020	Horizon Power	UNIT 6 / LOT 705 TAMAR STREET 23/03/2020 - 22/05/2020		132.41	
INV 267634	25/05/2020	Horizon Power	LOT 548 TAMAR STREET 23/03/2020 - 22/05/2020		210.47	
INV 442429	26/05/2020	Horizon Power	79 ESPLANADE 24/03/2020 - 24/05/2020		279.12	
INV 185210	27/05/2020	Horizon Power	LOT 461 CANNING BVD 25/03/2020 - 26/05/2020		183.86	
INV 137406	27/05/2020	Horizon Power	LOT 245 VEAL STREET 26/03/2020 - 26/05/2020		303.34	
411	11/06/2020	Telstra	LITTLE BARRENS TELSTRA ACCOUNT TO 16 MAY 2020	1		136.19
INV K834244	24/05/2020	Telstra	LITTLE BARRENS TELSTRA ACCOUNT TO 16 MAY 2020		136.19	
412	19/06/2020	Horizon Power	HOPETOUN STREETLIGHTS - MAY 2020	1		5,216.37
INV 397872	28/05/2020	Horizon Power	LOT 314 MAITLAND STREET 27/03/2020 - 27/05/2020		133.64	
INV 450414	28/05/2020	Horizon Power	LOT 501 VEAL STREET 26/03/2020 - 27/05/2020		164.76	
INV 136499	02/06/2020	Horizon Power	HOPETOUN STREETLIGHTS - MAY 2020		3,372.47	
INV 224027	02/06/2020	Horizon Power	LOT 694 BEACON DRIVE 02/04/2020 - 01/06/2020		806.78	
INV 308541	05/06/2020	Horizon Power	LOC 80 JERDACCUTTUP ROAD 07/04/2020 - 04/06/2020		738.72	
413	19/06/2020	Telstra	TELSTRA ACCOUNT TO 10 MAY 2020	1		15,440.34
INV K565455	18/05/2020	Telstra	TELSTRA ACCOUNT TO 10 MAY 2020		14,219.88	
INV T311 - 2322	05/2020	Telstra	SATELLITE PHONES TO 21 JUNE 2020		225.00	
INV T311 - 1325	05/2020	Telstra	TIM / SMS SERVICE 25/04/2020 - 22/05/2020		590.46	
INV T311 - 2325	05/2020	Telstra	LAPTOP DATA PLANS X 6 TO 24 JUNE 2020		405.00	

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1036	01/06/2020	1 - BANK FEES	OBB RECORD FEE	1		18.95
1036	01/06/2020	1 - BANK FEES	MAINTENANCE FEES	1		60.00
1036	01/06/2020	1 - BANK FEES	ELECTRONIC MTRANSACTION FEES	1		1.20
1036	01/06/2020	1 - BANK FEES	BPAY FEES	1		349.50
1036	03/06/2020	1 - BANK FEES	CBA MERCHANT FEES	1		271.57
1036	30/06/2020	1 - BANK FEES	LINE OF CREDIT FEE	1		1,500.00
EFT11742	05/06/2020	35 Degrees South	CENTRELINE SPOTTING HAMERSLEY DRIVE & JERDACUTTUP ROAD	1		6,688.01
INV 4165	21/05/2020	35 Degrees South	CENTRELINE SPOTTING HAMERSLEY DRIVE & JERDACUTTUP ROAD		6,688.01	
EFT11743	05/06/2020	Andimaps	2020-2021 SOUTH COAST WA MAP GUIDE ADVERT	1		490.00
INV 11296	07/03/2020	Andimaps	2020-2021 SOUTH COAST WA MAP GUIDE ADVERT		490.00	
EFT11744	05/06/2020	Aussie Wide Carpet Cleaning	CLEANING CARPET TILES AT RAVENSTHORPE REC CENTRE	1		3,451.80
INV 0014	24/05/2020	Aussie Wide Carpet Cleaning	CLEANING CARPET TILES AT RAVENSTHORPE REC CENTRE		3,451.80	
EFT11745	05/06/2020	Barrett's Tree Services	POWERLINE TREE PRUNING	1		48,647.00
INV 3111	15/05/2020	Barrett's Tree Services	POWERLINE TREE PRUNING		48,647.00	
EFT11746	05/06/2020	Bitutek Pty Ltd	RESEAL JERDACUTTUP ROAD - SPRAY & COVER USING BITUMINOUS PRODUCTS	1		507,660.09
INV 5315	30/04/2020	Bitutek Pty Ltd	RESEAL JERDACUTTUP ROAD - SPRAY & COVER USING BITUMINOUS PRODUCTS		170,837.30	
INV 5317	30/04/2020	Bitutek Pty Ltd	RESEAL HAMERSLEY DRIVE - SPRAY & COVER USING BITUMINOUS PRODUCTS		162,624.00	
INV 5316	30/04/2020	Bitutek Pty Ltd	RESEAL SPRINGDALE ROAD - SPRAY & COVER USING BITUMINOUS PRODUCTS		99,051.92	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 5396	30/05/2020	Bitutek Pty Ltd	RESEAL JERDACUTTUP ROAD - SPRAY & COVER USING BITUMINOUS PRODUCTS		31,256.87	
INV 5397	30/05/2020	Bitutek Pty Ltd	RESEAL HAMERSLEY DRIVE - SPRAY & COVER USING BITUMINOUS PRODUCTS		43,890.00	
EFT11747	05/06/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - W/E 25/05/2020	1		1,914.00
INV 2013	25/05/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - W/E 25/05/2020		1,914.00	
EFT11748	05/06/2020	City of Albany	BUILDING SERVICE - MARCH 2020 - CERTIFICATE OF DESIGN COMPLIANCE # 164084	1		374.00
INV 88200	06/03/2020	City of Albany	BUILDING SERVICE - MARCH 2020 - CERTIFICATE OF DESIGN COMPLIANCE # 164084		187.00	
INV 88832	29/05/2020	City of Albany	BUILDING SERVICE - MAY 2020 - CERTIFICATE OF DESIGN COMPLIANCE # 164279		187.00	
EFT11749	05/06/2020	Community Spirit Newspaper Inc	ADVERTISING - COVID-19 UPDATE #5, GRANT SUCCESS AND HYGIENE OFFICER COURSE	1		360.00
INV 23626	21/05/2020	Community Spirit Newspaper Inc	ADVERTISING - COVID-19 UPDATE #5, GRANT SUCCESS AND HYGIENE OFFICER COURSE		360.00	
EFT11750	05/06/2020	Day & Night Mechanical	RA3520 - 30,000KM SERVICE & NEW TYRES	1		9,086.00
INV 185A	19/02/2020	Day & Night Mechanical	120,000KM SERVICE - RA3280		772.20	
INV 184B	04/03/2020	Day & Night Mechanical	SERVICE ON TRITON - RA225		506.00	
INV 213B	16/04/2020	Day & Night Mechanical	SERVICE - RA93		772.20	
INV 213A	16/04/2020	Day & Night Mechanical	SERVICING AND REPAIRS TO HOPETOUN TRANSFER STATION GENERATOR		500.50	
INV 215	16/04/2020	Day & Night Mechanical	4 X TYRES & FREIGHT - RA137		1,149.50	
INV 241	03/05/2020	Day & Night Mechanical	SUPPLY AND FIT NEW TYRE TO HILUX RIM - RA3359		295.90	
INV 213	20/05/2020	Day & Night Mechanical	SERVICE - RA3603		772.20	
INV 214	20/05/2020	Day & Night Mechanical	RA3520 - 30,000KM SERVICE & NEW TYRES		1,600.50	
INV 211A	20/05/2020	Day & Night Mechanical	REMOVE AND REPLACE SEAL ON TORQUE CONVERTER		772.20	
INV 242	03/06/2020	Day & Night Mechanical	CARRY OUT 50,000KM SERVICE - RA292		669.90	

