



Agenda

Ordinary Meeting of
Council

Tuesday, 16 August 2022



NOTICE OF MEETING

Notice is hereby given that the

Shire of Ravensthorpe
Ordinary Council Meeting

will be held on
Tuesday, 16 August 2022
commencing at 6.00pm

Agenda Forum commencing at 5.00pm

NOTE CHANGE OF VENUE:
Munglinup Community Hall
Munglinup

Matthew Bird
Chief Executive Officer

Disclaimer

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations which have not yet been adopted by Council.

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

In particular and without derogating in any way from the broader 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 should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Ravensthorpe in respect of the application.

DISCLOSURE OF INTEREST FORM
(Elected Members/Committee Members/Employees/Contractors)

Local Government Act 1995 (Section 5.65, 5.70, 5.71 & 5.71(B))

To: Chief Executive Officer

Name _____

Elected Member Committee Member Employee Contractor

- Ordinary Council Meeting held on _____
- Special Council Meeting held on _____
- Committee Meeting held on _____
- Other _____

Report No _____

Report Title _____

Type of Interest (*see overleaf for further information)

Proximity Financial Impartiality

Nature of Interest

Extent of Interest (if intending to seek Council approval to be involved with debate and/or vote)

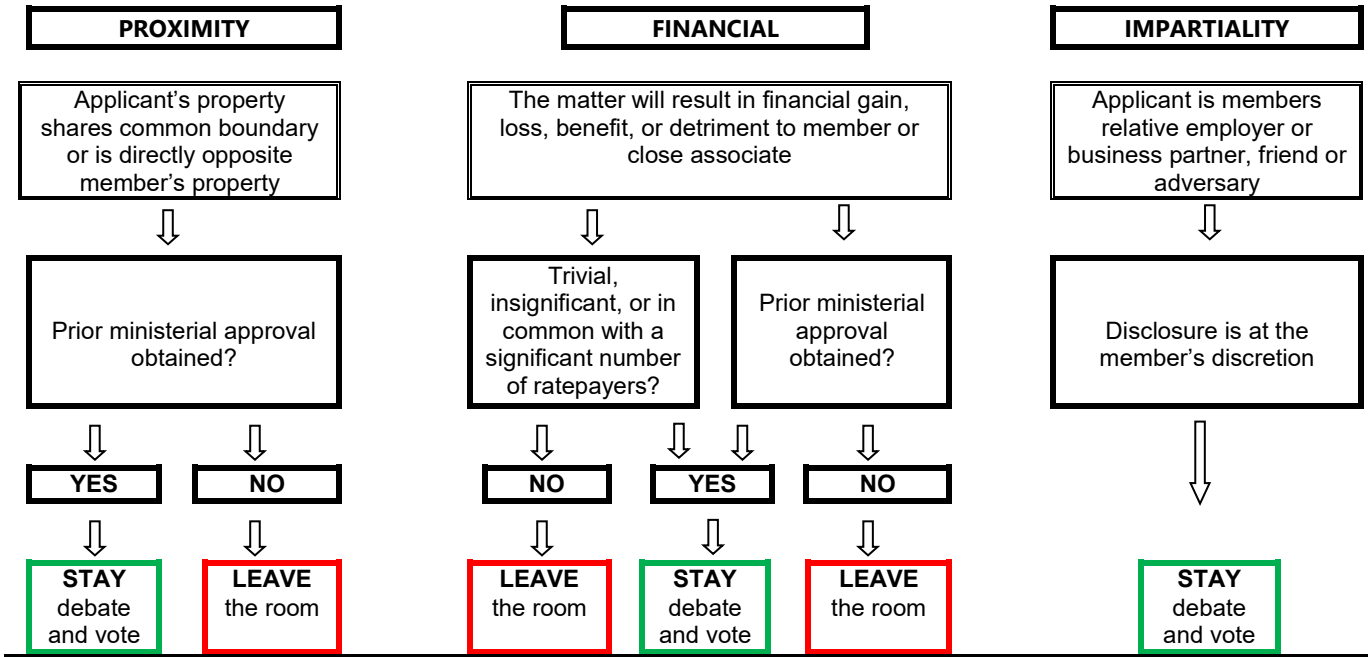
Signed: _____ Date: _____

- **Note 1** - Elected Members/ Committee Members/Employees refer to the Disclosure of Interest Declaration card when disclosure is being read out at Council or Committee Meeting.
- **Note 2**: For Ordinary meetings of the Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.
- **Note 3**: Employees or Contractors disclosing an interest in any matter apart from at meetings, where there is a conflict of interest including disclosures required by s5.71 are required to submit this form to the CEO as soon as practicable.

CEO: _____ Signed: _____ Date: _____

OFFICE USE ONLY	
<input type="checkbox"/> Particulars recorded in Minutes	<input type="checkbox"/> Particulars recorded in Register

* Declaring an Interest



Local Government Act 1995 – Extract

s.5.60A - Financial Interest

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.

s.5.60B – Proximity Interest

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; or
- (b) a proposed change to the zoning or use of land that adjoins the person's land; or
- (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

5.65 - Members' interests in matters to be discussed at meetings to be disclosed.

(1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the 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. (Penalties apply).
- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know:

(a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.

- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.70 - Employees to disclose interests relating to advice or reports.

(1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

(2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.

(3) An employee who discloses an interest under this section must if required to do so by the council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

5.71 - Employees to disclose interests relating to delegated functions.

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply)

5.71A. - CEOs to disclose interests relating to gifts in connection with advice or reports

(1) A CEO who has an interest relating to a gift in a matter in respect of which the CEO proposes to provide advice or a report, directly or indirectly, to the council or a committee must disclose the nature of the interest in a written notice given to the council.

(2) A CEO who makes a disclosure under subsection (1) must not provide the advice or report unless the CEO is allowed to do so under section 5.71B(2) or (6).

(3) A CEO who has an interest relating to a gift in a matter in respect of which another employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when the advice or report is provided.

Local Government (Administration) Regulations 1996 – Extract - In this clause and in accordance with Regulation 19AA "Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an association.

INDEX OF AGENDA

DISCLOSURE OF INTEREST FORM	3
1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	6
2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE	6
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	7
4. PUBLIC QUESTIONS TIME.....	7
5. DECLARATIONS OF INTEREST	7
6. APPLICATIONS FOR LEAVE OF ABSENCE.....	7
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	7
7.1 ORDINARY COUNCIL MEETING MINUTES 19 JULY 2022	7
8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS.....	8
9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION.....	8
10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	8
10.1 PRESENTATION – HEYSCAPE TINY CABINS - Mr Joe Clarke, Operations Manager	8
11. MATTERS ARISING FROM COMMITTEES OF COUNCIL.....	9
11.1 AUDIT COMMITTEE – 2020-2021 ANNUAL FINANCIAL REPORT & 30 JUNE 2021 AUDIT REPORT.....	9
11.2 AUDIT COMMITTEE - 2021 COMPLIANCE AUDIT RETURN	10
12. REPORTS OF OFFICERS.....	11
12.1 EXECUTIVE SERVICES	5
12.1.1 CHRISTMAS AND NEW YEAR ADMINISTRATION, OPERATIONS AND CHILDCARE CLOSURE	5
12.2 CORPORATE SERVICES.....	14
12.2.1 MONTHLY FINANCIAL REPORT – 31 JULY 2022.....	14
12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – JULY 2022	16
12.3 INFRASTRUCTURE SERVICES	19
12.4 DEVELOPMENT AND COMMUNITY.....	20
12.4.1 NEW POLICY: LPP13: COMMUNITY ENGAGEMENT POLICY	20
13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	23
14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	23
15 MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS.....	23
16 CLOSURE	23

AGENDA

Mission Statement *To grow our community through the provision of leadership, services and infrastructure.*

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President to declare the meeting open.

The Shire President acknowledged the Traditional Owners of the land on which we meet, and paid respect to Elders past, present, and emerging.

The Shire President advised visitors in adhering to both the *Local Government Act 1995*, and the Shire of Ravensthorpe Meeting Procedures Local Law, it is an offence to record the proceedings of this meeting and asked visitors to switch off any recording devices, including phones.

2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

Elected Members:

Cr Keith Dunlop	(Shire President)
Cr Sue Leighton	(Deputy Shire President)
Cr Julia Bell	
Cr Thomas Major	
Cr Mark Mudie	

Staff:

Matthew Bird	(Chief Executive Officer)
Les Mainwaring	(Executive Manager Corporate Services)
[vacant]	(Executive Manager Infrastructure Services)
Natalie Bell	(Acting Executive Manager Development and Community)
Meredith Lee-Curtis	(Executive Assistant)

VISITORS

APOLOGIES

LEAVE OF ABSENCE

Cr Rachel Livingston
Cr Graham Richardson

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTIONS TIME

In accordance with section 5.24 of the *Local Government Act 1995*, a 15 minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them.

Council Consideration Towards Public

When public questions necessitate resolutions of Council, out of courtesy and at the Shire President's discretion, the matter is to be dealt with immediately to allow the public to observe the determination of the matter (obviates the need for the public to wait an undetermined period of time).

When a matter is listed on the Agenda and member/s of the public are in attendance to observe the determination of the matter, out of courtesy and at the discretion of the Shire President, the matter is to be brought forward on the agenda and dealt with immediately to allow the public to observe the determination of the matter (again this obviates the need for the public to wait an indeterminate period of time).

5. DECLARATIONS OF INTEREST

6. APPLICATIONS FOR LEAVE OF ABSENCE

The *Local Government Act 1995* (Section 2.25) provides that a Council may, by resolution, grant leave of absence to a member for Ordinary Council Meetings. A member who is absent, without first obtaining leave of the Council, throughout three consecutive Ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.

Disqualification from membership of the Council for failure to attend Ordinary Meetings of the Council will be avoided so long as the Council grants leave prior to the member being absent. The leave cannot be granted retrospectively. An apology for non-attendance at a meeting is not an application for leave of absence.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 ORDINARY COUNCIL MEETING MINUTES 19 JULY 2022

(Attachment YELLOW)

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* 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.

That the Minutes and associated attachments of the Ordinary Meeting of the Shire of Ravensthorpe held on 19 July 2022 be confirmed as a true and correct record.

Carried: / /

Moved: _____

Seconded: _____

ATTACHMENT



Minutes (Unconfirmed)

Ordinary Meeting of
Council

Tuesday, 19 July 2022



INDEX OF MINUTES

1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	3
2.	RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4.	PUBLIC QUESTIONS TIME.....	3
5.	DECLARATIONS OF INTEREST	3
6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
6.1	CR GRAHAM RICHARDSON HAS REQUESTED LEAVE FOR THE PERIOD 25 JULY TO 3 SEPTEMBER 2022, INCLUDING THE ORDINARY COUNCIL MEETING SCHEDULED 16 AUGUST 2022.....	4
7.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	4
7.1	ORDINARY COUNCIL MEETING MINUTES 21 JUNE 2022.....	4
8.	ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS.....	5
9.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION.....	5
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	5
11.	MATTERS ARISING FROM COMMITTEES OF COUNCIL.....	6
11.1	RAVENSTHORPE BUSH FIRE ADVISORY COMMITTEE (BFAC).....	6
	RAVENSTHORPE BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES AND SHIRE OF RAVENSTHORPE 2022/2023 FIRE BREAK NOTICE	6
12.	REPORTS OF OFFICERS	10
12.1	EXECUTIVE SERVICES.....	10
12.1.1	NEW POLICY – A5 LEASES AND LICENCES POLICY	10
12.1.2	COUNCIL POLICY MANUAL REVIEW.....	14
12.1.3	COMMUNITY DEVELOPMENT FUND APPLICATIONS 2022/2023	18
12.1.4	NOTICE OF CHANGE OF VENUE FOR ORDINARY MEETING OF COUNCIL – AUGUST 2022	22
12.2	CORPORATE SERVICES.....	24
12.2.1	MONTHLY FINANCIAL REPORT – 30 JUNE 2022.....	24
12.2.2	SCHEDULE OF ACCOUNT PAYMENTS – JUNE 2022.....	26
12.2.3	DIFFERENTIAL RATES SUBMISSIONS 2022-2023.....	29
12.3	INFRASTRUCTURE SERVICES.....	33
12.4	DEVELOPMENT AND COMMUNITY.....	34
12.4.1	NEW POLICY: LPP12 ITINERANT TRADING POLICY.....	34
12.4.2	BIKE PLAN.....	38
13	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	42
14	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	42
15	MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS.....	42
16	CLOSURE	42

MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 6.02pm.

2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

Elected Members

Cr Keith Dunlop	(Shire President)
Cr Sue Leighton	(Deputy Shire President)
Cr Julia Bell	
Cr Rachel Livingston	
Cr Thomas Major	
Cr Mark Mudie	
Cr Graham Richardson	

Staff

Matthew Bird	(Chief Executive Officer)
Les Mainwaring	(Executive Manager Corporate Services)
[vacant]	(Executive Manager Infrastructure Services)
Natalie Bell	(Acting Executive Manager Development and Community)
Meredith Lee-Curtis	(Executive Assistant)

VISITORS Nil.

APOLOGIES Nil.

ON LEAVE OF ABSENCE Nil.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTIONS TIME

Nil.

5. DECLARATIONS OF INTEREST

Prior to any consideration of Item 12.1.3 Community Development Fund Applications 2022/2023, in accordance with Section 5.65 of the *Local Government Act 1995*:-

- Cr Sue Leighton declared a financial interest on the basis that one of the applicants is the Ravensthorpe Wildflower Show and Cr Leighton is the Co-ordinator of the Ravensthorpe Wildflower Show; and

- Cr Tom Major declared an impartiality interest on the basis that one of the applicants is his wife, Gabrielle Major, Manager of the CRC, and as a consequence there may be a perception that his impartiality may be affected.

The Shire President, Cr Keith Dunlop advised the meeting that the declarations of interest made by Crs Leighton and Major were considered to be minor, with no benefit to be gained by either Councillor. Cr Dunlop declared that Crs Leighton and Major may remain in the room when the Item is due for consideration, and to consider the matter on its merit and vote accordingly.

6. APPLICATIONS FOR LEAVE OF ABSENCE

6.1 CR GRAHAM RICHARDSON HAS REQUESTED LEAVE FOR THE PERIOD 25 JULY 2022 TO 3 SEPTEMBER 2022, INCLUDING THE ORDINARY COUNCIL MEETING SCHEDULED 16 AUGUST 2022

COUNCIL DECISION:

Moved by Cr Mudie, seconded by Cr Leighton

Resolution: 37/22

Cr Graham Richardson be **GRANTED** leave for the period 25 July 2022 to 3 September 2022, including for the Ordinary Council meeting scheduled 16 August 2022.

Motion put and **CARRIED**

(7/0)

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 ORDINARY COUNCIL MEETING MINUTES 21 JUNE 2022

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* 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.

COUNCIL DECISION: AMENDMENT

Moved by Cr Livingston, seconded by Cr Major

Resolution: 38/22

That the Minutes and associated attachments of the Ordinary Meeting of Council of the Shire of Ravensthorpe held 17 May 2022 be **CONFIRMED** as a true and correct record of the proceedings, subject to amendment of Item 8. Announcements/Reports of Elected Members; Cr Tom Major (third line); the word 'Jodie' to be corrected to read 'Jodi'.

Motion put and **CARRIED**

(7/0)

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Cr Sue Leighton advised that the Hopetoun Library is in the running to win \$5,000, and commented that the football match played in Munglinup was a fabulous event.

Cr Graham Richardson advised that he had attended the Hopetoun Progress Association Sundowner event and was pleasantly surprised at the number of attendees and was a good event.

Cr Tom Major attended the RAIN Committee Meeting on the 14th July and reported that the group is planning their 20th Year Celebration later this year. The group is also distributing a large quantity of seedlings to community members

Cr Julia Bell advised that she had received a phone call from Liz Aberline who was rather irate in regard to a piano.

Cr Rachel Livingston advised that the Ravensthorpe District High School's new Principal is Mat Kennedy who will be engaged on a permanent basis. Cr Livingston congratulated the Ravensthorpe Regional Arts Council (Ainsley Foulds) who was a recent successful recipient of a grant from Lottery West for \$25,000 funding towards activities that engage young children in the region through arts and cultural experiences.

Cr Mark Mudie advised that unfortunately he was unable to attend any events due to illness.

The Shire President, Cr Keith Dunlop advised that he, Crs Leighton and Richardson attended the Shire BBQ held on Friday 8 July at the Hopetoun Golf Club to thank those who assisted in the bushfire clean-up, and to meet a few of the fire-affected residents. Cr Dunlop also advised that he and Matt Bird, Shire CEO, recently met with the Hon Rick Wilson MP, Member for O'Connor, Liberal Party.

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil.

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

11.1 RAVENSTHORPE BUSH FIRE ADVISORY COMMITTEE (BFAC)

RAVENSTHORPE BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES AND SHIRE OF RAVENSTHORPE 2022/2023 FIRE BREAK NOTICE

File Reference:	ES.ME.1
Location:	Shire of Ravensthorpe
Applicant:	Bush Fire Advisory Committee
Author:	Community Emergency Services Manager
Authorising Officer	Chief Executive Officer
Date:	7 July 2022
Disclosure of Interest:	Nil
Attachments: <u>ORANGE</u>	(a) Draft – Shire of Ravensthorpe Fire Break Notice 2022/2023 (b) Unconfirmed Minutes and attachments of the BFAC meeting (available on the Shire of Ravensthorpe website, Councillor portal)
Previous Reference:	Nil

COUNCIL DECISION

(Committee Recommendation)

Moved by Cr Mudie, seconded by Cr Richardson

Resolution: 39/22

That Council:

1. **RECEIVES** the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting and Annual General Meeting held on 5 July 2022.
2. **ENDORSES** the following nominations as detailed in the Minutes of the Annual General Meeting held on 5 July 2022:-

(5) **Election of Chairman**

Nominee	Nominated By	Seconded	Elected
<i>Keith Rowe</i>	<i>Rod Daw</i>	<i>Gavin Gibson</i>	Yes

(6) **Election of Deputy Chairman**

Nominee	Nominated By	Seconded	Elected
<i>Bernard Fetherstonhaugh</i>			<i>Declined</i>
<i>Rian Duncan</i>	<i>Richard Norrish</i>	<i>Reece Laycock</i>	Yes

(7) **Election of Chief Bush Fire Control Officer**

Nominee	Nominated By	Seconded	Elected
<i>Rod Daw</i>	<i>Reece Laycock</i>	<i>Keith Rowe</i>	Yes

(8) **Election of Deputy Chief Bush Fire Control Officers**

Nominee	Nominated By	Seconded	Elected
<i>Gavin Gibson</i>	<i>Rod Daw</i>	<i>Richard Norrish</i>	Yes
<i>Rian Duncan</i>	<i>Bernard Fetherstonhaugh</i>	<i>Richard Norrish</i>	Yes

(9) Nomination of Fire Weather Officers

In accordance with section 38 of the Bush Fires Act 1954, a local government may appoint persons as authorised Harvest Ban Officers. Harvest Ban Officers can allow burning to proceed on days when a "very high" or "extreme" fire danger is forecast.

Nominee	Nominated By	Seconded	Elected
Mr Rodney Daw	Keith Rowe	Richard Norrish	Yes
Mr Gavin Gibson	Keith Rowe	Richard Norrish	Yes
Mr Bernard Fetherstthonhaugh	Keith Rowe	Richard Norrish	Yes
Mr Andrew Chambers	Keith Rowe	Richard Norrish	Yes
Mr Peter Kuiper	Keith Rowe	Richard Norrish	Yes

OFFICER and COMMITTEE DECISION

Moved: Mr Keith Rowe Seconded: Mr Richard Norrish

That the Committee ENDORSES all nominees elected as Fire Weather Officers for the Shire of Ravensthorpe for a one year term.

That absent nominees be contacted to confirm their willingness to remain as Fire Weather Officers for the Shire of Ravensthorpe for a one year term.

Carried

(10) Confirmation of Elected Fire Control Officers

OFFICER and COMMITTEE DECISION

Moved: Mr Rian Duncan Seconded: Mr Reece Laycock

That the Committee ENDORSES all nominees elected as Fire Control Officers for the Shire of Ravensthorpe for a one year term, as per the list below 'Shire of Ravensthorpe 2022/23 Fire Control Officers', pending email confirmation.

Carried

SHIRE OF RAVENSTHORPE 2022/2023 FIRE CONTROL OFFICERS

NAME	POSITION	BRIGADE	RADIO CALL SIGN
Rod Daw	CBFCO	East Ravensthorpe BFB	6GR / Ravey Chief
Gavin Gibson	DCBFCO	Munglinup BFB	Mungy Base / Mungy 1
Rian Duncan	DCBFCO	West River BFB	West River Base / West River 4
Luke Webster	FCO	Cocanarup BFB	Cocanarup 1
Gary Webster	FCO/Capt.	Cocanarup BFB	Cocanarup 2
Keith Rowe	FCO	Cocanarup BFB	Cocanarup 3
Andrew Daw	FCO/Capt.	East Ravensthorpe BFB	East Ravey 1
Devon Burton	FCO	East Ravensthorpe BFB	East Ravey 2
Malcom Grant	FCO/BRPC	East Ravensthorpe BFB	East Ravey 3

NAME	POSITION	BRIGADE	RADIO CALL SIGN
Rod Daw	CBFCO	East Ravensthorpe BFB	6GR / Ravey Chief
Stott Redman	FCO/Capt.	Hopetoun Rural BFB	Hopetoun Rural 1
Courtney Foulds	FCO	Hopetoun Rural BFB	Hopetoun Rural 2
Andrew Venning	Permit Officer	Hopetoun Rural BFB	
Scott Lawry	FCO	Hopetoun VFES	
Peter Nankervis	Permit Officer	Hopetoun VFES	
James Mollet	FCO/Capt.	Jerdacuttup BFB	Jerdy Base / Jerdy 1
Paul Bell	FCO	Jerdacuttup BFB	SE Jerdy Base / Jerdy 2
	FCO	Jerdacuttup BFB	Jerdy 3
Brad Clarke	FCO	Mt Short BFB	Mt Short 1
Peter Belli	FCO	Mt Short BFB	Mt Short 2
Richard Norrish	FCO	Mt Short BFB	Mt Short 3
Gavin Gibson	DCBFCO	Munglinup BFB	Mungy Base / Mungy 1
Bernard Fetherstonhaugh	DCBFCO	Munglinup BFB	Nth Mungy Base / Mungy 2
Reece Laycock	FCO/Capt.	North Ravey BFB	Nth Ravey 1
Andrew Chambers	FCO	North Ravey BFB	Nth Ravey 2
Kye Chambers	FCO	North Ravey BFB	Nth Ravey 3
Chad Tuckett	FCO	North Ravey BFB	Nth Ravey 4
Peter Kuiper	FCO/Capt.	West River BFB	West River 1
Brett Kershaw	FCO	West River BFB	West River 2
Mark Mudie	FCO	West River BFB	West River 3
Rian Duncan	FCO	West River BFB	West River Base / West River 4
Russell Palmer	CESM	Ravensthorpe Shire	Ravey CESM
Michaela Pritchard	Permit Officer	Ravensthorpe Shire	Shire Ranger 1
Greg Stover	Permit Officer	Ravensthorpe Shire	Shire Ranger 2

**(11) NOMINATION FOR Dual Fire Control Officers to neighbouring Local Governments
Esperance Shire**

Mr Rodney Daw nominated Mr Gavin Gibson and Mr Bernard Fetherstonhaugh.

Seconded by Mr Keith Rowe.

Positions elected unopposed.

Jerramungup Shire

Mr Rian Duncan nominated Mr Peter Kuiper and Mr Brett Kershaw.

Seconded by Mr Richard Norrish.

Positions elected unopposed.

Lake Grace Shire

Mr Reece Laycock nominated Mr Andrew Chambers and Mr Chad Tuckett.

Seconded by Mr Gavin Gibson.

Positions elected unopposed.

3. NOTES the Bush Fire Advisory Committee recommendation to continue to allow the use of firepits at Shire designated campgrounds subject to the Shire

undertaking appropriate risk assessment and mitigation strategies including the installation of permanent concrete fire rings that are not able to be moved.

4. **ENDORSES the Bush Fire Advisory Committee recommendation that the Shire of Ravensthorpe write to the appropriate authorities to register the Bush Fire Advisory Committee's concern regarding the lack of fire-fighting vehicles permanently located at each Shire of Ravensthorpe Brigade Shed, and that the Shire of Ravensthorpe actively ADVOCATE to these authorities for increased resourcing for additional equipment and training for the Shire of Ravensthorpe Bush Fire Brigades.**
5. **ADOPTS the Bush Fire Advisory Committee recommendations to update the Shire of Ravensthorpe 2022/23 Fire Break Notice as follows:-**
 - a) **Rename the Shire of Ravensthorpe 2022/2023 Fire Break Notice to "Shire of Ravensthorpe 2022/2023 Fire Control Notice and Fire Break Notice", as the Notice contains more information than just firebreak notices;**
 - b) **Update maps including the new fire weather boundaries Pages 18 and 19;**
 - c) **Relocation of maps from pages 2 and 3 to Pages 18 and 19 of the Notice to highlight the importance of dates to be complied with on page 2;**
 - d) **Inclusion of new Australian Fire Danger Rating System and appropriate graphics, pages 4 and 5;**
 - e) **Update Contractor details page 12; and**
 - f) **Update Fire Control Officer (FCO) contact details on the final page.**
6. **ADVERTISES the Bush Fire Notice, elected Fire Control Officers and Fire Weather Officers 2022/23 for the Shire of Ravensthorpe in accordance with s38 (2A) of the *Bush Fires Act 1954*.**
7. **GIVES NOTICE to all owners and occupiers of land in its district by publishing a Notice in the *Government Gazette* in accordance with subsections 33(1) and (2) of the *Bush Fires Act 1954*.**

Motion put and CARRIED

(7/0)

12. REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.1 NEW POLICY – A5 LEASES AND LICENCES POLICY

File Reference:	CP.LO.4
Location:	N/A
Applicant:	Shire of Ravensthorpe
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	8 July 2022
Disclosure of Interest:	Nil
Attachments: <u>GREEN</u>	Draft New Policy A5 Leases and Licences
Previous Reference:	Nil

PURPOSE

1. This item seeks Council consideration of a new policy (as attached to this report) to assist in the effective management of leases and licences over Shire property.

BACKGROUND

2. The purpose of the new lease and licence policy is to ensure transparent and accountable process for the disposal of land and building assets by way of lease or licence held by the Shire of Ravensthorpe.

The new policy acknowledges the various ways the Shire has tenure over land and buildings including either owned in fee simple, under a management order, or via a sub-lease arrangement and that not all community and sporting groups require a lease agreement approach. In some instances a licence arrangement is the most appropriate and cost effective agreement format.

The new policy outlines the guiding principles when entering into lease and licensing arrangements.

COMMENT

3. The purpose of this policy is;
 - a) to ensure transparent and accountable process for the disposal of land and building assets by way of lease or licence held by the Shire of Ravensthorpe either owned in fee simple, under a management order, or via a sub-lease arrangement,
 - b) to minimise the risk to the Shire of Ravensthorpe and to maximise the overall return to the community for Shire of Ravensthorpe assets, and
 - c) to ensure compliance with the provisions of section 3.58 of the *Local Government Act 1995*, and any other relevant laws and consistency with Shire of Ravensthorpe policies.

A review of the current Shire lease contract register reveals there are some 59 leases or licence agreements in place between the Shire and a broad range of lessees including businesses,

community, sporting groups and individuals. The adoption of the new policy is considered timely as a number of these lease agreements require immediate review and actioning due to expiry of the current term.

The benefits of the new policy include:

- a) Reduces the cost burden on rate payers by ensuring commercial leases deliver an appropriate return on investment and all community leases and licences contribute to operating costs.
- b) Clearly details the differences between lease and licenses and when each approach should be applied.
- c) Ensures that all requests for lease or licence for whatever purpose will be treated in a fair and equitable manner using open and accountable methodology and in line with statutory procedures.
- d) Addresses when to apply short and long term leasing or licensing approach to property owned, managed or sub leased by the Shire of Ravensthorpe.

All new leases, sub leases and licence agreements will require the approval of Council, however any granting of extensions via further terms included in the original lease can be done under delegated authority to the Chief Executive Officer.

A licence approach will be the preferred agreement format between the Shire and those community and not for profit organisations that do not require tenure over land or buildings to attract third party funding, or to invest funds for capital improvements. Licence agreements should be a more effective approach, provide greater flexibility and ultimately less costly to both parties.

CONSULTATION

4. Executive Team

STATUTORY ENVIRONMENT

5. Section 3.58 of the *Local Government Act 1995* deals with disposal of property. Regulation 30 of the Local Government (Functions and General) Regulations 1996 covers dispositions of property excluded from the Act.

POLICY IMPLICATIONS

6. If approved by Council the new policy "A5 Leases and Licences" will be included in the Council Policy Manual.

FINANCIAL IMPLICATIONS

7. Nil

RISK MANAGEMENT

8. Risk implications identified for this proposed policy;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) & Reputational – the lack of clear guidelines for the entering into lease agreements leads to inconsistency and lack of transparency.	Likely	Major	High	Council adopts a policy that clearly details how, why and when lease and licence agreements should be entered into.
Financial – Responsibility for setup, ongoing and maintenance costs associated with leases and licences of Shire buildings is inconsistent and not fair to the local ratepayer.	Possible	Major	High	The new policy clearly sets out guidelines on who is responsible for various costs and guidelines for determining rent payable.

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020–2030 and Corporate Business Plan 2020-2024;

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.1	To grow business and employment
1.2	The right resources and infrastructure are in place to support local commerce and industry

Outcome 2: Community - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.2	Community groups function well with strong volunteer effort and feel supported by the community
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life

Outcome 3: Built Environment - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
3.5	The Shire's heritage structures, heritage and cultural places are valued and protected, and are integrated into community life and economic activity.

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.5	The value of community owned assets is maintained

Voting Requirements:

Absolute Majority.

COUNCIL DECISION:

Moved by Cr Major, seconded by Cr Leighton

Resolution: 40/22

That Council APPROVES BY AN ABSOLUTE MAJORITY:

- 1. To ADOPT the proposed A5 Leases and Licences Policy; and**
- 2. REQUESTS the Chief Executive Officer develop an appropriate communication and stakeholder management plan to support the implementation of this policy.**

Motion put and CARRIED BY AN ABSOLUTE MAJORITY

(7/0)

UNCONFIRMED

12.1 **EXECUTIVE SERVICES**

12.1.2 COUNCIL POLICY MANUAL REVIEW

File Reference:	CM.PO.1
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	11 July 2022
Disclosure of Interest:	Nil
Attachment: <u>GREEN</u>	1. Council Policy Manual
Previous Reference:	Nil

PURPOSE

1. That Council approve the annual review of the Council Policy Manual dated July 2022.

BACKGROUND

2. An annual review of all Council policies is undertaken to adhere to the Shire of Ravensthorpe Compliance Calendar, which is the basis of the Compliance Audit Return submitted to the Department of Local Government, Sport and Cultural Industries annually.

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council to achieve an equitable decision-making process. Written policies also enable the community to be aware of the reasoning behind administrative (operational) and Council decisions and to be familiar with the philosophy behind individual decisions. Policy statements enable much of the day-to-day business of Council to be handled by the Administration, freeing up the time of the Elected Members in determining major policy and strategic direction.

An up-to-date policy manual of any organisation proves to be a valuable tool in improving the decision-making process. Policies contained within the manual are those that project a corporate image and are not controlled by individual directorates. The development of the policies involves input from staff across the organisation and elected members.

A policy statement is not binding on Council but provides a guideline for Elected Members and staff in determining individual applications or requests. Generally, policies evolve as issues come before Council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process is in place.

Each policy is developed in order to address specific matters. They relate to objectives of the Shire of Ravensthorpe, and, in some instances, as required by legislation. The principles behind the policies are directly related to the Shire's values as an organisation.

It is important to note that the manual should only contain the policy statement of the Council and should not refer to operational, staff or procedural matters.

COMMENT

3. A detailed review of the Shire's policy manual was undertaken by the Shire executive team resulting in the proposed rationalising of the current policies into separate operational and Council manuals. This is considered a contemporary approach to Policy Manual management.

Policies pertaining to administrative (operational) matters, being a directive from the CEO and not a Council policy statement, have been extracted to create a separate CEO Operational Policies Manual for referral by staff. The justification is that these policies are considered an administrative matter that is the responsibility of the CEO under Section 5.41 of the Local Government Act and do not require formal Council endorsement.

Minor amendments to the current Council Policy Manual have also been made to update senior management role descriptions in the Council Policy Manual.

The policies selected for the July 2022 review are:

- 3.1 G13 Organisational Structure (deleted as no longer applicable)
- 3.2 F2 Purchasing Policy (updates to officer delegated authority levels)
- 3.3 A3 Work Health and Safety Policy (due to new legislation introduced in March 2022, the previous Occupational Work Safety and Health Policy has been amended)
- 3.4 F4 Investments (clause added for clarity regarding Shire delegated authority responsibilities of the Ravensthorpe Hopetoun Future Fund)

The policies selected for transfer to the CEO Operational Policies Manual are:

- 3.5 G14 Senior Employees
- 3.6 G23 Communications and Social Media Policy
- 3.7 A4 Code of Conduct for Employees
- 3.8 A6 Internet and Email Usage
- 3.9 A7 Fitness for Work
- 3.10 A9 Corporate Uniform
- 3.11 A12 Staff Training and Development
- 3.12 A13 Staff – Education and Study Assistance

The policy G20 Community Development Fund will be reviewed in coming months and presented for Council consideration prior to the next funding round timeframe.

CONSULTATION

4. Chief Executive Officer, Executive Managers, Staff

STATUTORY ENVIRONMENT

5. *The Local Government Act 1995* outlines the roles of Council and the Chief Executive Officer.

POLICY IMPLICATIONS

6. The Policy Manual has been developed over time to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process.

The Policy Manual should not relate to operational or staff related matters.

The Policy Manual is a fluid document and should be reviewed annually.

FINANCIAL IMPLICATIONS

7. Policy F5 Transaction Card has had minor amendments made.

RISK MANAGEMENT

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) It is a requirement to review the Council Policy manual on an annual basis as part of the Compliance Annual Return	Unlikely	Moderate	Medium	Council consider the officer recommendation to adopt the amended Council Manual

ALTERNATE OPTIONS

9. Council may decide not to accept the revised manual as presented in whole or part thereof.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENTS

11. Absolute Majority

COUNCIL DECISION:

Moved by Cr Leighton, seconded by Cr Richardson

Resolution: 41/22

That Council APPROVES BY AN ABSOLUTE MAJORITY to ADOPT the amended Council Policy Manual as presented in Attachment 1 to this report.

Motion put and CARRIED BY AN ABSOLUTE MAJORITY

(7/0)

UNCONFIRMED

12.1 EXECUTIVE SERVICES

Prior to consideration of the item, in accordance with Section 5.65 of the *Local Government Act 1995*, the Shire President, Cr Keith Dunlop advised the meeting that the declarations of interest made by Crs Leighton and Major were considered to be insignificant to influence the Members conduct in relation to this matter.

Cr Dunlop declared that Crs Leighton and Major may remain in the room and to consider the matter on its merit and vote accordingly.

12.1.3 COMMUNITY DEVELOPMENT FUND APPLICATIONS 2022/2023

File Reference:	GS.PR.4
Location:	N/A
Applicant:	N/A
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	11 July 2022
Disclosure of Interest:	Cr Sue Leighton declared a Financial Interest, and Cr Thomas Major declared an Impartial Interest
Attachments:	<u>SEPARATE</u> Confidential Attachment 1 – Panel Recommendation
Previous Reference:	Nil

PURPOSE

1. The report seeks Council consideration for the awarding of grants under the 2022/23 Community Development Fund.

BACKGROUND

2. Each year before the budget adoption the Shire of Ravensthorpe opens a local community grant scheme called the Community Development Fund (CDF) as per Council Policy G20. This enables community groups to apply for a grant of up to \$5,000.

Community Development Funds may be used for the following purposes, including minor building construction, maintenance or repair, equipment purchase or hire, events or functions, operating expenses, relief from Council fees and charges etc. The funds cannot be used to cover staff wages or employment costs. A minimum amount of \$250 applies to all applications.

Applicants should ensure the following criteria are addressed in their application:

- Type of organisation (eg sport and recreation, community based, general interest, health and welfare, artistic, religious etc);
- Organisation membership;
- Nature of service/facility provided;
- Demonstrated need or community benefit;
- Applicant's financial position;
- Purpose of the grant;
- Provision of a detailed project budget including GST breakdown;
- Provision of a quote for all items greater than \$1000 in value; and

- Details of applications to other possible funding sources. (eg Department of Sport and Recreation, Healthways, LotteryWest, Ravensthorpe Hopetoun Future Fund etc.)

COMMENT

3. The Community Development Fund will be allocated from within Council's general revenue budget each year with applications for expenditure within the 2022/2023 financial period, closing 29 April 2022.

The 2022/23 Community Development Fund received 13 applications requesting a total of \$46,338.22 ex GST as per the table below:-

Organisation	Project	\$ Amount
Community Spirit	Insurance	\$3,000.00
Hopetoun Community Resource Centre	Freestyle Now Workshops	\$3,650.00
Hopetoun Progress Association	Summer Festival	\$5,000.00
Jerdacuttup Community Association	Insurance and Electrical Costs	\$5,000.00
Mungy Munchkins	Toys	\$1,272.73
Ravensthorpe Agriculture Initiative Network	Review of Strategic Plan	\$2,818.00
Ravensthorpe Parents and Citizens	Medal and Endeavour Awards	\$1,490.64
Ravensthorpe Playgroup	Couches	\$3,299.00
Ravensthorpe Tigers and Football Sporting Club	Hockey Goals	\$5,000.00
Ravensthorpe Wildflower Show	Hall Hire	\$1,500.00
Ravensthorpe District Art Group	Furniture Fit Out	\$4,545.45
Ravensthorpe Regional Arts Council	Production Lighting	\$4,762.40
Ravensthorpe Community Resource Centre	Printer	\$5,000.00
Total of all Applications (ex GST)		\$46,338.22

An evaluation panel comprising 3 (three) Councillors with Shire executive support assessed the applications using a competitive criteria scoring tool. The panel recommended a level of support as per Confidential Attachment 1.

CONSULTATION

4. Councillors and Executive Officer

STATUTORY ENVIRONMENT

5. Nil.

POLICY IMPLICATIONS

6. The Community Development Fund should be administered as per Council Policy G20 – Community Development Fund.

FINANCIAL IMPLICATIONS

7. As per Council Policy G18 Community Development Fund an amount up to \$35,000 ex GST is allocated to the funding of approved Community Development Fund Applications each financial year. Council may award more or less than this amount as part of the adoption of the annual budget process.

RISK MANAGEMENT

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational & Financial; The awarding of the CDF program and budget allocation is not formally endorsed by Council.	Unlikely	Moderate	Medium	The CDF is an annual funding program expected from the local community groups. Council to consider application and endorse awarding.

ALTERNATE OPTIONS

9. Council may endorse the panel recommendation or elect to support or not support its own selections.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.1	To grow business and employment
1.2	The right resources and infrastructure are in place to support local commerce and industry

Outcome 2: Community - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.2	Community groups function well with strong volunteer effort and feel supported by the community
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.5	The value of community owned assets is maintained

VOTING REQUIREMENTS

11. Absolute Majority

COUNCIL DECISION:

Moved by Cr Livingston, seconded by Cr Richardson

Resolution 42/22

That Council APPROVES BY AN ABSOLUTE MAJORITY:

- 1. To ENDORSE the CDF Panel recommendations for support as per Confidential Attachment 1; and**

- 2. To ENDORSE the Chief Executive Officer to advise each group of the status of their application.**

Motion put and CARRIED BY AN ABSOLUTE MAJORITY

(7/0)

UNCONFIRMED

12.1 EXECUTIVE SERVICES

12.1.4 NOTICE OF CHANGE OF VENUE FOR ORDINARY MEETING OF COUNCIL – AUGUST 2022

File Reference:

Location:	N/A
Applicant:	N/A
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	11 July 2022
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Nil

PURPOSE

1. That Council agree to change the venue for the August 2022 Ordinary meeting of Council.

BACKGROUND

2. At least once per annum Council seeks to hold a meeting at the location of Munglinup.

COMMENT

3. That Council agree to change the venue for the August 2022 Ordinary meeting of Council to the Munglinup Community Centre.

CONSULTATION

4. Shire President

STATUTORY ENVIRONMENT

5. *Local Government Act 1995*, s5.25 (1)(g) and Local Government (Administration) Regulations 1996, r.12

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

7. Nil.

RISK MANAGEMENT

8. N/A

STRATEGIC ALIGNMENT

9. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved

Item	Objectives and Strategies
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future

VOTING REQUIREMENTS

10. Simple Majority

COUNCIL DECISION:

Moved by Cr Livingston, seconded by Cr Leighton

Resolution: 43/22

That Council

- 1. AGREES to change the venue for the 16th August 2022 Ordinary Meeting of Council to the Munglinup Community Hall; and**
- 2. DIRECTS the Chief Executive Officer to place a Notice on the Shire's website advising of the change of venue, as per *Local Government Act 1995, s5.25 (1)(g)* and *Local Government (Administration) Regulations 1996, r.12.***

Motion put and CARRIED

(7/0)

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 30 JUNE 2022

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Senior Finance Officer
Authorising Officer	Executive Manager Corporate Services
Date:	11 July 2022
Disclosure of Interest:	Nil
Attachment: RED	Monthly Financial Reports for June 2022
Previous Reference:	Nil

PURPOSE

1. 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

2. Council is requested to review the June 2022 Monthly Financial Reports.

COMMENT

3. The June 2022 Monthly Financial Reports are presented for review.

CONSULTATION

4. Executive Team

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

7. All expenditure has been approved via adoption of the 2021/22 Annual Budget, or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT:

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the financial activity statements as required by S6.4 of the LG Act 1995.	Rare	Insignificant	Very Low	That Council receives the financial activity statements as required by legislation.

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.5	The value of community owned assets is maintained
5.5.1	Assets renewals and upgrades are funded to the level required to maintain asset value and agreed service levels
5.5.2	Projects are well-planned planned and delivered on time and on budget, with effective and thorough risk management and reporting
5.6	Financial systems are effectively managed
5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting), and long-term financial planning requirements

VOTING REQUIREMENTS

11. Simple Majority

COUNCIL DECISION:

Moved by Cr Richardson, seconded by Cr Livingston

Resolution 44/22

That Council RECEIVES the 30 June 2022 Monthly Financial Reports as presented.

Motion put and CARRIED

(7/0)

12.2 CORPORATE SERVICES

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – JUNE 2022

File Reference:	GR.ME.8
Location:	Shire of Ravensthorpe
Applicant:	Shire of Ravensthorpe
Author:	Finance Officer
Authorising Officer	Executive Manager Corporate Services
Date:	11 July 2022
Disclosure of Interest:	Nil
Attachments: <u>RED</u>	(a) Schedule of Payments to 30 June 2022 (b) Credit Card Transactions to 01 June 2022 (c) Creditors List of Accounts Paid June 2022
Previous Reference:	Nil

PURPOSE

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

BACKGROUND

2. Period 01/06/2022 – 30/06/2022

(a) Schedule of Payments to 30 June 2022

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	9,263	891,041	66,300	17,747	0	984,351	334,350
Aug	10,872	1,244,379	154,795	9,740	0	1,419,785	311,991
Sep	5,146	384,151	86,718	10,136	0	486,151	316,212
Oct	8,906	1,293,209	54,405	6,740	0	1,363,289	324,782
Nov	4,730	1,107,352	62,925	9,057	0	1,184,065	318,387
Dec	8,620	951,403	47,297	7,579	0	1,014,899	432,093
Jan	4,727	637,419	49,806	7,628	0	699,579	296,694
Feb	8,794	678,595	343,599	7,340	0	1,038,327	327,345
Mar	6,661	1,180,524	148,074	7,283	0	1,342,542	319,160
Apr	8,675	800,470	80,901	7,377	0	897,423	313,972
May	24,012	812,941	42,053	3,977	0	882,984	326,114
Jun	9,205	1,474,245	80,254	6,473	0	1,570,177	436,710
Total	109,610	11,455,728	1,217,128	101,107	0	12,883,572	4,057,812
20/21	219,357	8,442,181	965,406	135,103	0	9,762,047	3,790,863
19/20	197,977	8,450,678	997,212	102,791	6,319	9,754,977	3,174,082
18/19	147,967	21,298,438	1,329,904	70,241	13,590	22,860,140	2,219,053
17/18	327,905	18,507,404	209,587	65,010	317,445	19,427,351	2,601,283

COMMENT

3. 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 costings and the amounts shown have been paid.

CONSULTATION

4. Senior Finance Officer

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

7. All expenditure has been approved via adoption of the 2021/22 Annual Budget, or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT:

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the list of payments.	Rare	Insignificant	Very Low	That Council receives the list of payments as required by legislation.

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.2	The right resources and infrastructure are in place to support local commerce and industry

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENTS

11. Simple Majority

COUNCIL DECISION:

Moved by Cr Mudie, seconded by Cr Major

Resolution 45/22

That Council ACCEPTS, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, payment of accounts for the month of June 2022.

Motion put and CARRIED

(7/0)

UNCONFIRMED

12.2 CORPORATE SERVICES

12.2.3 DIFFERENTIAL RATES SUBMISSIONS 2022-2023

File Reference:	RV.RC.001
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Executive Manager Corporate Services
Authorising Officer	Chief Executive Officer
Date:	6 July 2022
Disclosure of Interest:	Nil
Attachments: <u>RED</u>	McMahon Mining Titles Services Submission
Previous Reference:	Nil

PURPOSE

1. This report recommends that Council endorse the submission received after the 21 days of advertising of proposed 2022/2023 differential rates which closed 10 June 2022.

BACKGROUND

2. At the Ordinary Council Meeting on 17 May 2022 Council RESOLVED to:

Endorse the following differential rates across all categories to form the basis of the proposed rate setting for the 2022/2023 budget.

	Cost in \$	Minimum
<i>GRV Residential</i>	<i>0.112618</i>	<i>\$937.00</i>
<i>GRV Commercial</i>	<i>0.168599</i>	<i>\$937.00</i>
<i>GRV Industrial</i>	<i>0.138256</i>	<i>\$937.00</i>
<i>GRV – Transient Workforce Camps / Short Stay Accommodation</i>	<i>0.289034</i>	<i>\$915.00</i>
<i>UV - Rural</i>	<i>0.006149</i>	<i>\$915.00</i>
<i>UV – Mining</i>	<i>0.088935</i>	<i>\$345.00</i>

Adopt the Objectives and Reasons for the Proposed Differential rates for 2022/2023.

Authorise the Chief Executive Officer to advertise the differential rates and call for public submissions in accordance with Section 6.36 of the Local Government Act 1995 for a minimum of 21 days.

Authorise the Chief Executive Officer to make application to seek Ministerial approval under Section 6.33 of the Local Government Act 1995 to impose differential rates that are more than twice the lowest differential rate being imposed.

As part of the process of Ministerial approval for Differential Rates, Council is required to give full consideration to submissions received before proceeding with the application.

COMMENT

3. Section 6.36 of the *Local Government Act (1995)* ('the Act') allows Council to implement a system of differential rating subject to public advertising, adoption by Council, and approval from the Minister for Local Government, Sport and Cultural Industries, before being applied.

The Act allows for differential rates to be applied to help overcome an issue where the land use within the rating category has a differing contributory cost to Council and therefore rates in the dollar applied are varied. The use of differential rating helps to ensure equality of contribution within the rating system.

The notice of intention to impose differential rates was advertised in the "West Australian" Newspaper on 20 May 2022 and submissions closed at 4pm 10 June 2022.

The one submission received from McMahon Mining Title Services Pty Ltd raised the same point as the previous year that the state government was increasing rents on prospecting licenses, exploration licenses and mining leases, therefore this would flow through to valuations and a local government increase would be placed against the increased valuations creating a compounding effect.

Our response to the submission was to make the point that whilst mention of the WA Government rental increases have had the effect of increasing mining valuations this does not cause an automatic increase in rates. We were pleased to advise that this is not the approach of the Shire of Ravensthorpe as we have determined a set yield in rates according to our adopted Long Term Financial Plan and if valuations subsequently increase then rates in the dollar will be adjusted downwards to maintain the set yield, meaning there is no double dipping by setting a rate and letting rate income ride upwards through valuation increases. Alternatively if valuations fall, we would also adjust our rates in the dollar to maintain the set yield.

We also noted that the Shire of Ravensthorpe welcomes mining activity to the region and to assist mining families that want to relocate to the area, the Shire is heavily invested directly into such areas as medical services and early learning childcare for the support of families which are not functions generally attributed to local government core business.

Recently we have also engaged promotional activities, in close collaboration with our mining partners, through the Channel 7 TV program 'Our Town' in order to promote the liveability of the area in support of mining operations, attracting and retaining staff by encouraging families to move and live in the area. We have a good working relationship with our mining partners and do all we can to assist in facilitating social initiatives for the benefit of the mining community.

In May 2021 Council endorsed a major review of all of its Integrated Planning documents to achieve a community consensus of key community service strategies together with a new Long Term Financial Plan that sets an agreed rates strategy that has set the increase in yield for 2022/2023 of 3.5%.

The submission then went on to provide a table that quoted increases of up to 12.5% proposed, to which we advised that for the rates in the dollar that had been quoted, we confirm that the actual 2021-22 rate applied was 0.085928 not 0.086944. Also the advertised 2022-23 rate of 0.088935 was a 3.5% increase prior to receiving mining valuations from the Valuer Generals

Office. Since receiving the mining valuations the rate will be reduced to 0.081471, a reduction of 8.4%, to counterbalance the increase in mining valuations to achieve the required rate yield. Subsequent to advertising our rates in the dollar, and in keeping with the issue raised in the submission, we have received and uploaded our Mining Unimproved Valuations (UV) revaluation roll which has required a decrease in the rate in the dollar for the UV - Mining rating category in order to maintain the yield as outlined in our Rating Strategy report in May 2021 and the adopted Long Term Financial Plan.

From the UV Mining Valuation roll there has been an average overall change of +9.2% indicating the effects of State Government increases to rents, leases and licenses in the area, which has necessitated a significant drop in the UV Mining rate.

The advertised rates in the dollar for 2022/2023 are outlined below with the reduced rates shown for UV Mining Tenements.:

RATING CATEGORY	2022/23 RATE Advertised Cent in \$	2022/23 RATE Adjusted for UV Valuation Cent in \$
GRV Residential	0.112618	
GRV Commercial	0.168599	
GRV Industrial	0.138256	
GRV Transient Workforce / Short Stay	0.289034	
UV Rural	0.006149	
UV Mining Tenements	0.088935	0.081471
Minimum Rates		
GRV Residential/Commercial/Industrial	\$937	
GRV Transient Workforce / Short Stay	\$915	
Unimproved Valuation	\$915	
UV Mining Tenements	\$345	

CONSULTATION

4. Elected Members and Executive Team

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

7. All expenditure has been approved via adoption of the 2021/22 Annual Budget, or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) – Council is required to prepare and adopt a budget by 31 August, in the form and manner prescribed, a budget for its municipal fund for the financial year ending 30 th June next, following that 31 August.	Unlikely	Moderate	Medium	Council to adopt the budget before 31 August

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.6	Financial systems are effectively managed
5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting), and long-term financial planning requirements

VOTING REQUIREMENTS

11. Simple Majority

COUNCIL DECISION:

Moved by Cr Major, seconded by Cr Livingston

Resolution: 46/22

That Council

- RECEIVES** the submission for the proposed UV differential rates for 2022/2023 from McMahon Mining Titles Services Pty Ltd.
- ENDORSES** the change to UV Mining differential rates as a result of revaluation to form the basis of the proposed rate setting for the 2022/2023 budget.

	Cost in \$	Minimum
UV – Mining	0.081471	\$345.00

- AUTHORISES** the Chief Executive Officer to make application to seek Ministerial approval under Section 6.33 of the *Local Government Act 1995* to impose differential rates that are more than twice the lowest differential rate being imposed.

Motion put and **CARRIED**

(7/0)

12 REPORTS OF OFFICERS

12.3 INFRASTRUCTURE SERVICES

Nil.

UNCONFIRMED

12 REPORTS OF OFFICERS

12.4 DEVELOPMENT AND COMMUNITY

12.4.1 NEW POLICY: LPP12 ITINERANT TRADING POLICY

File Reference:	CM.PO.1
Location:	Shire of Ravensthorpe
Applicant:	Acting Executive Manager Development and Community
Author:	Acting Executive Manager Development and Community
Authorising Officer	Chief Executive Officer
Date:	12 June 2022
Disclosure of Interest:	Nil
Attachment: <u>BLUE</u>	Policy No. LPP12 Itinerant Trading Policy
Previous Reference:	Nil

PURPOSE

1. For Council to approve advertising the draft LPP12 Itinerant Trading Policy for public consultation.

BACKGROUND

2. The Shire of Ravensthorpe encourages retail and hospitality vibrancy that would reinforce the positioning of Ravensthorpe as a developing tourism Shire.

The Shire acknowledges and values its local business community and recognises that there are business opportunities that can occur on a temporary basis. The Shire is also committed to promoting small business initiatives in a sustainable and fair manner.

The Shire was approached on 23 March 2022 by a prospective local small business entrepreneur proposing a mobile food van and the appropriate procedures to obtain approvals to operate on Shire owned land.

The current Local Planning Policy: Alfresco Dining and Trading in Public Places is not inclusive of food vans and thus has created the need for a new policy. This policy will provide direction to Shire Staff in the processing of applications for trading in public place in accordance with the Shire of Ravensthorpe's Local Planning Policy: Alfresco Dining and Trading in Public Places and the Local Government Property Local Law 2010. The Policy will also provide a clear set of conditions for operators to trade under.

COMMENT

3. The Itinerant Traders Policy is applicable in instances where businesses and/or individuals seek to use public land to operate a business for financial gain where land is owned or controlled by the local government.

The objectives to implementing this policy would be:

- To facilitate opportunities for itinerant traders that would add to the public enjoyment and use of local government area, while not reducing safety or access to public land;

- To ensure existing local businesses are not significantly disadvantaged; and
- To provide a consistent and coordinated process for the assessment for itinerant traders within the municipality.

CONSULTATION

4. This Local Planning Policy has been proposed by the Chief Executive Officer to assist with the development approval process in creating a consistent and coordinated procedure. Current consultation has been through the Fitzgerald Business Network. Public consultation will be sought on Council approval.

STATUTORY ENVIRONMENT

- 5.
- *Food Act 2008.*
 - Food Regulations 2009.
 - Australia New Zealand Food Standards Code.
 - Local Government Property Local Law 2010.
 - Environmental Protection (Noise) Regulations 1997.
 - Environmental Protection (Unauthorised Discharge) Regulations 2004.
 - National Competition Policy: Noting Australia's National Reform Agenda is the successor program to the National Competition Policy. Clause 7 of the Competition Principles Agreement extended.

POLICY IMPLICATIONS

6. Local Planning Policy: Alfresco Dining and Trading in Public Places.

FINANCIAL IMPLICATIONS

7. Fees and charges will be as per the 2022/23 Council Fees and Charges, to be submitted to Council at Budget adoption.

RISK MANAGEMENT

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational); The lack of clear guidelines to shire officers in the handling of potential itinerant traders/food vans applications can lead to poor Shire performance and reputation	Possible	Moderate	Medium	Council consider adopting a IT policy to guide the management of these applications
Reputation; itinerant traders can add vitality to a visitor destination however must be balanced with local bricks and mortar businesses.	Possible	Moderate	Medium	Council to seek local business and community feedback on the draft policy prior to formal consideration.

ALTERNATE OPTIONS

9. Council may decide not to endorse as presented in whole or in part.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2018-2022.

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.1	To grow business and employment
1.2	The right resources and infrastructure are in place to support local commerce and industry

Outcome 2: Community - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life

Outcome 3: Built Environment - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
3.3	The towns of the Shire have attractive streetscapes in keeping with local character

Outcome 4: Natural Environment - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
4.3	The Shire's valued natural areas and systems are protected and enhanced

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENTS

11. Simple Majority

OFFICER'S ORIGINAL RECOMMENDATION

That Council **APPROVE** the proposed draft Policy 'Itinerant Trading Policy' for public comment.

COUNCIL DECISION: (OFFICER'S AMENDED RECOMMENDATION)

Moved by Cr Leighton, seconded by Cr Major

Resolution: 47/22

That Council APPROVES the proposed amended draft Policy 'Itinerant Trading Policy' for public comment.

Motion put and CARRIED

(7/0)

UNCONFIRMED

12.4 DEVELOPMENT AND COMMUNITY

12.4.2 BIKE PLAN

File Reference:

Location:	Shire of Ravensthorpe
Applicant:	Acting Executive Manager Development and Community
Author:	Acting Executive Manager Development and Community
Authorising Officer	Chief Executive Officer
Date:	11 July 2022
Disclosure of Interest:	Nil
Attachment: <u>BLUE</u>	Bike Plan
Previous Reference:	Nil

PURPOSE

1. For Council to consider the endorsement of the Ravensthorpe Bike Plan to align with the Strategic Community Plan and Corporate Business Plan.

BACKGROUND

2. This Bike Plan provides a framework for the Shire of Ravensthorpe to implement a safe and connected network within (and where relevant, between) the townsites of Ravensthorpe, Munglinup, and Hopetoun, focusing specifically on enhancing community connectivity and safety.

The implementation of the initiatives outlined in this plan will support accessibility throughout the townsites of Ravensthorpe, Hopetoun and Munglinup for all members of the community, with the aim to create a connected and safe cycling network for all members of the community and visitors.

COMMENT

3. The Plan involved community consultation through workshops and an online survey. A review of the responses given from the community survey showed the following trends:
 - Riding is a popular option of travel within the Shire of Ravensthorpe with 60% of respondents riding over once per week
 - Walking is also a main form of travel within the Shire of Ravensthorpe with those that do not ride as often, 79% selected walking as another form of frequent sustainable travel
 - 57% of respondents highlighted the lack of dedicated bike riding infrastructure as a reason for not riding as often
 - Riding on the road can be an uncomfortable experience for 73% of respondents
 - Ravensthorpe encourages riding to and from leisure/recreation and commuting to and from work/school
 - Hopetoun encourages riding to and from tourist attractions either in the form of fitness or leisure/recreation as indicated by the popularity in respondent's reasons for riding

- Munglinup had a lack of respondents in that area
- Hopetoun-Ravensthorpe Road a main route for riding in both Ravensthorpe and Hopetoun as a total of 15 respondents between both Towns selecting this as a road they use most when riding.

Due to the popularity of walking and riding in addition to the lack of dedicated riding infrastructure being highlighted as an issue, there appears to be a demand for bike infrastructure to be implemented in order to encourage riding more often within the Shire of Ravensthorpe.

CONSULTATION

4. The consultant group Stantec ran community workshops and an online survey as well as a “saddle survey” of the townships.

The Bike Plan was encouraged by the Department of Transport and examined relevant planning documents regarding the interface with active transport in the Shire and the State, including;

- State Planning Strategy (2014)
- Western Australian Bicycle Network (WABN) Plan (updated 2017)
- Shire of Ravensthorpe Local Planning Scheme No. 6 (2018)
- Shire of Ravensthorpe Local Planning Strategy (2015)
- Trail Master Plan for the Shire of Ravensthorpe (2013)
- Tourism Strategy for the Shire of Ravensthorpe (2010)
- Integrated Planning Suite 2020-2030 (2021)
- Corporate Business Plan
- Fleet, Equipment, & IT Asset Management Plan.

STATUTORY ENVIRONMENT

5. Nil

POLICY IMPLICATIONS

6. Nil

FINANCIAL IMPLICATIONS

7. Upgrades to bike paths, crossovers and footpaths will form part of ongoing budget assessments and approvals.

RISK MANAGEMENT

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial (if endorsed)	Likely	Moderate	Medium	Prioritised items budgeted on an immediate, short and long term priority basis. Alternate funding sources to be sought through grant funding

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Environmental (if endorsed)	Possible	Minor	Low	The social economic and health benefits to be assessed against potential environmental impact. An EMP be produced for any off road (bush) trails or tracks
Reputational (if endorsed)	Rare	Minor	Very Low	Ensure appropriate public consultation process. Review proposals against existing Plans and Policies

ALTERNATE OPTIONS

9. Council may decide not to endorse as presented in whole or in part.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2018-2022

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.1	To grow business and employment
1.2	The right resources and infrastructure are in place to support local commerce and industry

Outcome 2: Community - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment

Outcome 3: Built Environment - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town
3.3	The towns of the Shire have attractive streetscapes in keeping with local character
3.4	It is easy and safe to move around and in and out of the district

Outcome 4: Natural Environment - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
4.3	The Shire's valued natural areas and systems are protected and enhanced
4.4	Energy is used efficiently and there is an increased use of renewable energy in the Shire

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.5	The value of community owned assets is maintained

VOTING REQUIREMENTS

11. Simple Majority

COUNCIL DECISION:

Moved by Cr Livingston, seconded by Cr Bell

Resolution: 48/22

That Council ENDORSES the Bike Plan as presented.

Motion put and CARRIED

(7/0)

UNCONFIRMED

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil.

15 MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

Nil

16 CLOSURE

The Presiding Member declared the meeting closed at 6.20pm.

These minutes were confirmed at the meeting of 16 August 2022.

Signed by the Shire President: _____

(Presiding Person at the meeting of which the minutes were confirmed.)

Date: 16 August 2022

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

The Chief Executive Officer has approved deputations from the following:

10.1 PRESENTATION – HEYSCAPE TINY CABINS - Mr Joe Clarke, Operations Manager



HEYSCAPE



TINY CABINS

GUEST TESTIMONIALS

"Pretty much everything. Loved the seclusion, location, bonfire, animals, but what really makes the stay are the amenities and quality of the cabin. Nice bed, towels and shower takes it from feeling like a camping trip to a little bit of luxury. Sound proofing the cabin was great too, total quiet at night. Ended up being the perfect place to propose and spend a couple of days before having to return back to reality." South West Cabins, September 2021

"Surprised by how well equipped the kitchen was. We also had stunning views, loved seeing the stars at night and watching the sun rise outside our window each morning. The outdoor bath was also greatly appreciated. LOVED that there was no one around, was great to pretend to be the last two humans on earth for a day." Wheatbelt Cabins, January 2022

"(We loved) all of it! The remote and peaceful location, the simple life of the cabin, the fire pit, the comfortable bed, the hammocks, the variety of little hang places, the ambience of the sheep. It was our 34th wedding anniversary and was just so perfect." Northern Valleys, June 2022

HOW TO BOOK

Book direct at
heyscape.com.au

ONLINE REACH

 12k+  20k+



[HEYSCAPE.COM.AU](https://heyscape.com.au)

ABOUT US

Heyscape Tiny Cabins are an eco accommodation provider, owned and operated by a local team of passionate West Aussies.

Our mission is to bring tiny home, off-grid experiences to WA locals and visitors alike, allowing folks to stay in premium WA locations they wouldn't normally be able to access.

Heyscape is based around a love of camping - but not a love of roughing it! All our off grid cabins feature comfy beds fitted with premium bedding, stylishly appointed bathrooms with hot showers and an array of other hand picked luxuries that make for a stay you our guests never forget.



HOST OUR TINY CABINS

We're looking for cozy secluded spots. Think true natural beauty, breath taking views, wildlife, livestock...

Many farms have land on the edge of cropping or livestock paddocks that can be utilised by Heyscape to house our fully self-sustainable holiday rental cabins, all the while earning you \$100 per week (\$5,200+ a year) per cabin.

HOW DOES IT WORK?

We build the cabins, manage everything (advertisement, bookings, guests, maintenance & cleaning...) and pay you, our landowners rent for each of our cabins. Our cabins are also a great opportunity to increase exposure to your product if you run a business on your property.

Ideally we would want to setup a minimum of 2-3 cabins on your land which as a rule of thumb works well on land of 100 acres or more.

Step 1: Express your interest in hosting cabins on our website <http://heyscape.com.au/host>

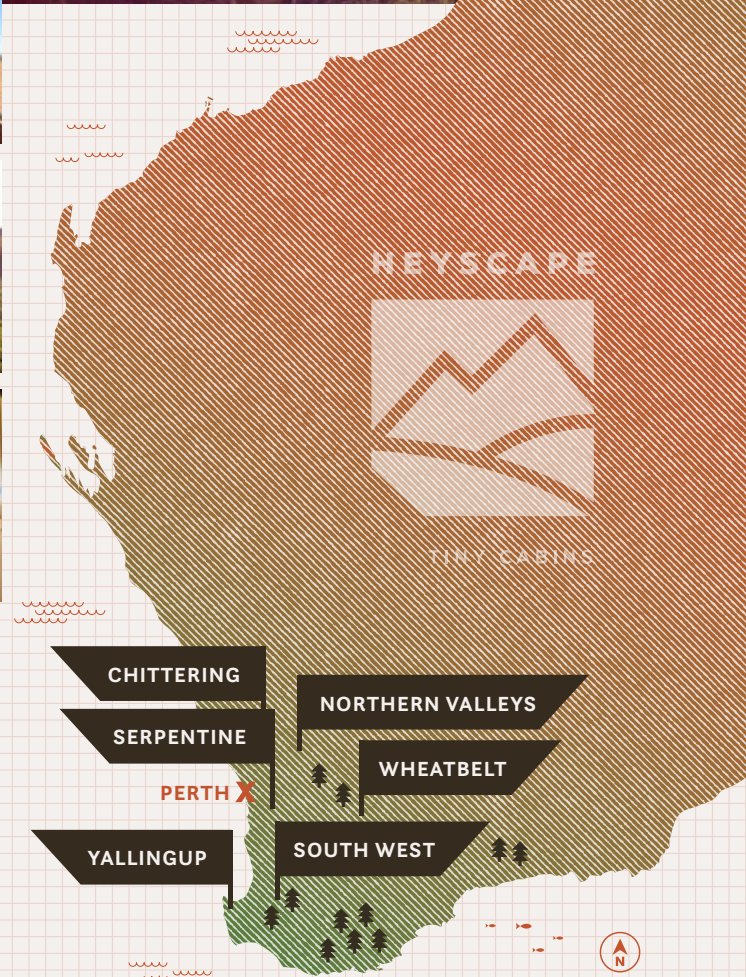
Step 2: If your property meets our requirements, we visit your land and agree on the number of suitable locations for cabins on your property.

Step 3: We sign a lease with you and engage a Town Planner and Bushfire Consultant to ensure your property is suitable for cabins.

Step 4: We work with your local Shire. We take care of all Shire applications and pay all relevant fees.

Step 5: Once approvals are received, we start setting up our cabins on your land. We advertise & handle bookings. You simply keep the location tidy & safe (keep access road open, reduce the bushfire risk etc). We'll do the rest.

OUR LOCATIONS



11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

11.1 AUDIT COMMITTEE

2020-2021 ANNUAL FINANCIAL REPORT AND 30 JUNE 2021 AUDIT REPORT

File Reference:	FM.AU.1
Location:	Nil
Applicant:	Nil
Author:	Executive Manager Corporate Services
Authorising Officer	Chief Executive Officer
Date:	28 July 2022
Disclosure of Interest:	Nil
Attachments: <u>YELLOW</u>	1. Shire of Ravensthorpe Annual Report 2020-2021 2. Final Management Letter 30 June 2021
Previous Reference:	Nil

COMMITTEE RECOMMENDATION

That Council:-

1. **ACCEPT** the 2020/2021 Annual Financial Statements and Auditors Report for the financial year ended 30 June 2021; and
2. **SET** the 2020/2021 Annual General Meeting of Electors within 56 days of the acceptance of the 2020/21 Annual Financial Report; and
3. **PROVIDE** the Annual Report to the Shire of Ravensthorpe Community, two (2) weeks' prior to the Annual General Meeting of Electors.

Carried: /

Moved: _____

Seconded: _____

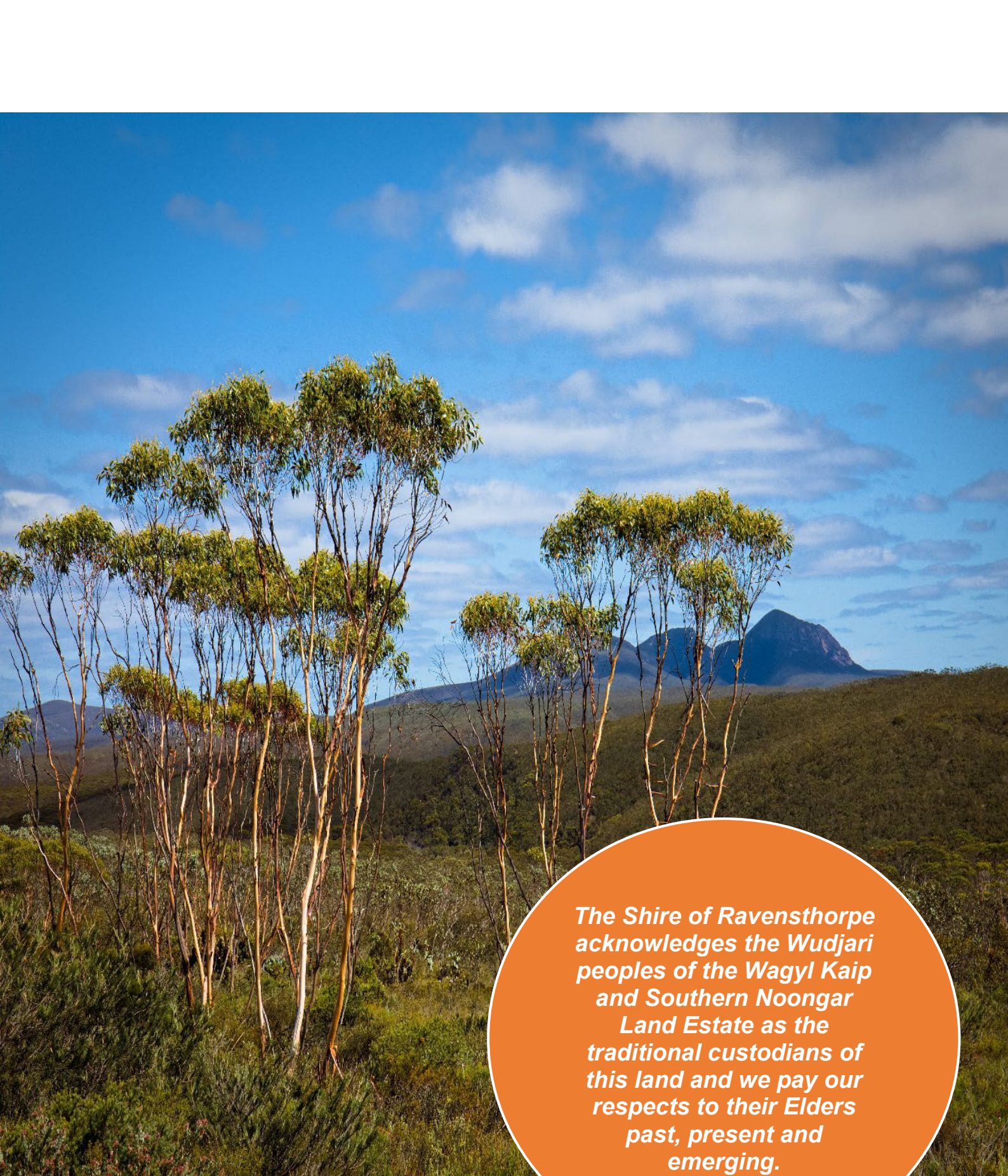
ATTACHMENT



Annual Report

2020 - 2021

Shire of Ravensthorpe



The Shire of Ravensthorpe acknowledges the Wudjari peoples of the Wagyl Kaip and Southern Noongar Land Estate as the traditional custodians of this land and we pay our respects to their Elders past, present and emerging.

Shire of Ravensthorpe
65 Morgans Street
Ravensthorpe WA 6346
(08) 9839 0000
shire@ravensthorpe.wa.gov.au
www.ravensthorpe.wa.gov.au

Contents

Elected Members 2020-2021	3
Executive Team	3
Council Meeting Attendance of Elected Members 2020-2021 ...	6
Shire President Message	7
Chief Executive Officer Message	8
Shire's Regional Profile	9
Map of Shire of Ravensthorpe	10
Councillor Demographic Data	11
Age Demographic	11
Country of Birth.....	11
Linguistic Background.....	11
Aboriginal and Torres Strait Islander.....	11
Demographic Data.....	12
Projects and Grants	13
Fire and Emergency Services.....	16
Airport	16
Childcare/Early Learning	17
Tourism	17
Libraries.....	18
Freedom of Information	18
State Records Act 2000	18
Disability Services Plan	18
Customer Service	19
Roads	19
Road Re-sheeting	19
Ravensthorpe.....	19
Hopetoun	19
Maintenance.....	19
Environmental Health	20
Drainage.....	20
Parks and Gardens / Town Maintenance	20
Plant Replacement	20
Annual Financial Report 2019/2020.....	23
Independent Auditors Report	80

2020 – 2021 Elected Members

VISION

A GROWING COMMUNITY, THRIVING
AND RESILIENT,
SHARING OUR NATURAL
WONDERLAND WITH THE WORLD



Keith Dunlop, Shire President



Tom Major, Councillor



Julianne Belli, Deputy Shire President



Mark Mudie, Councillor



Ian Goldfinch, Councillor



Graham Richards, Councillor



Sue Leighton, Councillor

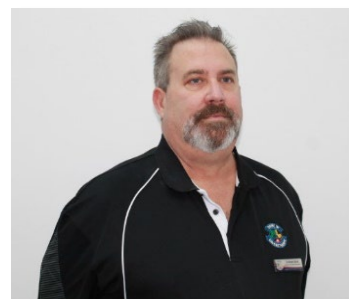
2020 – 2021 Executive Team



Gavin Pollock, Chief Executive Officer



Les Mainwaring, Director Corporate and
Community Services



Graham Steel, Director Technical
Services

Council Meeting Attendance of Elected Members 2020-2021

Elected Members	Ordinary Council Meetings (11)	Special Council Meetings (4)	Audit Committee Meetings (1)
Shire President Keith Dunlop	11	4	1
Deputy Shire President Jules Belli	8	4	1
Cr Ian Goldfinch	9	3	1
Cr Sue Leighton	10	4	1
Cr Tom Major	11	4	1
Cr Mark Mudie	11	4	1
Cr Graham Richardson	9	3	0



Shire President's Message

As we come to the end of another busy and productive year, and look forward to the year ahead, I am pleased to present my message to the community for the 2020-2021 Annual Report.

May 2021 saw the publishing of the Shire's Integrated Planning Suite 2020 - 2030.

This comprehensive document suite outlines the Shire's Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, and the informing plans including Fleet, Asset Management, Work Force and Diversity Plans for 2020 - 2030.

Tourism was high on the community's agenda, which is driving key long-term priorities such as development of a Biosphere Discovery/ Interpretive Centre, upgrade of Hammersley Drive to the South Coast Highway and an upgrade of camping facilities.

There has been a great focus on community engagement, marketing and promotion this year and due to many hours of hard work and funding through the Drought Communities Program, the Shire of Ravensthorpe has been lucky enough to be featured on two national television programs. Network 7's "Our Town" and Network 9's "Destinations WA" have both recorded features which aim to promote and celebrate our wonderful shire as a must-see tourist destination as well as a great place to live and invest in.

In the shorter term, we are concentrating on the new cultural precinct in Ravensthorpe and a range of improvement projects across all areas in the Shire. This includes a focus on paths and trails, an increase in both the quality and standard of beach access points and enhancements to recreation facilities.

Community development and, in the longer term, aged care, are major priorities in the community area.

An important part of the plan is continuous improvement in community engagement. The clarity of this plan is testament to the value of community input.

This Suite will have a major review every four years with a minor review every two years to ensure we are working together with the Community for our shared plan.

Thank you to all the Councillors for their dedication, hard work and time they have devoted to our community. Your commitment to providing strong and thoughtful leadership is appreciated. Also thanks to all Shire staff, who have continued to provide exceptional service throughout the year. Your hard work and professionalism does not go unnoticed.

I look forward to the opportunities the New Year will bring as we strive to make the Shire of Ravensthorpe the best place to work, live and play.



Keith Dunlop
Shire President



Chief Executive Officer's Message

Due to the departure of Gavin Pollock, Chief Executive Officer, in late 2021, as the incoming Chief Executive Officer I am pleased to present the 2020-2021 Annual Report to the Shire of Ravensthorpe Community.

The 2020-2021 year saw the ongoing management of COVID-19 within our State. With State borders closed, the Shire saw an increase in visitors, with West Australians choosing to take to the road and explore, and holiday within our great State. It was a real opportunity for our Shire to showcase its attractions and uniqueness.

Throughout the early part of 2020, the Shire undertook an extensive Community Survey to enable Council to gain an understanding of the priorities and service satisfaction levels of the community. This was finalised in August 2020. It was pleasing and encouraging to see that 73% of the Community surveyed provided the Shire with a Good/Excellent scoring for Overall Performance.

The outcome of the survey was the Community Strategic Plan. This Plan highlights the top five performance areas the Community would like the Shire to concentrate on, being:

- Health and Medical Services;
- Ranger, Fire and Emergency Services;
- Roads, Bridges and Drainage;
- Community Engagement & Communications; and
- Community Grants.

This Plan forms the basis of the Shire's Integrated Planning Suite (IPR), which was released in May 2021.

The IPR in turn outlines the community's direction and how this will be achieved. Each component of the IPR has a unique role in achieving effective and sustainable integrated planning for the community.

The framework of the IPR recognises that planning for a local government is holistic in nature and driven by the Community.

It determines organisational and resource capabilities to meet the community's expectations. Successful outcomes are achieved by understanding the interdependencies of service levels and expectations with those budgets and human resources. The framework also allows local governments to adapt and respond to changes in those community service level requirements and expectations.

The top five outcomes from the IPR which the Shire will be focusing on in the coming years are:

- Economy
- Community
- Built Environment
- Natural Environment
- Governance and Leadership

I encourage the community to review the IPR suite which is available on the Shire's Website.

The 2020-2021 year also saw the WA Industrial Relation Commission approve the Shire of Ravensthorpe's first Enterprise Bargaining Agreement. This Agreement was endorsed by the majority of staff with a formalising of position descriptions and benefits.

Of note also were the number of projects commencing as a result of grants from the State and Federal Governments. Further information regarding these projects can be found through this report.

An extension of gratitude to the Shire's Councillors for their continued support and to the staff of the Shire of Ravensthorpe for the continued provision of essential services and infrastructure.

Matthew Bird
Chief Executive Officer
5 August 2022

Shire's Regional Profile

The Shire of Ravensthorpe is a Local Government Area in the Southern Goldfields-Esperance Region of Western Australia. It is about halfway between the City of Albany and the Shire of Esperance. We are approximately 530km southeast of Perth. The Shire covers an area of 13,551km², with the seat of government being in the town of Ravensthorpe.

The Ravensthorpe Ranges are covered by Salmon Gums which encircles the Ravensthorpe Town. The Shire is comprised of approximately two thirds natural bushland which includes the Fitzgerald River National Park.

The agricultural industry grew significantly in the 1950's and 60's and despite recessions and drought the industry has continued to be the mainstay of the district. Cereal growing has become the main focus, with sheep and cattle farming taking lessor prominence within the Shire.

The Shire is experiencing growth with the mining of nickel and lithium. Mining operations are providing continued growth and activity within our town sites and bring new business to the district.

The Shire's main town sites are Hopetoun (population 871, ABS 2016), Munglinup (population 192, ABS 2016) and Ravensthorpe (population 498, ABS 2016).

Hopetoun is on the south coast of the Shire and was established in 1900 as a coastal port servicing the Phillips River Mining District. The town site was named after the Seventh Earl of Hopetoun and first Governor General of Australia, John Hope. The town's population has continued to grow since the 2016 census with the reopening of mine sites within the Shire.

Munglinup is located along the South Coast Highway between Ravensthorpe and



Esperance and close to the Munglinup River. The name Munglinup is of Indigenous Australian origin and means 'where young people met their in-laws'. The name Munglinup first appeared on maps made by early settlers in 1868. The region was first opened up for farming in the late 1950's and by the early 1960's the community asked for a town site between Esperance and Ravensthorpe be considered. The town site was surveyed in 1961 and gazetted in 1962.

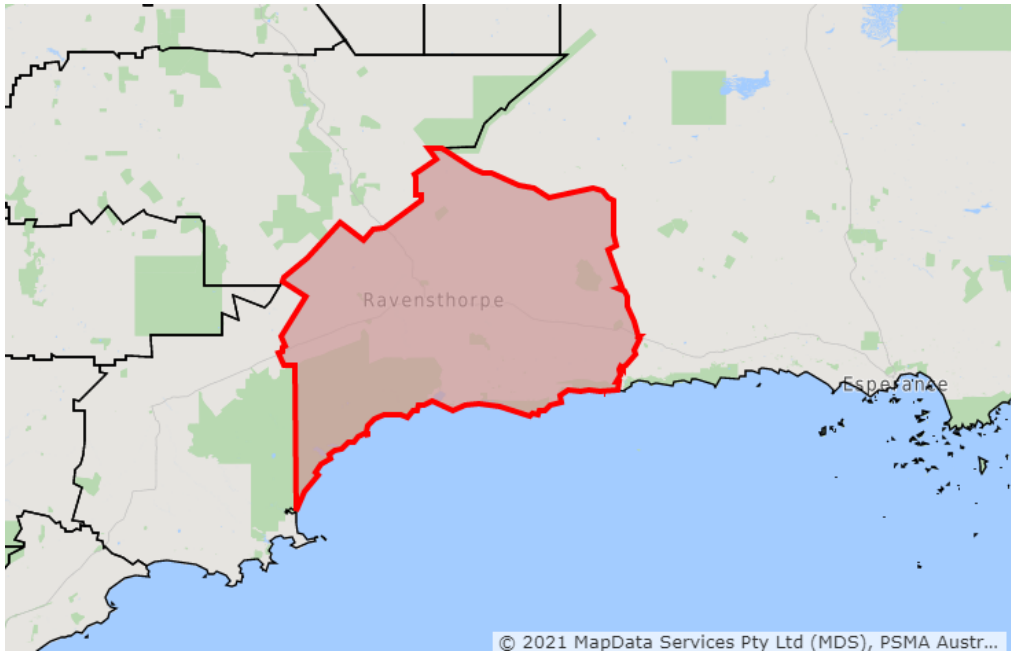
Ravensthorpe was surveyed by Surveyor General John Septimus Roe in 1848 and the town was named after the nearby Ravensthorpe Range.

Gold was discovered at Annabel Creek and more profitable copper discovered in 1900 which resulted in a boom for the area.

The population climbed to over 1,000 by 1901 when the government gazetted the Town of Ravensthorpe. The area has continued to prosper and the population grew accordingly. By 1909 the population was over 3,000. The prosperity was short-lived though and by 1918 the local copper smelter was closed and many of the copper and gold mines closed.

Today the Shire boasts industry in Ore Mining, Grain growing, Livestock and Tourism.

Map of Shire of Ravensthorpe



RAVENSTHORPE TOWNSITE - SILOS



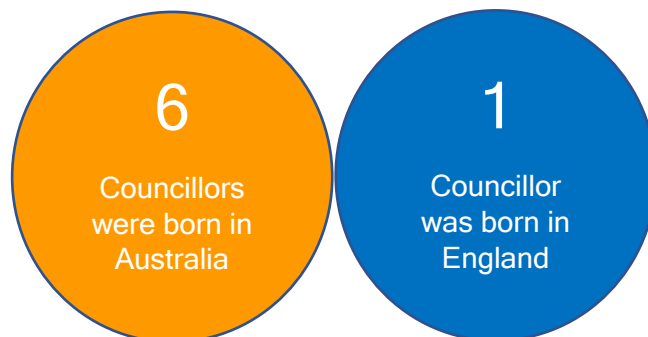
HOPETOUN TOWNSITE - FORESHORE

2020 – 2021 Councillor Demographic Data

Age Demographic



Country of Birth



Linguistic Background



Aboriginal or Torres Strait Islander

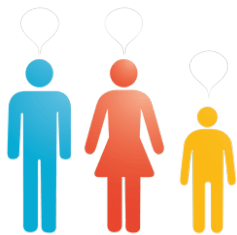
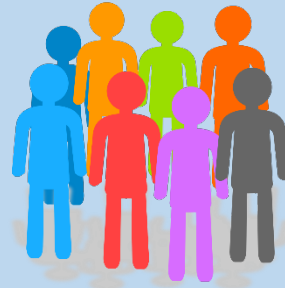


2020 – 2021 Demographic Data

1,558

Population

ABS - Regional Data 2016



49.3 Years Old
Median Age



Approximately 50% of all
Families are couples without
Children



18.1%
Households with Mortgages



37.1%
Households owned outright



40.8%
Households renting



\$817 Median weekly
household income



\$195 Median weekly rent



\$292 Median weekly
mortgage payment



1.8% population of
Aboriginal and Torres Strait
Islanders (2019*)

**All data sourced from ABS – 2016 unless otherwise noted.*

Projects and Grants – 2020-21

Grants and Special Projects

Since September 2020, when the Australian Government executed the Building Better Regions Fund Agreement for the Shire of Ravensthorpe to proceed with the Cultural Precinct, the Shire has been awarded additional funding via the Drought Communities Program Grant, Local Roads and Infrastructure Rounds 1, 2 and 3 and several smaller State Government Grants, totalling some \$8,526,805.00. This funding was spread over 43 projects, covering all aspects of the Shire, and including a significant variety of works. For a remote, rural Shire covering over 13,551km² in area and with a relatively small population, completing these works

was always going to be a massive task. Throw into the mix Covid-19 with border closures, supply shortages, resource shortages, price increases, and relief packages that brought on a surge in the building industry, it has made the 2020-2021 year a demanding but ultimately rewarding time. Fortunately, the Australian Government has been apprised of the difficulties being faced by rural and regional communities and have allowed a number of extensions of time for projects that, through no fault of the Shire, were impossible to complete. The Shire is grateful to the local contractors that have stepped up and assisted throughout the completion of the works and provided support in meeting the milestones under the grant agreements.