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INV 246	04/06/2020	Day & Night Mechanical	20,000 KM SERVICE FOR HOPETOUN P&G LIGHT TRUCK - RA3512		605.00	
INV 244	04/06/2020	Day & Night Mechanical	SERVICE - RA137		669.90	
EFT11751	05/06/2020	Dene Bingham	TRAVEL EXPENSES FOR IT VISION TRAINING IN RAVENSTHORPE OFFICE	1		78.00
INV TRAVEL03/06/2020		Dene Bingham	TRAVEL EXPENSES FOR IT VISION TRAINING IN RAVENSTHORPE OFFICE		78.00	
EFT11752	05/06/2020	Department of Fire and Emergency Services (Previously FESA)	2019/2020 ESL QUARTER 4	1		14,503.23
INV 150664	21/05/2020	Department of Fire and Emergency Services (Previously FESA)	2019/2020 ESL QUARTER 4		14,503.23	
EFT11753	05/06/2020	Dick's Electronics Esperance	INSPECT CINEMA TRAILER AUDIO EQUIPMENT AND RESOLVE ISSUES	1		100.00
INV 4981000626/05/2020		Dick's Electronics Esperance	INSPECT CINEMA TRAILER AUDIO EQUIPMENT AND RESOLVE ISSUES		100.00	
EFT11754	05/06/2020	Esperance Fire Services	JACKING PUMP MONTHLY INSPECTION AND TESTING TEST & TRAVEL COST - 19/05/2020	1		324.50
INV 07785	21/05/2020	Esperance Fire Services	JACKING PUMP MONTHLY INSPECTION AND TESTING TEST & TRAVEL COST - 19/05/2020		324.50	
EFT11755	05/06/2020	FE Daw and Sons	WATER AND CONFECTIONARY FOR COUNCIL MEETING	1		186.75
INV 1-01-062726/05/2020		FE Daw and Sons	WATER AND CONFECTIONARY FOR COUNCIL MEETING		186.75	
EFT11756	05/06/2020	Galaxy Lithium Australia Ltd	FACILITY HIRE BOND REFUNDS	1		1,120.00
INV T57	05/06/2020	Galaxy Lithium Australia Ltd	FACILITY HIRE BOND REFUNDS	1	1,120.00	
EFT11757	05/06/2020	Hopetoun Men In Sheds Incorporated	WEEKEND RELIEF MANNING OF THE HOPETOUN TRANSFER STATION - MAY 2020	1		600.00
INV 282	30/04/2020	Hopetoun Men In Sheds Incorporated	WEEKEND RELIEF MANNING OF THE HOPETOUN TRANSFER STATION - MAY 2020		600.00	
EFT11758	05/06/2020	Hopetoun Plumbing and Gas	NEW FILTER FOR HOT WATER SYSTEM IN KITCHEN AT HOPETOUN COMMUNITY CENTRE	1		627.00
INV 2334	21/05/2020	Hopetoun Plumbing and Gas	FIX LEAKING TAP AT LITTLE BARRENS CHILDCARE		264.00	

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INV 2361	26/05/2020	Hopetoun Plumbing and Gas	NEW FILTER FOR HOT WATER SYSTEM IN KITCHEN AT HOPETOUN COMMUNITY CENTRE		363.00	
EFT11759	05/06/2020	Jerramungup Electrical	SET UP OF VAST SAT BOX AT 27C CARLISLE ST UNIT - CONNECTOR & CABLE	1		28.91
INV 1181	26/02/2020	Jerramungup Electrical	SET UP OF VAST SAT BOX AT 27C CARLISLE ST UNIT - CONNECTOR & CABLE		28.91	
EFT11760	05/06/2020	Kleenwest Distributors	DISJUMRO S5102 JUMBO ROLL DISPENSER S/STEEL X 18	1		1,188.00
INV 47754	27/05/2020	Kleenwest Distributors	DISJUMRO S5102 JUMBO ROLL DISPENSER S/STEEL X 18		1,188.00	
EFT11761	05/06/2020	Kompan Playscape Pty Ltd	VARIOUS PARTS	1		363.00
INV SI217738	26/05/2020	Kompan Playscape Pty Ltd	VARIOUS PARTS		363.00	
EFT11762	05/06/2020	Lance Stephen Franke	SHED BOND REFUND	1		10,000.00
INV T1298	05/06/2020	Lance Stephen Franke	SHED BOND REFUND	1	10,000.00	
EFT11763	05/06/2020	Landgate	COPY OF VALUATION ROLL MINING TENEMENTS	1		1,102.25
INV 356389	19/05/2020	Landgate	COPY OF VALUATION ROLL MINING TENEMENTS		1,102.25	
EFT11764	05/06/2020	Lloydey's Power Services	REPLACE RCD AT THE RAVENSTHORPE CRC	1		445.78
INV 392	26/05/2020	Lloydey's Power Services	INSPECT FAULT WITH OVEN - TRIPPING OUT RCD		99.00	
INV 0393	26/05/2020	Lloydey's Power Services	INSPECT FAULTY LIGHT AND FAN IN THE ENSUITE AND INSPECT SPA PUMP AS NOT WORKING		110.28	
INV 0397	26/05/2020	Lloydey's Power Services	REPLACE RCD AT THE RAVENSTHORPE CRC		236.50	
EFT11765	05/06/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 23/05/2020	1		3,608.84
INV 421950	26/05/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 23/05/2020		3,608.84	
EFT11766	05/06/2020	Neil Butler Quantity Surveying Services	QUANTITY SURVEYOR CULTURAL PRECINCT - PREPARATION OF COST INDICATION	1		550.00
INV 19.12.01	25/05/2020	Neil Butler Quantity Surveying Services	QUANTITY SURVEYOR CULTURAL PRECINCT - PREPARATION OF COST INDICATION		550.00	

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EFT11767	05/06/2020	R And R Heavy Diesel Services	CARRY OUT 2,000HR SERVICE INCLUDING PARTS AND LABOUR - RA3371	1		3,233.16
INV 4109	23/04/2020	R And R Heavy Diesel Services	CARRY OUT 2,000HR SERVICE INCLUDING PARTS AND LABOUR - RA3371		2,016.56	
INV 4144	22/05/2020	R And R Heavy Diesel Services	REPLACE FAN BELT AND AIR CON BELT - RA3188		424.05	
INV 4145	22/05/2020	R And R Heavy Diesel Services	CARRY OUT 500 HR SERVICE - RA3508		792.55	
EFT11768	05/06/2020	Ravensthorpe Agencies	4 X 30M ROLLS OF FLAGGED BUNTING ROPE & FREIGHT	1		162.00
INV 32210	21/05/2020	Ravensthorpe Agencies	4 X 30M ROLLS OF FLAGGED BUNTING ROPE & FREIGHT		162.00	
EFT11769	05/06/2020	Ravensthorpe Building Supplies	3 X FASCIA 190 X 32 X 5400 & FREIGHT	1		245.43
INV 4771	26/05/2020	Ravensthorpe Building Supplies	3 X FASCIA 190 X 32 X 5400 & FREIGHT		245.43	
EFT11770	05/06/2020	Ravensthorpe Bulk Haulage	WANDRRA AGRN 743 - HIRE OF SEMI TIPPER FOR CARTING LIMESTONE	1		49,970.25
INV 2078	28/05/2020	Ravensthorpe Bulk Haulage	WANDRRA AGRN 743 - HIRE OF SEMI TIPPER FOR CARTING LIMESTONE		49,970.25	
EFT11771	05/06/2020	Ravensthorpe Handgun Club W38	CONTRIBUTION FOR THE RAVENSTHORPE GUN CLUB RANGE UPGRADE PAYMENT 2 OF 2	1		10,000.00
INV 1005	21/05/2020	Ravensthorpe Handgun Club W38	CONTRIBUTION FOR THE RAVENSTHORPE GUN CLUB RANGE UPGRADE PAYMENT 2 OF 2		10,000.00	
EFT11772	05/06/2020	Ravensthorpe Mechanical Services	CARRY OUT 40,000KM SERVICE INCLUDING PARTS AND LABOUR - RA3860	1		1,563.66
INV 36309	05/03/2020	Ravensthorpe Mechanical Services	CARRY OUT 50,000KM SERVICE INCLUDING PARTS AND LABOUR - RA3421		441.05	
INV 36474	31/03/2020	Ravensthorpe Mechanical Services	JACK HANDLE EXTENSION GUN126, JACK HANDLE ROD (HOOK) GUN126 & TOOL WHEEL BRACE		132.12	
INV 36586	23/04/2020	Ravensthorpe Mechanical Services	REPLACE LHR TAIL LIGHT ASSEMBLY - RA3860		253.00	
INV 36712	11/05/2020	Ravensthorpe Mechanical Services	CARRY OUT 40,000KM SERVICE INCLUDING PARTS AND LABOUR - RA3860		737.49	
EFT11773	05/06/2020	Roselea Trading	Hopetoun Gym Rent	1		638.45
INV RENT	04/06/2020	Roselea Trading	Hopetoun Gym Rent		488.34	