The below table details the Grants and the respective funding;

Funding Source	Program/Initiative	Activity	Amount
Australian Government	Building Better Regions Fund (Round 4)	Ravensthorpe Cultural Precinct	\$5,275,800.00
Australian Government	Drought Communities Program	23 various projects	\$1,000,000.00
Australian Government	Local Roads and Community Infrastructure Phase 1	12 various projects	\$513,120.00
Australian Government	Local Roads and Community Infrastructure Phase 2	6 various projects	\$383,035.00
Australian Government	Local Roads and Community Infrastructure Phase 3	Ravensthorpe Cultural Precinct	\$1,026,240.00
Australian Government	Communities Combating Pest and Weed Impacts During Drought Program	Pest and Weed Control – 5 activities	\$94,468.00
WA State Government	Community Sport and Recreation Facility Fund	Hopetoun Oval Irrigation	\$94,142.00
WA State Government	Community Housing Organisation Maintenance Grants Program	Dunn St Seniors Structural repairs	\$20,000.00
WA State Government	Western Australian Planning Commission	Hopetoun CHRMAP	\$100,000.00
WA State Government	Small Grants Program	Ravensthorpe Information Bay upgrade	\$20,000.00
			\$8,526,805.00

The following table provides a list of the works undertaken within the guidelines of the various grants;

Grant	Projects	Status
BBRF and LRCI 3	Ravensthorpe Cultural Precinct	Complete by December 2022
Drought Communities Program	RRAC - In The House Program	Completed
	Ravensthorpe & Districts Arts Council	Completed
	Hopetoun Senior Citizens Centre Upgrade	Completed
	Two Mile Ablution Block – Hopetoun	Completed
	North Ravensthorpe Hall Painting	Completed
	Jerdacuttup Hall Ceiling Repair	Completed
	Fitzgerald Hall Water Supply Project	Completed
	Munglinup Community Centre Carpet Tiles	Completed
	Hopetoun – Bus Shelter	Complete by June 2022
	McCulloch Park Playground Upgrade - Hopetoun	Completed
	Basketball Hoops – Hopetoun	Completed
	Dual Irrigation - Hopetoun Ovals	Completed
	Maitland Street Park Playground Upgrade	Completed
	Skate Park Shade and Seating	Completed
	Hosking Street - Concrete Footpath Construction	Completed
	Street Furniture - Hopetoun	Complete by June 2022
	Hopetoun Information Bay	Completed
	Tourism Promotion And Branding	Complete by June 2022
	Hopetoun Roundabout And Entry Landscaping	Complete by June 2022
	Mason Bay – bay numbers	Completed
Starvation Bay – bay numbers and new ablution block	Complete by June 2022	
illuminating Silo Art Work	Completed	
Local Roads and Community Infrastructure- Phase 1 (LRCI1)	Surgery Upgrade Ravensthorpe	Completed
	Surgery Upgrade - Hopetoun	Completed
	Little Barrens - Painting	Completed
	Hopetoun Foreshore - Beach Shelter	Completed
	Hopetoun Sports Pavilion - Kitchen	Complete by June 2022
	Hopetoun Sports Pavilion - Timber Sealing and Painting	Complete by June 2022
	Ravensthorpe Rec Centre - Hot Water System	Completed
	Hopetoun Sports Pavilion - Undercroft Ceiling replacement	Completed
	Fitzgerald Road Floodway Sealing	Completed
	Cowel Road Floodway Sealing	Completed
	Tamarine Road Patch And Seal Repairs	Completed
	Coxall Road 2X Culvert Replace	Completed

Grant	Projects	Status
Local Roads and Community Infrastructure – Phase 2 (LRCI2)	Munglinup - Enclose verandah	Complete by June 2022
	Munglinup Bowling Green -4 Rinks	Complete by June 2022
	Hopetoun Visitor Information Board Expanded for Tourism	Complete by June 2022
	Munglinup Rest Bay Upgrade	Complete by June 2022
	Munglinup Water Catchment Dam	Complete by June 2022
	Weed Eradication	Complete by June 2022
Communities Combating Pest and Weed Impacts During Drought Program	Pest flora and Fauna eradication	Completed
Community Sport and Recreation Facility Fund	Hopetoun Oval Irrigation and new water tanks	Completed
Community Housing Organisation Maintenance Grants Programme	Dunn St Seniors Structural repairs	Complete by December 2021
Western Australian Planning Commission	Hopetoun – Coastal Hazard and Risk Management Adaptation Plan	Complete by June 2023
Small Grants Program	Ravensthorpe Information Bay Upgrade	Complete by April 2022

This coming financial year, 2021 - 2022, will see the completion of almost all projects and a number of grants still awaiting final approval. The Shire is looking forward to completing more projects and working with local resources to continue to support and grow this great community.



Fire and Emergency Services

Hopetoun Rural Brigade was approved to build a new one bay facility, due to the Hopetoun appliance being written off due to safety concerns and rust. A high season appliance will be kept by the Brigade until the new facility and a new appliance is built.

COVID-19 arrived in the State in 2020 impacting the Local Emergency Management Committee (LEMC) activities. The Shire was in lockdown for a period during 2020. COVID-19 concerns only slightly impacted the Brigades' abilities to respond to incidents.

The Shire successfully applied for Mitigation Activity Funding for treatment of 98 Mitigation Activities.

Funding was approved from the 'All West Australians Reducing Emergencies (AWARE)' Program 2020-2021 to update the Local Emergency Management Arrangements (LEMA).

Applications were submitted through the State Government's WA Recovery Plan for strategic rainwater tanks due to several large fires in the Shire, including some in a Reserve near Laurina Road over the 2020 - 2021 New Year holiday period.

The Shire Bushfire Risk Planning Coordinator commenced a two-year contract on 14 September 2020 and planned several mitigation burns in the Shire, around Hopetoun, Mason Bay and Jerdacuttup. Further burns are planned for the following financial year.

Shire staff continued to assist Volunteer Bushfire Brigades on a number of occasions, by providing graders, loaders, dozer and watercarts as required.

Airport

The Airport saw some major changes across the 2020-2021 period. With the charter flight requirements rapidly increasing, there was a total of 14,370 passengers for the financial year as opposed to the 3,292 the previous financial year, and the numbers are increasing. With these fast changes, the Airport increased its operations with two full time staff. Skippers Aviation began using the Airport in addition to the smaller airport companies as well as Virgin Australia Regional Airlines who requires intensive airline specific training and reporting. The Airport is now back to servicing up to F100 Jets.

The Civil Aviation Safety Authority ('CASA') notified changes to the Manual of Standards which required a full review of compliance standards within the Airport. The Airport was able to retain their Tier 3 Security Controlled Status with the Department of Home Affairs.

A \$35,000 grant was approved by the Regional Airports Development Scheme for the implementation of a Wildlife Hazard Management Plan, the purchase and replacement of all low intensity runway lighting, the installation of CCTV and conducting an Annual Electrical Technical Inspection- all scheduled for the 2020- 2021 financial year.

The 35,000L water tank used by the DBCA water bombers was replaced with a 150,000L tank. The old tank was used to replace the 11,000L tank at the Terminal due to the increased usage.

The Airport is expected to get busier with passenger turnarounds and compliance requirements into the following year.

Childcare/Early Learning

In July 2020 'Little Barrens' Hopetoun opened an after school care room which was very beneficial to families of school aged children. July was also the month when mandated "free" childcare fees ended, as we were coming out of the first COVID19 restrictions.

In August 2020 Little Barrens received four new cots in response to an increasing demand for enrolled babies.

During 2020-2021 the Shire sought to maximise staff resources to expand Long Day Care at the Cub House in Ravensthorpe and Little Barrens in Hopetoun in order to satisfy the increases in demand, and utilise the licensed capacity of 19 places in Ravensthorpe and 80 places in Hopetoun. Unfortunately the challenges of maintaining staff to child ratios and continuing operations as an essential service during a growth phase had placed great pressures on staff resources and team wellbeing which appeared to have contributed to, or been exacerbated by, a high staff turnover. The fact that the childcare service was able to maintain a continuous service to the public during this growth and turnover period was a further testament to the resilience and perseverance of the Manager, Co-ordinators and staff.

The childcare sector is a heavily regulated environment, governed by the National Quality Framework and National Quality Standards, and the Shire has continued its commitment to the community to enable access to these essential services and strive for the delivery of a quality childcare services in both Ravensthorpe and Hopetoun, whilst providing work opportunities to attract and retain people to the area.

The Shire notes that during the COVID-19 pandemic the Federal Government provided Job Keeper and subsidies to Childcare Services across the country. Unfortunately this support was not made available to Local Governments and any

funding shortfall had to be absorbed by the Shire, as indicated in the financial report.

Tourism

The Shire recognised the continuing need to increase promotion and review the co-ordination of visitor servicing across the region in an attempt to improve the quality of visitor experiences. We continued to activate promotional networks through State and Regional tourism bodies, reinvigorated the Fitzgerald Coast website, encouraged local businesses, maintained a distribution network of promotional materials for local attractions and above all promoted the Fitzgerald Biosphere Coast brand for this local region.

The Fitzgerald Biosphere Coast name is gaining recognition for the area and is fast becoming the trade mark logo associated with the attractions of the Fitzgerald Biosphere and Ravensthorpe shire.

In August 2020 new signage was installed for visitor information to the approach to the Ravensthorpe Town site, indicating the direction to the Town Centre and pictures of facilities available.

In March 2021 the 'Our Town' film crew were in Ravensthorpe and Hopetoun showcasing what the towns have to offer in terms of livability and workability for families that may intend to relocate to the local area. This initiative was partnered with the local mines Medallion Metals, FQM and Galaxy.

In April 2021 Cr Sue Leighton did a pre-recorded interview with presenter Jenny Seaton as part of the Shire's cooperative marketing with Australia's Golden Outback (AGO) and Curtin FM radio. The campaign was targeting the Perth market as part of AGO's 'Road Trip Country' campaign through TV and digital promotions.

In May and June 2021 Guru Productions were in Ravensthorpe and Hopetoun filming two local stories for the Destinations WA television series.

In June 2020 work had commenced on development of a new self-serve touch-screen tourism interactive located in the Hopetoun Community Resource Centre. This formed the centrepiece of the new Visitor Centre Information area in the upper foyer area.

There is plenty to look forward to in further developing our tourism strategy and branding, together with the development of the new visitor servicing area in the Ravensthorpe Cultural Precinct.

Libraries

The two-tiered library approach has led to a revised small grant funding system which was rolled out in 2020-2021. The Ravensthorpe and Hopetoun Libraries were successful in receiving a \$4,860 small initiative towards the continuation of the Fitzy Unearthed/Fitzy Files project.

The Libraries decided on a replacement for the outgoing Amlib integrated library system, which allowed for collaboration opportunities with neighboring Shires, and hopes of enabling this funding to continue during the 2020-2021 financial year.

Our great appreciation is extended to the managers and staff of the Hopetoun and Ravensthorpe Community Resource Centres for delivering our accessible library services, programs and resources.

Freedom of Information

The Shire of Ravensthorpe welcomes any enquiries for information held by Council.

If any information cannot be accessed by less formal means, a freedom of information request can be made by contacting the Chief Executive Officer.

It should be noted that some documents are for viewing only and cannot be copied which would breach the Copyright Act, and some documents are of such a confidential nature that as a matter of broader public interest they cannot be viewed or released.

One enquiry was received during the 2020/2021 period.

Council's Information Statement is reviewed annually and a copy made available at both administration offices for perusal, as required under the *Freedom of Information Act 1992*.

State Records Act 2000

The Shire of Ravensthorpe previously reviewed its Recordkeeping Plan in 2015, which was subsequently accepted by the State Records Office.

The Recordkeeping Plan details all recordkeeping practices across the organisation and incorporates legal requirements imposed by the State Records Office.

Synergy Soft is the Shire's record keeping system. The Shire's Records Staff undertake recordkeeping training on an as needs basis provided by a third party training provider, following a formal induction process.

The Shire inducts every new staff member to become familiar with the Recordkeeping system and procedures of Ravensthorpe.

Records Staff undertake ongoing, ad-hoc reviews of Records practices across the organisation, which highlights any additional training requirements for staff.

Disability Services Plan

Council updates its Disability Access and Inclusion Plan every 5 years, with the last update being conducted in December 2019.

Section 29(m) of the *Disability Services Act 1993* requires the Shire to report on the following eight outcomes in its approach to assist people with disability within the Shire:

1. People with a disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
2. Council organised community events are held in appropriate venues with facilities which allow for ease of access by people with disability. Improvements to footpaths, in both town sites, include disabled access.
3. People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
4. Council is committed to ensuring all Council buildings are able to be accessed by people with disability.
5. People with disability receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.
6. All Council publications are available in a variety of formats on request for people with specific needs. This information is conveyed through local newsletters and within each individual document.
7. People with disability receive the same level and quality of service from the staff of the relevant public authority.
8. The Shire of Ravensthorpe will encourage community engagement practices and effective advocacy by creating partnerships with relevant external stakeholders and service providers.

Customer Service

Council's Customer Service Charter outlines a commitment to providing a high standard of service to all customers of the Shire through all avenues of contact including in-person, over the telephone and through written correspondence.

Roads

Road Re-sheeting

Works and Services completed the following road re-sheeting projects during the 2020-2021 financial year. The gravel re-sheeting program for the year was undertaken as part of an ongoing road rehabilitation works.

- West River Road \$239,000
- Mallee Road \$348,000

The Works and Services team, along with contractors, carried out the following projects to the sealed road network during the 2020-2021 year:

- Tamarine Road pavement and seal repairs \$ 76,000
- Hamersley Drive bitumen reseal \$155,000
- Springdale Road bitumen reseal \$102,000
- Jerdacuttup Road bitumen reseal \$217,000

Ravensthorpe

Intersection improvements to facilitate RV vehicle access was undertaken at:

- Colman Street Intersection asphalt seal.

Hopetoun

In addition to community projects; the following was undertaken during the 2020- 2021 period:

- Hopetoun entry artwork; and
- Culham Inlet Carpark, works were completed.

Maintenance

A large portion of Council's budget is expended on the maintenance of existing facilities and services such as:

- Recreation Grounds \$129,000
- Sporting Pavilions & Clubs \$183,000

- Public Toilets \$180,000
- Parks and Gardens \$104,000
- Cemeteries \$ 28,000
- Effluent Scheme \$ 90,000
- Street Lighting \$ 62,000
- Household refuse \$905,000
- Airport \$400,000
- Road Maintenance \$1,410,000

Street sweeping and storm water drains were cleaned in Hopetoun, Munglinup and Ravensthorpe during the financial year.

Environmental Health

All access chambers in the Ravensthorpe Effluent Scheme were inspected and cleaned during this period in accordance with the licence conditions. A number of access chambers were replaced where needed. Compliance reports were submitted to the Department of Health and the Department of Water and Environmental Regulation as per conditions of licence.

Drainage

Culvert installation and maintenance works to the road network were undertaken as part of an ongoing works program; with culvert clearing and in some cases, drainage installation done on Belli Road during the year.

As well, the following works were also completed:-

- Cowell Road Floodway bitumen sealing \$14,000;
and
- Fitzgerald Road Floodway bitumen sealing \$38,000.

All of the above drainage works was undertaken to keep these particular areas well drained and to protect the road pavement.

Parks and Gardens/ Town Maintenance

Ongoing maintenance works of the three town sites continues to a high standard.

Plant Replacement

During the 2020-2021 year the following plant and equipment were replaced:-

- Prime Mover;
- Multi Tyre Roller;
- Zero-turn Mower;
- Parks Water Tank Trailer; and
- a number of light vehicles.

The approximate cost of replacement of all vehicles was;

- Purchase \$701,000
- Disposal - \$352,000
- Net changeover \$349,000

Note: there was a significant increase in disposal proceeds for the 2020-2021 year.



KOMATSU – GD655 GRADER





Auditor General

Independent Auditors Report

SHIRE OF RAVENSTHORPE

**NOTES TO AND FORMING PART OF
THE FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2021**



Auditor General

INDEPENDENT AUDITOR'S REPORT 2021 Shire of Ravensthorpe

To the Councillors of the Shire of Ravensthorpe

Report on the audit of the annual financial report

Opinion

I have audited the financial report of the Shire of Ravensthorpe (Shire) which comprises:

- the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information
- the Statement by the Chief Executive Officer.

In my opinion the financial report of the Shire of Ravensthorpe:

- is based on proper accounts and records
- fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities section below. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards. The CEO is also responsible for managing internal control (as required by the CEO) to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibility for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

Report on other legal and regulatory requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
 - a) The Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the past three years.
- (ii) The following material matters indicating non-compliance with Part 6 of the Act, the Regulations or applicable financial controls of any other relevant written law were identified during the course of my audit:
 - a) During our review of internal controls, we noted that there was evidence of management override of controls resulting in serious misconduct by the former CEO of the Shire. Management override of controls causes a breakdown and undermines the effectiveness of the controls, such as segregation of duties implemented within the Shire that are there to provide a safeguard against the misuse of resources.
 - b) The Shire's Procurement Policy does state a commitment to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest. However, controls to ensure declarations of conflict of interest are performed prior to the evaluation of the tender process could not be evidenced increasing the risk of any actual or perceived conflicts of interest being adequately identified and managed by the Shire.
 - c) During our review of purchases, specifically, those incurred on credit cards, we noted some transactions that may not be in accordance with the Shire's purchasing policy, relate to valid business expenditure and or represent value for money.
 - d) We noted a large number of transactions relating to property expenditure and repairs and maintenance via credit card usage. The Shire's Credit Card agreement states that credit cards should only be used where the procurement of goods is impractical or inefficient by a purchase order. Some of this expenditure was incurred through the shared use of a credit card. There is the heightened risk these purchases may not be legitimate expenses to the Shire.
 - e) Review of transactions identified the former CEO had directed staff to enter in purchase order and invoice details. Directing staff to enter invoices and purchase orders within the system constitutes management override of controls and makes the review of unauthorised changes difficult.
 - f) We noted that there was no evidence that additions and changes to the Supplier Master File are independently reviewed. Without evidence of review there is an increased risk that unauthorised changes made to the Supplier Master File may not be detected should the review of changes made to the Supplier Master File as part of the creditor's payment run not be performed.
- (iii) All required information and explanations were obtained by me.
- (iv) All audit procedures were satisfactorily completed.
- (v) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the financial report were supported by verifiable information and reasonable assumptions.

Other information

The other information is the information in the entity's annual report for the year ended 30 June 2021, but not the financial report and my auditor's report. The CEO is responsible for the preparation and the Council for overseeing the other information.

My opinion does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Ravensthorpe for the year ended 30 June 2021 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

Grant Robinson
Assistant Auditor General Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
28 July 2022



Shire of Ravensthorpe

Annual Financial Report 2020 – 2021



SHIRE OF RAVENSTHORPE
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

TABLE OF CONTENTS

Statement by Chief Executive Officer	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Comprehensive Income by Program	4
Statement of Financial Position	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Rate Setting Statement	8
Index of Notes to the Financial Report	9
Independent Auditor's Report	55

Principal place of business:
65 Morgans Street
RAVENSTHORPE WA 6346

**SHIRE OF RAVENSTHORPE
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Ravensthorpe for the financial year ended 30 June 2021 is based on proper accounts and records to present fairly the financial position of the Shire of Ravensthorpe at 30 June 2021 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

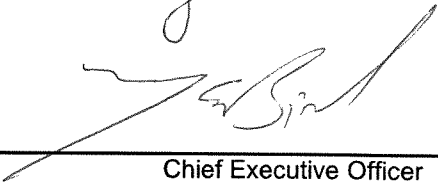
Signed on the

27th

day of

July

2022



Chief Executive Officer

Matthew Bird

Name of Chief Executive Officer



SHIRE OF RAVENSTHORPE
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
Revenue				
Rates	27(a)	4,585,295	4,503,933	4,554,260
Operating grants, subsidies and contributions	2(a)	3,354,082	2,011,246	4,154,628
Fees and charges	2(a)	2,094,179	2,137,072	1,078,853
Interest earnings	2(a)	61,239	78,300	103,066
Other revenue	2(a)	710,925	576,247	414,507
		10,805,720	9,306,798	10,305,313
Expenses				
Employee costs		(4,750,882)	(4,287,386)	(4,119,179)
Materials and contracts		(2,783,456)	(3,494,094)	(3,265,524)
Utility charges		(250,566)	(219,758)	(236,160)
Depreciation on non-current assets	10(b)	(4,744,964)	(4,902,716)	(4,588,500)
Interest expenses	2(b)	(84,601)	(90,968)	(91,063)
Insurance expenses		(322,740)	(225,393)	(223,390)
Other expenditure		(412,333)	(355,930)	(626,961)
		(13,349,542)	(13,576,245)	(13,150,778)
		(2,543,822)	(4,269,447)	(2,845,465)
Non-operating grants, subsidies and contributions	2(a)	2,427,893	9,166,318	884,406
Profit on asset disposals	10(a)	5,378	49,500	23,036
(Loss) on asset disposals	10(a)	(66,112)	(227,000)	(95,046)
		2,367,159	8,988,818	812,395
Net result for the period		(176,663)	4,719,371	(2,033,070)
Total other comprehensive income for the period		0	0	0
Total comprehensive income for the period		(176,663)	4,719,371	(2,033,070)

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



SHIRE OF RAVENSTHORPE
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
Revenue				
Governance		38,941	20,000	26,350
General purpose funding		6,533,506	5,504,055	6,580,571
Law, order, public safety		660,882	377,790	481,996
Health		5,200	15,500	16,559
Education and welfare		683,816	1,084,965	442,532
Housing		5,700	5,200	5,400
Community amenities		777,116	704,474	674,353
Recreation and culture		392,677	473,001	129,075
Transport		970,061	313,000	1,622,552
Economic services		380,595	341,468	192,208
Other property and services		357,226	467,345	133,717
		10,805,720	9,306,798	10,305,313
Expenses				
Governance		(936,216)	(965,894)	(776,593)
General purpose funding		(264,572)	(297,378)	(258,953)
Law, order, public safety		(1,056,293)	(859,274)	(1,049,077)
Health		(284,441)	(310,386)	(307,973)
Education and welfare		(1,067,497)	(1,082,697)	(818,705)
Housing		(210,120)	(237,151)	(233,575)
Community amenities		(1,426,088)	(1,618,187)	(1,300,561)
Recreation and culture		(1,861,094)	(1,902,641)	(1,607,071)
Transport		(4,945,497)	(5,094,362)	(5,098,604)
Economic services		(519,920)	(709,314)	(704,755)
Other property and services		(693,203)	(407,993)	(903,848)
		(13,264,941)	(13,485,277)	(13,059,715)
Finance Costs				
Law, order, public safety		(345)	(345)	(456)
Housing		(13,418)	(14,072)	(13,536)
Community amenities		(25,891)	(25,891)	(28,971)
Recreation and culture		(11,428)	(11,080)	(10,893)
Transport		(33,519)	(39,580)	(37,207)
	2(b)	(84,601)	(90,968)	(91,063)
		(2,543,822)	(4,269,447)	(2,845,465)
Non-operating grants, subsidies and contributions	2(a)	2,427,893	9,166,318	884,406
Profit on disposal of assets	10(a)	5,378	49,500	23,036
(Loss) on disposal of assets	10(a)	(66,112)	(227,000)	(95,046)
		2,367,159	8,988,818	812,395
Net result for the period		(176,663)	4,719,371	(2,033,070)
Total other comprehensive income for the period		0	0	0
Total comprehensive income for the period		(176,663)	4,719,371	(2,033,070)

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

	NOTE	2021	2020
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	4,774,669	3,456,545
Trade and other receivables	6	1,548,485	2,128,749
Other financial assets	5(a)	1,000,000	1,000,000
Inventories	7	25,554	2,358
TOTAL CURRENT ASSETS		7,348,708	6,587,652
NON-CURRENT ASSETS			
Trade and other receivables	6	11,317	11,931
Property, plant and equipment	8	32,970,155	32,355,830
Infrastructure	9	122,213,484	123,297,752
Right-of-use assets	11(a)	792,451	921,543
TOTAL NON-CURRENT ASSETS		155,987,407	156,587,056
TOTAL ASSETS		163,336,115	163,174,708
CURRENT LIABILITIES			
Trade and other payables	13	945,177	1,040,738
Other liabilities	14	701,771	345,384
Lease liabilities	15(a)	124,397	121,001
Borrowings	16(a)	426,653	218,282
Employee related provisions	17	520,534	437,159
TOTAL CURRENT LIABILITIES		2,718,532	2,162,564
NON-CURRENT LIABILITIES			
Lease liabilities	15(a)	701,095	825,493
Borrowings	16(a)	839,634	1,266,287
Employee related provisions	17	70,781	81,660
Other provisions	18	344,032	0
TOTAL NON-CURRENT LIABILITIES		1,955,542	2,173,440
TOTAL LIABILITIES		4,674,074	4,336,004
NET ASSETS		158,662,041	158,838,704
EQUITY			
Retained surplus		36,739,134	37,482,189
Reserves - cash/financial asset backed	4	4,014,299	3,447,907
Revaluation surplus	12	117,908,608	117,908,608
TOTAL EQUITY		158,662,041	158,838,704

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



SHIRE OF RAVENSTHORPE
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2021

		RESERVES CASH/FINANCIAL			
	NOTE	RETAINED SURPLUS	ASSET BACKED	REVALUATION SURPLUS	
		\$	\$	\$	
				TOTAL EQUITY	
				\$	
Balance as at 1 July 2019		39,549,395	3,413,771	117,908,608	160,871,775
Comprehensive income					
Net result for the period		(2,033,070)	0	0	(2,033,070)
Total comprehensive income		(2,033,070)	0	0	(2,033,070)
Transfers from reserves	4	1,964,669	(1,964,669)	0	0
Transfers to reserves	4	(1,998,806)	1,998,806	0	0
Balance as at 30 June 2020		37,482,189	3,447,907	117,908,608	158,838,704
Comprehensive income					
Net result for the period		(176,663)	0	0	(176,663)
Total comprehensive income		(176,663)	0	0	(176,663)
Transfers from reserves	4	951,393	(951,393)	0	0
Transfers to reserves	4	(1,517,785)	1,517,785	0	0
Balance as at 30 June 2021		36,739,134	4,014,299	117,908,608	158,662,041

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

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		4,657,108	4,666,433	4,471,424
Operating grants, subsidies and contributions		4,136,074	2,458,423	6,776,792
Fees and charges		2,094,177	2,137,072	1,078,853
Interest received		61,239	78,300	103,066
Goods and services tax received		988,606	752,742	811,492
Other revenue		710,925	576,247	414,507
		12,648,129	10,669,217	13,656,133
Payments				
Employee costs		(4,678,386)	(4,287,386)	(4,095,702)
Materials and contracts		(2,902,213)	(2,768,981)	(4,166,230)
Utility charges		(250,566)	(219,758)	(236,160)
Interest expenses		(84,601)	(90,968)	(91,063)
Insurance paid		(322,740)	(225,393)	(223,390)
Goods and services tax paid		(905,146)	(752,742)	(770,998)
Other expenditure		(412,333)	(355,930)	(626,961)
		(9,555,985)	(8,701,158)	(10,210,505)
Net cash provided by (used in) operating activities	19	3,092,144	1,968,059	3,445,629
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	8(a)	(2,327,771)	(9,081,671)	(1,023,484)
Payments for construction of infrastructure	9(a)	(2,116,635)	(4,231,049)	(1,828,354)
Non-operating grants, subsidies and contributions	2(a)	2,771,925	9,166,318	884,406
Proceeds from financial assets at amortised cost - term deposits		0	0	(1,000,000)
Proceeds from sale of property, plant & equipment	10(a)	237,743	393,500	279,800
Net cash provided by (used in) investment activities		(1,434,738)	(3,752,902)	(2,687,632)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	16(b)	(218,282)	(218,282)	(209,799)
Payments for principal portion of lease liabilities	15(b)	(121,000)	(121,000)	(117,700)
Net cash provided by (used in) financing activities		(339,282)	(339,282)	(327,499)
Net increase (decrease) in cash held		1,318,124	(2,124,125)	430,497
Cash at beginning of year		3,456,545	4,456,545	3,026,048
Cash and cash equivalents at the end of the year	19	4,774,669	2,332,420	3,456,545

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

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	28 (b)	1,753,621	1,739,505	2,112,293
		1,753,621	1,739,505	2,112,293
Revenue from operating activities (excluding rates)				
Governance		38,941	20,000	26,350
General purpose funding		2,070,202	1,049,356	2,099,069
Law, order, public safety		660,882	377,790	498,501
Health		5,200	15,500	16,559
Education and welfare		683,816	1,084,965	442,532
Housing		5,700	5,200	5,400
Community amenities		777,116	704,474	674,353
Recreation and culture		392,677	474,001	129,075
Transport		970,061	358,500	1,622,552
Economic services		380,595	341,468	192,208
Other property and services		362,604	470,345	140,248
		6,347,794	4,901,599	5,846,846
Expenditure from operating activities				
Governance		(936,216)	(965,894)	(776,593)
General purpose funding		(264,572)	(297,378)	(258,953)
Law, order, public safety		(1,065,400)	(859,619)	(1,060,659)
Health		(284,441)	(325,386)	(307,973)
Education and welfare		(1,067,497)	(1,082,697)	(818,705)
Housing		(223,538)	(251,223)	(247,111)
Community amenities		(1,451,979)	(1,644,078)	(1,329,532)
Recreation and culture		(1,872,522)	(1,962,721)	(1,617,964)
Transport		(5,036,366)	(5,209,942)	(5,214,045)
Economic services		(519,920)	(709,314)	(710,441)
Other property and services		(693,203)	(494,993)	(903,848)
		(13,415,654)	(13,803,245)	(13,245,823)
Non-cash amounts excluded from operating activities	28(a)	5,222,840	4,722,825	4,559,130
Amount attributable to operating activities		(91,399)	(2,439,316)	(727,555)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	2,427,893	9,166,318	884,406
Proceeds from disposal of assets	10(a)	237,743	393,500	279,800
Purchase of property, plant and equipment	8(a)	(2,327,771)	(9,081,671)	(1,023,487)
Purchase and construction of infrastructure	9(a)	(2,116,635)	(4,231,049)	(1,828,354)
Amount attributable to investing activities		(1,778,770)	(3,752,902)	(1,687,637)
FINANCING ACTIVITIES				
Repayment of borrowings	16(b)	(218,282)	(218,282)	(209,799)
New lease arrangements		0	0	48,946
Payments for principal portion of lease liabilities	15(b)	(121,000)	(121,000)	(117,700)
Transfers to reserves (restricted assets)	4	(1,517,785)	(1,530,000)	(1,998,806)
Transfers from reserves (restricted assets)	4	951,393	3,249,410	1,964,669
Amount attributable to financing activities		(905,674)	1,380,128	(312,690)
Surplus/(deficit) before imposition of general rates		(2,775,843)	(4,812,090)	(2,727,881)
Total amount raised from general rates	27(a)	4,463,304	4,454,699	4,432,269
Surplus/(deficit) after imposition of general rates	28(b)	1,687,461	(357,391)	1,704,388

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

Note 1	Basis of Preparation	10
Note 2	Revenue and Expenses	11
Note 3	Cash and Cash Equivalents	15
Note 4	Reserves - Cash backed	16
Note 5	Other Financial Assets	17
Note 6	Trade and Other Receivables	18
Note 7	Inventories	19
Note 8	Property, Plant and Equipment	20
Note 9	Infrastructure	22
Note 10	Fixed Assets	24
Note 11	Leases	27
Note 12	Revaluation Surplus	28
Note 13	Trade and Other Payables	29
Note 14	Other Liabilities	30
Note 15	Lease Liabilities	31
Note 16	Information on Borrowings	32
Note 17	Employee Provisions	34
Note 18	Other Provisions	35
Note 19	Notes to the Statement of Cash Flows	36
Note 20	Total Assets Classified by Function and Activity	37
Note 21	Capital Commitments	38
Note 22	Elected Members Remuneration	39
Note 23	Related Party Transactions	40
Note 24	Investment in Joint Arrangements	41
Note 25	Major Land Transactions	42
Note 26	Trading Undertakings and Major Trading Undertakings	42
Note 27	Rating Information	43
Note 28	Rate Setting Statement Information	46
Note 29	Financial Risk Management	47
Note 30	Events after Reporting Period	50
Note 31	Trust Funds	51
Note 32	Other Significant Accounting Policies	52
Note 33	Activities/Programs	53
Note 34	Financial Ratios	54

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

INITIAL APPLICATION OF ACCOUNTING STANDARDS

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

These were:

- AASB 1059 *Service Concession Arrangements: Grantors*
- AASB 2018-7 *Amendments to Australian Accounting Standards - Definition of Materiality*

The adoption of these standards had no material impact on the financial report.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

The following new accounting standards will have application to local government in future years:

- AASB 2020-1 *Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- AASB 2020-3 *Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments*
- AASB 2021-2 *Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates*

It is not expected these standards will have an impact on the financial report.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

2. REVENUE AND EXPENSES

REVENUE RECOGNITION POLICY

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

2. REVENUE AND EXPENSES

(a) Grant revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2021 Actual \$	2021 Budget \$	2020 Actual \$
Operating grants, subsidies and contributions			
Governance	0	0	25,000
General purpose funding	1,908,641	890,822	1,971,981
Law, order, public safety	621,192	328,905	446,516
Health	0	0	10,000
Education and welfare	90,276	94,050	94,050
Community amenities	10,601	0	0
Recreation and culture	350,991	419,001	51,517
Transport	183,610	181,000	1,491,740
Economic services	98,968	94,468	55,000
Other property and services	89,803	3,000	8,824
	3,354,082	2,011,246	4,154,628
Non-operating grants, subsidies and contributions			
General purpose funding	100,000	0	0
Law, order, public safety	0	0	(20,340)
Education and welfare	0	180,000	28,811
Community amenities	0	250,000	0
Recreation and culture	1,513,420	6,794,966	0
Transport	794,837	1,941,352	820,935
Economic services	0	0	55,000
Other property and services	19,636	0	0
	2,427,893	9,166,318	884,406
Total grants, subsidies and contributions	5,781,975	11,177,564	5,039,034
Fees and charges			
General purpose funding	28,400	22,000	21,892
Law, order, public safety	39,641	31,500	31,889
Health	5,200	15,500	6,559
Education and welfare	252,480	990,915	123,021
Housing	5,700	5,200	5,400
Community amenities	625,222	613,957	520,287
Recreation and culture	41,687	54,000	77,558
Transport	778,269	132,000	130,767
Economic services	281,627	247,000	137,208
Other property and services	35,953	25,000	24,272
	2,094,179	2,137,072	1,078,853

There were no changes to the amounts of fees or charges detailed in the original budget.

SIGNIFICANT ACCOUNTING POLICIES

Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	2021 Actual \$	2021 Budget \$	2020 Actual \$
Contracts with customers and transfers for recognisable non-financial assets			
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:			
Operating grants, subsidies and contributions	1,109,103	930,488	1,907,161
Fees and charges	2,077,314	2,123,572	1,069,263
Other revenue	51,561	121,545	164,225
Non-operating grants, subsidies and contributions	2,427,893	9,166,318	884,406
	5,665,871	12,341,923	4,025,055
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire is comprised of:			
Revenue from contracts with customers included as a contract liability at the start of the period	345,384	0	105,936
Revenue from contracts with customers recognised during the year	2,892,594	3,175,605	3,140,650
Revenue from transfers intended for acquiring or constructing recognisable non financial assets during the year	2,427,893	9,166,318	778,470
	5,665,871	12,341,923	4,025,055
Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:			
Trade and other receivables from contracts with customers	1,157,473	0	1,637,929
Contract liabilities from contracts with customers	(701,771)	0	(345,384)

Impairment of assets associated with contracts with customers are detailed at note 2 (b) under 'Other expenditure'.

Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less.

Consideration from contracts with customers is included in the transaction price.

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	2021 Actual \$	2021 Budget \$	2020 Actual \$
Revenue from statutory requirements			
Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:			
General rates	4,463,304	4,454,699	4,481,503
Specified area rates	72,757	72,757	72,757
Statutory permits and licences	5,055	6,000	6,394
Fines	11,810	7,500	9,589
	<u>4,552,926</u>	<u>4,540,956</u>	<u>4,570,243</u>
Other revenue			
Reimbursements and recoveries	659,364	454,702	122,216
Other	51,561	121,545	292,291
	<u>710,925</u>	<u>576,247</u>	<u>414,507</u>
Interest earnings			
Interest on reserve funds	17,784	30,000	28,806
Rates instalment and penalty interest (refer Note 27(d))	31,782	42,000	67,124
Other interest earnings	11,673	6,300	7,136
	<u>61,239</u>	<u>78,300</u>	<u>103,066</u>

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (continued)

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

(b) Expenses

Note	2021 Actual \$	2021 Budget \$	2020 Actual \$
Auditors remuneration			
- Audit of the Annual Financial Report	30,000	32,000	62,000
- Other services	0	0	900
	<u>30,000</u>	<u>32,000</u>	<u>62,900</u>
Interest expenses (finance costs)			
Borrowings	16(b) 58,365	64,732	61,636
Lease liabilities	15(b) 26,236	26,236	29,427
	<u>84,601</u>	<u>90,968</u>	<u>91,063</u>
Other expenditure			
Impairment loss on trade and other receivables	287	8,000	199
Sundry expenses	412,046	347,930	626,762
	<u>412,333</u>	<u>355,930</u>	<u>626,961</u>

3. CASH AND CASH EQUIVALENTS

NOTE	2021	2020
	\$	\$
Cash at bank and on hand	4,774,669	1,008,637
Term deposits	0	2,447,908
Total cash and cash equivalents	4,774,669	3,456,545

Restrictions

The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:

- Cash and cash equivalents	3,839,774	2,919,634
- Financial assets at amortised cost	1,000,000	1,000,000
	4,839,774	3,919,634

The restricted assets are a result of the following specific purposes to which the assets may be used:

Reserves - cash/financial asset backed	4	4,014,299	3,447,907
Contract liabilities from contracts with customers	14	701,771	345,384
Bonds and Deposits held		123,704	126,343
Total restricted assets		4,839,774	3,919,634

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

4. RESERVES - CASH/FINANCIAL ASSET BACKED

	2021 Actual Opening Balance	2021 Actual Transfer to	2021 Actual Transfer (from)	2021 Actual Closing Balance	2021 Budget Opening Balance	2021 Budget Transfer to	2021 Budget Transfer (from)	2021 Budget Closing Balance	2020 Actual Opening Balance	2020 Actual Transfer to	2020 Actual Transfer (from)	2020 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Leave Reserve	42,686	220	0	42,906	42,686	371	0	43,057	42,329	357	0	42,686
(b) Plant And Vehicle Reserve	900,487	954,645	(817,067)	1,038,065	900,487	957,835	(1,569,500)	288,822	434,818	903,669	(438,000)	900,487
(c) Road And Footpath Reserve	395,961	102,042	0	498,003	395,961	103,445	0	499,406	426,545	3,600	(34,184)	395,961
(d) State Barrier Fence Reserve	0	0	0	0	0	0	0	0	216,016	1,823	(217,839)	0
(e) Airport Reserve	379,993	1,960	0	381,953	379,993	3,306	(18,050)	365,249	388,956	3,282	(12,244)	379,993
(f) Building Reserve	1,386,509	457,151	(122,491)	1,721,169	1,386,509	462,065	(1,630,000)	218,574	1,532,899	1,082,935	(1,229,325)	1,386,509
(g) Waste And Sewerage Reserve	285,161	1,472	(11,835)	274,798	285,162	2,481	(31,860)	255,783	300,702	2,536	(18,077)	285,161
(h) Swimming Pool Upgrade Reserve	44,909	232	0	45,141	44,909	391	0	45,300	44,533	376	0	44,909
(i) Emergency Farm Water Reserve	12,201	63	0	12,264	12,201	106	0	12,307	26,973	228	(15,000)	12,201
	3,447,907	1,517,785	(951,393)	4,014,299	3,447,908	1,530,000	(3,249,410)	1,728,498	3,413,771	1,998,806	(1,964,669)	3,447,907

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserves - cash/financial assets backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Leave Reserve	Ongoing	- To be used to fund long service leave and non-current annual leave requirements.
(b) Plant And Vehicle Reserve	Ongoing	- To be used to assist in the purchasing of major plant and machinery.
(c) Road And Footpath Reserve	Ongoing	- To be used for the construction, rejuvenation, resealing or repair to the road & footpath network.
(d) State Barrier Fence Reserve	Ongoing	- To be used for the extension of the State Barrier Fence from Ravensthorpe to Esperance.
(e) Airport Reserve	Ongoing	- To be used for the construction, reconstruction, repairs or modifications of activities including: buildings, tarmac, airstrip and associated infrastructure at the Ravensthorpe Airport.
(f) Building Reserve	Ongoing	- To be used for the construction, refurbishment, modification or renovation of all buildings.
(g) Waste And Sewerage Reserve	Ongoing	- To be used for the repair and/or construction of waste and sewerage facilities.
(h) Swimming Pool Upgrade Reserve	Ongoing	- To be used towards any major repairs or renovations of the Ravensthorpe Swimming Pool.
(i) Emergency Farm Water Reserve	Ongoing	- To be used for the repair and/or construction of emergency farm water supplies.

5. OTHER FINANCIAL ASSETS

(a) Current assets

Financial assets at amortised cost

Other financial assets at amortised cost

Term deposits

	2021	2020
	\$	\$
Financial assets at amortised cost	1,000,000	1,000,000
Other financial assets at amortised cost		
Term deposits	1,000,000	1,000,000

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 29.

6. TRADE AND OTHER RECEIVABLES

Current

Rates receivable
 Trade and other receivables
 GST receivable
 Other receivables (See note*)
 Payments in advance

Non-current

Pensioner's rates and ESL deferred

	2021	2020
	\$	\$
	236,264	307,463
	313,349	205,584
	99,898	183,358
	54,850	0
	844,124	1,432,345
	1,548,485	2,128,749
	11,317	11,931
	11,317	11,931

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 29.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

7. INVENTORIES

Current

Fuel and materials

The following movements in inventories occurred during the year:

Balance at beginning of year

Inventories expensed during the year

Additions to inventory

Balance at end of year

	2021	2020
	\$	\$
	25,554	2,358
	25,554	2,358
	2,358	2,704
	(192,593)	(312,297)
	215,789	311,951
	25,554	2,358

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - Freehold Land	Buildings - non specialised	Buildings - specialised	Total Land and Buildings	Furniture and Equipment	Plant and Equipment	Total Property, Plant and Equipment
	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2019	2,107,500	2,270,472	23,472,555	27,850,527	306,861	4,866,739	33,024,126
Additions	0	167,819	15,191	183,010	139,930	700,548	1,023,487
(Disposals)	0	0	0	0	0	(351,810)	(351,810)
Depreciation (expense)	0	(33,593)	(616,232)	(649,825)	(51,520)	(640,055)	(1,341,399)
Transfers	0	0	0	0	1,424	0	1,424
Balance at 30 June 2020	2,107,500	2,404,698	22,871,514	27,383,712	396,695	4,575,422	32,355,829
Comprises:							
Gross balance amount at 30 June 2020	2,107,500	2,505,048	24,706,675	29,319,222	529,737	6,611,505	36,460,464
Accumulated depreciation at 30 June 2020	0	(100,350)	(1,835,160)	(1,935,510)	(133,042)	(2,036,082)	(4,104,634)
Balance at 30 June 2020	2,107,500	2,404,698	22,871,514	27,383,712	396,695	4,575,423	32,355,830
Additions	82,491	0	1,070,296	1,152,787	32,060	1,142,924	2,327,771
(Disposals)	0	0	0	0	0	(298,477)	(298,477)
Depreciation (expense)	0	(36,212)	(616,453)	(652,665)	(102,585)	(659,719)	(1,414,969)
Balance at 30 June 2021	2,189,991	2,368,486	23,325,357	27,883,834	326,170	4,760,151	32,970,155
Comprises:							
Gross balance amount at 30 June 2021	2,189,991	2,505,048	25,776,970	30,472,009	560,371	7,260,290	38,292,670
Accumulated depreciation at 30 June 2021	0	(136,562)	(2,451,613)	(2,588,175)	(234,201)	(2,500,139)	(5,322,515)
Balance at 30 June 2021	2,189,991	2,368,486	23,325,357	27,883,834	326,170	4,760,151	32,970,155

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land - freehold land	2	Market approach using recent or estimated observable market data for similar properties	Independent Valuation	June 2017	Price per square metre/market borrowing rate
Buildings - non-specialised	2	Market approach using recent or estimated observable market data for similar properties	Independent Valuation	June 2017	Price per square metre/market borrowing rate
Buildings - specialised	3	Cost approach using depreciated replacement cost (Net Revaluation method)	Management Valuation	June 2017	Construction costs (Level 2) and current condition, residual values and remaining useful life assessments (Level 3) inputs.
Furniture & Equipment	3	Cost approach using depreciated replacement cost (Net Revaluation method)	Management Valuation	June 2016	Construction costs (Level 2) and current condition, residual values and remaining useful life assessments (Level 3) inputs.
Plant & Equipment	3	Cost approach using depreciated replacement cost (Net Revaluation method)	Independent Valuation	June 2016	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

Following a change to *Local Government (Financial Management) Regulation 17A*, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximates cost at the date of change.