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INV RATES	04/06/2020	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT11774	05/06/2020	South Coast Nature Play	PLAYGROUND DESIGN AND INSPECTION - 40% DEPOSIT	1		2,560.00
INV 387	18/05/2020	South Coast Nature Play	PLAYGROUND DESIGN AND INSPECTION - 40% DEPOSIT		2,560.00	
EFT11775	05/06/2020	Stuart & Annie Wain	REFUND OF CHILDCARE FEES	1		600.00
INV REFUND03	06/2020	Stuart & Annie Wain	REFUND OF CHILDCARE FEES		600.00	
EFT11776	05/06/2020	WINC Australia Pty Ltd	NET47993449 VARIOUS SUPPLIES LITTLE BARRENS CHILDCARE	1		10.16
INV 9031669509	03/2020	WINC Australia Pty Ltd	NET47993449 VARIOUS SUPPLIES LITTLE BARRENS CHILDCARE		10.16	
EFT11777	11/06/2020	Abacus Printing	1 X 1,500 WASTE DISPOSAL FRIDGE MAGNETS, MAGNETIC RUBBER PLUS LAMINATION	1		1,490.39
INV INV-003226	05/2020	Abacus Printing	1 X 1,500 WASTE DISPOSAL FRIDGE MAGNETS, MAGNETIC RUBBER PLUS LAMINATION		1,490.39	
EFT11778	11/06/2020	Australia Post	POSTAGE CHARGES - MAY 2020	1		144.58
INV 1009647203	06/2020	Australia Post	POSTAGE CHARGES - MAY 2020		144.58	
EFT11779	11/06/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB W/E 31/05/2020	1		1,056.00
INV 2023	02/06/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB W/E 31/05/2020		1,056.00	
EFT11780	11/06/2020	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 18/05/2020	1		1,835.38
INV BWR06	201/06/2020	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 18/05/2020		1,835.38	
EFT11781	11/06/2020	Hopetoun Painting Service	PREPARE & PAINT UNPAINTED EXTERNAL CLADDING TO THE RADIO RETRANSMISSION BUILDING	1		1,452.00
INV 1175	29/05/2020	Hopetoun Painting Service	PREPARE & PAINT AT THE RAVENSTHORPE GOLF & BOWLING CLUB		616.00	
INV 1176	02/06/2020	Hopetoun Painting Service	PREPARE & PAINT UNPAINTED EXTERNAL CLADDING TO THE RADIO RETRANSMISSION BUILDING		836.00	



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EFT11782	11/06/2020	Jason Sign Makers	4 X DOUBLE SIDED SANDWICH BOARD & 8 X SIGNS "STOP ENTRY LIMITS APPLY"	1		681.60
INV 208683	26/05/2020	Jason Sign Makers	4 X DOUBLE SIDED SANDWICH BOARD & 8 X SIGNS "STOP ENTRY LIMITS APPLY"		681.60	
EFT11783	11/06/2020	Lloydey's Power Services	INSTALL SPOT LIGHT IN BACK YARD	1		470.53
INV 0400	27/05/2020	Lloydey's Power Services	REPAIRS & TRAVEL TO FAULTY LIGHT AT HOPETOUN DOCTORS SURGERY		154.00	
INV 0402	30/05/2020	Lloydey's Power Services	INSTALL SPOT LIGHT IN BACK YARD		316.53	
EFT11784	11/06/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 30/05/2020	1		3,233.34
INV 421974	02/06/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 30/05/2020		3,233.34	
EFT11786	11/06/2020	Munglinup Road House	MAINTENANCE / CLEANING OF MUNGLINUP PUBLIC FACILITIES - MAY 2020	1		500.00
INV 208951	30/05/2020	Munglinup Road House	MAINTENANCE / CLEANING OF MUNGLINUP PUBLIC FACILITIES - MAY 2020		500.00	
EFT11787	11/06/2020	Nutrien Ag Solutions Ravensthorpe	2 X URBAN TANKS - SLIMLINE TANK 3,000L	1		4,049.89
INV 9029557218/05/2020		Nutrien Ag Solutions Ravensthorpe	1 PALLET (72 BAGS) BUILDERS CHOICE RAPID SET CONCRETE 20KG		788.04	
INV 9029627919/05/2020		Nutrien Ag Solutions Ravensthorpe	KLEENHEAT KLEE LP GAS 45KG X 4		621.85	
INV 9029750622/05/2020		Nutrien Ag Solutions Ravensthorpe	2 X URBAN TANKS - SLIMLINE TANK 3,000L		2,640.00	
EFT11788	11/06/2020	Perfect Computer Solutions Pty Ltd	MONTHLY FEE - MAY 2020	1		85.00
INV 25647	28/05/2020	Perfect Computer Solutions Pty Ltd	MONTHLY FEE - MAY 2020		85.00	
EFT11789	11/06/2020	R And R Heavy Diesel Services	CARRY OUT 80,000KM SERVICE INCLUDING PARTS AND LABOUR - RA3359	1		916.95
INV 4150	27/05/2020	R And R Heavy Diesel Services	CARRY OUT 80,000KM SERVICE INCLUDING PARTS AND LABOUR - RA3359		669.45	
INV 4151	27/05/2020	R And R Heavy Diesel Services	REPLACE AIR DRYER FILTER - RA3579		247.50	
EFT11790	11/06/2020	Ravensthorpe Palace Motor Hotel	CATERING - AT SHIRE OFFICES 19 MAY 2020 - STAFF LUNCH & COUNCIL MEETING	1		1,045.00

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INV 6565	01/05/2020	Ravensthorpe Palace Motor Hotel	DINNER - 4/12/2019 DENNIS KOSTER		41.00	
INV 6589	29/05/2020	Ravensthorpe Palace Motor Hotel	CATERING - AT SHIRE OFFICES 19 MAY 2020 - STAFF LUNCH & COUNCIL MEETING		564.00	
INV 6592	29/05/2020	Ravensthorpe Palace Motor Hotel	CATERING FOR STAFF TRAINING - 25/05/2020 - 29/05/2020		440.00	
EFT11791	11/06/2020	Richard Parry	REFUND OF CHILDCARE FEES	1		157.84
INV REFUND04/06/2020		Richard Parry	REFUND OF CHILDCARE FEES		157.84	
EFT11792	11/06/2020	Rodney Clarence Daw	CBFCO TELSTRA REIMBURSEMENT TO 10 MAY 2020	1		97.92
INV REIMBU02/06/2020		Rodney Clarence Daw	CBFCO TELSTRA REIMBURSEMENT TO 10 MAY 2020		97.92	
EFT11793	11/06/2020	Shelley Hayes	REIMBURSEMENT FOR DOT TRAINING EXPENSES 24/05/2020 - 30/05/2020	1		904.91
INV REIMBU11/06/2020		Shelley Hayes	REIMBURSEMENT FOR DOT TRAINING EXPENSES 24/05/2020 - 30/05/2020		904.91	
EFT11794	11/06/2020	Solar Water Pumps Sales & Service Pty Ltd	SUPPLY AND INSTALL SOLAR POWERED LORENTZ PS2 C-SJ12-3 PUMP UNIT AT FITZGERALD DAM	1		20,452.50
INV 2604	13/11/2019	Solar Water Pumps Sales & Service Pty Ltd	SUPPLY AND INSTALL SOLAR POWERED LORENTZ PS2 C-SJ12-3 PUMP UNIT AT FITZGERALD DAM		20,452.50	
EFT11795	11/06/2020	Toll Transport Pty Ltd	FREIGHT CHARGES - PATHWEST	1		12.63
INV 0448-S3003/05/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - PATHWEST		12.63	
EFT11796	19/06/2020	4 Rivers Plumbing Gas & Civil Contracting	FIX LEAKING FIRE HOSE AT RAVENSTHORPE TOWN HALL TEST & COMMISSION	1		420.75
INV 5398	10/06/2020	4 Rivers Plumbing Gas & Civil Contracting	FIX LEAKING FIRE HOSE AT RAVENSTHORPE TOWN HALL TEST & COMMISSION		420.75	
EFT11797	19/06/2020	Absolute Detailing	INSTALL TINT TO 5 X WINDOWS ABOVE RECEPTION DESK IN THE HOPETOUN COMMUNITY CENTRE	1		440.00
INV 5618	23/05/2020	Absolute Detailing	INSTALL TINT TO 5 X WINDOWS ABOVE RECEPTION DESK IN THE HOPETOUN COMMUNITY CENTRE		440.00	
EFT11798	19/06/2020	Allwest Plant Hire Australia Pty Ltd	DRY HIRE 25 TON SUMITOMO EXCAVATOR 01/05/2020 - 28/05/2020 & DEMOBILISATION	1		11,870.65

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INV 11158	31/05/2020	Allwest Plant Hire Australia Pty Ltd	DRY HIRE 25 TON SUMITOMO EXCAVATOR 01/05/2020 - 28/05/2020 & DEMOBILISATION		11,870.65	
EFT11799	19/06/2020	Australian Taxation Office (ATO)	BAS RETURN MAY 2020	1		8,117.00
INV BAS MA	19/06/2020	Australian Taxation Office (ATO)	BAS RETURN MAY 2020		8,117.00	
EFT11800	19/06/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB - W/E 07/06/2020	1		1,584.00
INV 2030	08/06/2020	Bob Waddell			1,584.00	
EFT11801	19/06/2020	City of Albany	BUILDING SERVICE JUNE 2020 - BUILDING SURVEYING 02/06/2020 3 X SITE	1		1,023.88
INV 88948	04/06/2020	City of Albany	BUILDING SERVICE JUNE 2020 - BUILDING SURVEYING 02/06/2020 3 X SITE		1,023.88	
EFT11802	19/06/2020	Cleanaway Pty Ltd	COLLECTIONS FOR MAY 2020	1		19,575.16
INV 2158157531	05/2020	Cleanaway Pty Ltd	COLLECTIONS FOR MAY 2020		19,575.16	
EFT11803	19/06/2020	Cocanarup Bush Fire Brigade	REIMBURSEMENT FOR POST OFFICE BOX RENEWAL	1		64.00
INV REIMBU	12/06/2020	Cocanarup Bush Fire Brigade	REIMBURSEMENT FOR POST OFFICE BOX RENEWAL		64.00	
EFT11804	19/06/2020	Community Spirit Newspaper Inc	2 X FULL PAGE COLOUR ADVERTISING - CLOSE OF ENROLLMENT AND RECYCLING	1		540.00
INV 23650	04/06/2020	Community Spirit Newspaper Inc	FULL PAGE COLOUR ADVERT - SHIRE COVID-19 UPDATE #7		180.00	
INV 23653	04/06/2020	Community Spirit Newspaper Inc	2 X FULL PAGE COLOUR ADVERTISING - CLOSE OF ENROLLMENT AND RECYCLING		360.00	
EFT11805	19/06/2020	Deltone Solutions Pty Ltd	4 X LASERJET CARTRIDGES - WORKS SUPERVISOR - DEPOT	1		1,325.00
INV DTS -38708	06/2020	Deltone Solutions Pty Ltd	4 X LASERJET CARTRIDGES - WORKS SUPERVISOR - DEPOT		1,325.00	
EFT11807	19/06/2020	Digga West	2 X AUGERWITH 65MM ROUND DRIVE HUB	1		1,419.00
INV 53371	08/06/2020	Digga West	2 X AUGERWITH 65MM ROUND DRIVE HUB		1,419.00	

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EFT11808	19/06/2020	Fitz Gerald Strategies	EBA NEGOTIATION FOR ALL STAFF AT SHIRE OF RAVENSHORPE - 19/05/2020 - 27/05/2020	1		2,505.09
INV 2061	03/06/2020	Fitz Gerald Strategies	EBA NEGOTIATION FOR ALL STAFF AT SHIRE OF RAVENSHORPE - 19/05/2020 - 27/05/2020		2,505.09	
EFT11809	19/06/2020	Gourmet Grazers	CATERING 02/06/2020 & 05/06/2020	1		395.00
INV 4	04/06/2020	Gourmet Grazers	CATERING 02/06/2020 & 05/06/2020		395.00	
EFT11810	19/06/2020	Hallams Cartage Contractors	HIRE OF SEMI SIDE TIPPER FOR CARTING LIMESTONE TO SOUTHERN OCEAN ROAD	1		14,701.50
INV 3186	25/05/2020	Hallams Cartage Contractors	HIRE OF SEMI SIDE TIPPER FOR CARTING LIMESTONE TO SOUTHERN OCEAN ROAD		12,102.75	
INV 3191	03/06/2020	Hallams Cartage Contractors	HIRE OF SEMI SIDE TIPPER FOR CARTING LIMESTONE TO SOUTHERN OCEAN ROAD		2,598.75	
EFT11811	19/06/2020	Hopetoun Men In Sheds Incorporated	WEEKEND RELIEF MANNING OF THE HOPETOUN TRANSFER STATION AUGUST - MAY 2020	1		1,000.00
INV 285	31/05/2020	Hopetoun Men In Sheds Incorporated	WEEKEND RELIEF MANNING OF THE HOPETOUN TRANSFER STATION AUGUST - MAY 2020		1,000.00	
EFT11812	19/06/2020	Hopetoun Painting Service	SUPPLY OF PAINT & LABOUR TO PREPARE & PAINT AT THE RAVENSTHORPE TOWN HALL	1		3,630.00
INV 1177	05/06/2020	Hopetoun Painting Service	SUPPLY OF PAINT & LABOUR TO PREPARE & PAINT AT THE RAVENSTHORPE TOWN HALL		3,630.00	
EFT11813	19/06/2020	Hopetoun Plumbing and Gas	INSPECT AND RECTIFY BLOCKED TOILET AT HOPETOUN DOCTORS SURGERY	1		1,446.50
INV 2441	03/06/2020	Hopetoun Plumbing and Gas	INSPECT AND RECTIFY BLOCKED TOILET AT HOPETOUN DOCTORS SURGERY		638.00	
INV 2444	03/06/2020	Hopetoun Plumbing and Gas	PUMP OUT GREASE TRAP AT HOPETOUN SENIORS AS PER LICENSE		544.50	
INV 2442	03/06/2020	Hopetoun Plumbing and Gas	REPLACE TOILET SEAT AND BOLT SET ON MALE TOILETS AT FORESHORE		148.50	
INV 2443	03/06/2020	Hopetoun Plumbing and Gas	INSPECT BLOCKED TOILET AT THE HOPETOUN CRC		115.50	
EFT11814	19/06/2020	Hopetoun Refridgeration & Airconditioning	INSPECT AND RECTIFY WATER LEAK IN SHIRE OFFICE SPLIT SYSTEM AICONDITIONER	1		85.00
INV 295	08/06/2020	Hopetoun Refridgeration & Airconditioning	INSPECT AND RECTIFY WATER LEAK IN SHIRE OFFICE SPLIT SYSTEM AICONDITIONER		85.00	

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EFT11815	19/06/2020	James Robert Hinch	REPAIRS TO GRADER ELECTRICAL HARNESS - RA3508	1		305.00
INV 0107	08/06/2020	James Robert Hinch	REPAIRS TO GRADER ELECTRICAL HARNESS - RA3508		305.00	
EFT11816	19/06/2020	Jerramungup Electrical	SERVICE AIRCONDITIONERS AT LITTLE BARRENS & REPLACE BROKEN UNIT	1		1,837.99
INV 1434	29/05/2020	Jerramungup Electrical	SERVICE AIRCONDITIONERS AT LITTLE BARRENS & REPLACE BROKEN UNIT		1,837.99	
EFT11817	19/06/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 06/06/2020	1		2,586.67
INV 421998	09/06/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 06/06/2020		2,586.67	
EFT11818	19/06/2020	Madden Rural	GUTTER & STOP ENDS & STRAP CLIPS	1		566.64
INV 9544	21/05/2020	Madden Rural	GUTTER & STOP ENDS & STRAP CLIPS		566.64	
EFT11819	19/06/2020	Meghan Symonds	REIMBURSEMENT FOR DOT TRAINING EXPENSES 26/05/2020 - 31/05/2020	1		436.30
INV REIMBU11	11/06/2020	Meghan Symonds	REIMBURSEMENT FOR DOT TRAINING EXPENSES 26/05/2020 - 31/05/2020		436.30	
EFT11820	19/06/2020	Meridian Agencies (Weistermann Family Trust)	VARIOUS STATIONARY FOR OFFICE	1		587.85
INV 663	03/06/2020	Meridian Agencies (Weistermann Family Trust)	DESKTOP COPY HOLDERS, RUBBER BANDS & PACKAGING TAPE		139.47	
INV 664	03/06/2020	Meridian Agencies (Weistermann Family Trust)	VARIOUS STATIONARY FOR OFFICE		448.38	
EFT11821	19/06/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS 21/05/2020 - 28/05/2020	1		170.00
INV 25654	29/05/2020	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS 21/05/2020 - 28/05/2020		170.00	
EFT11822	19/06/2020	R And R Heavy Diesel Services	REPAIRS TO CLUTCH AND FLYWHEEL - RA3712	1		8,600.07
INV 4176	05/06/2020	R And R Heavy Diesel Services	CARRY OUT 180,000KM SERVICE INCLUDING PARTS AND LABOUR - RA3579		1,679.37	
INV 4174	05/06/2020	R And R Heavy Diesel Services	TRAVEL TO SITE AND REPLACE REAR AIR BAG RIDE HEIGHT VALVE - RA 3188		728.97	
INV 4175	05/06/2020	R And R Heavy Diesel Services	TRAVE TO WEST RIVER AND CARRY OUT 250HR SERVICE - RA3762		416.08	