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure Roads	Infrastructure Foothpaths	Infrastructure - Drainage	Infrastructure Parks & Ovals	Infrastructure Airport	Infrastructure Other	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2019	95,820,756	1,187,981	17,748,680	3,449,394	1,808,025	4,576,771	124,591,608
Additions	1,591,186	34,184	10,768	67,800	30,296	94,119	1,828,354
Depreciation (expense)	(2,300,500)	(109,997)	(372,382)	(126,290)	(78,295)	(133,323)	(3,120,786)
Transfers	0	0	0	(1,424)	0	0	(1,424)
Balance at 30 June 2020	95,111,443	1,112,168	17,387,066	3,389,480	1,760,027	4,537,567	123,297,752
Comprises:							
Gross balance at 30 June 2020	138,768,772	2,234,123	28,009,253	3,674,971	1,883,862	5,165,976	179,736,958
Accumulated depreciation at 30 June 2020	(43,657,330)	(1,121,955)	(10,622,187)	(285,491)	(123,835)	(628,409)	(56,439,206)
Balance at 30 June 2020	95,111,443	1,112,168	17,387,066	3,389,480	1,760,027	4,537,567	123,297,752
Additions	1,312,070	0	16,037	431,020	(14,749)	372,258	2,116,635
Depreciation (expense)	(2,340,279)	(111,706)	(372,477)	(127,132)	(78,907)	(170,402)	(3,200,903)
Balance at 30 June 2021	94,083,234	1,000,462	17,030,626	3,693,368	1,666,371	4,739,423	122,213,484
Comprises:							
Gross balance at 30 June 2021	140,080,843	2,234,123	28,025,290	4,107,416	1,869,113	5,538,234	181,855,019
Accumulated depreciation at 30 June 2021	(45,997,609)	(1,233,661)	(10,994,664)	(414,048)	(202,742)	(798,811)	(59,641,535)
Balance at 30 June 2021	94,083,234	1,000,462	17,030,626	3,693,368	1,666,371	4,739,423	122,213,484

SHIRE OF RAVENSTHORPE
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2021

9. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Infrastructure - Roads	3	Cost approach using depreciated replacement cost (Gross Revaluation method)	Independent Valuation	June 2019	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (level 3) inputs
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost (Gross Revaluation method)	Independent Valuation	June 2019	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (level 3) inputs
Infrastructure - Drainage	3	Cost approach using depreciated replacement cost (Gross Revaluation method)	Independent Valuation	June 2019	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (level 3) inputs
Infrastructure - Parks & Ovals	3	Cost approach using depreciated replacement cost (Gross Revaluation method)	Management Valuation	June 2019	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (level 3) inputs
Other infrastructure	3	Cost approach using depreciated replacement cost (Gross Revaluation method)	Management Valuation	June 2019	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (level 3) inputs
Infrastructure - Airports	3	Cost approach using depreciated replacement cost (Gross Revaluation method)	Management Valuation	June 2019	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (level 3) inputs

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

10. FIXED ASSETS

(a) Disposals of Assets

	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss	2021 Budget Net Book Value	2021 Budget Sale Proceeds	2021 Budget Profit	2021 Budget Loss	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment	298,477	237,743	5,378	(66,112)	571,000	393,500	49,500	(227,000)	351,810	279,800	23,036	(95,046)
	298,477	237,743	5,378	(66,112)	571,000	393,500	49,500	(227,000)	351,810	279,800	23,036	(95,046)

The following assets were disposed of during the year.

	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2020 Actual Loss
Plant and Equipment				
Transport				
Komatsu Grader RA670	135,857	98,000	0	(37,857)
Toro GM360 2wd w/Canopy	11,941	9,140	0	(2,801)
Toyota Fortuner DCCS	37,843	42,727	4,884	0
Ammann AP240 Multi Tyre Roller	18,587	18,000	0	(587)
DTS Kluger AWD Wagon	51,200	51,694	494	0
Prime Mover DAF FTT CF 85-460	34,287	18,182	0	(16,106)
Ford Ranger Super Cab	8,762	0	0	(8,762)
	298,477	237,743	5,378	(66,112)
	298,477	237,743	5,378	(66,112)

10. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Revaluation (Continued)

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under roads from 1 July 2019

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 11 that details the significant accounting policies applying to leases (including right-of-use assets).

10. FIXED ASSETS

(b) Depreciation

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Buildings - Non Specialised	36,212	35,984	33,593
Buildings - Specialised	616,453	660,902	616,232
Furniture and Equipment	102,585	50,088	51,520
Plant and Equipment	659,719	686,292	640,055
Infrastructure Roads	2,340,279	2,467,259	2,300,500
Infrastructure Foothpaths	111,706	117,971	109,997
Infrastructure - Drainage	372,477	399,373	372,382
Infrastructure Parks & Ovals	127,132	136,972	126,290
Infrastructure Other	170,402	142,987	133,323
Infrastructure Airport	78,907	83,971	78,295
Right-of-use assets - plant and equipment	129,092	120,917	126,315
	4,744,964	4,902,716	4,588,500

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings - All	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Infrastructure - Roads formation	not depreciated
pavement	20 to 50 years
seal - bituminous seals	20 years
seal - asphalt surfaces	25 years
Gravel roads formation	not depreciated
pavement	50 years
Footpaths	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years
Infrastructure - Park & Ovals	20 to 50 years
Infrastructure - Airport	20 to 50 years
Infrastructure - Other	20 to 50 years

Depreciation on revaluation

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income and in the note above.

11. LEASES

(a) Right-of-Use Assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.

	Right-of-use assets - plant and equipment	Right-of-use assets Total
	\$	
Balance at 1 July 2019	998,912	998,912
Additions	48,946	48,946
Depreciation (expense)	(126,315)	(126,315)
Balance at 30 June 2020	921,543	921,543
Depreciation (expense)	(129,092)	(129,092)
Balance at 30 June 2021	792,451	792,451

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:

	2021 Actual	2020 Actual
	\$	\$
Depreciation expense on lease liabilities	(126,315)	(126,315)
Interest expense on lease liabilities	(26,236)	(134)
Total amount recognised in the statement of comprehensive income	(152,551)	(126,449)
Total cash outflow from leases	(147,236)	(147,127)

SIGNIFICANT ACCOUNTING POLICIES

Leases

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right-of-use assets are secured over the asset being leased.

Right-of-use assets - valuation

Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 for details on the significant accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

12. REVALUATION SURPLUS

	2021 Opening Balance	2021 Closing Balance	2020 Opening Balance	2020 Closing Balance
	\$	\$	\$	\$
Revaluation surplus - Land	14,350,694	14,350,694	14,350,694	14,350,694
Revaluation surplus - Plant and Equipment	377,471	377,471	377,471	377,471
Revaluation surplus - Infrastructure Roads	79,779,389	79,779,389	79,779,389	79,779,389
Revaluation surplus - Infrastructure Foothpaths	901,302	901,302	901,302	901,302
Revaluation surplus - Infrastructure - Drainage	18,729,137	18,729,137	18,729,137	18,729,137
Revaluation surplus - Infrastructure Parks & Ovals	2,470,157	2,470,157	2,470,157	2,470,157
Revaluation surplus - Infrastructure Airport	209,281	209,281	209,281	209,281
Revaluation surplus - Infrastructure Other	1,091,177	1,091,177	1,091,177	1,091,177
	117,908,608	117,908,608	117,908,608	117,908,608

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the

Vested land is no longer required to be recognised at fair value. Land under golf courses, showgrounds, racecourses or any other sporting or recreational facility of State or regional significance are recognised at zero cost.

13. TRADE AND OTHER PAYABLES

Current

Sundry creditors
Accrued salaries and wages
ATO liabilities
Payroll Creditors
Accrued Expenses
Bonds and Deposits held
Accrued Interest on Loans

2021	2020
\$	\$
643,768	740,128
44,293	8,618
0	21,813
115,517	101,279
0	21,668
123,704	126,343
17,895	20,889
945,177	1,040,738

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

14. OTHER LIABILITIES

Current

Contract liabilities

Performance obligations for each type of liability are expected to be recognised as revenue in accordance with the following time bands:

Less than 1 year

	2021	2020
	\$	\$
	701,771	345,384
Contract liabilities		Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity
	\$	\$
	701,771	0

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity

Grant liabilities represent the the Shire's performance obligations to construct recognisable non-financial assets to identified specifications which are yet to be satisfied.

Grant liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Service concession liabilities

Service concession liabilities relate to the grant of right to an operator in respect of an asset controlled by the Shire. They represent the unearned revenue related to the grant of right, and is recognised as revenue according to the economic substance of the service concession arrangement.

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

15. LEASE LIABILITIES

(a) Lease Liabilities

	2021	2020
	\$	\$
Current	124,397	121,001
Non-current	701,095	825,493
	825,492	946,494

(b) Movements in Carrying Amounts

Purpose	Lease Number	Institution	Lease Term	Actual	30 June 2021	30 June 2021	30 June 2021	Budget	30 June 2021	30 June 2021	30 June 2021	Actual	30 June 2020	30 June 2020	30 June 2020	30 June 2020
				Lease Principal	Actual Lease Principal Repayments	Actual Lease Principal Outstanding	Actual Lease Interest Repayments	Lease Principal	Lease Principal Repayments	Lease Principal Outstanding	Lease Interest Repayments	Lease Principal	New Leases	Lease Principal Repayments	Lease Principal Outstanding	Lease Interest Repayments
				1 July 2020				1 July 2020				1 July 2019				
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety																
CESO Vehicle - Holden Colorado	939384	SG Fleet	3 years	32,852	(16,314)	16,538	(345)	32,852	(16,314)	16,538	(345)	0	48,946	(16,094)	32,852	(456)
Community amenities																
Bomag Compactor	908707	SG Fleet	10 years	619,439	(71,247)	548,192	(17,550)	619,439	(71,247)	548,192	(17,550)	688,590	0	(69,151)	619,439	(19,646)
Komatsu Wheel Loader	915953	SG Fleet	10 years	294,202	(33,439)	260,763	(8,341)	294,202	(33,439)	260,763	(8,341)	326,657	0	(32,455)	294,202	(9,325)
				946,493	(121,000)	825,493	(26,236)	946,493	(121,000)	825,493	(26,236)	1,015,247	48,946	(117,700)	946,493	(29,427)

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

16. INFORMATION ON BORROWINGS

(a) Borrowings

	2021	2020
	\$	\$
Current	426,653	218,282
Non-current	839,634	1,266,287
	<u>1,266,287</u>	<u>1,484,569</u>

(b) Repayments - Borrowings

Particulars	Loan Number	Institution	Interest Rate	Actual	30 June 2021	30 June 2021	30 June 2021	Budget	30 June 2021	30 June 2021	30 June 2021	Actual	30 June 2020	30 June 2020	30 June 2020
				Principal	Actual	Actual	Actual	Principal	Budget	Budget	Budget	Principal	Actual	Actual	Actual
				1 July 2020	Principal repayments	Interest repayments	Principal outstanding	1 July 2020	Principal repayments	Interest repayments	Principal outstanding	1 July 2019	Principal repayments	Interest repayments	Principal outstanding
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing															
Staff Housing	145	WATC*	2.86%	190,080	(35,888)	(5,444)	154,192	190,080	(35,888)	(6,186)	154,192	224,963	(34,883)	(5,790)	190,080
Other Housing (Daw Street)	147	WATC*	3.36%	222,334	(17,015)	(7,974)	205,319	222,334	(17,016)	(7,886)	205,318	238,792	(16,458)	(7,747)	222,334
Recreation and culture															
Hopetoun Community	146	WATC*	3.59%	298,392	(14,091)	(11,428)	284,301	298,392	(14,091)	(11,080)	284,301	311,991	(13,599)	(10,893)	298,392
Transport															
Town Street	138D	WATC*	6.57%	262,693	(30,559)	(16,929)	232,134	262,694	(30,559)	(18,961)	232,135	291,311	(28,618)	(17,982)	262,693
Town Street	144	WATC*	4.98%	107,876	(52,612)	(4,556)	55,264	107,876	(52,611)	(7,251)	55,265	157,962	(50,086)	(6,624)	107,876
Refinance	143B	WATC*	2.86%	170,227	(32,140)	(4,875)	138,087	170,227	(32,140)	(5,540)	138,087	201,467	(31,240)	(5,185)	170,227
Refinance	138E	WATC*	3.02%	232,967	(35,977)	(7,159)	196,990	232,966	(35,977)	(7,828)	196,989	267,882	(34,915)	(7,416)	232,967
				<u>1,484,569</u>	<u>(218,282)</u>	<u>(58,365)</u>	<u>1,266,287</u>	<u>1,484,569</u>	<u>(218,282)</u>	<u>(64,732)</u>	<u>1,266,287</u>	<u>1,694,368</u>	<u>(209,799)</u>	<u>(61,636)</u>	<u>1,484,569</u>

* WA Treasury Corporation

16. INFORMATION ON BORROWINGS (Continued)

(c) New Borrowings - 2020/21

The Shire had no new borrowings for the financial year ended 30 June 2021.

(d) Unspent Borrowings

The Shire had no unspent borrowings for the financial year ended 30 June 2021.

(e) Undrawn Borrowing Facilities Credit Standby Arrangements

	2021	2020
	\$	\$
Bank overdraft limit	500,000	500,000
Bank overdraft at balance date	0	0
Credit card limit	26,000	26,000
Credit card balance at balance date	(17,747)	(5,765)
Total amount of credit unused	508,253	520,235

Loan facilities

Loan facilities - current	426,653	218,282
Loan facilities - non-current	839,634	1,266,287
Lease liabilities - current	124,397	121,001
Lease liabilities - non-current	701,095	825,493
Total facilities in use at balance date	2,091,779	2,431,063

Unused loan facilities at balance date

0	0
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SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Risk

Information regarding exposure to risk can be found at Note 29.

17. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

Opening balance at 1 July 2020

Current provisions

Non-current provisions

Additional provision

Amounts used

Balance at 30 June 2021

Comprises

Current

Non-current

	Provision for Annual Leave	Provision for Long Service Leave	Total
	\$	\$	\$
Opening balance at 1 July 2020			
Current provisions	273,494	163,665	437,159
Non-current provisions	0	81,660	81,660
	273,494	245,325	518,819
Additional provision	297,434	54,251	351,686
Amounts used	(255,421)	(23,768)	(279,190)
Balance at 30 June 2021	315,507	275,808	591,315
Comprises			
Current	315,507	205,027	520,534
Non-current	0	70,781	70,781
	315,507	275,808	591,315

Amounts are expected to be settled on the following basis:

Less than 12 months after the reporting date

More than 12 months from reporting date

Expected reimbursements from other WA local governments

	2021	2020
	\$	\$
Less than 12 months after the reporting date	205,027	437,159
More than 12 months from reporting date	331,789	49,853
Expected reimbursements from other WA local governments	54,499	31,807
	591,315	518,819

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

Other long-term employee benefits (Continued)

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

18. OTHER PROVISIONS

Provision for Ravensthorpe Waste Facility

A Waste management agreement exists between the Shire of Ravensthorpe and the Shire of Jerramungup for a Regional landfill facility located on Reserve 7380. Clause 8(2)c of the agreement allows each party to agree on a percentage share of capital costs for the purpose of future rehabilitation costs. The current cost estimate of rehabilitation of \$551,122 over 30 years of cell life provides an annualised cost \$18,371 to be shared by each local government. On 4 June 2021 both parties agreed to a cost share of 60% Ravensthorpe and 40% Jerramungup. The cost share agreement is to be reviewed by both parties every three years (2023/2024).

The 60% impact on the Shire of Ravensthorpe based on the current cost share agreement was \$330,673 effective from 2019 and has risen to \$344,032 in 2021 after inflation adjustment with a provision created as a non-current liability to reflect this.

	2021	2020
	\$	\$
Opening balance 1 July	0	0
Additional Provision	344,032	0
Balance at 30 June	344,032	0
Non-current Liabilities		
Provision for Ravensthorpe Waste Facility Rehabilitation	344,032	0
Total Non-current Liabilities	344,032	0

19. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Cash and cash equivalents	4,774,669	2,332,420	3,456,545
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	(176,663)	4,719,371	(2,033,069)
Non-cash flows in Net result:			
Adjustments to fair value of financial assets at fair value through profit and loss	0	0	0
Adjustments to fair value of investment property	0	0	0
Depreciation on non-current assets	4,744,964	4,902,716	4,588,500
(Profit)/loss on sale of asset	60,734	177,500	72,010
Share of profits of associates	0	0	0
Loss on revaluation of fixed assets	0	0	0
Reversal of loss on revaluation of fixed assets	0		
Changes in assets and liabilities:			
(Increase)/decrease in receivables	580,878	787,522	2,234,440
(Increase)/decrease in other assets	0		
(Increase)/decrease in inventories	(23,196)	85	346
(Increase)/decrease in contract assets	0	0	0
Increase/(decrease) in payables	(95,563)	725,028	(851,110)
Increase/(decrease) in employee provisions	72,496	0	79,470
Increase/(decrease) in other provisions	344,032	0	
Increase/(decrease) in contract liabilities	356,387	(177,845)	239,448
Non-operating grants, subsidies and contributions	(2,771,925)	(9,166,318)	(884,406)
Net cash from operating activities	3,092,144	1,968,059	3,445,629

20. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2021	2020
	\$	\$
Governance	100,291	104,323
General purpose funding	1,559,802	319,394
Law, order, public safety	2,295,826	2,497,667
Health	381,446	401,105
Education and welfare	2,494,976	2,553,436
Housing	3,585,249	3,622,688
Community amenities	6,919,310	6,028,558
Recreation and culture	19,261,102	19,741,326
Transport	120,053,314	120,979,021
Economic services	1,062,392	1,114,587
Other property and services	3,584,604	4,412,808
Unallocated	2,037,803	1,399,795
	163,336,115	163,174,708

21. CAPITAL COMMITMENTS

(a) Capital Expenditure Commitments

	2021	2020
	\$	\$
Contracted for:		
- capital expenditure projects		
Ravensthorpe Cultural Precinct	1,365,860	0
Munglinup Bowling Rink	188,000	0
Hopetoun Sports Pavillion	18,282	0
- plant & equipment purchases	668,821	0
	2,240,963	0
Payable:		
- not later than one year	2,240,963	0

22. ELECTED MEMBERS REMUNERATION

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Councillor K. Dunlop, President			
President's annual allowance	13,400	13,400	12,675
Meeting attendance fees	20,300	20,300	19,291
Annual allowance for ICT expenses	1,100	1,100	1,057
Travel and accommodation expenses	4,071	1,580	4,277
	38,871	36,380	37,300
Councillor J. Belli, Deputy President			
Deputy President's annual allowance	3,350	3,350	3,169
Meeting attendance fees	13,600	13,600	12,954
Annual allowance for ICT expenses	1,100	1,100	1,057
Travel and accommodation expenses	809	1,570	1,846
	18,859	19,620	19,026
Councillor G. Richardson			
Meeting attendance fees	13,600	13,600	12,954
Annual allowance for ICT expenses	1,100	1,100	1,057
Travel and accommodation expenses	1,489	1,570	655
	16,189	16,270	14,666
Councillor I. Goldfinch			
Meeting attendance fees	13,600	13,600	12,954
Annual allowance for ICT expenses	1,100	1,100	1,057
Travel and accommodation expenses	0	1,570	0
	14,700	16,270	14,011
Councillor M. Mudie			
Meeting attendance fees	13,600	13,600	8,946
Annual allowance for ICT expenses	1,100	1,100	1,438
Travel and accommodation expenses	2,486	1,570	2,223
	17,186	16,270	12,607
Councillor T. Major			
Meeting attendance fees	13,600	13,600	12,954
Annual allowance for ICT expenses	1,100	1,100	1,057
Travel and accommodation expenses	390	1,570	437
	15,090	16,270	14,448
Councillor S. Leighton			
Meeting attendance fees	12,343	13,600	0
Annual allowance for ICT expenses	998	1,100	0
Travel and accommodation expenses	1,144	1,570	0
	14,485	16,270	0
Councillor P. Smith			
Meeting attendance fees	0	0	4,007
Annual allowance for ICT expenses	0	0	327
Travel and accommodation expenses	0	0	824
	0	0	5,159
Councillor K. Norman			
Meeting attendance fees	0	0	5,702
Annual allowance for ICT expenses	0	0	465
Travel and accommodation expenses	0	0	1,467
	0	0	7,634
Councillor K. Dickinson			
Meeting attendance fees	0	0	4,007
Annual allowance for ICT expenses	0	0	327
	0	0	4,334
	135,380	137,350	129,185
Fees, expenses and allowances to be paid or reimbursed to elected council members.			
President's allowance	13,400	13,400	12,675
Deputy President's allowance	3,350	3,350	3,169
Meeting attendance fees	100,643	101,900	93,770
Annual allowance for ICT expenses	7,598	7,700	7,842
Travel and accommodation expenses	10,389	11,000	11,729
	135,380	137,350	129,185

23. RELATED PARTY TRANSACTIONS

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:

	2021 Actual	2020 Actual
	\$	\$
Short-term employee benefits	586,444	522,924
Post-employment benefits	65,008	51,474
Other long-term benefits	8,905	37,270
	660,357	611,668

Short-term employee benefits

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:

	2021 Actual	2020 Actual
	\$	\$
Sale of goods and services	0	2,497
Purchase of goods and services	0	46,959
Short term employee benefits - other related parties	123,209	144,367

Amounts payable to related parties:

Trade and other payables	1,412	0
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Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Other Related Parties

An associate person of KMP was employed by the Shire under normal employment terms and conditions.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

24. INVESTMENT IN JOINT ARRANGEMENTS

(a) Share of joint operations

(i) Regional Record Service

The Shire of Ravensthorpe together with the City of Kalgoorlie-Boulder and with the Shires of Coolgardie, Dundas, Esperance, Laverton, Leonara, Menzies, Ngaanyatjaraku and Wiluna have a joint arrangement with regard to the provision of a Regional Record service. The only asset under this joint arrangement is a building. The Shire of Ravensthorpe's one-tenth share of this asset is included in Land and Buildings as follows:

	2021	2020
	\$	\$
Non-current assets		
Land and buildings	72,500	72,500
Less: accumulated depreciation	(11,600)	(8,700)
Total assets	60,900	63,800

(ii) Ravensthorpe Regional Landfill

The Shire of Ravensthorpe together with the Shire of Jerramungup, have entered into a joint operation with regard to a regional waste management facility located on Reserve 7380, Moir Road Ravensthorpe.

The agreement between both Shires govern the operation of the waste facility, covering operating and capital costs, responsibilities of the two Shires, setting of fees and charges, record keeping etc. The Shire of Ravensthorpe is responsible for the day to day management of the facility. Key operating decisions in relations to the operating cost and future capital cost of the facility are to be agreed by both Shires.

The regional waste facility commenced its operation in February 2018. Building of the facility was fully funded and is recognised in the financials of the Shire of Ravensthorpe as outlined below:

	2021	2020
	\$	\$
Non-current assets		
Infrastructure - Other	2,194,385	2,191,685
Add: Additions	0	2,700
Less: accumulated depreciation	(317,474)	(244,401)
Total assets	1,876,911	1,949,984

The apportionment of annual facility operating costs between the Shires of Ravensthorpe and Jerramungup is determined by the percentage of total waste tonnage (measured in cubic metres) delivered to the Facility by each Shire in the preceding financial year.

The Shire of Ravensthorpe's share of annual operating cost is determined by its percentage of total waste tonnage (measured in cubic metres) delivered to the facility by both parties in the preceding year. This is estimated to be 74.5% for Ravensthorpe and 25.5% for Jerramungup.

	2021	2020
	\$	\$
Ravensthorpe		
Income	91,301	81,192
Expenditure	(247,473)	(172,375)
	(156,172)	(91,183)
Jerramungup		
Income	0	0
Expenditure	(84,705)	(74,227)
	(84,705)	(74,227)
Facility Total		
Income	91,301	81,192
Expenditure	(332,178)	(246,602)
	(240,877)	(165,410)

SIGNIFICANT ACCOUNTING POLICIES

Interests in joint arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. The equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

Interests in joint arrangements (Continued)

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

25. MAJOR LAND TRANSACTIONS

The Shire was not party to any major trading undertakings during the current financial year ended 30 June 2021.

26. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

The Shire was not participate in any major trading undertakings during the current financial year ended 30 June 2021.

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

27. RATING INFORMATION

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	2020/21	2020/21	2020/21	2020/21	2020/21	2020/21	2020/21	2020/21	2020/21	2019/20
			Actual Rateable Value	Actual Rate Revenue	Actual Interim Rates	Actual Back Rates	Actual Total Revenue	Budget Rate Revenue	Budget Interim Rate	Budget Back Rate	Budget Total Revenue	Actual Total Revenue
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential general rate / general rate												
Gross rental valuations												
Residential	0.117170	781	10,959,708	1,284,094	11,015	3,877	1,298,986	1,284,094	0	0	1,284,094	1,270,640
Commercial	0.131570	33	1,382,612	181,906	0	0	181,906	181,906	0	0	181,906	181,906
Industrial	0.154430	35	512,772	79,187	0	0	79,187	79,187	0	0	79,187	79,187
Transient Workforce & Short Stay Accommodation	0.314870	2	852,800	268,519	0	0	268,519	268,519	0	0	268,519	268,519
Unimproved valuations												
Mining	0.083600	63	2,400,263	200,662	0	0	200,662	200,662	0	0	200,662	199,096
Other	0.008140	329	244,265,995	1,988,081	0	0	1,988,081	1,988,081	0	0	1,988,081	1,989,420
Sub-Total		1,243	260,374,150	4,002,449	11,015	3,877	4,017,341	4,002,449	0	0	4,002,449	3,988,768
Minimum payment												
Gross rental valuations												
Residential	870	374	1,079,818	325,380	0	0	325,380	325,380	0	0	325,380	325,380
Commercial	870	9	44,740	7,830	0	0	7,830	7,830	0	0	7,830	7,830
Industrial	870	12	45,268	10,440	0	0	10,440	10,440	0	0	10,440	10,440
Transient Workforce & Short Stay Accommodation	850	0	0	0	0	0	0	0	0	0	0	0
Unimproved valuations												
Mining	320	55	80,044	17,600	0	0	17,600	17,600	0	0	17,600	17,600
UV-Mining	850	100	5,605,535	85,000	0	0	85,000	85,000	0	0	85,000	82,450
Sub-Total		550	6,855,405	446,250	0	0	446,250	446,250	0	0	446,250	443,700
		1,793	267,229,555	4,448,699	11,015	3,877	4,463,591	4,448,699	0	0	4,448,699	4,432,468
Discounts/concessions (Note 27(d))							(287)				6,000	(199)
Total amount raised from general rate							4,463,304				4,454,699	4,432,269
Specified Area Rate (Note 27(b))							72,757				0	72,757
Ex-gratia rates							49,234				49,234	49,234
Totals							4,585,295				4,503,933	4,554,260

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer.

Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

27. RATING INFORMATION (Continued)

(b) Specified Area Rate - Effluent Rate

Specified Area Rate	Basis of Valuation	Rate in \$	2020/21 Rateable Value	2020/21 Rate Revenue	Interim Rate Revenue	Back Rate Revenue	Specified Area Rate Revenue	Budget Rate Revenue	Budget Back Rate Revenue	Budget Interim Rate Revenue	Total Budget Revenue	Total Actual Revenue
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Ravensthorpe	GRV	0.02325	2,081,144	48,391	0	0	48,391	48,391	0	0	48,391	48,391
Ravensthorpe	Minimum	200	413,665	16,000	0	0	16,000	16,000	0	0	16,000	16,000
Munglinup	GRV	0.02656	58,968	1,566	0	0	1,566	1,566	0	0	1,566	1,566
Munglinup	Minimum	200	27,872	800	0	0	800	800	0	0	800	800
Sewerage - 1st Fixture	Minimum	200	0	1,000	0	0	1,000	1,000	0	0	1,000	1,000
Sewerage - Additional Fixture	Minimum	125	0	5,000	0	0	5,000	5,000	0	0	5,000	5,000
			2,581,649	72,757	0	0	72,757	72,757	0	0	72,757	72,757

Specified Area Rate	Purpose of the rate	Area/properties Rate Imposed	2020/21 Actual Rate Applied to Costs	2020/21 Actual Rate Set Aside to Reserve	2020/21 Actual Reserve Applied to Costs	2020/21 Budget Rate Applied to Costs	2020/21 Budget Rate Set Aside to Reserve	2020/21 Budget Reserve Applied to Costs
			\$	\$	\$	\$	\$	\$
Effluent Rate	The effluent rate income services the maintenance and upgrade of the Ravensthorpe and Munglinup sewerage systems.	Ravensthorpe & Munglinup	72,757	0	72,757	72,757	0	72,757
			72,757	0	72,757	72,757	0	72,757

(c) Service Charges

The Shire did not raise service charges for the year ended 30 June 2021.

(d) Discounts, Incentives, Concessions, & Write-offs

Rates Discounts

Rate or Fee Discount Granted	Discount %	Discount \$	2021 Actual \$	2021 Budget \$	2020 Actual \$	Circumstances in which Discount is Granted
Write offs	n/a	n/a	287	1,000	199	The Shire allows for a number of minor write-offs throughout the year.
Concessions			0	5,000	0	
			287	6,000	199	

27. RATING INFORMATION (Continued)

(d) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option one				
Payment in Full	14/10/2020	0	0.0%	8.0%
Option two				
Instalment 1	14/10/2020	0	0.0%	0.0%
Instalment 2	14/12/2020	10	5.5%	8.0%
Instalment 3	15/02/2021	10	5.5%	8.0%
Instalment 4	15/04/2021	10	5.5%	8.0%

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Instalment plan admin charge revenue	10,500	12,000	11,790
Instalment plan interest earned	13,950	15,000	15,385
Unpaid rates and service charge interest earned	17,832	27,000	51,739
	42,282	54,000	78,914

28. RATE SETTING STATEMENT INFORMATION

	2020/21 (30 June 2021 Carried Forward)	2020/21 Budget (30 June 2021 Carried Forward)	2019/20 (30 June 2020 Carried Forward)
Note	\$	\$	\$
(a) Non-cash amounts excluded from operating activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to operating activities			
Less: Profit on asset disposals	10(a) (5,378)	(23,036)	(23,036)
Less: Movement in liabilities associated with restricted cash	0	79,470	(357)
Movement in pensioner deferred rates (non-current)	614	0	14,464
Movement in employee benefit provisions (non-current)	(10,879)	0	38,854
Movement in other provisions (non-current)	344,032	0	0
Movement in accruals interest & wages	83,375	0	(48,405)
Movement in retained surplus	0	0	(105,936)
Add: Loss on disposal of assets	10(a) 66,112	95,046	95,046
Add: Depreciation on non-current assets	10(b) 4,744,964	4,571,345	4,588,500
Non cash amounts excluded from operating activities	5,222,840	4,722,825	4,559,130
(b) Surplus/(deficit) after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
Adjustments to net current assets			
Less: Reserves - cash/financial asset backed	4 (4,014,299)	(3,625,753)	(3,447,908)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	16(a) 426,653	0	218,282
- Current portion of lease liabilities	124,397	121,001	121,001
- Employee benefit provisions	520,534	437,159	437,159
Total adjustments to net current assets	(2,942,715)	(3,067,593)	(2,671,466)
Net current assets used in the Rate Setting Statement			
Total current assets	7,348,708	6,751,380	6,587,652
Less: Total current liabilities	(2,718,532)	(1,944,282)	(2,162,564)
Less: Total adjustments to net current assets	(2,942,715)	(3,067,593)	(2,671,466)
Net current assets used in the Rate Setting Statement	1,687,461	1,739,505	1,753,622

29. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2021					
Cash and cash equivalents	0.09%	4,774,669	0	3,234,085	1,560,330
Financial assets at amortised cost - term deposits	0.55%	1,000,000	1,000,000	0	0
2020					
Cash and cash equivalents	0.51%	3,456,545	0	3,456,545	0.00%
Financial assets at amortised cost	0.95%	1,000,000	1,000,000	0	0

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2021	2020
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	47,747	34,565

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 16(b).

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021
29. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. Whilst the Shire was historically able to charge interest on overdue rates and annual charges at higher than market rates, which further encourage payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2020 or 1 July 2021 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2021 for rates receivable was determined as follows:

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
30 June 2021					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	2,865	84,718	60,097	88,584	236,264
Loss allowance	0	0	0	0	0
30 June 2020					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	17,031	90,716	71,099	114,153	292,999
Loss allowance	0	0	0	0	0

The loss allowance as at 30 June 2021 and 30 June 2020 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2021					
Trade and other receivables					
Expected credit loss	0.03%	0.49%	0.89%	1.55%	
Gross carrying amount	246,862	10,436	45,639	10,412	313,349
Loss allowance	(74)	(51)	(406)	(161)	(693)
30 June 2020					
Trade and other receivables					
Expected credit loss	0.03%	0.49%	0.89%	1.55%	
Gross carrying amount	1,593,940	31,948	3,840	8,200	1,637,928
Loss allowance	(537)	(158)	(34)	(127)	(856)

29. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 16(e).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
2021					
Payables	945,177	0	0	945,177	945,177
Borrowings	303,666	518,478	550,492	1,372,636	1,266,287
Contract liabilities	701,771	0	0	701,771	701,771
Lease liabilities	124,397	701,095	0	825,492	825,492
	<u>2,075,011</u>	<u>1,219,573</u>	<u>550,492</u>	<u>3,845,076</u>	<u>3,738,727</u>
2020					
Payables	1,019,069	21,668	0	1,040,737	1,040,736
Borrowings	274,276	982,658	460,268	1,717,202	1,484,569
Contract liabilities	345,384	0	0	345,384	345,384
Lease liabilities	121,001	825,493	0	946,494	946,494
	<u>1,759,730</u>	<u>1,829,819</u>	<u>460,268</u>	<u>4,049,817</u>	<u>3,817,183</u>

30. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

The Shire was the subject of a Corruption and Crime Commission (CCC) investigation in 2021-22 in which \$54,850 was identified as being owing from a fraudulent party. The scope of the CCC investigation concluded with the tabling of a Parliamentary Report, following which WA Police Force undertook a successful prosecution of the offending party.

The full amount of funds owing were recovered from the offending party in March 2022. This matter is now concluded.

31. 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.

32. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

33. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

Administration and operation of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer community

Supervision of various local laws relating to fire prevention, emergency services and animal control.

HEALTH

To provide an operational framework for environmental and community health.

Food quality and pest control, maintenance and contributions to health services and facilities.

EDUCATION AND WELFARE

To meet the needs of the community in these areas.

Operation and provision of retirement units and Aged Care services. Operation of the Cub House Long Day Care facility in Ravensthorpe.

HOUSING

Help ensure adequate housing for Council staff.

Maintenance of staff and rental housing.

COMMUNITY AMENITIES

Provide services required by the community.

Rubbish collection services, operation of tips, noise control, administration of the town planning scheme, maintenance of cemeteries, control and maintenance of coastal reserves and other community/environmental services.

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which will help the social and well being of the community.

Maintenance of halls, sporting complexes, resource centres, parks and gardens and TV/Ratio rebroadcast.

TRANSPORT

To provide effective and efficient transport services to the community.

Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, parking facilities, traffic signs, depot maintenance and airstrip maintenance.

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and water supply including stand pipes.

OTHER PROPERTY AND SERVICES

To monitor and control Shire's overhead operating accounts.

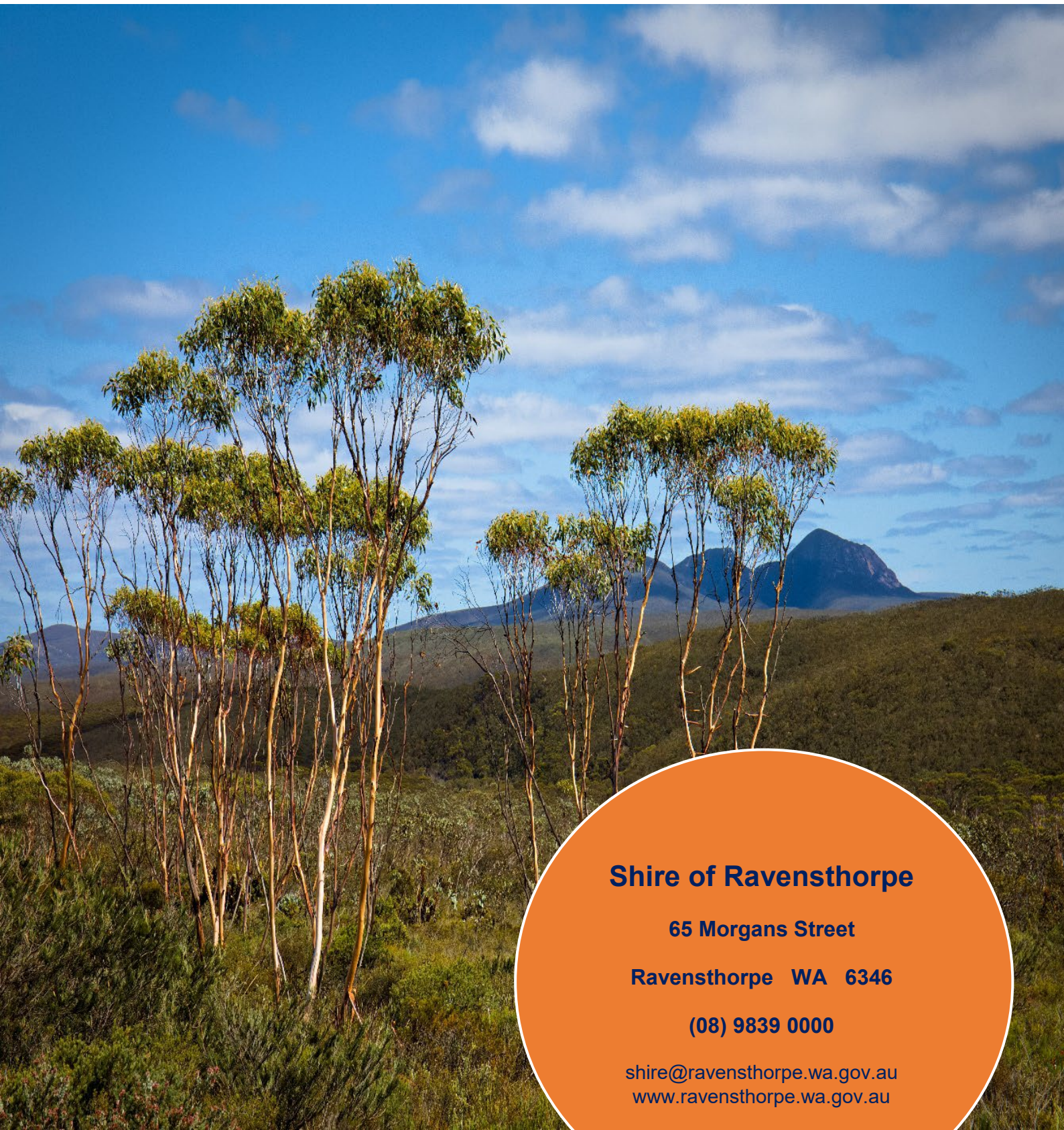
Private works operations, plant repairs and operations costs. Also provide for Department of Transport licensing and services to the Future Fund. Costs associated with operation of the Bankwest ATM.

34. FINANCIAL RATIOS

	2021 Actual	2020 Actual	2019 Actual
Current ratio	1.36	1.62	1.51
Asset consumption ratio	0.71	0.63	0.74
Asset renewal funding ratio	0.83	0.83	0.69
Asset sustainability ratio	0.56	0.49	1.33
Debt service cover ratio	5.60	6.49	6.82
Operating surplus ratio	(0.35)	(0.50)	(0.04)
Own source revenue coverage ratio	0.56	0.44	0.27

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$



Shire of Ravensthorpe

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ATTACHMENT

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE YEAR END AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Evidence of Management override of controls.	✓		
2. Declarations of Conflict of Interest	✓		
3. Purchases not in accordance with Purchasing Policy – Alcohol and Accommodation	✓		
4. Purchases not in accordance with Purchasing Policy – Property Expenditure	✓		
5. Information Technology General Controls – User Access	✓		
6. Supplier Masterfile changes are not reviewed.	✓		
7. Independent Review of Credit Card Expenditure		✓	
8. Property Register – Shire Housing		✓	
9. Purchase order raised after invoice date		✓	
10. Untimely removal of terminated employees		✓	
11. Shire holding bank accounts on behalf of other entities		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF RAVENSTHORPE**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021****FINDINGS IDENTIFIED DURING THE YEAR END AUDIT****1. Evidence of Management Override of Controls****Finding**

During our review of internal controls, we noted that there was clear management override of controls as evidenced by the serious misconduct by the former CEO of the Shire. We also noted instances where the former CEO might not have acted in the best interests of the Shire in the areas of credit card usage, recruitment and hiring of contractors.

An example was the engagement and further permanent employment of a contractor being authorised and signed by the former CEO only. The most appropriate person to engage or employ a subcontractor or employee as a Project Officer of the Shire is the Director of Technical Services or the Senior Project Manager. We have uncertainty whether this employee has provided employment services as per their employment contract.

Rating: Significant**Implication**

Management override of controls causes a breakdown and undermines the effectiveness of the controls, such as segregation of duties implemented within the Shire that are there to provide a safeguard against the misuse of resources. Management override of controls can contribute to fraud, misappropriation and or error.

Recommendation

We recommend that the Shire builds appropriate safeguards for management override of controls, including establishing a Fraud and Corruption Control Plan that allows a coordinated approach to the identification and management of fraud risks. The Shire promote a culture that encourages and supports employees to notify, analyse and escalate matters when they suspect something may be incorrect or fraudulent. The Shire implement processes to review and if appropriate amend internal controls after the identification of such matters. The Shire may refer to the OAG Fraud Risk Management Better Practice Guide as a reference point.

Further, the Shire perform a post review to ensure that the employee engaged through the former CEO did provide employment services as per their employment contract throughout their tenure with the Shire.

Management comment

Immediately in the aftermath of the CCC investigation, the Shire sought independent consultants to assist with embarking on a Cultural Improvement Program for staff, both to support staff and to develop an improvement program for staff culture. The Shire also internally recognised the valuable contribution made by the staff that were personally involved in bringing about the investigation.

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE YEAR END AUDIT

Additional outcomes of the Cultural Improvement Program have been the following;

- *The Shire has recently developed and implemented an employee grievance policy and procedure. This includes the process for staff to report suspected breaches of the Local Government Act 1995 (WA) to either the Public Sector Commission or the Corruption and Crime Commission. Training to all staff has been undertaken on the grievance management and resolution policy and procedure.*

- *The Shire has reviewed and implemented an enhanced recruitment and selection management policy that ensures greater rigour around employee selection and includes requirements for selection panellists to provide potential declarations of conflicts of interest, Training to team leaders and management has been undertaken on the new recruitment and selection management policy.*

The Shire is seeking guidance from the OAG Fraud Risk Management Better Practice Guide to develop a Fraud and Corruption Control Plan.

Responsible person: Executive Manager Corporate Services
Completion date: 31 December 2022

SHIRE OF RAVENSTHORPE**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021****FINDINGS IDENTIFIED DURING THE YEAR END AUDIT****2. Declarations of Conflict of Interest**

The Shire's Procurement Policy does state a commitment to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest. However, the policy is silent on how this is to be achieved.

Through discussion with management, we noted there was no signed declarations of conflict of interest by tender panel members prior to the evaluation of the tender.

**Rating: Significant
Implication**

The risk of any actual, potential or perceived conflict of interest not being identified and addressed in a timely manner increases when conflicts of interest are not declared by the panel members and adequately managed by the Shire.

Recommendation

Management should review its Procurement Policy to include a process to ensure declarations of conflict-of-interest requirements in line with the Shire's expectations are performed. This process should ensure the identification and management of conflicts of interest by panel members prior to the evaluation of tenders taking place.

Shire staff should be reminded of, and the Shire should promote awareness of the requirements outlined within the Shire's Procurement Policy.

Management should also review active tenders to ensure that conflicts of interest have been identified where relevant and adequately managed.

Management comment

Declarations for panel members will become an immediate requirement of any active or new tenders.