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INV 4183	10/06/2020	R And R Heavy Diesel Services	REPAIRS TO CLUTCH AND FLYWHEEL - RA3712		5,262.93	
INV 4184	10/06/2020	R And R Heavy Diesel Services	40,000 KM SERVICE FOR RA 106		512.72	
EFT11823	19/06/2020	T-Quip	TOP110-6674 BAG-CATCHER & TOP114439 RIVET-BLIND	1		222.50
INV 92216#1201/05/2020		T-Quip	TOP110-6674 BAG-CATCHER & TOP114439 RIVET-BLIND		222.50	
EFT11824	19/06/2020	Toll Transport Pty Ltd	FREIGHT CHARGES - JASON SIGNS	1		78.22
INV 0449-S30/07/06/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - JASON SIGNS		78.22	
EFT11825	19/06/2020	Traffic force	TRAFFIC CONTROL FOR SHOULDER RENOURISHMENT WORKS - 07/06/2020	1		1,396.52
INV 20373	07/06/2020	Traffic force	TRAFFIC CONTROL FOR SHOULDER RENOURISHMENT WORKS - 07/06/2020		1,396.52	
EFT11826	19/06/2020	Veno's Dingo Services	FIRE BREAK COMPLIANCE WORKS - HOPETOUN	1		880.00
INV 108	04/06/2020	Veno's Dingo Services	FIRE BREAK COMPLIANCE WORKS - HOPETOUN		880.00	
EFT11827	19/06/2020	WALGA	WAGLA E-LEARNING TRAINING - K DUNLOP - SERVING ON COUNCIL	1		3,510.00
INV I3082423 29/05/2020		WALGA	WAGLA E-LEARNING TRAINING - K DUNLOP - SERVING ON COUNCIL		195.00	
INV I3082435 29/05/2020		WALGA	WAGLA E-LEARNING TRAINING - M MUDIE - SERVING ON COUNCIL		195.00	
INV I3082429 29/05/2020		WALGA	WAGLA E-LEARNING TRAINING - I GOLDFINCH - SERVING ON COUNCIL		195.00	
INV I3082421 29/05/2020		WALGA	WAGLA E-LEARNING TRAINING - K DUNLOP - UNDERSTANDING LOCAL GOVERNMENT		195.00	
INV I3082430 29/05/2020		WALGA	WAGLA E-LEARNING TRAINING - T MAJOR - UNDERSTANDING LOCAL GOVERNMENT		195.00	
INV I3082424 29/05/2020		WALGA	WAGLA E-LEARNING TRAINING - J BELLI - UNDERSTANDING LOCAL GOVERNMENT		195.00	
INV I3082436 29/05/2020		WALGA	WAGLA E-LEARNING TRAINING - G RICHARDSON - UNDERSTANDING LOCAL GOVERNMENT		195.00	
INV I3082432 29/05/2020		WALGA	WAGLA E-LEARNING TRAINING - M MUDIE - UNDERSTANDING LOCAL GOVERNMENT		195.00	

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INV I3082427	29/05/2020	WALGA	WAGLA E-LEARNING TRAINING - I GOLDFINCH - UNDERSTANDING LOCAL GOVERNMENT		195.00	
INV I3082434	29/05/2020	WALGA	WAGLA E-LEARNING TRAINING - M MUDIE - MEETING PROCEDURES		195.00	
INV I3082425	29/05/2020	WALGA	WAGLA E-LEARNING TRAINING - J BELLI - CONFLICTS OF INTEREST		195.00	
INV I3082437	29/05/2020	WALGA	WAGLA E-LEARNING TRAINING - G RICHARDSON - CONFLICTS OF INTEREST		195.00	
INV I3082428	29/05/2020	WALGA	WAGLA E-LEARNING TRAINING - I GOLDFINCH - CONFLICTS OF INTEREST		195.00	
INV I3082433	29/05/2020	WALGA	WAGLA E-LEARNING TRAINING - M MUDIE - CONFLICTS OF INTEREST		195.00	
INV I3082431	29/05/2020	WALGA	WAGLA E-LEARNING TRAINING - T MAJOR - CONFLICTS OF INTEREST		195.00	
INV I3082422	29/05/2020	WALGA	WAGLA E-LEARNING TRAINING - K DUNLOP - CONFLICTS OF INTEREST		195.00	
INV I3082426	29/05/2020	WALGA	WAGLA E-LEARNING TRAINING - J BELLI - SERVING ON COUNCIL		195.00	
INV I3082438	29/05/2020	WALGA	WAGLA E-LEARNING TRAINING - G RICHARDSON - SERVING ON COUNCIL		195.00	
EFT11828	19/06/2020	WSP Opus Australia Pty Ltd	AGRN 743 WANDRRA ASSISTANCE 01/02/2020 - 18/05/2020	1		63,568.29
INV 64062053	21/05/2020	WSP Opus Australia Pty Ltd	AGRN 743 WANDRRA ASSISTANCE 01/02/2020 - 18/05/2020		63,568.29	
EFT11829	19/06/2020	Department of Water and Environment Regulation	ANNUAL LICENSE FEE HOPETOUN WASTE SITE TRANSFER STATION	1		324.71
INV W-L8150	10/06/2020	Department of Water and Environment Regulation	ANNUAL LICENSE FEE HOPETOUN WASTE SITE TRANSFER STATION		324.71	
EFT11830	25/06/2020	4 Rivers Plumbing Gas & Civil Contracting	REPAIR LEAKING SHOWER TAPS AND BASIN TAPS AT 93 SPENCE ST	1		255.20
INV 5417	16/06/2020	4 Rivers Plumbing Gas & Civil Contracting	REPAIR LEAKING SHOWER TAPS AND BASIN TAPS AT 93 SPENCE ST		255.20	
EFT11831	25/06/2020	BCP Contractors Pty Ltd	WANDRRA AGRN 743: CONTRACT 04/2018 HAMERSLEY DRIVE - RETENTION RELEASE	1		161,978.52
INV 1276-009	22/06/2020	BCP Contractors Pty Ltd	WANDRRA AGRN 743: CONTRACT 04/2018 HAMERSLEY DRIVE - RETENTION RELEASE		161,978.52	

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EFT11832	25/06/2020	BP Australia Pty Ltd	BP FUEL CARDS - MAY 2020	1		3,957.76
INV 1108615231	05/2020	BP Australia Pty Ltd	BP FUEL CARDS - MAY 2020		3,957.76	
EFT11833	25/06/2020	Best Office Systems	PRINTING AND PHOTOCOPIES JUNE 2020	1		1,636.32
INV 572888	04/06/2020	Best Office Systems	HOPETOUN OFFICE - PRINTING READINGS - MAY 2020		49.00	
INV 573189	16/06/2020	Best Office Systems	PRINTING AND PHOTOCOPIES JUNE 2020		1,587.32	
EFT11834	25/06/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - W/E 14/06/2020	1		1,881.00
INV 2034	15/06/2020	Bob Waddell	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - W/E 14/06/2020		1,881.00	
EFT11835	25/06/2020	Caltex Energy WA	DIESEL 10,000L	1		10,780.00
INV SI410096	10/06/2020	Caltex Energy WA	DIESEL 10,000L		10,780.00	
EFT11836	25/06/2020	Digga West	1 X 150MM DIAMETER A4TL-06-2-MFT AUGER, 65MM ROUND HUB	1		566.50
INV 53417	12/06/2020	Digga West	1 X 150MM DIAMETER A4TL-06-2-MFT AUGER, 65MM ROUND HUB		566.50	
EFT11837	25/06/2020	Echelon Promotions	EXECUTIVE OFFICER SUPPORT SERVICES MARCH TO APRIL 2020	1		4,840.00
INV 0619-20	19/06/2020	Echelon Promotions	EXECUTIVE OFFICER SUPPORT SERVICES MARCH TO APRIL 2020		4,840.00	
EFT11838	25/06/2020	Esperance Farm Trees (Bandy Creek Holdings Pty Ltd)	LABOUR AND SUPPLY OF ADDITIONAL PLANTS FOR STREETScape STAGE 3 MORGANS STREET	1		2,805.55
INV 847	17/06/2020	Esperance Farm Trees (Bandy Creek Holdings Pty Ltd)	LABOUR AND SUPPLY OF ADDITIONAL PLANTS FOR STREETScape STAGE 3 MORGANS STREET		2,805.55	
EFT11839	25/06/2020	Esperance Motor Group trading as Esperance Toyota	REPAIRS TO ELECTRIC WINDOW HILUX SR5 - RA025	1		211.20
INV JC14031	11/2020	Esperance Motor Group trading as Esperance Toyota	REPAIRS TO ELECTRIC WINDOW HILUX SR5 - RA025		211.20	
EFT11840	25/06/2020	FE Daw and Sons	SPONGES AND DISHWASH LIQUID FOR CUB HOUSE	1		20.69
INV M225	03/06/2020	FE Daw and Sons	SPONGES AND DISHWASH LIQUID FOR CUB HOUSE		20.69	