Responsible person: Executive Manager Corporate Services
Completion date: 19 July 2022

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE YEAR END AUDIT

3. Purchases not in accordance with purchasing policy – Alcohol and Accommodation**Finding**

During our review of purchases, specifically, those incurred on credit cards, we noted some transactions that may not be in accordance with the Shire's purchasing policy, relate to valid business expenditure and represent value for money.

Review of the former CEO's credit card expenditures for the 2021 financial year identified a total over \$6,000 of transactions related to bars and restaurants and \$4,500 transactions related to hotels.

Rating: Significant**Implication**

There is the heightened risk these purchases may not be legitimate expenses to the Shire.

Recommendation

We recommend a review of the Shire's purchasing policy, particularly in relation to credit card usage to include strict guidelines around alcohol and accommodation purchases. Best practice would be to prohibit the purchase of alcohol on Shire credit cards. To help ensure the usage of the corporate credit card is in line with the Shire's procurement policy, support for credit card purchases should always be obtained and filed as proper documentary evidence.

Management comment

A control change was immediately introduced in the aftermath of the CCC investigation whereby the CEO credit card statement is monitored and authorised by the Shire President. We also note that the presence of hospitality transactions, in any form, will turn on the purpose of the function or whether it is an event sanctioned by Council.

We also understand that our level of documentary evidence supporting credit card usage, assisted the CCC investigation.

Responsible person: Executive Manager Corporate Services

Completion date: 19 July 2022

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE YEAR END AUDIT

4. Purchases not in accordance with purchasing policy – Property Expenditure**Finding**

During our review of credit card expenditure, in particular the credit card of the Director of Technical Services, we noted large transactions relating to the purchase of property for the Shire houses as well as for repairs and maintenance. We note this credit card has also been used by the Technical Services team. This is not in accordance with Section 1 (c) of the Shire's Credit Card agreement which states that credit cards should only be used where the procurement of goods is impractical or inefficient by a purchase order. Credit Card expenditure should only be incurred by the credit card holder.

Rating: Significant**Implication**

There is the heightened risk these purchases may not be legitimate expenses to the Shire.

Recommendation

We recommend that credit card holders are reminded of personal responsibilities for the usage of cards under the Shire's Credit Card Agreement and when it is appropriate to use a credit card.

Management comment

Further training will be undertaken in purchasing policy generally and use of credit cards specifically.

Responsible person: Executive Manager Corporate Services

Completion date: 31 December 2022

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE YEAR END AUDIT

5. Information Technology General Controls – User Access**Finding**

During our review of the transactions identified in the Corruption and Crime Commission (CCC) report we noted that the former CEO had not been using his own username in Synergy but instead instructing other staff members to enter in purchase orders and invoices.

Rating: Significant**Implication**

Directing staff to enter invoices and purchase orders within the system constitutes management override of controls. Further, using a shared account makes it difficult to trace modifications made to a single user, making review of unauthorised changes difficult.

Recommendation

Staff should be reminded that they should not enter invoices or purchase orders directed by other staff members, and only enter in invoices and transactions that they are responsible for. The use of shared accounts should be ceased, with staff using their own accounts. Staff should also be reminded of escalation and reporting avenues for any concerns or inconsistencies noted, this should include whistle blower protocols available to staff.

Management comment

There may be a slight misinterpretation of the CCC report as there are no shared accounts on Synergy, however there is the scope for staff to raise purchase orders under their own access that require an authorisation from a higher signing authority before the purchase order becomes valid. We recognise that this was a case of the CEO directing others to create purchase orders for his own purposes that had been misrepresented.

Having said that, it is also recognised that staff should be vigilant of others asking them to produce documents for a purpose that may appear to be slightly irregular. This awareness could be included in the development of a Fraud and Corruption Control Plan

We also wish to make the point that Invoices are entered by a central Accounts payable Officer as a control mechanism to create a degree of separation between the purchasing officer and the entering of the invoice. This ensures that invoices are checked thoroughly by an additional officer for correct coding, purchasing authority and to ensure the correct processes are being followed.

Responsible person: Executive Manager Corporate Services
Completion date: 31 December 2022

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE YEAR END AUDIT

6. Supplier Master File changes are not reviewed**Finding**

We noted that there was no evidence that additions and changes to the Supplier Master File are independently reviewed.

Rating: Significant**Implication**

There is an increased risk that unauthorised changes made to the Supplier Master File may not be detected should the review of changes made to the Supplier Master File as part of the creditor's payment run not be performed.

Recommendation

To help ensure all changes made to the Supplier Master File are correct, the system audit trail report should be printed and reviewed by a senior staff member independent of processing creditors for payment. This review should consider all changes to the Supplier Master File including the addition of new suppliers. The independent reviewer should also sign and date their review of either the addition or audit trail as evidence of their review.

Management comment

An audit trail of the Supplier Master File changes is reviewed for the interval period of each creditor's payment run and has been in place for a number of years. Evidence of the review is signed and dated by the Executive Manager Corporate Services. We will also introduce a review process of Supplier Master File transactions as they occur, which will complement the review process performed at the time of the creditor's payment run.

Responsible person: Executive Manager Corporate Services

Completion date: 19 July 2022

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE YEAR END AUDIT

7. Independent Review of Credit Card Expenditure**Finding**

During our review of credit card reconciliations, we noted that the former CEO's credit card expenditure was reviewed by the Director of Corporate Services. The Shire's Credit Card Policy does not specify independent review protocols to be followed in the review of credit card transactions. This includes the review of the CEO's credit card transactions.

Rating: Moderate**Implication**

There is an increased risk of transactions being incurred that are not either appropriately reviewed and or may not be in compliance with the Shire's Credit Card Policy. Further there is a risk of fraud and error passing undetected.

Recommendation

We recommend the Shire's Credit Card Policy be reviewed to detail independent review of credit card expenditure. This should also outline expectations around the review of the CEO's credit card transactions.

Management comment

A control change was immediately introduced in the aftermath of the CCC investigation whereby the CEO credit card statement is monitored and authorised by the Shire President. The CEO reviews all other Credit Card usage monthly.

All credit card transactions are reported to full council in the monthly accounts for payment report.

We will review Credit Card Policy in reference to the recommendation.

Responsible person: Executive Manager Corporate Services
Completion date: 31 December 2022

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE YEAR END AUDIT

8. Property Register – Shire Housing**Finding**

During our review of purchases, we noted that there was no mechanism for tracking expenditure incurred on Shire Housing.

We also noted that a property listing for the Shire houses was not maintained limiting the Shire's ability to ensure that property purchases were valid and that property purchases, where valid have been appropriately managed.

Regulation 17B of the Local Government (Financial Management) Regulations 1996 requires the CEO to take all reasonable steps to prevent the theft or loss of —

- (a) a non-consumable asset that is susceptible to theft or loss due to its portable nature and attractiveness for personal use or resale; and
- (b) an asset valued below \$5,000 at acquisition that is excluded from the assets reported in the annual financial report, under regulation 17A(5).

The Shire records these assets in a separate register, which is a good control for keeping track of the location or custodian of these assets and assists management to prevent theft or loss.

Rating: Moderate**Implication**

Without appropriate oversight there is an increased risk that expenditure incurred on Shire Housing may not represent valid expenditure of the Shire. Further, incomplete and inaccurate records do not support effective monitoring and management of portable and attractive items, and there is the risk of theft or loss of property passing undetected.

Recommendation

We recommend that a property register is maintained for each Shire property. This register does not have to be included in the fixed asset register but should be used to ensure that property remains at the Shire houses with regular inspection in place.

Management comment

Shire to prepare a register of Shire owned contents at each residential house and these contents to be inspected at least annually.

Responsible person: Executive Manager Infrastructure Services (Commences Sept 2022)

Completion date: 30 June 2023

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE YEAR END AUDIT

9. Purchase Order raised after invoice date**Finding**

Our sample testing of payment transactions noted 1 instance out of a total of 36 (3%) transactions tested where purchase orders were raised after the supplier invoice was received.

Rating: Moderate**Implication**

Purchases made without authorised purchase orders may increase the risk of unauthorised expenditure occurring and going undetected. Further, it is more difficult for the Shire to track whether expenditure incurred is in line with budgets or expectations and is dependent on the receipt of a tax invoice.

Recommendation

To help ensure purchases have been appropriately authorised, all authorised officers should be reminded of the need to ensure purchase orders are raised prior to the authorising of works/services or ordering goods. This will also help to ensure budget responsibility.

Management comment

This is an area of constant vigilance by the accounts payable staff with some level of redeeming quality that has been recorded as 97% effective in this instance. Further training will be undertaken in purchasing policy generally and use of orders specifically

Responsible person: Executive Manager Corporate Services

Completion date: 31 December 2022

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE YEAR END AUDIT

10. Untimely Removal of Terminated Employees

Finding

During our testing of the employee termination process, we noted an employee who was terminated in February 2021 but was not removed from the payroll system until March 2021. We did not identify any salary overpayments during our audit.

Rating: Moderate

Implication

Due to the employee being retained on the system for an extended period, there was an increased risk of making erroneous payments subsequent to the employee leaving the Shire's employment.

Recommendation

To help ensure that payments are not made in error to ex-employees, terminated staff should be removed from the payroll system on their last day of work or as soon as their final termination pay is made.

Management comment

Our payroll practice is to record employees as terminated immediately from the final pay after termination effective date.

Responsible person: Executive Manager Corporate Services

Completion date: 19 July 2022

SHIRE OF RAVENSTHORPE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE YEAR END AUDIT

11. Shire holding bank accounts on behalf of other entities

Finding

We noted that the Shire is holding a bank account with funds on behalf of the Fitzgerald Coast Tourism Association. We also noted that the Shire holds significant funds on behalf of the Ravensthorpe Hopetoun Future Fund.

Rating: Moderate**Implication**

The Shire holding bank accounts on behalf of other entities is problematic and could cause issues with separation of assets.

Recommendation

The Shire should liaise with Fitzgerald Coast Tourism Association and Ravensthorpe Hopetoun Future Fund to return the funds that are held on their behalf.

Management comment

The Fitzgerald Coast Tourism Association is a legacy issue that will be resolved in 2022/23.

The Ravensthorpe Hopetoun Future Fund (RHFF) is a unique occurrence in the local government industry where a trust fund was set up by DEED specifically to benefit the community of the Shire of Ravensthorpe, administered by the Shire administration, however run by an independent board that includes permanent Shire representation. The RHFF Trust's only asset is cash, and this is accounted for independently from Shire funds and is audited separately by the RHFF.

Responsible person: Executive Manager Corporate Services

Completion date: 30 June 2023

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

11.2 AUDIT COMMITTEE 2021 COMPLIANCE AUDIT RETURN

File Reference:	GR.AU.1
Location:	Not applicable
Applicant:	Not applicable
Author:	Executive Manager Corporate Services
Authorising Officer	Chief Executive Officer
Date:	9 May 2022
Disclosure of Interest:	Nil
Attachments: <u>YELLOW</u>	1. Shire of Ravensthorpe Compliance Audit Return 2021 2. Audit Committee Report
Previous Reference:	Nil

COMMITTEE RECOMMENDATION

That Council:-

1. **ADOPT** the Compliance Audit Return for the period 1 January 2021 to 31 December 2021; and
2. **REQUEST** the Chief Executive Officer to forward the Compliance Audit Return 2021 to the Department of Local Government, Sport and Cultural Industries once certified by the Shire President and Chief Executive Officer.

Carried: /

Moved: _____

Seconded: _____

ATTACHMENT



Ravensthorpe - Compliance Audit Return 2021

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A		Les Mainwaring
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A		Les Mainwaring
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A		Les Mainwaring
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A		Les Mainwaring
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Les Mainwaring



Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A		Les Mainwaring
2	s5.16	Were all delegations to committees in writing?	N/A		Les Mainwaring
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Les Mainwaring
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Les Mainwaring
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes	OCM 17/11/20	Les Mainwaring
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	N/A		Les Mainwaring
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	N/A		Les Mainwaring
8	s5.42(2)	Were all delegations to the CEO in writing?	N/A		Les Mainwaring
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Les Mainwaring
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	N/A	No instances occurred	Les Mainwaring
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Monthly information report	Les Mainwaring
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes	OCM 17/11/20	Les Mainwaring
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Les Mainwaring

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Les Mainwaring



No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Les Mainwaring
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Les Mainwaring
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Les Mainwaring
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes		Les Mainwaring
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Les Mainwaring
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Les Mainwaring
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Les Mainwaring
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Les Mainwaring
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Les Mainwaring
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Les Mainwaring
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Les Mainwaring
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Les Mainwaring



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Les Mainwaring
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?* *Question not applicable after 2 Feb 2021	N/A	No meetings prior to 02/02/21	Les Mainwaring
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	N/A	No meetings prior to 02/02/21	Les Mainwaring
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	N/A		Les Mainwaring
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	No such instances occurred	Les Mainwaring
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A	No such instances occurred	Les Mainwaring
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	N/A		Les Mainwaring
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes		Les Mainwaring



No	Reference	Question	Response	Comments	Respondent
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	OCM 20/04/21	Les Mainwaring
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	No		Les Mainwaring
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes		Les Mainwaring
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	Yes		Les Mainwaring

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	N/A		Les Mainwaring
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Les Mainwaring



Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes		Les Mainwaring
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	No disclosures received	Les Mainwaring
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Les Mainwaring



Finance						
No	Reference	Question	Response	Comments	Respondent	
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Les Mainwaring	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	Delegations adopted OCM 17/11/2020	Les Mainwaring	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	No	In progress at 31/12/21	Les Mainwaring	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	Audit Report 30/06/2020 was received at OCM 16/03/2021	Les Mainwaring	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	None significant	Les Mainwaring	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	None significant	Les Mainwaring	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	Audit Report 30/06/2020 was dated 11/03/22 and received at OCM 16/03/2021	Les Mainwaring	



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	OCM 18/05/2021	Les Mainwaring
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	OCM 18/05/2021	Les Mainwaring
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Les Mainwaring

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes	OCM 14/09/21	Les Mainwaring
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes		Les Mainwaring
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes		Les Mainwaring
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	Yes		Les Mainwaring
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Les Mainwaring
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Les Mainwaring



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Les Mainwaring
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121 (2)?	Yes		Les Mainwaring
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	https://ravensthorpe.wa.gov.au/registers/complaints	Les Mainwaring

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	No	Have awaited outcome of expanded scope of OAG Annual audit in response to CCC intervention.	Les Mainwaring
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	No	Have awaited outcome of expanded scope of OAG Annual audit in response to CCC intervention.	Les Mainwaring
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	N/A		Les Mainwaring
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	N/A	Adopted 17/11/20 Policy G10	Les Mainwaring



No	Reference	Question	Response	Comments	Respondent
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Les Mainwaring
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	N/A	Adopted 17/11/2020 Policy G3	Les Mainwaring
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes	Refer to website	Les Mainwaring
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	Yes		Les Mainwaring
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	Zero based budgeting	Les Mainwaring

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Les Mainwaring
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Les Mainwaring
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Les Mainwaring
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		Les Mainwaring



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Les Mainwaring
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Les Mainwaring
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Les Mainwaring
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	Unsure?	Les Mainwaring
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Les Mainwaring
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Les Mainwaring
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	No instances occurred	Les Mainwaring
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No instances occurred	Les Mainwaring
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	No instances occurred	Les Mainwaring
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Les Mainwaring
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A		Les Mainwaring



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Les Mainwaring
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Les Mainwaring
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Les Mainwaring
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Les Mainwaring
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Les Mainwaring
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Les Mainwaring
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes	Policy F3	Les Mainwaring

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Ravensthorpe

Signed CEO, Ravensthorpe

ATTACHMENT



MINUTES Unconfirmed

Audit Committee

Tuesday, 2 August 2022

UNCONFIRMED



INDEX OF MINUTES

1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	3
2.	RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE.....	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
4.	PUBLIC QUESTIONS TIME.....	3
5.	DECLARATIONS OF INTEREST.....	3
6.	APPLICATIONS FOR LEAVE OF ABSENCE	3
7.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	4
7.1	AUDIT COMMITTEE MEETING HELD 16 MARCH 2021	4
8.	REPORTS OF OFFICERS.....	5
8.1	CORPORATE SERVICES	5
8.1.1	2020-2021 ANNUAL FINANCIAL REPORT AND 30 JUNE 2021 AUDIT REPORT.....	5
8.1.2	2021 COMPLIANCE AUDIT RETURN.....	10
9.	MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS	12
10.	CLOSURE	12

UNCONFIRMED

MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 1.03pm.

2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

Elected Members

Cr Keith Dunlop	(Shire President)
Cr Sue Leighton	(Deputy Shire President)
Cr Julia Bell	
Cr Thomas Major	
Cr Mark Mudie	

Staff

Matthew Bird	(Chief Executive Officer)
Les Mainwaring	(Executive Manager Corporate Services)
[vacant]	(Executive Manager Infrastructure Services)
Natalie Bell	(Acting Executive Manager Development and Community)
Meredith Lee-Curtis	(Executive Assistant)
Portia Chambers	(Executive Assistant)

VISITORS Nil.

APOLOGIES Nil.

ON LEAVE OF ABSENCE Cr Rachel Livingston and Cr Graham Richardson.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTIONS TIME

Nil.

5. DECLARATIONS OF INTEREST

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 AUDIT COMMITTEE MEETING HELD 16 MARCH 2021 (ATTACHMENT (YELLOW))

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Voting Requirements:

Simple Majority.

COMMITTEE DECISION:

Moved by Cr Mudie, seconded by Cr Major

Resolution: AC01/22

That the Minutes and associated attachments of the Audit Committee of the Shire of Ravensthorpe held on 16 March 2021 be CONFIRMED as a true and correct record.

Motion put and CARRIED

(5/0)

UNCONFIRMED

8. REPORTS OF OFFICERS

8.1 CORPORATE SERVICES

8.1.1 2020-2021 ANNUAL FINANCIAL REPORT AND 30 JUNE 2021 AUDIT REPORT

File Reference:	FM.AU.1
Location:	Nil
Applicant:	Nil
Author:	Executive Manager Corporate Services
Authorising Officer	Chief Executive Officer
Date:	28 July 2022
Disclosure of Interest:	Nil
Attachments:	1. Annual Financial Statements 30 June 2021 2. OAG Audit Opinion 30 June 2021 3. Final Management Letter 30 June 2021
Previous Reference:	Nil

PURPOSE

1. In accordance with section 7.12A(3) of the *Local Government Act 1995*, Council is required to examine the Auditors report for the year ending 30 June 2021 and is to determine if any matters raised by the Auditors require action to be taken.
2. A copy of the Auditors Report and the Annual Financial Report for the year ending 30 June 2021 is presented for adoption.
3. Council is required to set a date for the Annual General Meeting of Electors within 56 days of adopting the annual financial statements.

BACKGROUND

4. This is the fourth year where the audit process has involved the Office of the Auditor General (OAG), in conjunction with Moore Australia, and given that the previous audit sign offs have been 28 June 2019, 11 December 2019 and 11 March 2021, we were looking forward to another December sign off to allow the timely arrangement of the Annual General Meeting of Electors, however recent events conspired to prevent this timeline.

COMMENT

5. The OAG, in conjunction with contracted auditors, Moore Australia, have completed the annual audit for the year ending 30 June 2021.
6. The audit plan for this year was expanded significantly in scope and detailed data requirements as a result of the Crime and Corruption Commission (CCC) intervention 1 September 2021 where the auditors identified areas of increased audit risk and prepared their findings in the audit accordingly.
7. Notwithstanding the CCC intervention, the OAG has returned the following audit opinion:
 - a. *"In my opinion the financial report of the Shire of Ravensthorpe:*
 - *is based on proper accounts and records;*

- *fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards; and*

b. Noting that the fraud had involved a misappropriation of funds, it is worthwhile referring to the Shire's Statement of Financial Position at the top of Page 5, where Cash and Cash equivalents had increased from \$3,456,545 in 2020 to \$4,774,669 in 2021. This reaffirms Shire finance staff assurances at the time of the CCC intervention that notwithstanding the fraud, all cash deposits were maintained intact and accounted for without discrepancy."

8. Whilst the audit opinion was not qualified, the OAG has raised the following matters on other legal and regulatory requirements:

"The following material matters indicating non-compliance with Part 6 of the Act, the Regulations or applicable financial controls of any other relevant written law were identified during the course of my audit:

- a. During our review of internal controls, we noted that there was evidence of management override of controls resulting in serious misconduct by the former CEO of the Shire. Management override of controls causes a breakdown and undermines the effectiveness of the controls, such as segregation of duties implemented within the Shire that are there to provide a safeguard against the misuse of resources.*
- b. The Shire's Procurement Policy does state a commitment to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest. However, controls to ensure declarations of conflict of interest are performed prior to the evaluation of the tender process could not be evidenced increasing the risk of any actual or perceived conflicts of interest being adequately identified and managed by the Shire.*
- c. During our review of purchases, specifically, those incurred on credit cards, we noted some transactions that may not be in accordance with the Shire's purchasing policy, relate to valid business expenditure and or represent value for money.*
- d. We noted a large number of transactions relating to property expenditure and repairs and maintenance via credit card usage. The Shire's Credit Card agreement states that credit cards should only be used where the procurement of goods is impractical or inefficient by a purchase order. Some of this expenditure was incurred through the shared use of a credit card. There is the heightened risk these purchases may not be legitimate expenses to the Shire.*
- e. Review of transactions identified the former CEO had directed staff to enter in purchase order and invoice details. Directing staff to enter invoices and purchase orders within the system constitutes management override of controls and makes the review of unauthorised changes difficult.*
- f. We noted that there was no evidence that additions and changes to the Supplier Master File are independently reviewed. Without evidence of review there is an increased risk that unauthorised changes made to the Supplier Master File may not be detected should the*

review of changes made to the Supplier Master File as part of the creditor's payment run not be performed.

9. *The Shire's management response to the audit findings are as follows:*

a. *Evidence of Management override of controls. - Immediately in the aftermath of the CCC investigation, the Shire sought independent consultants to assist with embarking on a Cultural Improvement Program for staff, both to support staff and to develop an improvement program for staff culture. The Shire also internally recognised the valuable contribution made by the staff that were personally involved in bringing about the investigation.*

Additional outcomes of the Cultural Improvement Program have been the following; -

- *The Shire has recently developed and implemented an employee grievance policy and procedure. This includes the process for staff to report suspected breaches of the Local Government Act 1995 (WA) to either the Public Sector Commission or the Corruption and Crime Commission. Training to all staff has been undertaken on the grievance management and resolution policy and procedure.*
 - *The Shire has reviewed and implemented an enhanced recruitment and selection management policy that ensures greater rigour around employee selection and includes requirements for selection panellists to provide potential declarations of conflicts of interest. Training to team leaders and management has been undertaken on the new recruitment and selection management policy.*
 - *The Shire is seeking guidance from the OAG Fraud Risk Management Better Practice Guide to develop a Fraud and Corruption Control Plan.*
- b. *Declarations of Conflict of Interest - Declarations for panel members will become an immediate requirement of any active or new tenders.*
- c. *Purchases not in accordance with Purchasing Policy*
- *Alcohol and Accommodation - A control change was immediately introduced in the aftermath of the CCC investigation whereby the CEO credit card statement is monitored and authorised by the Shire President. We also note that the presence of hospitality transactions, in any form, will turn on the purpose of the function or whether it is an event sanctioned by Council.*
 - *We also understand that our level of documentary evidence supporting credit card usage, assisted the CCC investigation.*
- d. *Purchases not in accordance with Purchasing Policy*
- *Property Expenditure - Further training will be undertaken in purchasing policy generally and use of credit cards specifically.*
- e. *Information Technology General Controls – User Access - There may be a slight misinterpretation of the CCC report as there are no shared accounts on Synergy, however there is the scope for staff to raise purchase orders under their own access that require an authorisation from a higher signing authority before the purchase order becomes valid. We*

recognise that this was a case of the CEO directing others to create purchase orders for his own purposes that had been misrepresented. Having said that, it is also recognised that staff should be vigilant of others asking them to produce documents for a purpose that may appear to be slightly irregular. This awareness could be included in the development of a Fraud and Corruption Control Plan We also wish to make the point that Invoices are entered by a central Accounts Payable Officer as a control mechanism to create a degree of separation between the purchasing officer and the entering of the invoice. This ensures that invoices are checked thoroughly by an additional officer for correct coding, purchasing authority and to ensure the correct processes are being followed.

f. Supplier Masterfile changes are not reviewed. - An audit trail of the Supplier Master File changes is reviewed for the interval period of each creditor's payment run and has been in place for a number of years. Evidence of the review is signed and dated by the Executive Manager Corporate Services. We will also introduce a review process of Supplier Master File transactions as they occur, which will complement the review process performed at the time of the creditor's payment run."

10. In accordance with the *Local Government Act 1995*, the Annual General Meeting of Electors is to be held on a day no later than 56 days after Council has adopted the Annual Financial Report, therefore Council would be required to hold the Annual General Meeting of Electors no later than Tuesday 11 October 2022 if the report was adopted at the 16 August 2022 Ordinary Council Meeting.
11. The Audit Committee, which is comprised of full Council, is to meet with the auditor during each financial year with such meetings able to be held via teleconference. The Chief Executive Officer arranged an audit exit interview for the Audit Committee with the OAG and Moore Australia on 26 July 2022 via teleconference to discuss the 2020/21 audit findings.

CONSULTATION

12. All Councillors and Executive Team

STATUTORY ENVIRONMENT

13. *Local Government Act 1995 – Part 6 Financial Management; and Local Government (Financial Management) Regulations 1996* - Defines the processes and procedures that apply to the recording and reporting of financial matters.
14. *Local Government Act 1995 – Part 7 Audit; and Local Government (Audit) Regulations 1996* - Defines the audit of the financial accounts of local governments, including the conduct of audits.
15. *Local Government Act 1995 - 7.12A. Duties of local government with respect to audits* - A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to determine if any matters raised by the report, or reports, require action to be taken by the local government; and ensure that appropriate action is taken in respect of those matters.

POLICY IMPLICATIONS

16. Nil

FINANCIAL IMPLICATIONS

17. Nil.

RISK MANAGEMENT

18. Nil.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Override of Internal Controls	Possible	Moderate	Medium	Constantly monitor, review and reflect on adequacy and effectiveness of controls
Financial	Possible	Minor	Medium	Robust controls prevent the level and likelihood of loss

ALTERNATE OPTIONS

19. Nil.

STRATEGIC ALIGNMENT

20. This item is relevant to the Councils approved Strategic Community Plan 2021 and Corporate Business Plan 2021-2025

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.5	The value of community owned assets is maintained
5.6	Financial systems are effectively managed

VOTING REQUIREMENTS

21. Simple Majority

COMMITTEE DECISION:

Moved by Cr Major, seconded by Cr Mudie

Resolution: AC02/22

That the Audit Committee RECOMMENDS that Council:-

- 1. ACCEPTS the 2020/2021 Annual Financial Statements and auditors report for the year ended 30 June 2021.**
- 2. SETS the 2020/2021 Annual General Meeting of Electors within 56 days of the acceptance of the 2020/21 Annual Financial Report.**
- 3. PROVIDES the Annual Report to the Shire of Ravensthorpe Community, two (2) weeks' prior to the Annual General Meeting of Electors.**

Motion put and CARRIED

(5/0)

8.1 **CORPORATE SERVICES**

8.1.2 2021 COMPLIANCE AUDIT RETURN

File Reference:	GR.AU.1
Location:	Not applicable
Applicant:	Not applicable
Author:	Executive Manager Corporate Services
Authorising Officer	Chief Executive Officer
Date:	9 May 2022
Disclosure of Interest:	Nil
Attachments:	1. Shire of Ravensthorpe Compliance Audit Return 2021 2. Audit Committee Report
Previous Reference:	Nil

PURPOSE

1. In accordance with section 7.13(i) of the Local Government Act 1995, a local government is required to complete a Compliance Audit Return for each calendar year for the period 1 January to 31 December.
2. This report recommends the adoption of the Shire of Ravensthorpe's Compliance Audit Return for the period 1 January 2021 to 31 December 2021.

BACKGROUND

3. The document is provided by the Department of Local Government, Sport and Cultural Industries (DLGSCI) in a prescribed manner and is designed to be a tool of self-assessment by local governments allowing identification of areas where compliance has been met or is not applicable for that particular year. It also provides guidance for improvement in instances of non-compliance.
4. The Audit Committee at its meeting held 16 May 2022:
 - a. *That the Audit Committee recommend to Council that;
Council adopt the Compliance Audit Return for the period 1 January 2021 to 31 December 2021 and that it be forwarded to the Department of Local Government, Sport and Cultural Industries after certification by the President and Chief Executive Officer.*

COMMENT

5. The Compliance Audit Return for 2021 includes 98 compliance questions (102 last year), which requires Yes or No answers, however where an item has not occurred during the calendar year a response of not applicable (N/A) is provided. The areas of compliance this year have focused on commercial enterprises by local governments, delegation of powers, disclosures of interest, disposal of property, elections, finance, integrated planning and reporting, employees, official conduct optional questions and tenders for providing goods and services.
6. The 2021 Return has been completed in good faith to the best of available records and the knowledge of senior officers.

7. After the Compliance Audit Return has been presented to Council, a certified copy of the Return, signed by the Shire President and Chief Executive Officer, along with the relevant section of the minutes and any additional information detailing the contents of the Return, are to be submitted to the DLGSCI by 31 March of each year. This Return has been slightly delayed as a result of the disrupted year.

CONSULTATION

8. Nil

POLICY IMPLICATIONS

9. Nil

FINANCIAL IMPLICATIONS

10. Nil.

RISK MANAGEMENT

11. Nil.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Override of Internal Controls	Possible	Moderate	Medium	Constantly monitor, review and reflect on adequacy and effectiveness of controls
Financial	Possible	Minor	Medium	Robust controls prevent the level and likelihood of loss

ALTERNATE OPTIONS

12. Nil.

STRATEGIC ALIGNMENT

13. This item is relevant to the Councils approved Strategic Community Plan 2021 and Corporate Business Plan 2021-2025

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.5	The value of community owned assets is maintained
5.6	Financial systems are effectively managed

VOTING REQUIREMENTS

14. Simple Majority

COUNCIL DECISION:

Moved by Cr Leighton, seconded by Cr Mudie

Resolution: AC03/22

That the Audit Committee **RECOMMENDS** that Council:-

- ADOPTS** the Compliance Audit Return for the period 1 January 2021 to 31 December 2021; and
- REQUESTS** the Chief Executive Officer to forward the Compliance Audit Return 2021 to the Department of Local Government, Sport and Cultural Industries once certified by the Shire President and Chief Executive Officer.

Motion put and **CARRIED**

(5/0)

9. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

Nil

10. CLOSURE

The Presiding Member declared the meeting closed at 1.40pm.

Signed by the Shire President: _____

(Presiding Person at the meeting of which the minutes were confirmed.)

Date:

UNCONFIRMED

12. REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.2 CHRISTMAS AND NEW YEAR CLOSURE PERIOD FOR THE SHIRE'S ADMINISTRATION CENTRES, CHILDCARE CENTRES AND OPERATIONS

File Reference:	CS.SP.1 and CS.SP.2
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	10 August 2022
Disclosure of Interest:	Nil
Attachment:	Nil.
Previous Reference:	Nil

PURPOSE

1. Council to consider the closure of the Ravensthorpe and Hopetoun Shire Administration and Operation Centres, and the Ravensthorpe and Hopetoun Shire Childcare Centres for the 2022 Christmas and 2023 New Year period, being from 12.30pm Thursday, 23 December 2022 to Friday, 6 January 2023 (inclusive).

BACKGROUND

2. The 2022 Christmas and 2023 New Year closure allows staff to book holidays, travel and spend time with family and friends. Traditionally this time of year sees most staff wanting to take leave and staff numbers are at a very low level.

COMMENT

3. Council has delegated the Chief Executive Officer under delegation 1.2.37 to determine the Christmas/New Year Period on condition that the CEO shall in consultation with Councillors and management set the dates of closure of facilities and services for the Christmas/New Year Period.
4. During the closure period there are three (3) public holidays (being December 26, 27 (in lieu of 25) and 2 January 2023 (in lieu of 1 January), as well as two (2) local government days which are extra holidays which staff are required to take over the Christmas closure. Staff are then to take approved leave for the additional days of closure.
5. A roster will be developed to ensure coverage is provided by Shire Senior Staff and Leading Hands who will be contactable by phone as per a roster, with one or more staff members being available in Ravensthorpe and Hopetoun at short notice. Some members of the Works staff will continue to work during the closure period in both Ravensthorpe and Hopetoun and will be available out of hours, if required.
6. The Ravensthorpe Airport will continue to operate 'business as usual' and the Shire Rangers will continue to be on duty and on-call during the Christmas/New Year closure period.

7. Fire weather warnings and harvest ban SMS's will be sent remotely by the Community Emergency Services Officer in conjunction with Fire Control Officers.
8. The Emergency Services and Police will be notified of all key personnel contact details prior to the closure period. This information will also be provided in the Information Bulletin, with the public being notified of contactable numbers via Shire communication avenues, such as the Shire's Website and Facebook page.

CONSULTATION

9. Chief Executive Officer, Executive Managers, Staff

STATUTORY ENVIRONMENT

10. N/A

POLICY IMPLICATIONS

11. Nil.

FINANCIAL IMPLICATIONS

12. Nil.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) – Shire fails to gain approval and communicate closure times to the community over this period.	Unlikely	Moderate	Medium	Council approve proposed closure times and the CEO to communicate to staff and the community.

ALTERNATE OPTIONS

13. Nil.

STRATEGIC ALIGNMENT

14. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENTS

15. Simple Majority

OFFICER RECOMMENDATION

That Council ENDORSE the Chief Executive Officer to close the Ravensthorpe and Hopetoun Shire Administration Centres, Operations and Childcare Centres from 12.30pm Thursday, 23 December 2022 to Friday, 6 January 2023 (inclusive). All Centres will reopen on Monday, 9 January 2023.

Carried: _/ _

Moved: _____

Seconded: _____

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 31 JULY 2022

File Reference:

Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Senior Finance Officer
Authorising Officer	Executive Manager Corporate Services
Date:	5 August 2022
Disclosure of Interest:	Nil
Attachment: <u>RED</u>	Monthly Financial Reports for July 2022
Previous Reference:	Nil

PURPOSE

1. 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

2. Council is requested to review the July 2022 Monthly Financial Reports.

COMMENT

3. The July 2022 Monthly Financial Reports are presented for review.

CONSULTATION

4. Executive Team

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

7. All expenditure has been approved via adoption of the 2022/23 Annual Budget, or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT:

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the financial activity statements as required by S6.4 of the LG Act 1995.	Rare	Insignificant	Very Low	That Council receives the financial activity statements as required by legislation.

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.5	The value of community owned assets is maintained
5.5.1	Assets renewals and upgrades are funded to the level required to maintain asset value and agreed service levels
5.5.2	Projects are well-planned planned and delivered on time and on budget, with effective and thorough risk management and reporting
5.6	Financial systems are effectively managed
5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting), and long-term financial planning requirements

VOTING REQUIREMENTS

11. Simple Majority

OFFICER RECOMMENDATION

That Council RECEIVE the 31 July 2022 Monthly Financial Reports as presented.

Carried: _/_

Moved: _____

Seconded: _____

ATTACHMENT

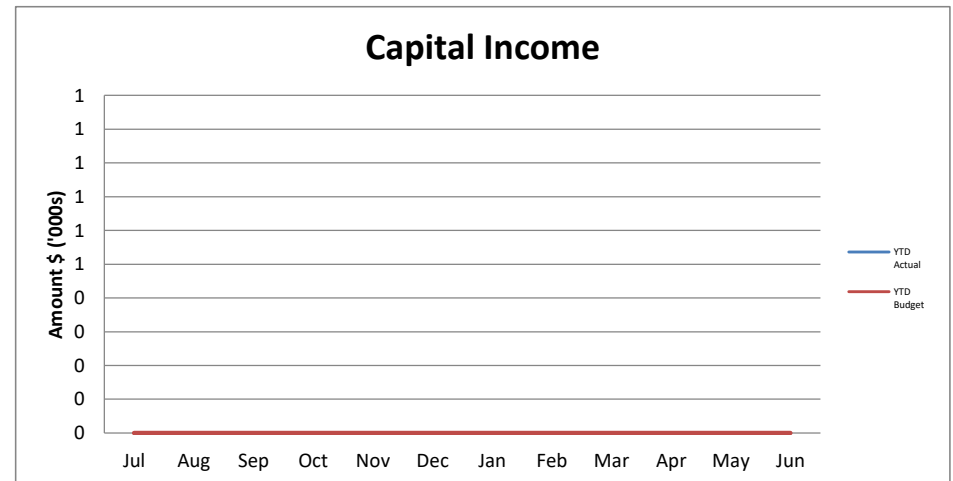
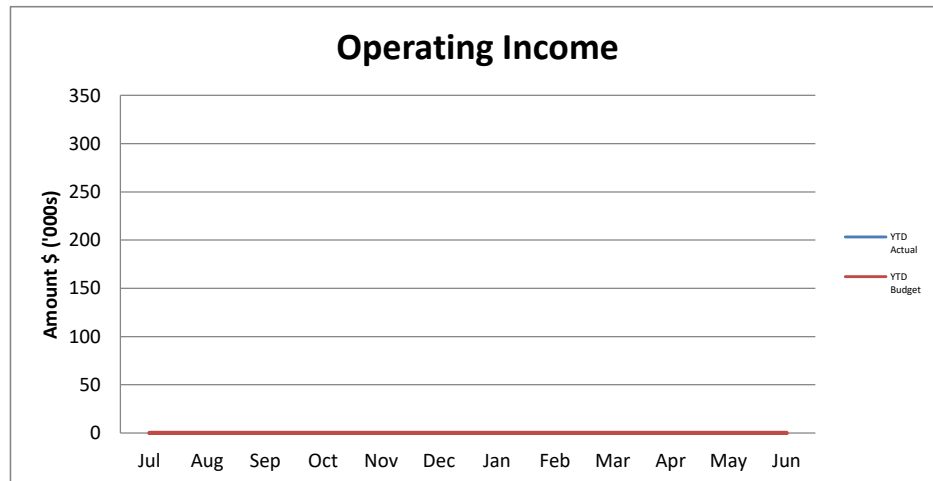
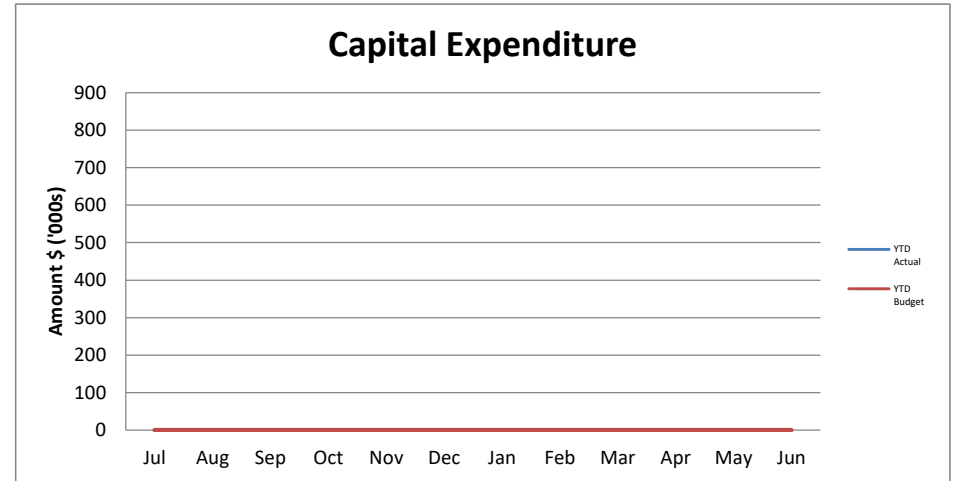
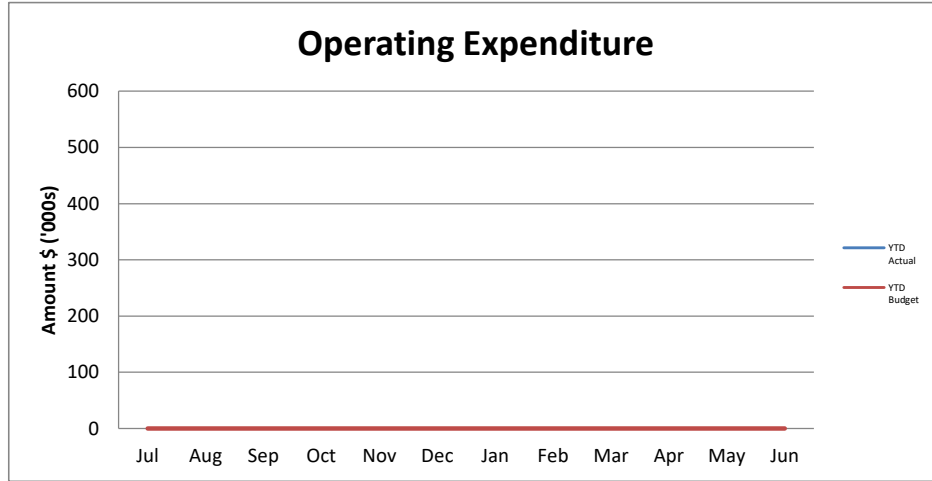


SHIRE OF RAVENSTHORPE
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2022

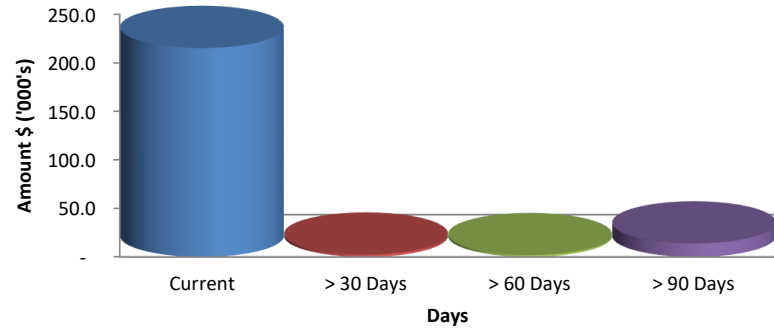
TABLE OF CONTENTS

	Page
Graphical Analysis	2-3
Statement of Financial Activity	4
Report on Significant Variances	5
1 Acquisition of Assets	6-8
2 Disposal of Assets	9
3 Information on Borrowings	10
4 Reserves	11-13
5 Net Current Assets	14
6 Rating Information	15
7 Trust Funds	16
8 Operating Statement	17-18
9 Statement of Financial Position	19
10 Financial Ratios	20

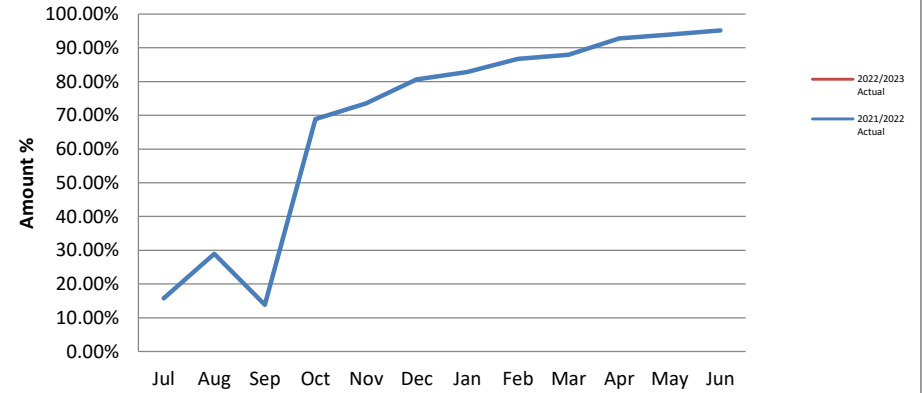
Income and Expenditure Graphs to 31 July 2022



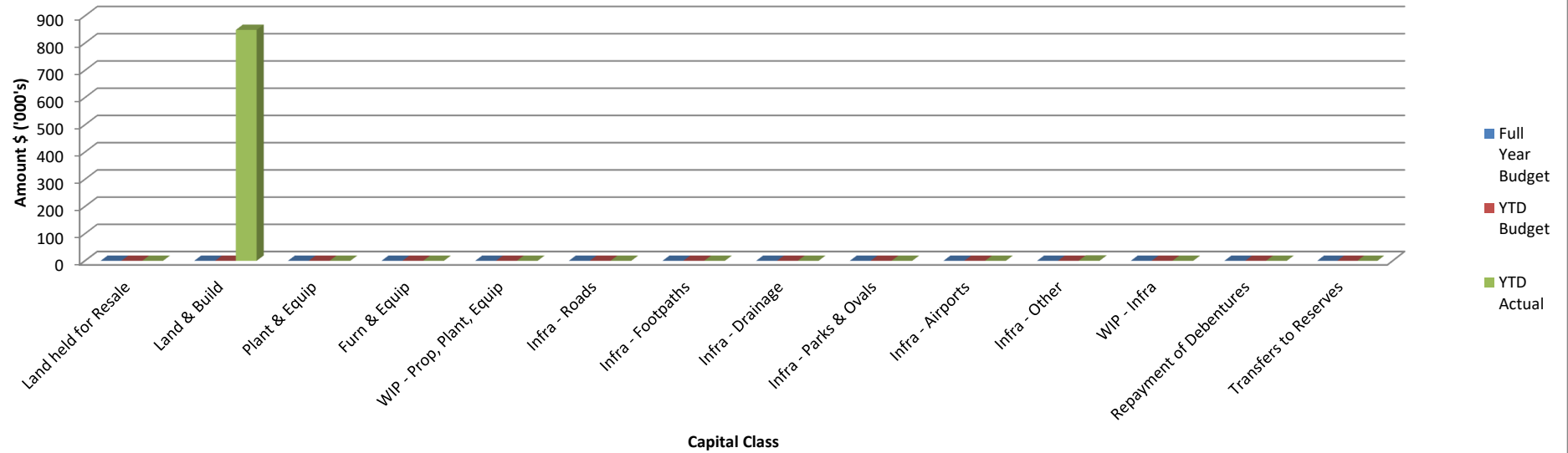
Sundry Debtors Amount O/S



Rates % Collected



Capital Expenditure



SHIRE OF RAVENSTHORPE
FOR THE PERIOD ENDED 31 JULY 2022
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

2022/2023 Budget yet to be adopted

REPORTABLE OPERATING EXPENSE VARIATIONS

2022/2023 Budget yet to be adopted

REPORTABLE NON-CASH VARIATIONS

2022/2023 Budget yet to be adopted

REPORTABLE CAPITAL EXPENSE VARIATIONS

2022/2023 Budget yet to be adopted

REPORTABLE CAPITAL INCOME VARIATIONS

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

	2022/2023 Adopted Budget \$	2022/2023 YTD Budget \$	JULY 2022 Actual \$
1. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
<u>By Program</u>			
Law, Order & Public Safety			
<i>Fire Prevention & Control</i>			
Water Bomber Tank Resupply	0	0	0
Land Sub-Division Fire Station - East	0	0	0
Hopetoun Rural Bushfire Shed	0	0	0
Emergency Water Tank Relocation -	0	0	0
Water Tank Installation - Ravensthorpe North	0	0	0
Emergency Services Flamethrower	0	0	0
<i>Law & Order</i>			
Ravensthorpe Ses Building Upgrades 21/22	0	0	0
Cliff Rescue Trailer - Ses	0	0	0
Health			
<i>Doctors & Other Health</i>			
20/21 Purchase Toyota Hilux - Doctor	0	0	0
Education & Welfare			
<i>Child Care Centres</i>			
Little Barrens - Cot And Kindy Room Furniture	0	0	0
Little Barrens - Playground Upgrade	0	0	0
Cub House - Playground Upgrade	0	0	0
Housing			
<i>Staff Housing</i>			
Lot 79 Esplanade Hopetoun Housing Upgrade	0	0	19,589
<i>Other Housing</i>			
Community Amenities			
<i>Sanitation - Household Refuse</i>			
Munglinup Waste Site Improvements (Design)	0	0	0
Munglinup Transfer Station	0	0	0
Ravensthorpe Regional Landfill Weighbridge	0	0	0
<i>Sewerage</i>			
2019/20 Purchase Plant - Sewerage Fencing	0	0	0
Ravensthorpe Effluent Ponds - Restore Banks	0	0	0
<i>Other Community Amenities</i>			
Two Mile Ablution Block - Hopetoun (Dcp)	0	0	0
Recreation and Culture			
<i>Public Halls & Civic Centres</i>			
Ravensthorpe Town Hall - Security Lighting	0	0	0
<i>Other Recreation & Sport</i>			
Hopetoun Sports Pavilion - Timber Sealing	0	0	0
Hopetoun Sports Pavilion, Repair Doors,	0	0	0
Ravensthorpe Rec Centre -	0	0	0
Ravensthorpe Rec Centre - Hot Water System	0	0	0
Munglinup Enclose Verandah For Gym (Lrci)	0	0	0
Playground Renewal - Hopetoun Rec Grounds	0	0	0
Basketball Hoops Near Skatepark Hopetoun	0	0	0
Dual Irrigation - Hopetoun Oval (Dcp And Dsr)	0	0	0
Maitland Street Park Playground Upgrade	0	0	0
Mcculloch Park Playground Upgrade -	0	0	0
Munglinup Bowling Green -4 Rinks (Lrci R2)	0	0	0
Skate Park Shade And Seating (Dcp Funded)	0	0	0
21/22 Toro Mower Ravensthorpe	0	0	0
20/21 Purchase Toyota Hilux P&G - Hopetoun	0	0	0
20/21 Purchase Case Tractor P&G	0	0	0
Single Cab Tip Truck	0	0	0
<i>Libraries</i>			
Libraries Lending System Upgrade	0	0	0

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

1. ACQUISITION OF ASSETS (Continued)	2022/2023 Adopted Budget \$	2022/2023 YTD Budget \$	JULY 2022 Actual \$
The following assets have been acquired during the period under review:			
By Program (Continued)			
Recreation and Culture (Continued)			
<i>Other Culture</i>			
Rcp Architect Services	0	0	0
Rcp Consultants Services	0	0	0
Rcp Project Management	0	0	0
Rcp Building Construction (& Builders	0	0	828,753
Rcp Project Fees And Charges (Non-Grant)	0	0	0
Rcp Demolition	0	0	0
Rcp Contingency	0	0	0
Rcp Utility Services (External Services)	0	0	0
Rcp Landscaping And Playground	0	0	0
Rcp Public Art	0	0	0
Rcp Carpark	0	0	0
Rcp (Shire) Admin Building Construction	0	0	0
Rcp (Shire) Dunnart Building Construction	0	0	0
Rcp (Shire) Earthworks Building Construction	0	0	0
Rcp (Shire) Project Management	0	0	0
Rcp (Shire) Building Construction	0	0	0
Rcp (Shire) Demolition	0	0	0
Rcp (Shire) Fitout - Contingency	0	0	0
Rcp (Shire) Landscaping	0	0	0
Rcp (Shire) Public Art	0	0	0
Rcp (Shire) Carpark	0	0	0
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads Construction Council			
Desmond Track (Green Bridge)	0	0	0
Mallee Road Construction	0	0	0
Cowel Road Floodway Sealing (Lrci Funded)	0	0	0
Fitzgerald Road Floodway Sealing (Lrci	0	0	0
Gravel Pit Reinstatement	0	0	0
Gravel Pit Development	0	0	0
Roads Mrwa V Of G Constr			
Hammersley Drive Slk 6.0 To End Of Shire	0	0	0
Jerdacuttup Road Slk 5.2 To 10	0	0	0
Jerdacuttup Road - Stabilise Pavement &	0	0	0
Roads To Recovery Construction			
Bedford Harbour Road #47 Slk 0.0 To 9.85	0	0	0
2019/20 Melaleuca Road Construction	0	0	0
Blackspot Funding Construction			
Tamarine Road Reseal Slk 0.0 To 7.4	0	0	0
Drainage Construction			
Coxall Road 2X Culvert Replace (Lrci Funded)	0	0	0
Bridger Road Culvert	0	0	0
Footpath Construction			
Hosking Street - Concrete Footpath	0	0	0
Purchase Land - Roadworks And Depots			
Purchase Depot Block - 1 Moir Road	0	0	0
Land Lot 36,318 & 177 Floater Road	0	0	0
Purchase Land & Buildings - Roadworks			
Ravensthorpe Depot Office Refit	0	0	0
Ravensthorpe Depot Grounds Upgrades	0	0	0
Purchase Furniture & Equipment - Roads			
Street Furniture - Hopetoun (Dcp Funded)	0	0	0
Purchase Other Infrastructure - Roads & Depots			
School Bus Shelter - Buckie St, Hopetoun	0	0	0

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

1. ACQUISITION OF ASSETS (Continued)	2022/2023 Adopted Budget \$	2022/2023 YTD Budget \$	JULY 2022 Actual \$
The following assets have been acquired during the period under review:			
By Program (Continued)			
<u>Road Plant Purchases</u>			
20/21 Purchase Side Tipper	0	0	0
2021/22 Grader	0	0	0
Mulching Head Attachment - Skid Steer	0	0	0
14.6M Tri Axle Low Loader	0	0	0
<u>Aerodromes</u>			
Ravensthorpe Airport - Outdoor Seating	0	0	0
Ravensthorpe Airport - It Upgrades	0	0	0
Ravensthorpe Airport Baggage Trolleys	0	0	0
Terminal Improvements	0	0	0
Airport Lighting Upgrade	0	0	0
Economic Services			
<u>Rural Services</u>			
Munglinup Water Catchment Dam (Lrci R2)	0	0	0
<u>Tourism</u>			
Illuminating Silo Art Work (Dcp Funded)	0	0	0
Hopetoun Visitor Information Boards Expanded	0	0	0
Munglinup Rest Bay Upgrade (Lrci R2)	0	0	655
<u>Other Economic Services</u>			
2 Mile Campsite Infrastructure - East Of	0	0	0
Other Property & Services			
<u>Works</u>			
20/21 Purchase Flat Bed Truck - Bmo	0	0	0
20/21 Purchase Toyota Hilux Sign Ute	0	0	0
20/21 Purchase Toyota Hilux Maint Grader 1	0	0	0
20/21 Purchase Toyota Hilux Maint Grader 2	0	0	0
20/21 Purchase Toyota Hilux Dozer Operator	0	0	0
<u>Administration</u>			
Computer Upgrades	0	0	0
	<u>0</u>	<u>0</u>	<u>848,997</u>
By Class			
Land	0	0	0
Buildings	0	0	848,342
Furniture & Equipment	0	0	0
Plant & Equipment	0	0	0
Infrastructure - Roads	0	0	0
Infrastructure - Footpaths	0	0	0
Infrastructure - Drainage	0	0	0
Infrastructure - Parks & Ovals	0	0	0
Infrastructure - Airports	0	0	0
Infrastructure - Other	0	0	655
	<u>0</u>	<u>0</u>	<u>848,997</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

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)	
			2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$
Health								
Toyota Hilux SRS	P711B	P711B					0	0
Other Sport & Recreation								
Toyota Hilux - Ravy	P678A	P678A					0	0
Toyota Hilux - Hopetoun	P705A	P705A					0	0
Tractor - Parks & Gardens	P642	P642					0	0
Zero Turn Mower - Hopetoun	NA	NA					0	0
Water Tank/Trailer - Hopetoun	NA	P173A					0	0
Transport							0	0
Komatsu GD565 Grader	P706	P706						
DAF Prime Mover	P630	P580					0	0
Haulpro Side Tipper	P611	P577					0	0
Bomag Smooth Drum Roller	P569A	P569A					0	0
14.6m Tri Axle Low Loader S/T	P556	P556					0	0
Multi Tyre Roller	P609	P570					0	0
Sewell Road Broom	NA	P572					0	0
Toro GM360 2wd with Canopy	P670	P670					0	0
Administration								
2020 Toyota Prado (CEO)	P710C	P710C					0	0
Public Works Overheads								
Mitsubishi Ute (BMO)	P632A	P632A					0	0
Toyota Hilux (Sign Ute)	AP715	P654					0	0
Toyota Hilux (Maint Grader 1)	P699A	P699A					0	0
Toyota Hilux (Maint Grader 2)	P700A	P700A					0	0
Toyota Hilux (Dozer Operator)	P691A	P691A					0	0
							0	0
			0.00	0.00	0.00	0.00	0.00	0.00

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$
Plant & Equipment								
Toyota Hilux SRS	P711B	P711B	0	0	0	0	0	0
Toyota Hilux - Ravy	P678A	P678A	0	0	0	0	0	0
Toyota Hilux - Hopetoun	P705A	P705A	0	0	0	0	0	0
Tractor - Parks & Gardens	P642	P642	0	0	0	0	0	0
Zero Turn Mower - Hopetoun	NA	NA	0	0	0	0	0	0
Water Tank/Trailer - Hopetoun	NA	P173A	0	0	0	0	0	0
Komatsu GD565 Grader	P706	P706	0	0	0	0	0	0
DAF Prime Mover	P630	P580	0	0	0	0	0	0
Haulpro Side Tipper	P611	P577	0	0	0	0	0	0
Bomag Smooth Drum Roller	P569A	P569A	0	0	0	0	0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0	0	0	0	0	0
Multi Tyre Roller	P609	P570	0	0	0	0	0	0
Sewell Road Broom	NA	P572	0	0	0	0	0	0
Toro GM360 2wd with Canopy	P670	P670	0	0	0	0	0	0
2020 Toyota Prado (CEO)	P710C	P710C	0	0	0	0	0	0
Mitsubishi Ute (BMO)	P632A	P632A	0	0	0	0	0	0
Toyota Hilux (Sign Ute)	AP715	P654	0	0	0	0	0	0
Toyota Hilux (Maint Grader 1)	P699A	P699A	0	0	0	0	0	0
Toyota Hilux (Maint Grader 2)	P700A	P700A	0	0	0	0	0	0
Toyota Hilux (Dozer Operator)	P691A	P691A	0	0	0	0	0	0
			0	0	0	0	0	0
			0.00	0.00	0.00	0.00	0	0.00

Summary

	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$
Profit on Asset Disposals		0 0.00
Loss on Asset Disposals		0 0.00
		0 0.00

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-22	Principal Repayments		Principal Outstanding		Interest Repayments	
		2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$
Housing							
Loan 145 Staff Housing	117,270	0	0	117,270	117,270	0	457
Loan 147 Other Housing	187,726	0	0	187,726	187,726	0	667
Recreation and Culture							
Loan 146 Hopetoun Community Centre	269,699	0	0	269,699	269,699	0	942
Transport							
Loan 138D Town Street	0	0	0	0	0	0	186
Loan 144 Town Street	0	0	0	0	0	0	104
Loan 143B Refinance	105,022	0	0	105,022	105,022	0	409
Loan 138E Refinance	159,917	0	0	159,917	159,917	0	569
	839,634	0	0	839,634	839,634	0	3,334

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

(b) Lease Repayments

Particulars	Principal 1-Jul-22	Principal Repayments		Principal Outstanding		Interest Repayments	
		2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$
Law, Order & Public Safety							
Lease Contract 939384 CESO Vehicle	0		0	0		122	0
Community Amenities							
Lease Contract 908707	474,785		0	474,785		15,390	0
Lease Contract 915953	226,310		0	226,310		7,327	0
	701,095	0	0	701,095	0	22,839	0

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$
4. RESERVES		
Cash Backed Reserves		
(a) Plant Reserve		
Opening Balance	276,503	276,503
Amount Set Aside / Transfer to Reserve		0
Amount Used / Transfer from Reserve		0
	<u>276,503</u>	<u>276,503</u>
(b) Emergency Farm Water Reserve		
Opening Balance	12,295	12,295
Amount Set Aside / Transfer to Reserve		0
Amount Used / Transfer from Reserve		0
	<u>12,295</u>	<u>12,295</u>
(c) Building Reserve		
Opening Balance	270,726	270,726
Amount Set Aside / Transfer to Reserve		0
Amount Used / Transfer from Reserve		0
	<u>270,726</u>	<u>270,726</u>
(d) Road & Footpath Reserve		
Opening Balance	299,396	299,396
Amount Set Aside / Transfer to Reserve		0
Amount Used / Transfer from Reserve		0
	<u>299,396</u>	<u>299,396</u>
(e) Swimming Pool Upgrade Reserve		
Opening Balance	45,255	45,255
Amount Set Aside / Transfer to Reserve		0
Amount Used / Transfer from Reserve	0	0
	<u>45,255</u>	<u>45,255</u>
(f) Recreation Reserve		
Opening Balance	0	20,000
Amount Set Aside / Transfer to Reserve		0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>20,000</u>
(g) Airport Reserve		
Opening Balance	332,456	332,456
Amount Set Aside / Transfer to Reserve		0
Amount Used / Transfer from Reserve		0
	<u>332,456</u>	<u>332,456</u>
(h) Waste & Sewerage Reserve		
Opening Balance	295,492	295,492
Amount Set Aside / Transfer to Reserve		0
Amount Used / Transfer from Reserve		0
	<u>295,492</u>	<u>295,492</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$
4. RESERVES (Continued)		
(i) IT & Equipment Reserve		
Opening Balance	20,000	20,000
Amount Set Aside / Transfer to Reserve		0
Amount Used / Transfer from Reserve		0
	<u>20,000</u>	<u>20,000</u>
(j) Leave Reserve		
Opening Balance	43,015	43,015
Amount Set Aside / Transfer to Reserve		0
Amount Used / Transfer from Reserve		0
	<u>43,015</u>	<u>43,015</u>
Total Cash Backed Reserves	<u><u>1,595,138</u></u>	<u><u>1,615,138</u></u>
All of the above reserve accounts are to be supported by money held in financial institutions.		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Plant Reserve	0	0
Emergency Farm Water Reserve	0	0
Building Reserve	0	0
Road & Footpath Reserve	0	0
Swimming Pool Upgrade Reserve	0	0
Recreation Reserve	0	0
Airport Reserve	0	0
Waste & Sewerage Reserve	0	0
IT & Equipment Reserve	0	0
Leave Reserve	0	0
	<u>0</u>	<u>0</u>
Transfers from Reserves		
Plant Reserve	0	0
Emergency Farm Water Reserve	0	0
Building Reserve	0	0
Road & Footpath Reserve	0	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	0	0
Waste & Sewerage Reserve	0	0
State Barrier Fence Reserve	0	0
Leave Reserve	0	0
	<u>0</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u><u>0</u></u>	<u><u>0</u></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

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

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.

Recreation Reserve

To be used for the construction, renewal, refurbishment and upgrade of all recreation facilities and

Airport Reserve

To be used for the construction, reconstruction, repairs or modification of facilities including buildings,

Waste and Sewerage Reserve

To be used for the repair and/or construction of waste and sewerage facilities in the Shire of Ravensthorpe.

IT & Equipment Reserve

To be used for the upgrade and renewal of hardware, communication and software technological

Leave Reserve

To be used to fund long service leave and non-current annual leave requirements

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

	2021/2022 B/Fwd Per 2022/2023 Budget \$	2021/2022 B/Fwd Per Financial Report \$	JULY 2022 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	3,376,199	3,376,199	1,882,736
Cash - Restricted Unspent Grants		0	
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,615,137	1,615,137	1,615,137
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	254,694	254,694	235,975
Sundry Debtors	228,968	231,740	188,231
Provision for Doubtful Debts	0	0	0
Gst Receivable	143,796	143,796	92,245
Accrued Income/Payments In Advance	9,416	9,416	9,416
Payments in Advance	0	0	0
Inventories	25,554	25,554	25,554
	<u>5,653,764</u>	<u>5,656,536</u>	<u>4,049,294</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(386,181)	(386,181)	189,984
Accrued Interest On Loans	(17,895)	(17,895)	(17,895)
Accrued Salaries & Wages	(44,293)	(44,293)	(44,293)
Income In Advance	(32,261)	(32,261)	(32,261)
Gst Payable	(29,329)	(29,581)	(14,881)
Payroll Creditors	(114,053)	(114,053)	(78,689)
Accrued Expenses	0	0	0
PAYG Liability	0	0	0
Right of Use Assets - Current	(124,397)	(124,397)	(124,397)
Trust	0	0	0
Other Payables	(322,514)	(322,514)	(387,410)
Current Employee Benefits Provision	(520,534)	(520,534)	(520,534)
Current Loan Liability	0	0	0
	<u>(1,591,457)</u>	<u>(1,591,709)</u>	<u>(1,030,376)</u>
NET CURRENT ASSET POSITION	4,062,307	4,064,827	3,018,918
Less: Cash - Reserves - Restricted	(1,615,137)	(1,615,137)	(1,615,137)
Less: Cash - Unspent Grants - Restricted	0	0	
Less: Movements Associated with Change in Accounting Standards	0		
Add Back : Component of Leave Liability not Required to be Funded	520,534	520,534	520,534
Add Back : Current Loan Liability	0	0	0
ADD: Current Portion of Lease Liability	322,514	124,397	124,397
Adjustment for Trust Transactions Within Muni		0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>3,290,218</u>	<u>3,094,621</u>	<u>2,048,712</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2022/2023 Rate Revenue \$	2022/2023 Interim Rates \$	2022/2023 Back Rates \$	2022/2023 Total Revenue \$	2022/2023 Budget \$
General Rate								
GRV Residential		784	10,990,646	0			0	
GRV Commercial		33	1,434,092	0			0	
GRV industrial		35	512,772	0			0	
GRV - Transient & Short Stay Accommodation		2	852,800	0			0	
UV - Mining		69	2,447,481	0			0	
UV - Other		325	295,976,000	0			0	
Non-Rateable							0	0
Sub-Totals		1,248	312,213,791	0	0	0	0	0
Minimum Rates	Minimum \$							
GRV Residential		373	1,079,886	0		0	0	
GRV Commercial		10	44,740	0		0	0	
GRV Industrial		12	45,268	0		0	0	
GRV - Transient & Short Stay Accommodation		0	0	0		0	0	
UV - Mining		60	125,311	0		0	0	
UV - Other		103	6,633,252	0		0	0	
Sub-Totals		558	7,928,457	0	0	0	0	0
Back Rates							0	0
Interim Rates								
Total Amount Raised From Rates							0	0
Ex Gratia Rates		check after rates raised					0	
Total Rates							0	0

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

The general rates detailed above for the 2019/20 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

7. TRUST FUNDS

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

8. OPERATING STATEMENT BY PROGRAM

	JULY 2022 Actual \$	2022/2023 Adopted Budget \$	2021/2022 Actual \$
OPERATING REVENUES			
Governance	0	0	65,447
General Purpose Funding	5,107	0	7,774,053
Law, Order, Public Safety	34,862	0	306,961
Health	0	0	15,508
Education and Welfare	47,468	0	831,047
Housing	1,400	0	18,864
Community Amenities	12,992	0	783,238
Recreation and Culture	83,732	0	2,121,232
Transport	83,566	0	1,753,162
Economic Services	2,886	0	412,908
Other Property and Services	54,498	0	446,832
TOTAL OPERATING REVENUE	326,511	0	14,529,252
OPERATING EXPENSES			
Governance	(7,977)	0	(805,375)
General Purpose Funding	(1,083)	0	(305,997)
Law, Order, Public Safety	(29,498)	0	(1,041,371)
Health	(7,706)	0	(294,488)
Education and Welfare	(64,475)	0	(1,080,975)
Housing	(18,633)	0	(262,966)
Community Amenities	(49,060)	0	(1,488,943)
Recreation & Culture	(43,793)	0	(1,935,568)
Transport	(160,127)	0	(5,427,369)
Economic Services	(10,594)	0	(581,072)
Other Property and Services	(130,475)	0	(804,698)
TOTAL OPERATING EXPENSE	(523,421)	0	(14,028,821)
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>(196,910)</u>	<u>0</u>	<u>500,430</u>

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2022

8. OPERATING STATEMENT BY NATURE & TYPE

	JULY 2022 Actual \$	2022/2023 Adopted Budget \$	2021/2022 Actual \$
OPERATING REVENUES			
Rates	0	0	4,707,536
Operating Grants, Subsidies and Contributions	76,097	0	3,883,550
Non-Operating Grants, Subsidies and Contributions	76,607	0	2,683,627
Fees and Charges	139,431	0	2,321,494
Service Charges	0	0	0
Interest Earnings	2,715	0	55,137
Profit on Asset Disposals	0	0	57,579
Proceeds on Disposal of Assets	0	0	301,091
Realisation on Disposal of Assets	0	0	(301,091)
Other Revenue	31,660	0	820,328
TOTAL OPERATING REVENUE	326,510	0	14,529,251
OPERATING EXPENSES			
Employee Costs	(393,839)	0	(4,932,946)
Materials and Contracts	(108,124)	0	(3,319,244)
Utility Charges	(12,272)	0	(261,083)
Depreciation on Non-Current Assets	0	0	(4,749,954)
Interest Expenses	(3,333)	0	(56,153)
Insurance Expenses	(5,492)	0	(342,455)
Loss on Asset Disposals	0	0	(2,192)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(362)	0	(364,795)
TOTAL OPERATING EXPENSE	(523,422)	0	(14,028,822)
CHANGE IN NET ASSETS			
RESULTING FROM OPERATIONS	(196,912)	0	500,429

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

9. STATEMENT OF FINANCIAL POSITION

	JULY 2022 Actual \$	2021/2022 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	3,497,873	4,991,336
Trade and Other Receivables	525,867	639,646
Inventories	25,554	25,554
TOTAL CURRENT ASSETS	4,049,294	5,656,536
NON-CURRENT ASSETS		
Other Receivables	11,317	11,317
Inventories	0	0
Property, Plant and Equipment	37,755,345	36,907,002
Infrastructure	120,135,534	120,134,871
TOTAL NON-CURRENT ASSETS	157,902,196	157,053,190
TOTAL ASSETS	161,951,490	162,709,726
CURRENT LIABILITIES		
Trade and Other Payables	385,445	946,779
Right of Use Asset	124,397	124,397
Long Term Borrowings	0	0
Provisions	520,534	520,534
TOTAL CURRENT LIABILITIES	1,030,376	1,591,710
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	839,634	839,634
Right of Use Assets	701,095	701,095
Provisions	70,781	70,781
TOTAL NON-CURRENT LIABILITIES	1,611,510	1,611,510
TOTAL LIABILITIES	2,641,886	3,203,220
NET ASSETS	159,309,604	159,506,506
Retained Surplus	39,441,814	39,552,789
Reserves - Cash Backed	1,595,137	1,595,137
Revaluation Surplus	117,908,609	117,908,609
TOTAL EQUITY	158,945,561	159,056,535

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2022

10. FINANCIAL RATIOS

	2022 YTD	2021	2020	2019
Current Ratio	4.77	3.77	3.01	1.64
Operating Surplus Ratio	(1.86)	(0.29)	3.29	(0.24)

The above ratios are calculated as follows:

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

12.2 CORPORATE SERVICES

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – JULY 2022

File Reference:	GR.ME.8
Location:	Shire of Ravensthorpe
Applicant:	Shire of Ravensthorpe
Author:	Finance Officer
Authorising Officer	Executive Manager Corporate Services
Date:	5 August 2022
Disclosure of Interest:	Nil
Attachments: <u>RED</u>	(a) Schedule of Payments to 31 July 2022 (b) Credit Card Transactions to 01 July 2022 (c) Creditors List of Accounts Paid July 2022
Previous Reference:	Nil

PURPOSE

- 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 01/07/2022 – 31/07/2022

(a) Schedule of Payments to 31 July 2022

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	9,412	1,344,302	67,653	5,967	0	1,427,333	309,447
Aug					0	0	
Sep					0	0	
Oct					0	0	
Nov					0	0	
Dec					0	0	
Jan					0	0	
Feb					0	0	
Mar					0	0	
Apr					0	0	
May					0	0	
Jun					0	0	
Total	9,412	1,344,302	67,653	5,967	0	1,427,333	309,447
21/22	109,610	11,455,728	1,217,128	101,107	0	12,883,572	4,057,812
20/21	219,357	8,442,181	965,406	135,103	0	9,762,047	3,790,863
19/20	197,977	8,450,678	997,212	102,791	6,319	9,754,977	3,174,082
18/19	147,967	21,298,438	1,329,904	70,241	13,590	22,860,140	2,219,053
17/18	327,905	18,507,404	209,587	65,010	317,445	19,427,351	2,601,283

COMMENT

3. 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 costings and the amounts shown have been paid.

CONSULTATION

4. Senior Finance Officer

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT:

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the list of payments.	Rare	Insignificant	Very Low	That Council receives the list of payments as required by legislation.

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.2	The right resources and infrastructure are in place to support local commerce and industry

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENTS

11. Simple Majority

OFFICER RECOMMENDATION

That Council ACCEPT, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, payment of accounts for the month of July 2022.

Carried: __/__

Moved: _____ Seconded: _____

ATTACHMENT

01 JUNE 2022 - 01 JULY 2022

All credit card purchased items have accompanying receipts, purchase orders or statutory declarations

Business Credit Card - Matthew Bird

Date	Payment to	Description	Amount	GST
14/06/2022	BP RAVENSTHORPE	12 X Salad and Meat Rolls 3 x Brownie & 2 x Caramel Slice - Councillor Lunch	\$ 147.40	\$ 13.40
15/06/2022	WA NEWS	WA News Subscription	\$ 28.00	\$ 2.55
23/06/2022	HOPETOUN IGA	Water - Councillor Meeting	\$ 13.77	\$ -
27/06/2022	POST OFFICE RAVENSTHORPE	\$100 Gift Card - Leaving	\$ 105.95	\$ 0.54
27/06/2022	POST OFFICE RAVENSTHORPE	Card - Leaving	\$ 3.99	\$ 0.36
27/06/2022	EAGLE ROADHOUSE	12 x Salad and Meat Roll - Cultural Improvement Catering	\$ 78.00	\$ 7.09
28/06/2022	EAGLE ROADHOUSE	6 x Salad and Meat Roll - Cultural Improvement Catering	\$ 39.00	\$ 3.55
29/06/2022	EAGLE ROADHOUSE	12 x Salad and Meat Roll and 1 x Milk - Cultural Improvement Catering	\$ 82.50	\$ 7.09
30/06/2022	SHIPWRECKED GOURMET BAKERY	Catering - Leaving	\$ 176.50	\$ 16.05
Total Purchases for M.Bird			\$ 675.11	\$ 50.62

GST F*

Business Credit Card - Leslie Mainwaring

Date	Payment to	Description	Amount	GST
2/06/2022	VACCUMESPARES.COM.AU	Powerhead Dual Roll Dyson - Cleaners Vacuum	\$ 94.65	\$ 8.60
7/06/2022	SP METREO WORKWEAR	5 x hardhats with Logo	\$ 184.45	\$ 16.77
15/06/2022	OFFICEWORKS	2 x Stand up Desk & 1 x Ergonomic Office Chair	\$ 916.95	\$ 83.36
21/06/2022	RAVESNTHORPE HOTEL	Council Dinner and Refreshments	\$ 371.00	\$ 33.73
22/06/2022	LAVAZZA OCS	4 x Packs Coffee Pods	\$ 352.00	\$ -
23/06/2022	OFFICEROWRKS	5 x Ergonomic Office Chairs	\$ 854.95	\$ 77.72
24/06/2022	BUNNINGS	Herbicide & Drain Cleaner - Spence Street	\$ 72.61	\$ 6.60
29/06/2022	OFFICEWORKS	1 x Chair Mat	\$ 124.95	\$ 11.36
Total Purchases for L. Mainwaring			\$ 2,971.56	\$ 238.14

GST F*

Business Credit Card - Evelyn Houghton

Date	Payment to	Description	Amount	GST
5/06/2022	BUNNINGS	Synthetic Mat & Potting Mix - Childcare Centres	\$ 61.72	\$ 5.61
15/06/2022	HOPETOUN IGA	Cruskits, Arrowroot Biscuits & Vegemite - TCH	\$ 18.14	\$ 1.28
15/06/2022	INK STATION	10 Pack Brother Cartridges - TCH 4 Pack Brother Cartridges - Little Barrens	\$ 271.77	\$ 24.71
16/06/2022	HOPETOUN IGA	Vinegar & LED Glass 5.5W - TCH	\$ 18.52	\$ 1.34
17/06/2022	KMART	Microwave, Wooden Bowl & Overbed Table - Little Barren	\$ 157.00	\$ 14.27
17/06/2022	NATURE PLAY	15 x Waterproof Onesies	\$ 494.95	\$ 45.00
21/06/2022	BOOKING.COM	The Nobel Grape Accommodation - Refund	-\$ 342.00	-\$ 31.09
22/06/2022	DEPARTMENT OF COMMUNITIES	Little Barren Learning Centre Waiver Extension	\$ 112.00	\$ -
28/06/2022	ENLIGHTEN PRESS	15 x Children's Book - TCH & Little Barrens	\$ 838.85	\$ 76.26
28/06/2022	BOOKING.COM	Karrinyup Waters Resort - Accommodation - Refund	-\$ 339.30	-\$ 30.85

GST N*

Total Purchases for E. Houghton	\$ 1,291.65	\$ 106.53
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Business Credit Card - Edward Kilbey

Date	Payment to	Description	Amount	GST
7/06/2022	RAVENSTHORPE BUILDING SUPPLIES	Rose Black Spot & Insect Spray - Parks and Gardens	\$ 15.90	\$ 1.45
7/06/2022	RAVENSTHORPE BUILDING SUPPLIES	Swan GP 20Kg	\$ 81.00	\$ 7.36
8/06/2022	RAVENSTHORPE AGENCIES	Grease Multis Complex HV2 Moly 450gm Box 24 - Depot	\$ 198.00	\$ 18.00
10/06/2022	RAVENSTHORPE BUILDING SUPPLIES	Bungle Batten - 2 Mile Carpark	\$ 18.00	\$ 1.64
21/06/2022	FE DAW AND SONS PTY LTD	Bread, Eggs & Bacon - Depot Toolbox Meeting	\$ 55.26	\$ -
23/06/2022	FE DAW AND SONS PTY LTD	Milk & Coffee	\$ 59.60	\$ -
27/06/2022	RAVENSTHORPE AGENCIES	Gas Bottle - Ravensthorpe Aged Accommodation	\$ 165.00	\$ 15.00
27/06/2022	RAVENSTHORPE AGENCIES	Gas Bottle - 79 Esplanade	\$ 165.00	\$ 15.00

GST F*

GST F*

Total Purchases for E.Kilbey	\$ 757.76	\$ 58.45
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Business Credit Card - Russell Palmer

Date	Payment to	Description	Amount	GST
12/06/2022	BREMER BAY RESORT	Accommodation - VFES Awards	\$ 270.50	\$ 24.59
Total Purchases for R. Palmer			\$ 270.50	\$ 24.59

Business Credit Card - Miscellaneous Fees and Charges Bankwest

Date	Payment to	Description	Amount	GST
				\$ -
				\$ -
Total fees and charges			\$ -	\$ -
Total Bankwest Corporate MasterCard Statement			\$ 5,966.58	\$ 478.33

Business Debit Card - Les Mainwaring

Date	Payment to	Description	Amount
Closing Balance for Debit Card - Les Mainwaring			\$ -

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
512	14/07/2022	Horizon Power	136499 - HOPETOUN LAMPS - 01/06/2022 - 30/06/2022	1		6,079.00
INV 2101355022/06/2022		Horizon Power	125308 - 46 ALAN ROSE DRIVE HOPETOUN - 23/04/2022 - 20/06/2022		1,793.89	
INV 2101364101/07/2022		Horizon Power	136499 - HOPETOUN LAMPS - 01/06/2022 - 30/06/2022		4,285.11	
513	21/07/2022	Horizon Power	142028 - 2 TUBADA STREET MUNGLINUP - 07/05/2022 - 07/07/2022	1		196.30
INV 2101369608/07/2022		Horizon Power	142028 - 2 TUBADA STREET MUNGLINUP - 07/05/2022 - 07/07/2022		196.30	
514	21/07/2022	Water Corporation	WATER USE CHARGE - YORREL STREET MUNGLINUP LOT 189	1		870.01
INV 9007779804/07/2022		Water Corporation	WATER USE CHARGE - YORREL STREET MUNGLINUP LOT 189		870.01	
515	28/07/2022	Christopher Robert Downie	Rates refund for assessment A934 5 FORREST WAY HOPETOUN 6348	1		794.00
INV A934	21/07/2022	Christopher Robert Downie	Rates refund for assessment A934 5 FORREST WAY HOPETOUN 6348		794.00	
516	28/07/2022	Horizon Power	513789 - LOT 3000 BUCKIE STREET HOPETOUN WA - 24/05/2022 - 22/07/2022	1		1,472.29
INV 2101385825/07/2022		Horizon Power	513789 - LOT 3000 BUCKIE STREET HOPETOUN WA - 24/05/2022 - 22/07/2022		950.99	
INV 2101386025/07/2022		Horizon Power	414511 - UNIT6/LOT 705 TAMAR STREET HOPETOUN WA - 24/05/2022 - 22/07/2022		303.39	
INV 2101385725/07/2022		Horizon Power	267634 - LOT 548 TAMAR STREET HOPETOUN WA - 24/05/2022 - 22/07/2022		217.91	
1061	01/07/2022	1 - BANK FEES	OBB RECORD FEE	1		7.20
1061	01/07/2022	1 - BANK FEES	MAINTENANCE FEE	1		20.00
1061	01/07/2022	1 - BANK FEES	BPAY FEES	1		111.34
1061	04/07/2022	1 - BANK FEES	CBA MERCHANT FEES	1		432.31

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15197	07/07/2022	4 Rivers Plumbing Gas & Civil Contracting WA	AIRPORT TERMINAL TOILETS- UNCLOG TOILETS AND PUMP OUT SEPTIC	1		1,707.31
INV 0000140528/06/2022		4 Rivers Plumbing Gas & Civil Contracting WA	REPAIR TO WATER FOUNTAIN AT TIGERLAND - REPLACE CUSTOM GALVINS BUTTON		352.00	
INV 0000142530/06/2022		4 Rivers Plumbing Gas & Civil Contracting WA	AIRPORT TERMINAL TOILETS- UNCLOG TOILETS AND PUMP OUT SEPTIC		1,355.31	
EFT15199	07/07/2022		REIMBURSEMENT - BUNNINGS - 4 X FENCE POST & 6 X FENCE FITTING	1		372.30
INV REIMBU25/06/2022			REIMBURSEMENT - BUNNINGS - 4 X FENCE POST & 6 X FENCE FITTING		372.30	
EFT15200	07/07/2022	Bio Diverse Solutions	DATASET REVIEW SOR BUSHFIRE REVIEW - HOPETOUN & RAVENSTHORPE - 50% FINAL	1		4,867.50
INV BDSA-0721/06/2022		Bio Diverse Solutions	DATASET REVIEW SOR BUSHFIRE REVIEW - HOPETOUN & RAVENSTHORPE - 50% FINAL		4,867.50	
EFT15201	07/07/2022	Bunnings	VARIOUS MATERIALS FOR BUILDING MAINTENANCE AND UPGRADES	1		1,147.98
INV 2181/008127/05/2022		Bunnings	VARIOUS MATERIALS FOR BUILDING MAINTENANCE AND UPGRADES		1,158.66	
INV 2181/008118/06/2022		Bunnings	ADJUSTMENT NOTE FOR INVOICE 2181/00810013		-340.43	
INV 2181/001118/06/2022		Bunnings	REINVOICE FOR ITEMS INCORRECTLY PRICED 2181/00810013 & 2181/00816592		329.75	
EFT15202	07/07/2022		SALARY SACRAFICE - FORTNIGHT ENDING 27/06/2022	1		380.00
INV SAL SAC27/06/2022			SALARY SACRAFICE - FORTNIGHT ENDING 27/06/2022		380.00	
EFT15203	07/07/2022	Christine's Kitchen Pty Ltd	CATERING - CIP WORKSHOP WEDNESDAY 23/7/22 DINNER X 11& THURSDAY 24/7/22 ARVO TEA X 11	1		247.50
INV INV-019824/06/2022		Christine's Kitchen Pty Ltd	CATERING - CIP WORKSHOP WEDNESDAY 23/7/22 DINNER X 11& THURSDAY 24/7/22 ARVO TEA X 11		247.50	
EFT15204	07/07/2022	Daniel Whibley	REFUND - GYM BOND	1		30.00
INV T2077	21/06/2022	Daniel Whibley	REFUND - GYM BOND	1	30.00	
EFT15205	07/07/2022	Dawry's Bottlo PTY LTD	VARIOUS REFRESHMENTS	1		369.06

Date: 04/08/2022
 Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
 PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 223091	22/06/2022	Dawry's Bottlo PTY LTD	VARIOUS REFRESHMENTS		369.06	
EFT15206	07/07/2022		REIMBURSEMENT - VARA TRAINING TRAVEL 0.72C PER KM	1		445.12
INV REIMBU24	04/06/2022		REIMBURSEMENT - VARA TRAINING TRAVEL 0.72C PER KM		285.12	
INV REIMBU28	06/2022		REIMBURSEMENT - ST JOHNS 1ST AID COURSE		160.00	
EFT15207	07/07/2022	Dynasty Embroidery	10 X 7 PIPL NAVY LIGHT BLUE 2 EMB	1		385.00
INV 0002132310	06/2022	Dynasty Embroidery	10 X 7 PIPL NAVY LIGHT BLUE 2 EMB		385.00	
EFT15208	07/07/2022		REIMBURSEMENT - DIESEL	1		112.71
INV REIMBU01	06/2022		REIMBURSEMENT - DIESEL		112.71	
EFT15209	07/07/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVENSTHORPE DEPOT	1		3,940.04
INV S1573	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - HOPETOUN COMMUNITY CHILDCARE		136.30	
INV S1574	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - HOPETOUN RECREATION		56.10	
INV S1575	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - HOPETOUN SENIOR CITIZENS		72.49	
INV S1576	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - HOPETOUN DOCTORS		64.90	
INV S1577	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - HOPETOUN CRC		234.85	
INV S1578	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - HOPETOUN SHIRE DEPOT		247.50	
INV S1579	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVENSTHORPE AIRPORT		193.49	
INV S1580	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - JERDACUTTUP HALL		95.70	
INV S1581	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - MUNGLINUP GOLF COURSE		83.49	
INV S1582	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - MUNGLINUP RECREATION CENTRE		92.29	

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV S1583	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - HOPTOUN GOLF CLUB		277.89	
INV S1585	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVENSTHORPE GOLF CLUB		191.29	
INV S1586	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - FITZGERALD CRC		62.70	
INV S1587	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVENSTHORPE MUSEUM		293.70	
INV S1588	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVENSTHORPE CHILDCARE CENTRE		89.10	
INV S1589	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVENSTHORPE ENTERTAINMENT COURT		212.85	
INV S1590	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVENSTHORPE TENNIS PAVILLION		138.60	
INV S1591	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVENSTHORPE HALL		316.69	
INV S1592	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - DUNNART		56.10	
INV S1593	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVENSTHORPE DEPOT		393.25	
INV S1594	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVENSTHORPE HANDGUN CLUB		63.69	
INV S1595	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVENSTHORPE SWIMMING POOL		148.50	
INV S1596	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - FITZGERALD HALL		51.48	
INV S1597	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - NORTH RAVY HALL		181.30	
INV S1598	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVENSTHORPE DOCTORS		29.70	
INV S1584	22/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - ADMINISTRATION BUILDING		156.09	
EFT15210	07/07/2022	Fitness Solutions WA	SERVICE RAVENSTHORPE AND HOPETOUN GYM INCLUDING CALL OUT FROM PERTH	1		980.00
INV 0000109417	06/2022	Fitness Solutions WA	SERVICE RAVENSTHORPE AND HOPETOUN GYM INCLUDING CALL OUT FROM PERTH		980.00	