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EFT11841	25/06/2020	Farmanco	BOND REFUND	1		100.00
INV T654	23/06/2020	Farmanco	BOND REFUND	1	100.00	
EFT11842	25/06/2020	Grants Empire	DEVELOP W.A.B.N. GRANT EOI & CONNECTIVITY MAP - PAYMENT 1 OF 2	1		396.00
INV 1885	15/06/2020	Grants Empire	DEVELOP W.A.B.N. GRANT EOI & CONNECTIVITY MAP - PAYMENT 1 OF 2		396.00	
EFT11843	25/06/2020	Guardian Print & Graphics	STAFF NAME BADGE, COUNCILLOR NAME BADGE & BUSINESS CARDS	1		205.00
INV 8227	12/06/2020	Guardian Print & Graphics	STAFF NAME BADGE, COUNCILLOR NAME BADGE & BUSINESS CARDS		205.00	
EFT11844	25/06/2020	Hallams Cartage Contractors	HIRE SEMI TRAILOR TO REFILL AIRPORT WATER TANK - 8,000L	1		495.00
INV 3202	15/06/2020	Hallams Cartage Contractors	HIRE SEMI TRAILOR TO REFILL AIRPORT WATER TANK - 8,000L		495.00	
EFT11845	25/06/2020	Heritage Tanks Australia Pty Ltd	HGT250 PALE EUCALYPT TANK - AS PER QUOTE Q-049318	1		18,495.00
INV SI-027334	15/06/2020	Heritage Tanks Australia Pty Ltd	HGT250 PALE EUCALYPT TANK - AS PER QUOTE Q-049318		18,495.00	
EFT11846	25/06/2020	Hopetoun Plumbing and Gas	INSPECT AND FIX LEAK IN THE COPPER PIPE FEEDING THE HOPETOUN OVALS	1		139.15
INV 2476	15/06/2020	Hopetoun Plumbing and Gas	INSPECT AND FIX LEAK IN THE COPPER PIPE FEEDING THE HOPETOUN OVALS		139.15	
EFT11847	25/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4779	1		35,541.00
INV 215	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4670		165.00	
INV 214	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4649		198.00	
INV 213	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4647		803.00	
INV 212	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4646		1,507.00	
INV 211	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4645		22.00	

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INV 210	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4644		594.00	
INV 0209	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4643		2,464.00	
INV 0208	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4642		687.50	
INV 0207	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4641		66.00	
INV 0206	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4640		11.00	
INV 0205	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4639		77.00	
INV 0204	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4638		22.00	
INV 0203	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4637		462.00	
INV 0202	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4636		220.00	
INV 0201	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4635		374.00	
INV 0200	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4634		16.50	
INV 0199	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4633		33.00	
INV 0198	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4631		1,050.50	
INV 0197	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4630		357.50	
INV 220	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4778		33.00	
INV 219	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4707		154.00	
INV 218	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4706		88.00	
INV 217	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4685		561.00	

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INV 216	10/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4672		44.00	
INV 222	12/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 2504		5,005.00	
INV 221	12/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 5142		506.00	
INV 227	22/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT ID # 5268		2,200.00	
INV 226	22/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT PLAN # 4779		17,820.00	
EFT11848	25/06/2020	It Vision Australia Pty Ltd	TRAVEL & MEAL REIMBURSEMENT FOR IMPLEMENTATION OF NEW SYNERGY MODULES	1		912.24
INV 33495	15/06/2020	It Vision Australia Pty Ltd	TRAVEL & MEAL REIMBURSEMENT FOR IMPLEMENTATION OF NEW SYNERGY MODULES		912.24	
EFT11849	25/06/2020	James Robert Hinch	SUPPLY, FIT AND WIRE UHF AND RADIO - RA285	1		1,920.00
INV 110	12/06/2020	James Robert Hinch	SUPPLY, FIT AND WIRE UHF		930.00	
INV 111	19/06/2020	James Robert Hinch	SUPPLY, FIT AND WIRE UHF AND RADIO - RA285		990.00	
EFT11850	25/06/2020	Jerrabung Electrical	INSTALLATION OF DATA POINTS AT HOPETOUN COMMUNITY CENTRE	1		1,262.51
INV 1458	15/06/2020	Jerrabung Electrical	INSTALLATION OF DATA POINTS AT HOPETOUN COMMUNITY CENTRE		1,262.51	
EFT11851	25/06/2020	Kindyhub Pty Ltd	KINDYHUB APP - MONTHLY SUBSCRIPTION - JUNE 2020	1		16.50
INV INV-KH113/06/2020		Kindyhub Pty Ltd	KINDYHUB APP - MONTHLY SUBSCRIPTION - JUNE 2020		16.50	
EFT11852	25/06/2020	Kleenheat Gas Pty Ltd (wesfarmers)	FACILITY FEES FEES - HOPETOUN COMMUNITY CENTRE	1		39.60
INV 4294754	01/06/2020	Kleenheat Gas Pty Ltd (wesfarmers)	FACILITY FEES FEES - HOPETOUN COMMUNITY CENTRE		39.60	
EFT11853	25/06/2020	Komatsu Australia PTY LTD	EDGE 417-815-1220 & EDGE 417-815-3210	1		1,868.18
INV 1897435	06/06/2020	Komatsu Australia PTY LTD	EDGE 417-815-1220 & EDGE 417-815-3210		1,037.72	
INV 1899168	08/06/2020	Komatsu Australia PTY LTD	VARIOUS PARTS		830.46	

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EFT11854	25/06/2020	LGIS Risk Management	REGIONAL RISK COORDINATOR PROGRAM 19/20 - 2ND INSTALMENT	1		4,635.40
INV 156-0205	08/06/2020	LGIS Risk Management	REGIONAL RISK COORDINATOR PROGRAM 19/20 - 2ND INSTALMENT		4,635.40	
EFT11855	25/06/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 13/06/2020	1		2,927.97
INV 422024	16/06/2020	Lo-Go Appointments	PROFESSIONAL SERVICES - MARK RIDGWELL - W/E 13/06/2020		2,927.97	
EFT11856	25/06/2020	Lynnette June White	Rates refund for assessment A1546 173 BANKSIA ROAD HOPETOUN 6348	1		1,108.00
INV A1546	19/06/2020	Lynnette June White	Rates refund for assessment A1546 173 BANKSIA ROAD HOPETOUN 6348		1,108.00	
EFT11857	25/06/2020	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT - JUNE 2020	1		110.00
INV 051579	01/06/2020	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT - JUNE 2020		110.00	
EFT11858	25/06/2020	Natasha Fishlock	REIMBURSEMENT FOR CERT III EARLY CHILDHOOD EDUCATION FEES (SOUTH REGIONAL TAFE)	1		406.25
INV REIMBU	22/05/2020	Natasha Fishlock	REIMBURSEMENT FOR CERT III EARLY CHILDHOOD EDUCATION FEES (SOUTH REGIONAL TAFE)		406.25	
EFT11859	25/06/2020	R And R Heavy Diesel Services	DAF FTT CF 85-460 6 X 4 PRIME MOVER SERVICE - RA3582	1		2,887.40
INV 4203	15/06/2020	R And R Heavy Diesel Services			2,507.95	
INV 4205	17/06/2020	R And R Heavy Diesel Services	ATTEND BREAK DOWN IN HOPETOUN, BLEED AIR OUT OF FULE SYSTEM AND REPLACE AIR SUZI COIL - RA3188		379.45	
EFT11860	25/06/2020	Ravensthorpe Agricultural Initiative Network Inc	PRELIMINARIES FOR CONTRACT/PROJECT MANAGEMENT & WATER TESTER	1		7,849.07
INV 100620R	10/06/2020	Ravensthorpe Agricultural Initiative Network Inc	PRELIMINARIES FOR CONTRACT/PROJECT MANAGEMENT & WATER TESTER		7,849.07	
EFT11861	25/06/2020	Ravensthorpe Mechanical Services	TYRE REPAIR 14 - 17"	1		32.50
INV 36941	10/06/2020	Ravensthorpe Mechanical Services	TYRE REPAIR 14 - 17"		32.50	
EFT11862	25/06/2020	Ravensthorpe Roadhouse Bp	16,061.94L DIESEL - MAY 2020	1		22,631.35

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INV 0699	31/05/2020	Ravensthorpe Roadhouse Bp	16,061.94L DIESEL - MAY 2020		22,631.35	
EFT11863	25/06/2020	Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE PETTY CASH REIMBURSEMENT - JUNE 2020	1		754.80
INV RAVY JU23/06/2020		Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE PETTY CASH REIMBURSEMENT - JUNE 2020		754.80	
EFT11864	25/06/2020	Sunny Industrial Brushware	11101 TRACTOR BROOM 2PCE - 915MM LONG X 1 1/4"	1		808.72
INV 21870	04/06/2020	Sunny Industrial Brushware	11101 TRACTOR BROOM 2PCE - 915MM LONG X 1 1/4"		808.72	
EFT11865	25/06/2020	WINC Australia Pty Ltd	VARIOUS HYGENE MATERIALS - LITTLE BARRENS - NET48642432	1		596.90
INV 9032745005/06/2020		WINC Australia Pty Ltd	VARIOUS MATERIALS FOR THE CUB HOUSE - NET48629753		9.12	
INV 9032744605/06/2020		WINC Australia Pty Ltd	VARIOUS MATERIALS FOR THE CUB HOUSE - NET48629753		22.41	
INV 9032743405/06/2020		WINC Australia Pty Ltd	VARIOUS MATERIALS FOR THE CUB HOUSE - NET48629753		51.99	
INV 9032768509/06/2020		WINC Australia Pty Ltd	VARIOUS HYGENE MATERIALS - LITTLE BARRENS - NET48642432		9.12	
INV 9032764809/06/2020		WINC Australia Pty Ltd	VARIOUS HYGENE MATERIALS - LITTLE BARRENS - NET48642432		462.38	
INV 9032760809/06/2020		WINC Australia Pty Ltd	VARIOUS HYGENE MATERIALS - LITTLE BARRENS - NET48642432		10.82	
INV 9032766709/06/2020		WINC Australia Pty Ltd	VARIOUS CONSUMABLES - LITTLE BARRENS CHILDCARE NET48236070		31.06	
EFT11866	30/06/2020	Hallams Cartage Contractors	HIRE OF SIDE TIPPER FOR CARTING OF MATERIAL TO SOUTHERN OCEAN ROAD	1		11,657.25
INV 3207	17/06/2020	Hallams Cartage Contractors	HIRE OF SIDE TIPPER FOR CARTING OF MATERIAL TO SOUTHERN OCEAN ROAD		9,281.25	
INV 3214	26/06/2020	Hallams Cartage Contractors	HIRE OF SIDE TIPPER FOR CARTING OF MATERIAL TO SOUTHERN OCEAN ROAD		2,376.00	
EFT11867	30/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 2374	1		21,396.10
INV 0228	23/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4704		495.00	

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INV 0229	23/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4705		308.00	
INV 0230	23/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 5267		1,100.00	
INV 0237	26/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4695		28.60	
INV 0238	26/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4700		858.00	
INV 0239	26/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4701		517.00	
INV 0240	26/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4703		132.00	
INV 0231	26/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4667		198.00	
INV 0232	26/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4679		99.00	
INV 0233	26/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4681		99.00	
INV 0234	26/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4692		308.00	
INV 0235	26/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4693		1,424.50	
INV 0236	26/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4694		220.00	
INV 0241	28/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4773		495.00	
INV 0242	28/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4777		1,980.00	
INV 0243	28/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 5269		4,730.00	
INV 0244	28/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 2374		6,259.00	
INV 0245	28/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 5139		1,100.00	
INV 0247	29/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4699		308.00	

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INV 0246	29/06/2020	Indiji Flora	BUSHFIRES MITIGATION ACTIVITIES FUND (MAF) 2019/20 PROGRAM - TREATMENT # 4698		737.00	
EFT11868	30/06/2020	Ravensthorpe Bulk Haulage	HIRE OF SEMI SIDE TIPPER FOR CARTING OF MATERIAL TO SOUTHERN OCEAN ROAD	1		10,543.50
INV 2094	28/06/2020	Ravensthorpe Bulk Haulage	HIRE OF SEMI SIDE TIPPER FOR CARTING OF MATERIAL TO SOUTHERN OCEAN ROAD		10,543.50	
EFT11869	30/06/2020	Traffic force	TRAFFIC CONTROL FOR SHOULDER RENOURISHMENT WORKS 08/06/2020 - 13/06/2020	1		25,438.19
INV 20421	14/06/2020	Traffic force	TRAFFIC CONTROL FOR SHOULDER RENOURISHMENT WORKS 08/06/2020 - 13/06/2020		13,267.78	
INV 20553	21/06/2020	Traffic force	TRAFFIC CONTROL FOR SHOULDER RENOURISHMENT WORKS 15/06/2020 - 20/06/2020		12,170.41	
EFT11870	30/06/2020	WSP Opus Australia Pty Ltd	AGRN 743 WANDRRA ASSISTANCE 11/05/2020 - 30/06/2020	1		33,553.22
INV 6406565430/06/2020		WSP Opus Australia Pty Ltd	AGRN 743 WANDRRA ASSISTANCE 11/05/2020 - 30/06/2020		33,553.22	
DD5302.1	01/06/2020	WA Local Government Super Plan	Payroll deductions	1		10,213.88
INV SUPER	01/06/2020	WA Local Government Super Plan	Superannuation contributions	1	8,008.09	
INV DEDUCT01/06/2020		WA Local Government Super Plan	Payroll deductions	1	210.00	
INV DEDUCT01/06/2020		WA Local Government Super Plan	Payroll deductions	1	173.69	
INV DEDUCT01/06/2020		WA Local Government Super Plan	Payroll deductions	1	1,125.89	
INV DEDUCT01/06/2020		WA Local Government Super Plan	Payroll deductions	1	81.47	
INV DEDUCT01/06/2020		WA Local Government Super Plan	Payroll deductions	1	217.55	
INV DEDUCT01/06/2020		WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT01/06/2020		WA Local Government Super Plan	Payroll deductions	1	292.31	
INV DEDUCT01/06/2020		WA Local Government Super Plan	Payroll deductions	1	31.80	
DD5302.2	01/06/2020	BT Super	Superannuation contributions	1		471.57
INV SUPER	01/06/2020	BT Super	Superannuation contributions	1	471.57	
DD5302.3	01/06/2020	Rest Superannuation	Superannuation contributions	1		589.49

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INV SUPER	01/06/2020	Rest Superannuation	Superannuation contributions	1	589.49	
DD5302.4	01/06/2020	BUSSQ	Payroll deductions	1		340.32
INV SUPER	01/06/2020	BUSSQ	Superannuation contributions	1	253.06	
INV DEDUCT01/06/2020	01/06/2020	BUSSQ	Payroll deductions	1	87.26	
DD5302.5	01/06/2020	ANZ Smart Choice Super	Superannuation contributions	1		180.50
INV SUPER	01/06/2020	ANZ Smart Choice Super	Superannuation contributions	1	180.50	
DD5302.6	01/06/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		571.16
INV SUPER	01/06/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	486.54	
INV DEDUCT01/06/2020	01/06/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	84.62	
DD5302.7	01/06/2020	GuildSuper	Superannuation contributions	1		180.50
INV SUPER	01/06/2020	GuildSuper	Superannuation contributions	1	180.50	
DD5302.8	01/06/2020	Australian Super Pty Ltd	Superannuation contributions	1		245.48
INV SUPER	01/06/2020	Australian Super Pty Ltd	Superannuation contributions	1	245.48	
DD5302.9	01/06/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		2,513.05
INV SUPER	01/06/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,122.08	
INV DEDUCT01/06/2020	01/06/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	50.00	
INV DEDUCT01/06/2020	01/06/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	340.97	
DD5312.1	01/06/2020	WA Local Government Super Plan	Superannuation contributions	1		50.61
INV SUPER	15/06/2020	WA Local Government Super Plan	Superannuation contributions	1	50.61	
DD5340.1	15/06/2020	WA Local Government Super Plan	Payroll deductions	1		10,272.39
INV SUPER	15/06/2020	WA Local Government Super Plan	Superannuation contributions	1	8,113.93	
INV DEDUCT15/06/2020	15/06/2020	WA Local Government Super Plan	Payroll deductions	1	210.00	



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INV DEDUCT15/06/2020		WA Local Government Super Plan	Payroll deductions	1	169.74	
INV DEDUCT15/06/2020		WA Local Government Super Plan	Payroll deductions	1	1,104.15	
INV DEDUCT15/06/2020		WA Local Government Super Plan	Payroll deductions	1	62.06	
INV DEDUCT15/06/2020		WA Local Government Super Plan	Payroll deductions	1	215.32	
INV DEDUCT15/06/2020		WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT15/06/2020		WA Local Government Super Plan	Payroll deductions	1	292.31	
INV DEDUCT15/06/2020		WA Local Government Super Plan	Payroll deductions	1	31.80	
DD5340.2	15/06/2020	BT Super	Superannuation contributions	1		481.38
INV SUPER	15/06/2020	BT Super	Superannuation contributions	1	481.38	
DD5340.3	15/06/2020	Rest Superannuation	Superannuation contributions	1		678.25
INV SUPER	15/06/2020	Rest Superannuation	Superannuation contributions	1	678.25	
DD5340.4	15/06/2020	BUSSQ	Payroll deductions	1		375.02
INV SUPER	15/06/2020	BUSSQ	Superannuation contributions	1	278.86	
INV DEDUCT15/06/2020		BUSSQ	Payroll deductions	1	96.16	
DD5340.5	15/06/2020	ANZ Smart Choice Super	Superannuation contributions	1		180.50
INV SUPER	15/06/2020	ANZ Smart Choice Super	Superannuation contributions	1	180.50	
DD5340.6	15/06/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		571.16
INV SUPER	15/06/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	486.54	
INV DEDUCT15/06/2020		The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	84.62	
DD5340.7	15/06/2020	GuildSuper	Superannuation contributions	1		180.50
INV SUPER	15/06/2020	GuildSuper	Superannuation contributions	1	180.50	
DD5340.8	15/06/2020	Australian Super Pty Ltd	Superannuation contributions	1		245.48