Date: 04/08/2022
 Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
 PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15211	07/07/2022	Franke Services	REPLACE HINGED DOORS TO TERMINAL BAGGAGE AREA WITH SLIDING DOOR AND TRACKS	1		3,127.70
INV INV-011824/06/2022		Franke Services	REPLACE HINGED DOORS TO TERMINAL BAGGAGE AREA WITH SLIDING DOOR AND TRACKS		3,127.70	
EFT15212	07/07/2022		REIMBURSEMENT - BUNNINGS - DUPLICATE KEYS AND BOX	1		81.65
INV 5267453822/06/2022			REIMBURSEMENT - BUNNINGS - DUPLICATE KEYS AND BOX		81.65	
EFT15213	07/07/2022	Hopetoun Painting Service	EXTERIOR PAINTING - 79 ESPLANADE	1		7,260.00
INV INV-127727/06/2022		Hopetoun Painting Service	EXTERIOR PAINTING - 79 ESPLANADE		7,260.00	
EFT15214	07/07/2022	Jason Signmakers	DESIGN, BUILD & INSTALLATION CUSTOM URBAN BUS SHELTER DOUBLE SIDED	1		43,939.96
INV 229439	17/06/2022	Jason Signmakers	DESIGN, BUILD & INSTALLATION CUSTOM URBAN BUS SHELTER DOUBLE SIDED		43,939.96	
EFT15215	07/07/2022	Jessica Barber	REFUND - FACILITY HIRE BOND	1		400.00
INV T2039	04/07/2022	Jessica Barber	REFUND - FACILITY HIRE BOND	1	400.00	
EFT15216	07/07/2022	Kenneth Macpherson	REFUND - GYM BOND	1		30.00
INV T2072	28/06/2022	Kenneth Macpherson	REFUND - GYM BOND	1	30.00	
EFT15217	07/07/2022	LGIS Risk Management	REGIONAL RISK CO-ORDINATOR FEE 2021-2022 - 2ND INSTALMENT	1		4,822.76
INV 156-022521/06/2022		LGIS Risk Management	REGIONAL RISK CO-ORDINATOR FEE 2021-2022 - 2ND INSTALMENT		4,822.76	
EFT15218	07/07/2022	Lawry's Electrical Solutions	INSTALLATION OF FENCE AT MUNGLINUP BOWLING CLUB	1		10,219.00
INV 1982	28/06/2022	Lawry's Electrical Solutions	INSTALLATION OF FENCE AT MUNGLINUP BOWLING CLUB		10,219.00	
EFT15219	07/07/2022	Lloydey's Power Services	INSTALL 2ND FAN - DEPOT TOILET	1		110.00
INV INV-096127/06/2022		Lloydey's Power Services	INSTALL 2ND FAN - DEPOT TOILET		110.00	

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15220	07/07/2022	Lo-Go Appointments	ADMINISTRATION SERVICES - PROJECT	1		4,150.26
			ADMINISTRATION OFFICER - W/E 11 JUNE 2022			
INV 0042598014/06/2022		Lo-Go Appointments	ADMINISTRATION SERVICES - PROJECT		1,383.42	
			ADMINISTRATION OFFICER - W/E 11 JUNE 2022			
INV 0042601221/06/2022		Lo-Go Appointments	ADMINISTRATION SERVICES - PROJECT		1,383.42	
			ADMINISTRATION OFFICER - W/E 18 JUNE 2022			
INV 0042604928/06/2022		Lo-Go Appointments	ADMINISTRATION SERVICES - PROJECT		1,383.42	
			ADMINISTRATION OFFICER - W/E 25 JUNE 2022			
EFT15221	07/07/2022		REIMBURSEMENT - RELOCATION, HOME IT, PRE	1		4,895.79
			EMPLOYMENT MEDICAL			
INV REIMBU21/06/2022			REIMBURSEMENT - RELOCATION, HOME IT, PRE		4,895.79	
			EMPLOYMENT MEDICAL			
EFT15222	07/07/2022		REIMBURSEMENT - CHILLI COCONUT - STAFF AND	1		160.14
			CHILDREN LUNCH			
INV REIMBU29/06/2022			REIMBURSEMENT - CHILLI COCONUT - STAFF AND		160.14	
			CHILDREN LUNCH			
EFT15223	07/07/2022	Murdock Recruitment Pty Ltd	RECRUITMENT FEE - EARLY LEARNING TEACHER -	1		14,328.47
			LUCIANA STEINLE			
INV INV-611921/06/2022		Murdock Recruitment Pty Ltd	RECRUITMENT FEE - EARLY LEARNING TEACHER -		14,328.47	
			LUCIANA STEINLE			
EFT15224	07/07/2022	NCY Investments PTY LTD	REFUND - FACILITY HIRE	1		549.90
INV REFUN -29/06/2022		NCY Investments PTY LTD	REFUND - FACILITY HIRE LESS CANCELLATION FEE		149.90	
			23/04/2022			
INV T2027	29/06/2022	NCY Investments PTY LTD	REFUND - FACILITY HIRE	1	400.00	
EFT15225	07/07/2022	Paul Samiotis	REFUND - GYM BOND	1		30.00
INV T1971	21/06/2022	Paul Samiotis	REFUND - GYM BOND	1	30.00	
EFT15226	07/07/2022	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE ADMIN OFFICES FOR	1		1,865.00
			09/06/2022 -23/06/2022			
INV 27315	24/06/2022	Perfect Computer Solutions Pty Ltd	3 X UPS		675.00	
INV 27331	24/06/2022	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE ADMIN OFFICES FOR		1,190.00	
			09/06/2022 -23/06/2022			

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15227	07/07/2022	QLM Label Makers Pty Ltd	1800 FULL COLOR, 210MMX97MM, MAGNETIC RUBBER PLUS LAMINATION; MAGNETS	1		2,278.46
INV 374612	09/05/2022	QLM Label Makers Pty Ltd	1800 FULL COLOR, 210MMX97MM, MAGNETIC RUBBER PLUS LAMINATION; MAGNETS		1,710.32	
INV 375009	16/05/2022	QLM Label Makers Pty Ltd	1800 CMYK I SIDE, 75MMX210MM, 150GSM SOVEREOGM GLOSS FSC MIX, 100 SHEETS PER PACK - TIPPASSES		568.14	
EFT15228	07/07/2022	R And R Heavy Diesel Services	LUBRICATION SERVICE AND INSPECTION - RA-285 BOMAG ROLLER	1		5,728.40
INV 5851	28/06/2022	R And R Heavy Diesel Services	LUBE SERVICE & INSPECTION HOPETOUN GENERATOR - HONDA 3KVA		153.76	
INV 5852	28/06/2022	R And R Heavy Diesel Services	INSPECTION AND ADJUSTMENTS 1TTG-558 3 AXLE DOG TRAILER		166.72	
INV 5853	28/06/2022	R And R Heavy Diesel Services	FIT NEW TRAILER PLUG TO - JOHN PAPAS TRAILER 1QTV-193		75.83	
INV 5854	28/06/2022	R And R Heavy Diesel Services	REPAIR CRACK IN TRUCK TRAILER - 1TQX-844		233.59	
INV 5855	28/06/2022	R And R Heavy Diesel Services	LUBRICATION SERVICE AND INSPECTION - RA-285 BOMAG ROLLER		1,633.37	
INV 5876	04/07/2022	R And R Heavy Diesel Services	65,000KM SERVICE - RA222		425.95	
INV 5883	05/07/2022	R And R Heavy Diesel Services	60,000 KM LOGBOOK SERVICE & INSPECTION - RA-3512 MITSUBISHI FUSO		1,093.14	
INV 5884	05/07/2022	R And R Heavy Diesel Services	SUPPLY 205LTR DRUM OF DIESEL ENGINE OIL FOR VARIOUS MACHINES		1,520.34	
INV 5885	05/07/2022	R And R Heavy Diesel Services	CAR WASH, ALL FLEET PLUS E900 & CAT PREMIX COOLANT		425.70	
EFT15229	07/07/2022	Ravensthorpe Agencies	10 X ROUNDUP ULTRA-MAX 20L (AGENCY PRODUCT)	1		4,638.70
INV 10859	23/06/2022	Ravensthorpe Agencies	10 X ROUNDUP ULTRA-MAX 20L (AGENCY PRODUCT)		3,302.20	
INV 10910	27/06/2022	Ravensthorpe Agencies	ALEMLUBE AUTO SHUT OFF DIESEL NOZZLE WITH BUILT IN FLOW METER AND FREIGHT		1,336.50	
EFT15230	07/07/2022	Ravensthorpe Building Supplies	SLEEPERS, RETAIN-IT JOINTER & CORNER POSTS, CEMENT & FREIGHT - 79 ESPLANADE HOPETOUN	1		6,822.60
INV 21410	29/06/2022	Ravensthorpe Building Supplies	CLADDING HERITAGE PRIMELINE AND FREIGHT		287.60	
INV 21412	29/06/2022	Ravensthorpe Building Supplies	SLEEPERS, RETAIN-IT JOINTER & CORNER POSTS, CEMENT & FREIGHT - 79 ESPLANADE HOPETOUN		6,460.00	

Date: 04/08/2022
 Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
 PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 21435	30/06/2022	Ravensthorpe Building Supplies	HILLS IRONING BOARD CLASSIC		75.00	
EFT15231	07/07/2022	Ravensthorpe State Emergency Service	ESL PAYMENT - Q4 2021/2022	1		4,721.50
INV 000005426	06/2022	Ravensthorpe State Emergency Service	ESL PAYMENT - Q4 2021/2022		4,721.50	
EFT15232	07/07/2022	Rodney Clarence Daw	CBFO TELSTRA REIMBURSEMENT TO 10 JUNE 2022	1		80.36
INV REIMBU27	06/2022	Rodney Clarence Daw	CBFO TELSTRA REIMBURSEMENT TO 10 JUNE 2022		80.36	
EFT15233	07/07/2022	Signs Plus	4 X NAME BADGE - MEREDITH- STACEY- ELLISON- LES MAINWARING	1		63.50
INV 0017565221	06/2022	Signs Plus	4 X NAME BADGE - MEREDITH- STACEY- ELLISON- LES MAINWARING		63.50	
EFT15234	07/07/2022	Suzanne Brandner	REFUND - GYM BOND	1		30.00
INV T2052	30/06/2022	Suzanne Brandner	REFUND - GYM BOND	1	30.00	
EFT15235	07/07/2022	Toll IPEC Ipec Pty Ltd	FREIGHT - PCS	1		53.33
INV 0523-S3008	05/2022	Toll IPEC Ipec Pty Ltd	FREIGHT - PCS		23.66	
INV 0524-S3015	05/2022	Toll IPEC Ipec Pty Ltd	FREIGHT - PCS		29.67	
EFT15236	07/07/2022	WINC Australia Pty Ltd	NET52339290 - GLOVES, MOP, BIN LINER, COMPACT TWLL, TISSUES, PAINT AND HAND WASH	1		403.72
INV 9036991908	09/2021	WINC Australia Pty Ltd	NET50674995 - CLEERA MCHN DISHWASHING POWDER		28.30	
INV 9039354926	05/2022	WINC Australia Pty Ltd	NET52339290 - GLOVES, MOP, BIN LINER, COMPACT TWLL, TISSUES, PAINT AND HAND WASH		375.42	
EFT15237	14/07/2022	4 Rivers Plumbing Gas & Civil Contracting WA	4 X ANODES HOT WATER UNITS - CHANGE ROOMS, RESEATING 8 SHOWERS, CHANGE OUT TOILET FLUSH CONE RUBBERS & REPAIR FAULTY URINAL	1		1,775.52
INV 0000145013	07/2022	4 Rivers Plumbing Gas & Civil Contracting WA	4 X ANODES HOT WATER UNITS - CHANGE ROOMS, RESEATING 8 SHOWERS, CHANGE OUT TOILET FLUSH CONE RUBBERS & REPAIR FAULTY URINAL		1,775.52	
EFT15238	14/07/2022	AJ & BC Clews Pty Ltd	REFUND - INVOICE 4207 INCORRECTLY INVOICED	1		61.55
INV REFUND24	06/2022	AJ & BC Clews Pty Ltd	REFUND - INVOICE 4207 INCORRECTLY INVOICED		61.55	

Date: 04/08/2022
 Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
 PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15239	14/07/2022	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY TO 30/06/2022 - RATES	1		2,543.75
INV 85227	23/06/2022	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY TO 17/06/2022 - RATES		1,100.00	
INV 85385	30/06/2022	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY TO 30/06/2022 - RATES		1,443.75	
EFT15240	14/07/2022	Aerodrome Management Services Pty Ltd	AERODROME MANAGEMENT FEE - JUNE 2022	1		2,772.00
INV AMSINV27	06/2022	Aerodrome Management Services Pty Ltd	AERODROME MANAGEMENT FEE - JUNE 2022		2,772.00	
EFT15241	14/07/2022	Airport Security Pty Ltd	ASIC CARD APPLICATION- TRAINEE RANGER	1		220.00
INV INV140628	06/2022	Airport Security Pty Ltd	ASIC CARD APPLICATION- TRAINEE RANGER		220.00	
EFT15242	14/07/2022	Australia Post	POSTAGE CHARGES - JUNE 2022	1		97.01
INV 1011659103	07/2022	Australia Post	POSTAGE CHARGES - JUNE 2022		97.01	
EFT15243	14/07/2022	Best Office Systems	PRINTER READINGS 20/05/2022 - 20/06/2022 - RAVENSTHORPE OFFICE	1		1,361.51
INV 603785	24/06/2022	Best Office Systems	PRINTER READINGS 20/05/2022 - 20/06/2022 - RAVENSTHORPE OFFICE		1,144.31	
INV 604023	27/06/2022	Best Office Systems	PRINTER READINGS 20/05/2022 - 20/06/2022 - RAVENSTHORPE DEPOT		49.50	
INV 604189	29/06/2022	Best Office Systems	PRINTER READINGS 20/05/2022 - 20/06/2022 - HOPETOUN OFFICE		167.70	
EFT15244	14/07/2022		SALARY SACRAFICE - - FORTNIGHT 11/07/2022	1		380.00
INV SAL SAC11	07/2022		SALARY SACRAFICE - - FORTNIGHT 11/07/2022		380.00	
EFT15245	14/07/2022	City of Albany	2 X BUILDING CERTIFICATE OF DESIGN COMPLIANCE #166451 & #166467	1		561.00
INV 96970	22/06/2022	City of Albany	2 X BUILDING CERTIFICATE OF DESIGN COMPLIANCE #166451 & #166467		374.00	
INV 96981	28/06/2022	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE #166476		187.00	

Date: 04/08/2022
 Time: 2:37:51PM

**Shire of Ravensthorpe
 Creditor List of Accounts Paid July 2022**

USER: Mackenzie Edwards
 PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15246	14/07/2022	Concrete World	CONCRETE COVERS FOR TRAFFIC SEPTICS - 2 X IOs 1500 & 1 X IOs 1200	1		1,372.55
INV 21-0830	12/07/2022	Concrete World	CONCRETE COVERS FOR TRAFFIC SEPTICS - 2 X IOs 1500 & 1 X IOs 1200		1,372.55	
EFT15247	14/07/2022	Cr Julia Marie Bell	COUNCIL PAYMENT - QUARTER 4 2021/2022	1		3,800.00
INV QTR 4 2130/06/2022		Cr Julia Marie Bell	COUNCIL PAYMENT - QUARTER 4 2021/2022		3,800.00	
EFT15248	14/07/2022	Cr Rachel Livingston	COUNCIL PAYMENT - QUARTER 4 2021/2022	1		3,800.00
INV QTR 4 2130/06/2022		Cr Rachel Livingston	COUNCIL PAYMENT - QUARTER 4 2021/2022		3,800.00	
EFT15249	14/07/2022	Cr. Graham Richardson	COUNCIL PAYMENT - QUARTER 4 2021/2022	1		4,246.40
INV QTR 4 2130/06/2022		Cr. Graham Richardson	COUNCIL PAYMENT - QUARTER 4 2021/2022		4,246.40	
EFT15250	14/07/2022	Cr. Keith Dunlop	COUNCIL PAYMENT - QUARTER 4 2021/2022	1		9,360.00
INV QTR 4 2130/06/2022		Cr. Keith Dunlop	COUNCIL PAYMENT - QUARTER 4 2021/2022		9,360.00	
EFT15251	14/07/2022	Cr. Mark Mudie	COUNCIL PAYMENT - QUARTER 4 2021/2022	1		4,527.20
INV QTR 4 2130/06/2022		Cr. Mark Mudie	COUNCIL PAYMENT - QUARTER 4 2021/2022		4,527.20	
EFT15252	14/07/2022	Cr. Rhoda Suzanna (Sue) Leighton	COUNCIL PAYMENT - QUARTER 4 2021/2022	1		4,980.02
INV QTR 4 2130/06/2022		Cr. Rhoda Suzanna (Sue) Leighton	COUNCIL PAYMENT - QUARTER 4 2021/2022		4,980.02	
EFT15253	14/07/2022	Cr. Tom Major	COUNCIL PAYMENT - QUARTER 4 2021/2022	1		3,800.00
INV QTR 4 2130/06/2022		Cr. Tom Major	COUNCIL PAYMENT - QUARTER 4 2021/2022		3,800.00	
EFT15254	14/07/2022	Dynasty Embroidery	UNIFORMS	1		451.88
INV 0002150104/07/2022		Dynasty Embroidery	UNIFORMS		451.88	
EFT15255	14/07/2022	Esperance Communications	RAVENSTHORPE SWIMMING POOL RECREATION CENTRE CAMERA SUPPLY & INSTALLATION	1		4,447.65
INV 5092772	09/06/2022	Esperance Communications	RAVENSTHORPE SWIMMING POOL RECREATION CENTRE CAMERA SUPPLY & INSTALLATION		3,508.70	

Date: 04/08/2022
 Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
 PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 5093548	30/06/2022	Esperance Communications	SUPPLY AND INSTALL RECORDER FOR SECURITY CAMERA		938.95	
EFT15256	14/07/2022	Esperance Luxe Floral & Home Co.	FLOWERS FOR EX CR LANSDOWNS WIFE - LOLA	1		105.00
INV 20549	27/06/2022	Esperance Luxe Floral & Home Co.	FLOWERS FOR EX CR LANSDOWNS WIFE - LOLA		105.00	
EFT15257	14/07/2022	Fitness Solutions WA	PARTS TO FIX GYM EQUIPMENT ISSUES - HOPETOUN AND RAVENSTHORPE GYM	1		433.40
INV 0000109309/06/2022		Fitness Solutions WA	PARTS TO FIX GYM EQUIPMENT ISSUES - HOPETOUN AND RAVENSTHORPE GYM		433.40	
EFT15258	14/07/2022	Fitzgerald Business Network Inc	LANGUAGE DUAL SIGNAGE WORKSHOP - AWESOME ABORIGINAL CONSULTANCY - FOOD, AND PRINTING	1		11,154.00
INV INV-014	27/06/2022	Fitzgerald Business Network Inc	LANGUAGE DUAL SIGNAGE WORKSHOP - AWESOME ABORIGINAL CONSULTANCY - FOOD, AND PRINTING		7,854.00	
INV INV-016	28/06/2022	Fitzgerald Business Network Inc	PROVIDE FBN STAFF TO COORDINATE THE SPORT AND RECREATION MEETING FOR SHIRE OF RAVENSTHORPE		3,300.00	
EFT15259	14/07/2022	Freight Lines Group	FREIGHT - REPLAS WA BENCH SEAT	1		103.74
INV 0013147330/06/2022		Freight Lines Group	FREIGHT - REPLAS WA BENCH SEAT		103.74	
EFT15260	14/07/2022	Frontline Fire & Rescue Equipment	PROTECTIVE CLOTHING AND EQUIPMENT FOR BUSHFIRE BRIGADE VOLUNTEERS	1		5,420.32
INV 75029	29/06/2022	Frontline Fire & Rescue Equipment	PROTECTIVE CLOTHING AND EQUIPMENT FOR BUSHFIRE BRIGADE VOLUNTEERS		5,420.32	
EFT15261	14/07/2022	GFG Temporary Assist	CONSULTANT - ENVIRONMENTAL HEALTH OFFICER SUPPORT 11/05/2022 - 30/06/2022	1		780.45
INV INV-200411/07/2022		GFG Temporary Assist	CONSULTANT - ENVIRONMENTAL HEALTH OFFICER SUPPORT 11/05/2022 - 30/06/2022		780.45	
EFT15262	14/07/2022	Guardian Print & Graphics	COLOUR VERGE WASTE COLLECTION BROCHURES	1		935.00
INV 0001048523/06/2022		Guardian Print & Graphics	COLOUR VERGE WASTE COLLECTION BROCHURES		935.00	
EFT15263	14/07/2022	Hinchys Auto Electric	SUPPLY, FIT & WIRE REAR COMBO LIGHTS & SIDE MARKER LIGHT	1		744.43
INV 0000027405/07/2022		Hinchys Auto Electric	SUPPLY, FIT & WIRE REAR COMBO LIGHTS & SIDE MARKER LIGHT		744.43	

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15264	14/07/2022	Hopetoun Men In Sheds Incorporated	PROVISION OF WEEKEND TRANSFER STATION ATTENDANTS 04/06/2022 - 26/06/2022	1		800.00
INV 323	30/06/2022	Hopetoun Men In Sheds Incorporated	PROVISION OF WEEKEND TRANSFER STATION ATTENDANTS 04/06/2022 - 26/06/2022		800.00	
EFT15265	14/07/2022	Hopetoun Tyres & Batteries	WHEEL BALANCE TOYOTA HILUX - RA222	1		44.00
INV INV-088329/06/2022		Hopetoun Tyres & Batteries	WHEEL BALANCE TOYOTA HILUX - RA222		44.00	
EFT15266	14/07/2022	LGIS Broking WA	LGIS SALARY CONTINUANCE 2022/2023	1		6,041.42
INV 062-212630/06/2022		LGIS Broking WA	LGIS MARINE CARGO 2022/2023		693.00	
INV 062-212530/06/2022		LGIS Broking WA	LGIS SALARY CONTINUANCE 2022/2023		5,348.42	
EFT15267	14/07/2022		REIMBURSEMENT - EDITH COWN UNIVERSITY - 3 X COMPLETED UNITS DIPLOMA OF ENVIRONMENTAL HEALTH	1		3,006.00
INV REIMBU11/07/2022			REIMBURSEMENT - EDITH COWN UNIVERSITY - 3 X COMPLETED UNITS DIPLOMA OF ENVIRONMENTAL HEALTH		3,006.00	
EFT15268	14/07/2022	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL INC D&A AND HEARING TEST AND RAT TEST - SPRE EMPLOYMENT	1		906.00
INV 73696	01/07/2022	Livingston Medical Pty Ltd	MEDICAL INCL D&A AND AUDIOMETRY- PRE-EMPLOYMENT MEDICAL INC D&A AND HEARING TEST AND RAT TEST -		445.50	
INV 73742	04/07/2022	Livingston Medical Pty Ltd			460.50	
EFT15269	14/07/2022	Market Creations Agency Pty Ltd	WEBSITE PAGE CREATION AND MAINTENANCE - THE CUB HOUSE AND LITTLE BARRENS	1		2,000.00
INV II30-5	23/06/2022	Market Creations Agency Pty Ltd	WEBSITE PAGE CREATION AND MAINTENANCE - THE CUB HOUSE AND LITTLE BARRENS		2,000.00	
EFT15270	14/07/2022	Meridian Agencies (Weistermann Family Trust)	2 X ANTIGLARE SCREEN FILTER AND VARIOUS STATIONARY	1		913.25
INV INV-022904/07/2022		Meridian Agencies (Weistermann Family Trust)	2 X ANTIGLARE SCREEN FILTER AND VARIOUS STATIONARY		743.33	
INV INV-022804/07/2022		Meridian Agencies (Weistermann Family Trust)	3 X FLIP CHARTS & 1 X WIRELESS MOUSE AND KEYBOARD SET		169.92	

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15271	14/07/2022	Modern Teaching Aids	2 X 100 PK GLOVES	1		171.81
INV 4490253822/06/2022		Modern Teaching Aids	2 X 100 PK GLOVES		171.81	
EFT15272	14/07/2022	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE ADMIN OFFICES FOR 27/06/2022 - 30/06/2022	1		807.50
INV 27358	12/07/2022	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE ADMIN OFFICES FOR 27/06/2022 - 30/06/2022		807.50	
EFT15273	14/07/2022	Peter Hobbs Architects	RAVENSTHORPE CULTURAL PRECINCT - CONTRACT ADMINISTRATION 75% COMPLETE	1		8,800.00
INV 489	30/06/2022	Peter Hobbs Architects	SITE VISIT - PATRICK BEALE - ARCHITECTURE - 13/06/2022		3,300.00	
INV 488	30/06/2022	Peter Hobbs Architects	RAVENSTHORPE CULTURAL PRECINCT - CONTRACT ADMINISTRATION 75% COMPLETE		5,500.00	
EFT15274	14/07/2022	R And R Heavy Diesel Services	REPLACE LEFT HAND DRIVE WHEEL BEARINGS AND SEALS - BOMAG ROLLER - RA-285	1		1,502.30
INV 5881	05/07/2022	R And R Heavy Diesel Services	DRAIN AND REFILL DROP BOX AFTER WATER INGRESS - KOMATSU WA320PZ-6 - TGOA-197		212.80	
INV 5887	06/07/2022	R And R Heavy Diesel Services	REPLACE LEFT HAND DRIVE WHEEL BEARINGS AND SEALS - BOMAG ROLLER - RA-285		1,289.50	
EFT15275	14/07/2022	Ravensthorpe Building Supplies	PINE, DOWNPIPE OUTLETS, JOINER STRIPS, HARDIEFLEX, SCOTIA, GYROCK CASING BEAD, DEKTITE, RAPIDSET AND FREIGHT	1		2,266.70
INV 21411	29/06/2022	Ravensthorpe Building Supplies	PINE, DOWNPIPE OUTLETS, JOINER STRIPS, HARDIEFLEX, SCOTIA, GYROCK CASING BEAD, DEKTITE, RAPIDSET AND FREIGHT		2,266.70	
EFT15276	14/07/2022	Roselea Trading	Hopetoun Gym Rent	1		638.45
INV RENT	12/07/2022	Roselea Trading	Hopetoun Gym Rent		488.34	
INV RATES	12/07/2022	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT15277	14/07/2022	Seek Limited	SEEK ADVERT- LANDFILL OPERATOR/LABOURER	1		918.50
INV 5023203807/06/2022		Seek Limited	SEEK ADVERTISEMENT- EARLY CHILDHOOD EDUCATOR		291.50	
INV 5023203807/06/2022		Seek Limited	SEEK ADVERT- CASUAL CLEANER		302.50	

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 5023245108/06/2022		Seek Limited	SEEK ADVERT- LANDFILL OPERATOR/LABOURER		324.50	
EFT15278	14/07/2022	Shire of Jerramungup	BUSHFIRE RISK PLANNING COORDINATOR FUNDING - 3RD QUARTER 2022	1		12,475.44
INV 16838	03/05/2022	Shire of Jerramungup	BUSHFIRE RISK PLANNING COORDINATOR FUNDING - 3RD QUARTER 2022		12,475.44	
EFT15279	14/07/2022	Shire of Ravensthorpe- Petty Cash	RAVESNENSTHORPE OFFICE PETTY CASH REIMBURSEMENT - 30/06/2022	1		916.40
INV HOPEY J30/06/2022		Shire of Ravensthorpe- Petty Cash	HOPETOUN PETTY CASH 30/06/2022		98.05	
INV RAVEY J30/06/2022		Shire of Ravensthorpe- Petty Cash	RAVESNENSTHORPE OFFICE PETTY CASH REIMBURSEMENT - 30/06/2022		736.85	
INV RAVEY J11/07/2022		Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE OFFICE PETTY CASH REIMBURSEMENT - 11/07/2022		81.50	
EFT15280	14/07/2022	Stantec Australia Pty Ltd	SITE VISIT - STANTEC AUSTRALIA - ELECTRICAL & HYDRAULISC 100% COMPLETE	1		9,350.00
INV 1888827	14/06/2022	Stantec Australia Pty Ltd	SITE VISIT - STANTEC AUSTRALIA - ELECTRICAL & HYDRAULISC 100% COMPLETE		7,425.00	
INV 1888827	14/06/2022	Stantec Australia Pty Ltd	ELECTRICAL SERVICES TO EXISTING SHIRE BUILDING 100% COMPLETE		1,925.00	
EFT15281	14/07/2022	Swans Veterinary Services	EUTHANASIA - FERAL CAT	1		143.45
INV 451646	30/06/2022	Swans Veterinary Services	EUTHANASIA - FERAL CAT		143.45	
EFT15282	14/07/2022	Telstra	TELSTRA CHARGERS TO 10 JUNE 2022	1		9,448.16
INV 2350315614/06/2022		Telstra	TELSTRA CHARGES - MOBILE SERVICE CHARGE BUSINESS DATA PLAN M TO 13 JUNE		1,053.87	
INV K 248 25718/06/2022		Telstra	TELSTRA CHARGERS TO 10 JUNE 2022		8,394.29	
EFT15283	14/07/2022	Thinkproject Australia Pty Ltd	RAMM TRANSPORT ASSET ANNUAL SUPPORT, MAINTENANCE AND RENTAL FOR THE PERIOD 22/23	1		9,781.44
INV RSL-188301/07/2022		Thinkproject Australia Pty Ltd	RAMM TRANSPORT ASSET ANNUAL SUPPORT, MAINTENANCE AND RENTAL FOR THE PERIOD 22/23		9,781.44	
EFT15284	14/07/2022	Toll IPEC Ipec Pty Ltd	FREIGHT - CORSIGN, AQUALOO AND PCS	1		303.59
INV 0528-S3026/06/2022		Toll IPEC Ipec Pty Ltd	FREIGHT - CORSIGN, AQUALOO AND PCS		303.59	

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15285	14/07/2022	Vanguard Distribution	REPRINT 2000 A3 FITZGERALD COAST MAPS (40 PADS)	1		1,094.50
INV 0003420430/06/2022		Vanguard Distribution	REPRINT 2000 A3 FITZGERALD COAST MAPS (40 PADS)		1,094.50	
EFT15286	14/07/2022	WA Fuel Supply PTY LTD	21,903L - DIESEL FUEL JUNE 2022	1		53,889.48
INV 0008249822/06/2022		WA Fuel Supply PTY LTD	21,903L - DIESEL FUEL JUNE 2022		53,889.48	
EFT15287	14/07/2022	WINC Australia Pty Ltd	NET52583769 - VARIOUS CONSUMABLES	1		1,335.31
INV 9039616024/06/2022		WINC Australia Pty Ltd	1 X 5L BLEACH		9.97	
INV 9039616524/06/2022		WINC Australia Pty Ltd	NET52583769 - VARIOUS CONSUMABLES		1,224.73	
INV 9039621527/06/2022		WINC Australia Pty Ltd	10 X 50ML SPRAY BOTTLES		69.92	
INV 9039752512/07/2022		WINC Australia Pty Ltd	NET52367005 -4.5L STORAGE CONTAINER		30.69	
EFT15288	21/07/2022	4 Rivers Plumbing Gas & Civil Contracting WA	UNBLOCKING OF HAND BASIN AND REPLACING OF SHOWER HEADS WITH ANTI VANDAL SHOWER HEADS	1		3,995.42
INV 0000146014/07/2022		4 Rivers Plumbing Gas & Civil Contracting WA	UNBLOCKING OF TOILETS AT JUBILEE PARK AND REC CENTRE		121.00	
INV 0000145914/07/2022		4 Rivers Plumbing Gas & Civil Contracting WA	UNBLOCKING OF HAND BASIN AND REPLACING OF SHOWER HEADS WITH ANTI VANDAL SHOWER HEADS		2,422.42	
INV 0000146114/07/2022		4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT 2 X SEPTIC TANKS AT WEST BEACH AND DISPOSE OF WASTE		1,452.00	
EFT15289	21/07/2022	Acromat	CAPS & UNDER FLOOR SOCKETS FOR NETBALL POSTS	1		199.76
INV 46602	18/07/2022	Acromat	20% DEPOSIT - RAVENSTHORPE RECREATION CENTRE CAPS & UNDER FLOOR SOCKETS FOR NETBALL POSTS 20% DEPOSIT - RAVENSTHORPE RECREATION CENTRE		199.76	
EFT15290	21/07/2022	Anne Banks-McAllister Consulting	CEO PERFORMANCE PLAN & KPI 2022/2023	1		1,188.00
INV 2022010	15/07/2022	Anne Banks-McAllister Consulting	CEO PERFORMANCE PLAN & KPI 2022/2023		1,188.00	
EFT15291	21/07/2022	Australian Taxation Office (ATO)	BAS RETURN JUNE 2022	1		17,723.00
INV BAS JUN21/07/2022		Australian Taxation Office (ATO)	BAS RETURN JUNE 2022		17,723.00	
EFT15292	21/07/2022	BE Stearne & Co Pty Ltd	REGLAZE BROKEN SIDELIGHT & INSTALL AT HOPETOUN COMMUNITY CENTRE	1		1,408.62

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 104799	05/07/2022	BE Stearne & Co Pty Ltd	REPAIR TO BROKEN WINDOW PANE - REGLAZE WINDOW SASH 1400MM X 1000MM		260.00	
INV 104952	14/07/2022	BE Stearne & Co Pty Ltd	REGLAZE BROKEN SIDELIGHT & INSTALL AT HOPETOUN COMMUNITY CENTRE		1,148.62	
EFT15293	21/07/2022	Central Regional TAFE	ROCS1 26-29 JULY	1		464.05
INV I0018765	28/06/2022	Central Regional TAFE	ROCS1 26-29 JULY		464.05	
EFT15294	21/07/2022	Cleanaway Pty Ltd	RUBBISH COLLECTION - JUNE 2022	1		23,565.63
INV 2168842030	06/2022	Cleanaway Pty Ltd	RUBBISH COLLECTION - JUNE 2022		22,893.63	
INV 2168538230	06/2022	Cleanaway Pty Ltd	MASONS BAY CAMPSITE RUBBISH COLLECTION - JUNE 2022		249.96	
INV 2168538130	06/2022	Cleanaway Pty Ltd	STARVATION BAY CAMPSITE RUBBISH COLLECTION - JUNE 2022		422.04	
EFT15295	21/07/2022	Devlyn Construction	RAVENSTHORPE CULTURAL PRECINCT - CLAIM 8 & RETENTION	1		829,744.63
INV 2020	13/07/2022	Devlyn Construction	RAVENSTHORPE CULTURAL PRECINCT - CLAIM 8 & RETENTION		829,744.63	
EFT15296	21/07/2022	Emily Aufdemkampe	REFUND - GYM BOND	1		30.00
INV T2026	19/07/2022	Emily Aufdemkampe	REFUND - GYM BOND	1	30.00	
EFT15297	21/07/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVESNTHORPE DEPOT VEHICLES	1		1,039.36
INV S1601	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - HOPETOUN DEPOT VEHICLES		67.98	
INV S1599	21/06/2022	Esperance Fire Services	ROUTINE INSPECTION OF FIRE EQUIPMENT FOR MAY 2022 - RAVESNTHORPE DEPOT VEHICLES		971.38	
EFT15298	21/07/2022	Freight Lines Group	FREIGHT - SIGMA CHEMICALS	1		661.39
INV 0012813120	05/2022	Freight Lines Group	FREIGHT - SIGMA CHEMICALS		483.33	
INV 0013216815	07/2022	Freight Lines Group	FREIGHT - PAPLAS - SLIMLINE PICNIC SETTING		178.06	
EFT15299	21/07/2022	Hinchys Auto Electric	ATTEND THE AIRPORT AND INVESTIGATE KUBOTA SPRAY PUMP STILL BLOWING FUSES	1		407.00

Date: 04/08/2022
 Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
 PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000028213/07/2022		Hinchys Auto Electric	ATTEND THE AIRPORT AND INVESTIGATE KUBOTA SPRAY PUMP STILL BLOWING FUSES		407.00	
EFT15300	21/07/2022	Hopetoun Painting Service	SUPPLY MATERIAL AND LABOUR TO PAINT INTERNAL WALLS AND NORTHERN EXTERNAL WALL - 5 DAW STREET	1		9,790.00
INV INV-128017/07/2022		Hopetoun Painting Service	SUPPLY MATERIAL AND LABOUR TO PAINT INTERNAL WALLS AND NORTHERN EXTERNAL WALL - 5 DAW STREET		9,790.00	
EFT15301	21/07/2022	Hopetoun Tyres & Batteries	DISPOSAL & SUPPLY 4 TYRES PRIME MOVER RA-3871 & STRIP & REPAIR TYRE WA320 LOADER	1		5,084.20
INV INV-088229/06/2022		Hopetoun Tyres & Batteries	ISUZU TRUCK RIM, TYRE AND VALVE - COCANARUP FIRE TRUCK SPARE		1,491.60	
INV INV-088129/06/2022		Hopetoun Tyres & Batteries	ISUZU TRUCK RIM TYRE 9R22.5 AND TRUCK VALVE - COCANARUP FIRE TRUCK		1,491.60	
INV INV-088417/07/2022		Hopetoun Tyres & Batteries	DISPOSAL & SUPPLY 4 TYRES PRIME MOVER RA-3871 & STRIP & REPAIR TYRE WA320 LOADER		2,101.00	
EFT15302	21/07/2022	Inglewood Products Group	PROGRESS PAYMENT MACHINING YSB TIMBER TO DETAIL	1		11,000.00
INV 0007825413/07/2022		Inglewood Products Group	PROGRESS PAYMENT MACHINING YSB TIMBER TO DETAIL		11,000.00	
EFT15303	21/07/2022	Landgate	RURAL UV GEN VALS FIRST 500 SHARED	1		10,049.35
INV 374588	16/05/2022	Landgate	RURAL UV GEN VALS FIRST 500 SHARED		8,558.55	
INV 374762	23/05/2022	Landgate	VALUATION ROLL MINING TENEMENTS		1,329.00	
INV 374903	27/05/2022	Landgate	MINING TENEMENTS M2022/5		50.10	
INV 375874	23/06/2022	Landgate	MINIMUM CHARGE G 2022/4		70.40	
INV 376325	29/06/2022	Landgate	MINIMUM CHARGE M2022/6		41.30	
EFT15304	21/07/2022	Mwinji Mutono	REFUND - GYM BOND	1		30.00
INV T1932	06/07/2022	Mwinji Mutono	REFUND - GYM BOND	1	30.00	
EFT15305	21/07/2022	R And R Heavy Diesel Services	RE SECURE BATTERY WITH STRAPS & FIT NEW FUEL FILTER TORO MOWER RAVENSTHORPE - RA-3331	1		184.49

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 5893	15/07/2022	R And R Heavy Diesel Services	RE SECURE BATTERY WITH STRAPS & FIT NEW FUEL FILTER TORO MOWER RAVENSTHORPE - RA-3331		184.49	
EFT15306	21/07/2022	Ravensthorpe Agencies	STEELBLUE BOOTS ARGYLE BLACK ZIP WITH BUMP CAP -	1		242.00
INV 11142	13/07/2022	Ravensthorpe Agencies	STEELBLUE BOOTS ARGYLE BLACK ZIP WITH BUMP CAP -		242.00	
EFT15307	21/07/2022	Repeat Plastics (WA)	BROWN PREMIER SLIMLINE PICNIC SETTING - 3 SUPPORTS - 1800MM FREE STANDING EX GNANGARA	1		2,541.15
INV 0001084406/07/2022		Repeat Plastics (WA)	BROWN PREMIER SLIMLINE PICNIC SETTING - 3 SUPPORTS - 1800MM FREE STANDING EX GNANGARA		2,409.15	
INV 0001085207/07/2022		Repeat Plastics (WA)	FREIGHT TO FLG - REPLAS SLIMLINE PICNIC SETTING		132.00	
EFT15308	21/07/2022	South Coast Foodservice	10 X JUMBO TOILET TISSUE & 8 X PURELL PROFESSIONAL HEALTHY SOAP	1		807.09
INV 4347335	12/07/2022	South Coast Foodservice	10 X JUMBO TOILET TISSUE & 8 X PURELL PROFESSIONAL HEALTHY SOAP		807.09	
EFT15309	21/07/2022	South Regional TAFE - Esperance	14 X CHAINSAW COURSE - AHCMOM213 OPERATE AND MAINTAIN CHAINSAWS	1		1,466.15
INV I0019882 07/07/2022		South Regional TAFE - Esperance	14 X CHAINSAW COURSE - AHCMOM213 OPERATE AND MAINTAIN CHAINSAWS		1,466.15	
EFT15310	21/07/2022	Stantec Australia Pty Ltd	DEVELOPMENT OF A BIKE PLAN - PROGRESS CLAIM 100%	1		1,980.00
INV 1889593	22/06/2022	Stantec Australia Pty Ltd	DEVELOPMENT OF A BIKE PLAN - PROGRESS CLAIM 100%		1,980.00	
EFT15311	21/07/2022	T-Quip	BLADES FOR 2 X TORO MOWER - 36 X TOP110-0621-03 BLADE MED (72 INCH SD DECK)	1		1,294.38
INV 111969	18/07/2022	T-Quip	BLADES FOR 2 X TORO MOWER - 36 X TOP110-0621-03 BLADE MED (72 INCH SD DECK)		1,294.38	
EFT15312	21/07/2022	Telstra	TELSTRA CHARGES - MOBILE BUSINESS DATA PLAN M TO 13 AUG	1		110.00
INV 235 0315	14/07/2022	Telstra	TELSTRA CHARGES - MOBILE BUSINESS DATA PLAN M TO 13 AUG		110.00	
EFT15313	21/07/2022	Toll IPEC Ipec Pty Ltd	FREIGHT - GUARDIAN PRINT, PCS & DYNASTY EMBROIDERY	1		62.87

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0529-S3003/07/2022		Toll IPEC Ipec Pty Ltd	FREIGHT - GUARDIAN PRINT, PCS & DYNASTY EMBROIDERY		62.87	
EFT15314	28/07/2022	4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT AND DISPOSE OF WASTE FROM 4 X GREASE TRAPS INCLUDING TRACKING FEE AND TRAVEL	1		4,635.00
INV 0000147619/07/2022		4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT SEPTICS AND DISPOSE OF WASTE		1,100.00	
INV 0000147519/07/2022		4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT SEPTICS AND DISPOSE OF WASTE		1,265.00	
INV 0000147721/07/2022		4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT AND DISPOSE OF WASTE FROM 4 X GREASE TRAPS INCLUDING TRACKING FEE AND TRAVEL		2,270.00	
EFT15315	28/07/2022	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY TO 14/07/2022 - RATES ONLY	1		550.00
INV 85946	14/07/2022	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY TO 14/07/2022 - RATES ONLY		550.00	
EFT15316	28/07/2022	ASSA ABLOY	9 X 334B PADLOCK 48MM, 1 X LOCKWOOD TWIN 570, 4 X LOCKWOOD TWIN 8221 & 12 X KEYS CUT	1		2,699.03
INV IN02241903/06/2022		ASSA ABLOY	1 X 1805 SQUARE END PLATE, 1 X 1905 SQUARE END PLATE AND 1 X 3572 UNIVERSAL PRIMARY LOCK 60MM		261.21	
INV IN02243506/06/2022		ASSA ABLOY	10 X WEATHER COVER - BLUE		222.09	
INV IN02245308/06/2022		ASSA ABLOY	1 X DEADBOLT SINGLE CYLINDER		45.56	
INV IN02253421/06/2022		ASSA ABLOY	19 X KEYS CUT		360.53	
INV IN02253721/06/2022		ASSA ABLOY	9 X 334B PADLOCK 48MM, 1 X LOCKWOOD TWIN 570, 4 X LOCKWOOD TWIN 8221 & 12 X KEYS CUT		1,684.50	
INV IN02260129/06/2022		ASSA ABLOY	3 X KEY IN KNOB SINGLE EXTERIOR DEADLATCH SET		125.14	
EFT15317	28/07/2022	Albany Lock and Security	BATTERIES FOR SALTO PADLOCKS	1		86.40
INV 0002842906/07/2022		Albany Lock and Security	BATTERIES FOR SALTO PADLOCKS		86.40	
EFT15318	28/07/2022	Australian Government Child Support Agency	Payroll deductions	1		154.46
INV DEDUCT11/07/2022		Australian Government Child Support Agency	Payroll deductions		77.23	
INV DEDUCT25/07/2022		Australian Government Child Support Agency	Payroll deductions		77.23	
EFT15319	28/07/2022	BP Australia Pty Ltd	FUEL CARD - JUNE 2022	1		3,235.60