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INV SUPER	15/06/2020	Australian Super Pty Ltd	Superannuation contributions	1	245.48	
DD5340.9	15/06/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		2,535.83
INV SUPER	15/06/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,142.28	
INV DEDUCT	15/06/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	50.00	
INV DEDUCT	15/06/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	343.55	
DD5346.1	29/06/2020	WA Local Government Super Plan	Payroll deductions	1		10,276.14
INV SUPER	29/06/2020	WA Local Government Super Plan	Superannuation contributions	1	8,114.70	
INV DEDUCT	29/06/2020	WA Local Government Super Plan	Payroll deductions	1	210.00	
INV DEDUCT	29/06/2020	WA Local Government Super Plan	Payroll deductions	1	171.48	
INV DEDUCT	29/06/2020	WA Local Government Super Plan	Payroll deductions	1	1,104.22	
INV DEDUCT	29/06/2020	WA Local Government Super Plan	Payroll deductions	1	55.13	
INV DEDUCT	29/06/2020	WA Local Government Super Plan	Payroll deductions	1	223.42	
INV DEDUCT	29/06/2020	WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT	29/06/2020	WA Local Government Super Plan	Payroll deductions	1	292.31	
INV DEDUCT	29/06/2020	WA Local Government Super Plan	Payroll deductions	1	31.80	
DD5346.2	29/06/2020	BT Super	Superannuation contributions	1		437.43
INV SUPER	29/06/2020	BT Super	Superannuation contributions	1	437.43	
DD5346.3	29/06/2020	Rest Superannuation	Superannuation contributions	1		479.41
INV SUPER	29/06/2020	Rest Superannuation	Superannuation contributions	1	479.41	
DD5346.4	29/06/2020	BUSSQ	Payroll deductions	1		417.30
INV SUPER	29/06/2020	BUSSQ	Superannuation contributions	1	310.30	
INV DEDUCT	29/06/2020	BUSSQ	Payroll deductions	1	107.00	
DD5346.5	29/06/2020	ANZ Smart Choice Super	Superannuation contributions	1		180.50

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INV SUPER	29/06/2020	ANZ Smart Choice Super	Superannuation contributions	1	180.50	
DD5346.6	29/06/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		571.16
INV SUPER	29/06/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	486.54	
INV DEDUCT	29/06/2020	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	84.62	
DD5346.7	29/06/2020	GuildSuper	Superannuation contributions	1		180.50
INV SUPER	29/06/2020	GuildSuper	Superannuation contributions	1	180.50	
DD5346.8	29/06/2020	Australian Super Pty Ltd	Superannuation contributions	1		229.81
INV SUPER	29/06/2020	Australian Super Pty Ltd	Superannuation contributions	1	229.81	
DD5346.9	29/06/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,230.89
INV SUPER	29/06/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,079.50	
INV DEDUCT	29/06/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	1,050.00	
INV DEDUCT	29/06/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	101.39	
DD5359.1	22/06/2020	BANKWEST Corporate Mastercard	MAY 2020 STATEMENT	1		11,675.17
INV MAY 2022	22/06/2020	BANKWEST Corporate Mastercard	MAY 2020 STATEMENT	1	11,675.17	
DD5362.1	30/06/2020	Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY - JUNE 2020	1		19,976.15
INV JUNE 2023	30/06/2020	Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY - JUNE 2020	1	19,976.15	
DD5362.2	30/06/2020	Synergy	PAYMENT BY AUTHORITY - JUNE 2020	1		8,755.13
INV JUNE 2023	30/06/2020	Synergy	PAYMENT BY AUTHORITY - JUNE 2020	1	8,755.13	
DD5362.3	30/06/2020	Water Corporation	PAYMENT BY AUTHORITY - JUNE 2020	1		2,894.21
INV JUNE 2023	30/06/2020	Water Corporation	PAYMENT BY AUTHORITY - JUNE 2020	1	2,894.21	
DD5362.4	15/06/2020	SG Fleet	LEASE RENTALS JUNE 2020	1		13,496.72
INV AUSG00215	15/06/2020	SG Fleet	LEASE RENTALS JUNE 2020	1	13,496.72	

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DD5362.5	01/06/2020	Westnet Pty Ltd	ACCOUNT PAYMENT BY AUTHORITY - JUNE 2020	1		191.91
INV JUNE 2020	01/06/2020	Westnet Pty Ltd	ACCOUNT PAYMENT BY AUTHORITY - JUNE 2020	1	191.91	
DD5362.6	16/06/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1		70.00
INV LODGEM	16/06/2020	Fines Enforcement Registry	LODGEMENT FEE FOR UNPAID INFRINGEMENT	1	70.00	
DD5302.10	01/06/2020	Colonial First State	Superannuation contributions	1		389.14
INV DEDUCT	01/06/2020	Colonial First State	Payroll deductions	1	57.65	
INV SUPER	01/06/2020	Colonial First State	Superannuation contributions	1	331.49	
DD5302.11	01/06/2020	MLC MasterKey Business Super	Superannuation contributions	1		555.53
INV DEDUCT	01/06/2020	MLC MasterKey Business Super	Payroll deductions	1	50.08	
INV SUPER	01/06/2020	MLC MasterKey Business Super	Superannuation contributions	1	505.45	
DD5302.12	01/06/2020	MLC Superannuation	Superannuation contributions	1		50.22
INV SUPER	01/06/2020	MLC Superannuation	Superannuation contributions	1	50.22	
DD5302.13	01/06/2020	AMP Super	Superannuation contributions	1		58.91
INV SUPER	01/06/2020	AMP Super	Superannuation contributions	1	58.91	
DD5302.14	01/06/2020	BT Super for Life	Superannuation contributions	1		393.58
INV SUPER	01/06/2020	BT Super for Life	Superannuation contributions	1	393.58	
DD5302.15	01/06/2020	Care Super Pty Ltd	Superannuation contributions	1		176.29
INV SUPER	01/06/2020	Care Super Pty Ltd	Superannuation contributions	1	176.29	
DD5302.16	01/06/2020	Hesta Superannuation	Superannuation contributions	1		123.20
INV SUPER	01/06/2020	Hesta Superannuation	Superannuation contributions	1	123.20	
DD5340.10	15/06/2020	Colonial First State	Superannuation contributions	1		389.14

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INV DEDUCT	15/06/2020	Colonial First State	Payroll deductions	1	57.65	
INV SUPER	15/06/2020	Colonial First State	Superannuation contributions	1	331.49	
DD5340.11	15/06/2020	MLC MasterKey Business Super	Superannuation contributions	1		602.04
INV DEDUCT	15/06/2020	MLC MasterKey Business Super	Payroll deductions	1	57.12	
INV SUPER	15/06/2020	MLC MasterKey Business Super	Superannuation contributions	1	544.92	
DD5340.12	15/06/2020	MLC Superannuation	Superannuation contributions	1		50.22
INV SUPER	15/06/2020	MLC Superannuation	Superannuation contributions	1	50.22	
DD5340.13	15/06/2020	AMP Super	Superannuation contributions	1		59.09
INV SUPER	15/06/2020	AMP Super	Superannuation contributions	1	59.09	
DD5340.14	15/06/2020	BT Super for Life	Superannuation contributions	1		198.05
INV SUPER	15/06/2020	BT Super for Life	Superannuation contributions	1	198.05	
DD5340.15	15/06/2020	Care Super Pty Ltd	Superannuation contributions	1		173.30
INV SUPER	15/06/2020	Care Super Pty Ltd	Superannuation contributions	1	173.30	
DD5340.16	15/06/2020	Hesta Superannuation	Superannuation contributions	1		115.92
INV SUPER	15/06/2020	Hesta Superannuation	Superannuation contributions	1	115.92	
DD5346.10	29/06/2020	Colonial First State	Superannuation contributions	1		389.14
INV DEDUCT	29/06/2020	Colonial First State	Payroll deductions	1	57.65	
INV SUPER	29/06/2020	Colonial First State	Superannuation contributions	1	331.49	
DD5346.11	29/06/2020	MLC MasterKey Business Super	Superannuation contributions	1		555.51
INV DEDUCT	29/06/2020	MLC MasterKey Business Super	Payroll deductions	1	49.10	
INV SUPER	29/06/2020	MLC MasterKey Business Super	Superannuation contributions	1	506.41	
DD5346.12	29/06/2020	MLC Superannuation	Superannuation contributions	1		50.22

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INV SUPER	29/06/2020	MLC Superannuation	Superannuation contributions	1	50.22	
DD5346.13	29/06/2020	AMP Super	Superannuation contributions	1		59.39
INV SUPER	29/06/2020	AMP Super	Superannuation contributions	1	59.39	
DD5346.14	29/06/2020	BT Super for Life	Superannuation contributions	1		194.01
INV SUPER	29/06/2020	BT Super for Life	Superannuation contributions	1	194.01	
DD5346.15	29/06/2020	Care Super Pty Ltd	Superannuation contributions	1		173.10
INV SUPER	29/06/2020	Care Super Pty Ltd	Superannuation contributions	1	173.10	
DD5346.16	29/06/2020	Hesta Superannuation	Superannuation contributions	1		112.77
INV SUPER	29/06/2020	Hesta Superannuation	Superannuation contributions	1	112.77	

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	Municipal Bank Account	<b>1,417,554.09</b>
<b>TOTAL</b>		<b>1,417,554.09</b>