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1214708330/06/2022		BP Australia Pty Ltd	FUEL CARD - JUNE 2022		3,235.60	
EFT15320	28/07/2022		SALARY SACRAFICE - - FORTNIGHT ENDING 25/07/2022	1		380.00
INV SAL SAC25/07/2022			SALARY SACRAFICE - - FORTNIGHT ENDING 25/07/2022		380.00	
EFT15321	28/07/2022		REIMBURSEMENT - PRE-EMPLOYMENT MEDICAL	1		293.50
INV REIMBU26/07/2022			REIMBURSEMENT - PRE-EMPLOYMENT MEDICAL		293.50	
EFT15322	28/07/2022	Cutting Edges Equipment Parts Pty Ltd	595 X 330 X 32 X 2H DBF (1") BOLT ON EDGE - KOMATSU WHEEL LOADER	1		763.84
INV 3329442	21/07/2022	Cutting Edges Equipment Parts Pty Ltd	595 X 330 X 32 X 2H DBF (1") BOLT ON EDGE - KOMATSU WHEEL LOADER		763.84	
EFT15323	28/07/2022	Department of Transport (Shire Licensing)	B9609 FLEET SCHEDULE - LICENCE RENEWAL TO 31/07/2023	1		18,624.75
INV 1288397327/07/2022		Department of Transport (Shire Licensing)	1GUV793 LICENSE FEE TO 31/07/2023		406.70	
INV 1288397327/07/2022		Department of Transport (Shire Licensing)	1DQD604 LICENCE FEE TO 31/07/2023		82.85	
INV 1288397327/07/2022		Department of Transport (Shire Licensing)	RA232 LICENCE FEE TO 31/07/2022		82.85	
INV 1288397327/07/2022		Department of Transport (Shire Licensing)	B9609 FLEET SCHEDULE - LICENCE RENEWAL TO 31/07/2023		18,052.35	
EFT15324	28/07/2022	EDAB Consulting Pty Ltd	CONSULTANCY SERVICES FOR FLOATER ROAD PROJECT TO 20/07/2022 - NEVILLE BINNING	1		440.00
INV 2022/3	20/07/2022	EDAB Consulting Pty Ltd	CONSULTANCY SERVICES FOR FLOATER ROAD PROJECT TO 20/07/2022 - NEVILLE BINNING		440.00	
EFT15325	28/07/2022	EKT Concrete & Rendering Service	SUPPLY AND INSTALLATION OF CONCRETE PAD 3.2M X 2.2M AT THE HOPETOUN DEPOT INCLUDING SL62 REO MESH	1		1,828.53
INV INV-004829/06/2022		EKT Concrete & Rendering Service	SUPPLY AND INSTALLATION OF CONCRETE PAD 3.2M X 2.2M AT THE HOPETOUN DEPOT INCLUDING SL62 REO MESH		1,828.53	
EFT15326	28/07/2022		REIMBURSEMENT - ST JOHN - FIRST AID TRAINING	1		160.00
INV REIMBU08/07/2022			REIMBURSEMENT - ST JOHN - FIRST AID TRAINING		160.00	

Date: 04/08/2022
 Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
 PAGE: 21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15327	28/07/2022	Esperance Fire Services	ROUTINE TESTING JACK PUMP - MORGAN STREET 22/06/2022	1		324.50
INV S1819	20/07/2022	Esperance Fire Services	ROUTINE TESTING JACK PUMP - MORGAN STREET 22/06/2022		324.50	
EFT15328	28/07/2022		REIMBURSEMENT - ST JOHN FIRST AID TRAINING	1		144.00
INV REIMBU25	07/2022		REIMBURSEMENT - ST JOHN FIRST AID TRAINING		144.00	
EFT15329	28/07/2022	Freight Lines Group	FREIGHT - FULTON HOGAN (WESTLAB)	1		1,140.04
INV 0013260122	07/2022	Freight Lines Group	FREIGHT - FULTON HOGAN (WESTLAB)		1,140.04	
EFT15330	28/07/2022	Fulton Hogan Industries	EZ STREET POTHOLE REPAIR PALLETS PRODUCT CODE 135302	1		3,590.40
INV 1661811919	07/2022	Fulton Hogan Industries	EZ STREET POTHOLE REPAIR PALLETS PRODUCT CODE 135302		3,590.40	
EFT15331	28/07/2022	Hopetoun Earthworks	SAND DELIVERED TO LITTLE BARRENS FOR THE SANDPIT	1		371.25
INV 0000266716	06/2022	Hopetoun Earthworks	SAND DELIVERED TO LITTLE BARRENS FOR THE SANDPIT		371.25	
EFT15332	28/07/2022	Hopetoun Everett Country Golf Club	CATERING FOR SHIRE FIRE EVENT THANK YOU BBQ - FRIDAY 8 JULY 2022	1		725.00
INV 004-2022	22/07/2022	Hopetoun Everett Country Golf Club	CATERING FOR SHIRE FIRE EVENT THANK YOU BBQ - FRIDAY 8 JULY 2022		725.00	
EFT15333	28/07/2022	Hopetoun Men In Sheds Incorporated	PROVIDE TIP ATTENDANT AT HOPETOUN TRANSFER STATION FOR THE 9 DAYS	1		900.00
INV 324	11/07/2022	Hopetoun Men In Sheds Incorporated	PROVIDE TIP ATTENDANT AT HOPETOUN TRANSFER STATION FOR THE 9 DAYS		900.00	
EFT15334	28/07/2022	It Vision User Group Inc	ITVISION USER GROUP SUBSCRIPTION 2022/2023	1		770.00
INV 0000080318	07/2022	It Vision User Group Inc	ITVISION USER GROUP SUBSCRIPTION 2022/2023		770.00	
EFT15335	28/07/2022		REIMBURSEMENT - FIRST AID TRAINING AND COOKING ITEMS FOR TCH	1		163.32
INV 5267453825	07/2022		REIMBURSEMENT - FIRST AID TRAINING AND COOKING ITEMS FOR TCH		163.32	

Date: 04/08/2022
 Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
 PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15336	28/07/2022	Kleen West Distributors	VARIOUS CLEANING SUPPLIES - T/ROLL, BIN LINERS, LIQUID BLEACH, DISINFECTANT, TWD TOILET KLEEN, WINDOW WASHER, SPRAY BOTTLE	1		1,164.24
INV 0007014629/06/2022		Kleen West Distributors	VARIOUS CLEANING SUPPLIES - T/ROLL, BIN LINERS, LIQUID BLEACH, DISINFECTANT, TWD TOILET KLEEN, WINDOW WASHER, SPRAY BOTTLE		1,164.24	
EFT15337	28/07/2022	Landgate	VALUATION ROLL MINING TENEMENTS - UNPAID 0.30 FROM INVOICE 374762 PAID 21/07/2022	1		0.30
INV 374762 1 23/05/2022		Landgate	VALUATION ROLL MINING TENEMENTS - UNPAID 0.30 FROM INVOICE 374762 PAID 21/07/2022		0.30	
EFT15338	28/07/2022	Luciana Fabiano de Almeida Steinle	REIMBURSEMENT - PRE EMPLOYMENT MEDICAL AND TRAINING	1		722.00
INV REIMBU25/07/2022		Luciana Fabiano de Almeida Steinle	REIMBURSEMENT - PRE EMPLOYMENT MEDICAL AND TRAINING		722.00	
EFT15339	28/07/2022		REIMBURSEMENT - UNIFORM	1		71.00
INV REIMBU15/07/2022			REIMBURSEMENT - UNIFORM		71.00	
EFT15340	28/07/2022	Michael & Rachel Livingston	REIMBURSEMENT - RAVESNTHORPE ROADHOUSE - DIESEL	1		279.58
INV REIMBU25/07/2022		Michael & Rachel Livingston	REIMBURSEMENT - RAVESNTHORPE ROADHOUSE - DIESEL		279.58	
EFT15341	28/07/2022	Mwinji Mutono	REFUND - DOUBLE PAYMENT OF CHILDCARE FEES	1		283.50
INV REFUND22/07/2022		Mwinji Mutono	REFUND - DOUBLE PAYMENT OF CHILDCARE FEES		283.50	
EFT15342	28/07/2022	One Music Australia	MUSIC FOR COUNCILS LICENCE FEE- RURAL 01/07/2022 - 30/06/2023	1		350.00
INV 259674 02/07/2022		One Music Australia	MUSIC FOR COUNCILS LICENCE FEE- RURAL 01/07/2022 - 30/06/2023		350.00	
EFT15343	28/07/2022	R And R Heavy Diesel Services	80,000 KM LUBRICATION SERVICE & INSPECTION - MACK TRIDENT RA-3871	1		1,656.97
INV 5906 19/07/2022		R And R Heavy Diesel Services	80,000 KM LUBRICATION SERVICE & INSPECTION - MACK TRIDENT RA-3871		1,656.97	

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 23

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15344	28/07/2022	Seek Limited	SEEK ADVERT- CHILDHOOD EDUCATORS	1		280.50
INV 5024214413	07/2022	Seek Limited	SEEK ADVERT- CHILDHOOD EDUCATORS		280.50	
EFT15345	28/07/2022	Shire of Jerramungup	BUSHFIRE RISK PLANNING COORDINATOR FUNDING - 4TH QUARTER 2021/2022	1		11,283.23
INV 16931	30/06/2022	Shire of Jerramungup	BUSHFIRE RISK PLANNING COORDINATOR FUNDING - 4TH QUARTER 2021/2022		11,283.23	
EFT15346	28/07/2022	Shire of Ravensthorpe Social Club	Payroll deductions	1		235.00
INV DEDUCT11	07/2022	Shire of Ravensthorpe Social Club	Payroll deductions		115.00	
INV DEDUCT25	07/2022	Shire of Ravensthorpe Social Club	Payroll deductions		120.00	
EFT15347	28/07/2022		REIMBURSEMENT - PRIVATE VEHICLE USAGE - MANNAGEMENT MEETING HOPETOUN - 100KM X 0.78C	1		78.00
INV REIMBU113	07/2022		REIMBURSEMENT - PRIVATE VEHICLE USAGE - MANNAGEMENT MEETING HOPETOUN - 100KM X 0.78C		78.00	
EFT15348	28/07/2022	State Library of Western Australia	BETTER BEGINNINGS PROGRAM 2022/23 - RAVEY & HOPEY RESOURCE CENTRE & LIBRARY	1		148.50
INV RI03276013	07/2022	State Library of Western Australia	BETTER BEGINNINGS PROGRAM 2022/23 - RAVEY & HOPEY RESOURCE CENTRE & LIBRARY		148.50	
EFT15349	28/07/2022	Stewart & Heaton Clothing Co Pty Ltd	PROTECTIVE CLOTHING FOR BUSHFIRE BRIGADE VOLUNTEERS	1		12,198.03
INV SIN-356528	06/2022	Stewart & Heaton Clothing Co Pty Ltd	PROTECTIVE CLOTHING FOR BUSHFIRE BRIGADE VOLUNTEERS		11,976.27	
INV SIN-356629	06/2022	Stewart & Heaton Clothing Co Pty Ltd	PROTECTIVE CLOTHING FOR BUSHFIRE BRIGADE VOLUNTEERS		123.20	
INV SIN-357214	07/2022	Stewart & Heaton Clothing Co Pty Ltd	PROTECTIVE CLOTHING BUSHFIRE BRIGADE - 4 X XL TSHIRT NAVY WABFB		98.56	
EFT15350	28/07/2022	T-Quip	2X ROLLER ANTI SCALP TOP1-603299 , 2X TUBE A/S ROLLER TOP98-7912, 2X TUBE-SPACER TOP98-7913	1		120.18
INV 112068 #21	07/2022	T-Quip	2X ROLLER ANTI SCALP TOP1-603299 , 2X TUBE A/S ROLLER TOP98-7912, 2X TUBE-SPACER TOP98-7913		120.18	
EFT15351	28/07/2022	Telstra	TELSTRA CHARGES TO 10 JULY 2022	1		14,164.82

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T 311	22/06/2022	Telstra	SATELLITE PHONE 22/06/2022 - 22/06/2022		135.00	
INV K 53600518/07/2022		Telstra	TELSTRA CHARGES TO 10 JULY 2022		13,781.72	
INV T311	22/07/2022	Telstra	SATELLITE PHONE 22/07/2022 - 22/08/2022		135.00	
INV T 311	13/08/2022	Telstra	SMS/TMS SERVICES 25/07/2022 - 24/08/2022		113.10	
EFT15352	28/07/2022	WINC Australia Pty Ltd	1 X MESHB CHAIR	1		653.69
INV 9039581521/06/2022		WINC Australia Pty Ltd	10 X BABY WIPES, 1 X MOP HEAD, 3 X CONCENT DEOD, 2 SELLOTAPE, 3 X GLEN 20 & 1 X BISCUIT CHOC CHIP		188.89	
INV 9039585522/06/2022		WINC Australia Pty Ltd	1 X LAUNDRY POWDER 7.5KG		39.83	
INV 9039584822/06/2022		WINC Australia Pty Ltd	1 X MESHB CHAIR		200.11	
INV 9039767313/07/2022		WINC Australia Pty Ltd	1 X A4 LEVER ARCH FILE, 1 X LEMON DISINFECTANT, 1 X CLEERA TLT CLNR, 7 X A4 DOC TRAY, 1 X SPONGE, 2 X GUMPTION, 1 X TOILET SET		139.91	
INV 9039777114/07/2022		WINC Australia Pty Ltd	1 X ESPRESSO COFFEE 40PK & 2 X ESPRESSO COFFEE INTENSE 40PK		73.83	
INV 9039777814/07/2022		WINC Australia Pty Ltd	1 X CLEERA LEMON DISINFECTANT		7.41	
INV 9039799718/07/2022		WINC Australia Pty Ltd	1 X EMPTY BO WIN/GLASS		3.71	
DD6333.1	11/07/2022	Aware Super	Payroll deductions	1		8,156.63
INV SUPER	11/07/2022	Aware Super	Superannuation contributions	1	8,126.34	
INV DEDUCT11/07/2022		Aware Super	Payroll deductions	1	30.29	
DD6333.2	11/07/2022	Colonial First State	Payroll deductions	1		727.02
INV SUPER	11/07/2022	Colonial First State	Superannuation contributions	1	627.02	
INV DEDUCT11/07/2022		Colonial First State	Payroll deductions	1	100.00	
DD6333.3	11/07/2022	IEOF Employer Super	Payroll deductions	1		1,702.05
INV SUPER	11/07/2022	IEOF Employer Super	Superannuation contributions	1	602.05	
INV DEDUCT11/07/2022		IEOF Employer Super	Payroll deductions	1	1,100.00	

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 25

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD6333.4	11/07/2022	Australian Super Pty Ltd	Superannuation contributions	1		422.65
INV SUPER	11/07/2022	Australian Super Pty Ltd	Superannuation contributions	1	422.65	
DD6333.5	11/07/2022	Hostplus Superannuation	Superannuation contributions	1		755.90
INV SUPER	11/07/2022	Hostplus Superannuation	Superannuation contributions	1	755.90	
DD6333.6	11/07/2022	Intrust Superannuation	Superannuation contributions	1		165.68
INV SUPER	11/07/2022	Intrust Superannuation	Superannuation contributions	1	165.68	
DD6333.7	11/07/2022	MOBI Superannuation	Superannuation contributions	1		252.39
INV SUPER	11/07/2022	MOBI Superannuation	Superannuation contributions	1	252.39	
DD6333.8	11/07/2022	C-Bus Super	Superannuation contributions	1		794.75
INV SUPER	11/07/2022	C-Bus Super	Superannuation contributions	1	794.75	
DD6333.9	11/07/2022	MLC Superannuation	Superannuation contributions	1		518.66
INV SUPER	11/07/2022	MLC Superannuation	Superannuation contributions	1	518.66	
DD6341.1	25/07/2022	Aware Super	Superannuation contributions	1		8,176.61
INV SUPER	25/07/2022	Aware Super	Superannuation contributions	1	8,176.61	
DD6341.2	25/07/2022	Colonial First State	Payroll deductions	1		1,053.94
INV SUPER	25/07/2022	Colonial First State	Superannuation contributions	1	777.98	
INV DEDUCT	25/07/2022	Colonial First State	Payroll deductions	1	25.00	
INV DEDUCT	25/07/2022	Colonial First State	Payroll deductions	1	250.96	
DD6341.3	25/07/2022	IOOF Employer Super	Payroll deductions	1		1,658.95
INV SUPER	25/07/2022	IOOF Employer Super	Superannuation contributions	1	558.95	
INV DEDUCT	25/07/2022	IOOF Employer Super	Payroll deductions	1	1,100.00	
DD6341.4	25/07/2022	Australian Super Pty Ltd	Superannuation contributions	1		438.28

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 26

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	25/07/2022	Australian Super Pty Ltd	Superannuation contributions	1	438.28	
DD6341.5	25/07/2022	Hostplus Superannuation	Superannuation contributions	1		760.02
INV SUPER	25/07/2022	Hostplus Superannuation	Superannuation contributions	1	760.02	
DD6341.6	25/07/2022	Intrust Superannuation	Superannuation contributions	1		100.88
INV SUPER	25/07/2022	Intrust Superannuation	Superannuation contributions	1	100.88	
DD6341.7	25/07/2022	MOBI Superannuation	Superannuation contributions	1		254.08
INV SUPER	25/07/2022	MOBI Superannuation	Superannuation contributions	1	254.08	
DD6341.8	25/07/2022	C-Bus Super	Superannuation contributions	1		800.09
INV SUPER	25/07/2022	C-Bus Super	Superannuation contributions	1	800.09	
DD6341.9	25/07/2022	MLC Superannuation	Superannuation contributions	1		518.66
INV SUPER	25/07/2022	MLC Superannuation	Superannuation contributions	1	518.66	
DD6355.1	29/07/2022	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - JULY 2022	1		39,020.85
INV JULY 2022	29/07/2022	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - JULY 2022	1	39,020.85	
DD6355.2	25/07/2022	Synergy	SYNERGY PAYMENT BY AUTHORITY - JULY 2022	1		3,434.48
INV JULY 2022	25/07/2022	Synergy	SYNERGY PAYMENT BY AUTHORITY - JULY 2022	1	3,434.48	
DD6355.3	25/07/2022	Water Corporation	WATER CORP PAYMENT BY AUTHORITY - JULY 2022	1		7,964.47
INV JULY 2022	25/07/2022	Water Corporation	WATER CORP PAYMENT BY AUTHORITY - JULY 2022	1	7,964.47	
DD6355.4	15/07/2022	SG Fleet	SG FLEET PAYMENT BY AUTHORITY - JULY 2022	1		13,237.11
INV JULY 2021	15/07/2022	SG Fleet	SG FLEET PAYMENT BY AUTHORITY - JULY 2022	1	13,237.11	
DD6355.5	25/07/2022	Westnet Pty Ltd	WESTENET PAYMENT BY AUTHORITY - JULY 2022	1		18.50
INV JULY 2022	25/07/2022	Westnet Pty Ltd	WESTENET PAYMENT BY AUTHORITY - JULY 2022	1	18.50	

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 27

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD6355.6	25/07/2022	WA Treasury Corporation (WATC)	WA TREASURY GAURANTEE FEE - JULY 2022	1		3,332.90
INV JULY 2022	25/07/2022	WA Treasury Corporation (WATC)	WA TREASURY GAURANTEE FEE - JULY 2022	1	3,332.90	
DD6356.1	21/07/2022	BANKWEST Corporate Mastercard	JUNE 2022 STATEMENT - MATTHEW BIRD	1		5,966.58
INV JUNE 2022	21/07/2022	BANKWEST Corporate Mastercard	JUNE 2022 STATEMENT - EDWARD KILBEY	1	757.76	
INV JUNE 2022	21/07/2022	BANKWEST Corporate Mastercard	JUNE 2022 STATEMENT - EVELYN HOUGHTON	1	1,291.65	
INV JUNE 2022	21/07/2022	BANKWEST Corporate Mastercard	JUNE 2022 STATEMENT - RUSSELL PALMER	1	270.50	
INV JUNE 2022	21/07/2022	BANKWEST Corporate Mastercard	JUNE 2022 STATEMENT - LESLIE MAINWARING	1	2,971.56	
INV JUNE 2022	21/07/2022	BANKWEST Corporate Mastercard	JUNE 2022 STATEMENT - MATTHEW BIRD	1	675.11	
DD6358.1	07/07/2022	Childcare EasyPay	Childcare Easypay Direct Debit Processing Fees June 2022	5		74.24
INV 007738-2	07/07/2022	Childcare EasyPay	Childcare Easypay Direct Debit Processing Fees June 2022	5	52.32	
INV 007721-2	07/07/2022	Childcare EasyPay	Childcare Easypay Direct Debit Processing Fees June 2022	5	21.92	
DD6333.10	11/07/2022	PTY LTD ATF Alaska Superannuation Fund	Superannuation contributions	1		252.20
INV SUPER	11/07/2022	PTY LTD ATF Alaska Superannuation Fund	Superannuation contributions	1	252.20	
DD6333.11	11/07/2022	IOOF Lifetrack Personal Super	Superannuation contributions	1		362.00
INV SUPER	11/07/2022	IOOF Lifetrack Personal Super	Superannuation contributions	1	362.00	
DD6333.12	11/07/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,084.13
INV SUPER	11/07/2022	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,065.67	
INV DEDUCT	11/07/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	555.00	
INV DEDUCT	11/07/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	364.04	
INV DEDUCT	11/07/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	99.42	
DD6333.13	11/07/2022	WA Local Government Super Plan	Payroll deductions	1		2,202.10
INV DEDUCT	11/07/2022	WA Local Government Super Plan	Payroll deductions	1	578.61	

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 28

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT	11/07/2022	WA Local Government Super Plan	Payroll deductions	1	198.85	
INV DEDUCT	11/07/2022	WA Local Government Super Plan	Payroll deductions	1	1,047.87	
INV DEDUCT	11/07/2022	WA Local Government Super Plan	Payroll deductions	1	69.53	
INV DEDUCT	11/07/2022	WA Local Government Super Plan	Payroll deductions	1	56.28	
INV DEDUCT	11/07/2022	WA Local Government Super Plan	Payroll deductions	1	50.19	
INV DEDUCT	11/07/2022	WA Local Government Super Plan	Payroll deductions	1	200.77	
DD6333.14	11/07/2022	BT Super for Life	Superannuation contributions	1		429.36
INV DEDUCT	11/07/2022	BT Super for Life	Payroll deductions	1	168.37	
INV SUPER	11/07/2022	BT Super for Life	Superannuation contributions	1	260.99	
DD6333.15	11/07/2022	BUSSQ	Superannuation contributions	1		492.40
INV DEDUCT	11/07/2022	BUSSQ	Payroll deductions	1	120.10	
INV SUPER	11/07/2022	BUSSQ	Superannuation contributions	1	372.30	
DD6333.16	11/07/2022	MLC MasterKey Business Super	Superannuation contributions	1		793.25
INV DEDUCT	11/07/2022	MLC MasterKey Business Super	Payroll deductions	1	167.31	
INV SUPER	11/07/2022	MLC MasterKey Business Super	Superannuation contributions	1	625.94	
DD6333.17	11/07/2022	Care Super Pty Ltd	Superannuation contributions	1		243.87
INV SUPER	11/07/2022	Care Super Pty Ltd	Superannuation contributions	1	243.87	
DD6333.18	11/07/2022	BT Super	Superannuation contributions	1		1,317.89
INV SUPER	11/07/2022	BT Super	Superannuation contributions	1	1,317.89	
DD6333.19	11/07/2022	The Trustee for Superannuation	Superannuation contributions	1		382.50
INV SUPER	11/07/2022	The Trustee for Superannuation	Superannuation contributions	1	382.50	
DD6333.20	11/07/2022	Rest Superannuation	Superannuation contributions	1		483.71

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 29

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	11/07/2022	Rest Superannuation	Superannuation contributions	1	483.71	
DD6341.10	25/07/2022	PTY LTD ATF Alaska Superannuation Fund	Superannuation contributions	1		254.08
INV SUPER	25/07/2022	TY LTD ATF Alaska Superannuation Fund	Superannuation contributions	1	254.08	
DD6341.11	25/07/2022	IOOF Lifetrack Personal Super	Superannuation contributions	1		364.13
INV SUPER	25/07/2022	IOOF Lifetrack Personal Super	Superannuation contributions	1	364.13	
DD6341.12	25/07/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		2,807.59
INV SUPER	25/07/2022	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	1,880.18	
INV DEDUCT	25/07/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	555.00	
INV DEDUCT	25/07/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	272.39	
INV DEDUCT	25/07/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	100.02	
DD6341.13	25/07/2022	VIC Super	Superannuation contributions	1		50.27
INV SUPER	25/07/2022	VIC Super	Superannuation contributions	1	50.27	
DD6341.14	25/07/2022	GESB Government Employees Superannuation Board	Superannuation contributions	1		72.14
INV SUPER	25/07/2022	GESB Government Employees Superannuation Board	Superannuation contributions	1	72.14	
DD6341.15	25/07/2022	WA Local Government Super Plan	Payroll deductions	1		2,198.89
INV DEDUCT	25/07/2022	WA Local Government Super Plan	Payroll deductions	1	578.61	
INV DEDUCT	25/07/2022	WA Local Government Super Plan	Payroll deductions	1	200.03	
INV DEDUCT	25/07/2022	WA Local Government Super Plan	Payroll deductions	1	1,046.01	
INV DEDUCT	25/07/2022	WA Local Government Super Plan	Payroll deductions	1	70.05	
INV DEDUCT	25/07/2022	WA Local Government Super Plan	Payroll deductions	1	53.23	
INV DEDUCT	25/07/2022	WA Local Government Super Plan	Payroll deductions	1	50.19	

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 30

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT	25/07/2022	WA Local Government Super Plan	Payroll deductions	1	200.77	
DD6341.16	25/07/2022	BT Super for Life	Superannuation contributions	1		436.51
INV DEDUCT	25/07/2022	BT Super for Life	Payroll deductions	1	169.37	
INV SUPER	25/07/2022	BT Super for Life	Superannuation contributions	1	267.14	
DD6341.17	25/07/2022	BUSSQ	Superannuation contributions	1		496.06
INV DEDUCT	25/07/2022	BUSSQ	Payroll deductions	1	120.99	
INV SUPER	25/07/2022	BUSSQ	Superannuation contributions	1	375.07	
DD6341.18	25/07/2022	MLC MasterKey Business Super	Superannuation contributions	1		804.24
INV DEDUCT	25/07/2022	MLC MasterKey Business Super	Payroll deductions	1	167.31	
INV SUPER	25/07/2022	MLC MasterKey Business Super	Superannuation contributions	1	636.93	
DD6341.19	25/07/2022	Care Super Pty Ltd	Superannuation contributions	1		243.87
INV SUPER	25/07/2022	Care Super Pty Ltd	Superannuation contributions	1	243.87	
DD6341.20	25/07/2022	BT Super	Superannuation contributions	1		1,279.56
INV SUPER	25/07/2022	BT Super	Superannuation contributions	1	1,279.56	
DD6341.21	25/07/2022	The Trustee for Ronnie and Evelyn Superannuation	Superannuation contributions	1		382.50
INV SUPER	25/07/2022	The Trustee for Ronnie and Evelyn Superannuation	Superannuation contributions	1	382.50	
DD6341.22	25/07/2022	Rest Superannuation	Superannuation contributions	1		484.52
INV SUPER	25/07/2022	Rest Superannuation	Superannuation contributions	1	484.52	

Date: 04/08/2022
Time: 2:37:51PM

Shire of Ravensthorpe
Creditor List of Accounts Paid July 2022

USER: Mackenzie Edwards
PAGE: 31

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Municipal Bank Account	1,474,433.85
5	Childcare Operating Account	74.24
TOTAL		1,474,508.09

12 REPORTS OF OFFICERS

12.3 INFRASTRUCTURE SERVICES

Nil.

12 REPORTS OF OFFICERS

12.4 DEVELOPMENT AND COMMUNITY

12.4.1 NEW POLICY: LPP13: COMMUNITY ENGAGEMENT POLICY

File Reference:

Location:	Shire of Ravensthorpe
Applicant:	Acting Executive Manager Development and Community
Author:	Acting Executive Manager Development and Community
Authorising Officer	Chief Executive Officer
Date:	10 AUGUST 2022
Disclosure of Interest:	Nil
Attachment: BLUE	Policy No. LPP13: Community Engagement Policy
Previous Reference:	Nil

PURPOSE

1. For Council to consider the draft Policy: Community Engagement to be incorporated into the Shire of Ravensthorpe Policy Manual.

BACKGROUND

2. The Shire of Ravensthorpe acknowledge the importance of local government in building strong and trusting relationships with the community by operating in a transparent and accountable way, to make fair and equitable decisions that reflect the needs of the community.
3. The Policy sets the guiding framework for engagement, outlines how we will conduct engagement, and what our roles and responsibilities are. Community Engagement is a planned process for working with the community to shape the decisions or actions of Council in relation to a problem, opportunity or outcome. The role of engagement in activities undertaken enables community feedback and input into Councils projects, initiatives, and services for decision-making purposes.
4. The guiding principles of this policy are to build relationships, acknowledge that community members have a right to be involved, to build the capacity and opportunity for stakeholders, and to engage with our community with clarity.
5. A Community Engagement Strategy will sit underneath this policy and will provide more in-depth information about how and when the community will be informed and can be involved in projects.

COMMENT

6. The Community Engagement Policy is applicable in instances where consultation aims to target those in the community relevant to the project as well as the broader community where relevant.
7. The objectives of this policy are to:
 - Ensure the community has an opportunity to participate in decision making processes that impact them.

- Reinforce Council’s commitment to community accountability and transparent decision making through the ‘Community Engagement Strategy’.
- Outline when and how Council will undertake community engagement.
- Ensure that all Shire Council employees, Councillors, volunteers, consultants and contractors understand their roles and responsibilities in relation to community engagement.

CONSULTATION

8. This Policy has been proposed by the Chief Executive Officer to assist with the development of transparent governance and informed decision making and outline how the community can contribute to the consultation process.

STATUTORY ENVIRONMENT

- *Local Government Act 1995*
- International Association of Public Participation (IAP2) Core Values, Public Participation Spectrum, Code of Ethics and Quality Assurance Standard.

POLICY IMPLICATIONS

9. Nil.

FINANCIAL IMPLICATIONS

10. Nil.

RISK MANAGEMENT

11.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational); The lack of clear guidelines to Shire officers in the correct handling of engagement strategies and guidelines can lead to poor Shire performance and reputation	Possible	Moderate	Medium	Council and staff training Preparing a comprehensive Strategy and Guidelines.
Reputation; Poor implementation and lack of community understanding of the public’s role in the participation process increases lack of trust in decision making.	Possible	Moderate	Low	Shire led education of stakeholder groups and community members in the participation process

ALTERNATE OPTIONS

12. Council may decide not to approve as presented in whole or in part.

STRATEGIC ALIGNMENT

13. This item is relevant to the Councils approved Strategic Community Plan 2030 and Strategic Community Plan

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.1	To grow business and employment
1.2	The right resources and infrastructure are in place to support local commerce and industry

Outcome 2: Community - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.2	Community Groups function well with strong volunteer effort and feel supported by the community
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life

Outcome 3: Built Environment - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
3.2	New development is of a high quality and contributes positively to the character and appearance of the town

Outcome 4: Natural Environment - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
4.3	The Shire's valued natural areas and systems are protected and enhanced

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENTS

14. Absolute Majority

OFFICER RECOMMENDATION

That Council, by ABSOLUTE MAJORITY:

- ADOPT the proposed Community Engagement Policy and Strategy as presented.**

Carried: _/_

Moved: _____

Seconded: _____

ATTACHMENT

Policy Statement, Purpose and Objective

1 POLICY STATEMENT

- 1.1 Community engagement is essential to open and transparent governance and informed decision making.
- 1.2 Input from the community provides valuable insights and information to inform planning, solution design and decision making.
- 1.3 The Shire of Ravensthorpe Council will provide genuine and meaningful opportunities for the community to contribute to decision making processes that impact them.
- 1.4 The Shire of Ravensthorpe Officers continuously make day-to-day decisions based on Council policies, strategies and directions. To help inform these decisions, Council will engage the community in the development and review of Council plans, strategies, policies, major projects, local projects, local laws, programs and major changes to service delivery, based on the level of impact of a project (see section 6.4).
- 1.5 Ravensthorpe Shire Council will continually develop the capacity of Council staff to deliver consistent and best practice community engagement through the provision of tools, resources and staff development opportunities.

2 PURPOSE

The purpose of this policy is to:

- 2.1 Describe the Shire of Ravensthorpe's commitment and approach to genuine, consistent, meaningful community engagement in Council's decision-making processes.
- 2.2 Contribute to informed decision making by ensuring the diverse perspectives, experiences, abilities, and aspirations of the community are considered when Council makes decisions.
- 2.3 Strengthen relationships and trust between Council and community by creating opportunities for people to participate in decisions that impact them.
- 2.4 Align The Shire of Ravensthorpe Council's approach to community engagement with:
 - 2.4.1 The expectations and feedback from the Shire's community.
 - 2.4.2 The requirements and best practice standards of the:
 - a) *Local Government Act 1995*.
 - b) International Association of Public Participation (IAP2) Core

Values, Public Participation Spectrum, Code of Ethics and Quality Assurance Standard.

- 2.5 Align with, and support the implementation of other Council policies, frameworks, strategies and action plans.

3 OBJECTIVE

The objectives of this policy are to:

- 3.1 Ensure the community has an opportunity to participate in decision making processes that impact them.
- 3.2 Reinforce Council's commitment to community accountability and transparent decision making through the 'Community Engagement Strategy'.
- 3.3 Outline when and how Council will undertake community engagement.
- 3.4 Ensure that all Shire Council employees, Councillors, volunteers, consultants and contractors understand their roles and responsibilities in relation to community engagement.

Policy

1. SCOPE

- 1.1 This policy applies to all Shire of Ravensthorpe decisions that have an impact on the community, including partnerships and collaborations, and those required by legislation.
- 1.2 Community engagement processes initiated by the Shire of Ravensthorpe.

2. COMMUNITY ENGAGEMENT PRINCIPLES AND COMMITMENTS

- 1.3 Community engagement demonstrates the Shire of Ravensthorpe's commitment to social justice. This includes the right of the Shire's citizens to participate in the community and specifically to:
 - 1.3.1 Participate in public life by actively participating in the decisions that affect their lives.
 - 1.3.2 Access easy to understand information about policies, programs and decisions that affect them and their wider community.
- 1.4 The community engagement principles and commitments (Table 1) underpin all community engagement activities delivered by, or on behalf of the Shire of Ravensthorpe.

Table 1: Community Engagement Principles and Commitments

Community Engagement Principles*	Shire of Ravensthorpe commitment
(a) a community engagement process must have a clearly defined objective and scope	We will define the scope and objective of a project or decision, including what is negotiable and non-negotiable.
	We will provide genuine and meaningful opportunities for the community to participate in decision making processes.
	We will explain what the community can influence, and how they can participate.
(b) participants in community engagement must have access to objective, relevant and timely information to inform their participation	We will provide objective, relevant and timely information, allowing participants to make an informed contribution.
	We will provide information that is accessible for participants.
(c) participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement	We will identify participants and groups, and encourage participation by all who may be impacted by the project or decision.
	We will use a mix of communication, outreach and engagement activities to ensure those who are impacted are informed and are supported to participate in decision making processes.
(d) participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement	We will design engagement activities that are inclusive and accessible, and make reasonable adjustments where necessary to remove barriers to participation.
	We will provide sufficient time to ensure those impacted can participate in a meaningful way.
(e) participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making	We will inform participants of how their feedback will be used in the decision making process.
	We will report back to the community in a timely and straightforward way how community feedback informed the decision making process.

3. WHEN WE WILL ENGAGE

3.1 The Shire of Ravensthorpe will engage the community in decision making processes when:

3.1.1 A decision will impact on the community.

3.1.2. An issue will have a long-term impact on the community.

- 3.1.3 There is an action or commitment in a Council strategic document to undertake community engagement.
- 3.1.4 There is a legislated or statutory requirement.
- 3.2 The Shire of Ravensthorpe will plan for community engagement early in the project planning process, to ensure community feedback can genuinely inform project outcomes.
- 3.3 There are legislated requirements for the community engagement approaches for some project types, as outlined in Table 2 below:

Table 2: Project type and engagement approach

Project type	Community engagement approach
Community Vision*	Under the <i>Local Government Act 1995</i> deliberative engagement practices are required to be used.
Council Plan*+	
Financial Plan*	
Asset Plan*	
Project type	Community engagement approach
Council budget *	Under the <i>Local Government Act 1995</i> community engagement is required, and should be undertaken in accordance with this policy.
Governance rules*	
Lease of land* (in some limited cases)	
Local Laws (Incl. alterations)*	
Sell or exchange land*	
Other Council plans, policies, planning permits, planning scheme amendments, strategies, major projects, local projects and service delivery decisions	The level of community engagement required will be assessed in accordance with Table 3 below, or in accordance with the requirements of the relevant legislation.

Note: This table is not a definitive list of legislative requirements, but rather the key requirements under the *Local Government Act 1995*. Other Acts and Regulations may also specify community engagement or consultation requirements that are required to be considered in particular circumstances.

* This engagement approach is required by the *Local Government Act 1995*.

+ Engagement process must be led by the President in accordance with the *Local Government Act 1995*.

- 3.5 Deliberative engagement practices should incorporate the following elements:
- 3.5.1 Have a clearly defined and communicated level of **influence** on the final decision.
- 3.5.2 Participants are broadly **representative** of the community impacted by the project.

- 3.5.3 Accessible, relevant and objective **information** is available to participants.
- 3.5.4 Participants have time to **deliberate** by exploring a range of information sources and points of view to understand and consider trade-offs, compromises, and alternatives.

3.6 Table 3 outlines when and how Council will engage:

Table 3: Project assessment criteria and level of engagement

Criteria	Level of engagement required (based on the IAP2 Spectrum of Public Participation – Appendix 1)
<p>High impact or risk (perceived or real) on Shire as a whole or a section of the community. Potential for any decision to create controversy or not have wide levels of acceptance within the community, or requires trade-offs or compromises between stakeholders.</p>	<ul style="list-style-type: none"> • The level of public participation should be aimed at ‘collaborate’ to ‘empower’ for key stakeholders/ communities of interest. • Lower levels may be appropriate for other stakeholders/ communities of interest. • The level of engagement may vary during the course of the project. <p><i>Deliberative engagement practices to be followed</i></p>
Criteria	Level of engagement required (based on the IAP2 Spectrum of Public Participation – Appendix 1)
<p>Medium impact or risk (perceived or real) on Shire as a whole or a section of the community. Potential for any decision to create some controversy or conflict of competing views, or that the decision is likely not to be accepted by some sections of the community.</p>	<ul style="list-style-type: none"> • The level of public participation should be aimed at ‘involve’ for key stakeholders/ communities of interest, although in some circumstances ‘collaborate’ may be appropriate. • Lower levels may be appropriate for other stakeholders/ communities of interest. • The level of engagement may vary during the course of the project. <p><i>Deliberative engagement practices are encouraged to be considered when appropriate</i></p>
<p>Low impact or risk (perceived or real) on the Shire as a whole or a section of the community. It is likely the decision will be widely accepted by the community and seen as having positive outcomes or being required.</p>	<ul style="list-style-type: none"> • The level of public participation should be aimed at ‘inform’, with some minor consultation (‘consult’) before making the final decision. <p><i>Deliberative engagement practices not required</i></p>

3.7 Community engagement may not be possible or feasible prior to making a decision where Council is required to respond quickly to avoid an immediate threat to the health, safety or wellbeing of the community.

3.8 All planned community engagement activities will be conducted in accordance with

Ravensthorpe Aboriginal and Torres Strait Islander Recognition Policy, including the following requirements:

- 3.8.1 For significant Council events, Council will invite an Elder of the Wudjari to conduct a Welcome to Country.
 - 3.8.2 Acknowledgement of the Traditional Custodians of the land now known as the Shire of Ravensthorpe will be given at all planned community engagement activities.
 - 3.8.3 Seek contact with and maintain working relationships with networks that consider the priorities of the Wagyl Kaip and Southern Noongar community and ensure that Council is informed of the needs and requirements of the Wagyl Kaip and Southern Noongar Indigenous Land Use Agreement.
- 3.9 Planned community engagement activities relevant to 0-18 year olds will align with the National Principles for Child Safe Organisations, including the principle that children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- 3.10 For legislated and high or medium impact projects documented community engagement plans should be developed for each project, which outlines the scope of influence, key stakeholders and engagement methods or approaches. This plan should be made available to the community when requested, ensuring Council decision making processes are transparent.
- 3.11 Prior to adopting a strategy, plan, policy or local law, the final stage of consultation may include the right to make a written submission to Council. Those who make a submission have the right to speak in support of their submission to a meeting of the Council.
- 3.12 Participants in community engagement activities and the wider Shire community will be informed of the outcomes of community engagement projects. The way we do this is by communicating when key decisions are made. The ways we share this information may include:
- Direct communication to participants.
 - Project summaries on Council's online engagement platform or website.
 - Reports and briefings to Council.

4 POLICY IMPLEMENTATION

The policy will be implemented by:

- 4.1 All staff when assessing the need for community engagement on decisions they are proposing to Council.

4.2 All staff leading community engagement projects will:

- 4.2.1 Apply the community engagement principles, commitments and engagement approach outlined in this policy.
- 4.2.2 Review and evaluate community engagement processes and share best practice with staff across the organisation.

4.3 The Community Development Officer will lead:

- 4.3.1 The development of, and informing staff of, community engagement guidelines, tools and templates to ensure staff have the tools and support to deliver consistent, best practice community engagement.
- 4.3.2 The provision of staff training and development opportunities, including a staff community of practice.
- 4.3.3 Regular review of the Community Engagement Policy.

5 DEFINITIONS AND ABBREVIATIONS

Accessible: Accessible engagement means anyone who is impacted can participate. Making engagement accessible involves consideration of the following factors:

- The timing of engagement activities.
- Offering different ways for people to participate. This may include online and face to face options.
- Designing engagement activities that make people feel comfortable and engaged.
- Information that is easily understood and in plain English. This may include Easy English¹, translated materials, appropriate font size and use of colour, the use of images, or audio-visual tools.
- Language spoken and provision of interpreters.
- The location and accessibility of venues. This may include public transport and parking access as well as disability access to the building and facilities.

Community: A flexible term used to define groups of connected people. Council uses it to describe people of the Shire of Ravensthorpe generally, including ratepayers, residents, individuals or groups who live, work, play, study, visit, invest in or pass through the Shire. More specifically, it can refer to everyone affiliated with the Shire, and can include people or groups who extend beyond the municipal boundaries. For the purposes of this policy this term encompasses both individuals and groups.

Community engagement: A planned, two-way process that seeks, considers and acknowledges community input to inform Council decision making processes.

Deliberative Engagement Practices: Deliberative engagement practices are designed to create informed conversations among participants to build a deeper understanding of the complexities, trade-offs, compromises and alternatives when seeking to address complex issues. The Shire's approach to deliberative engagement is shaped by the application of four deliberative principles: Influence;

Representation; Information; and Deliberation. The *Local Government Act 1995* requires deliberative engagement practices be applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan. Further information about the Shire's deliberative practices is included in the staff guide to deliberative engagement.

Impact: The impact of a project relates to how the project will affect the community. Impact maybe perceived or real. The way we will assess impact will include consideration of the:

- impact on high value attributes, such as lifestyle or physical environment;
- impact on the Shire as a whole or a section of the community;
- level of change proposed;
- financial impact on ratepayers or the organisation;
- impact on vulnerable community members or groups;
- level of community interest;
- potential for controversy or conflict; and
- level of complexity of the issue being considered.

International Association of Public Participation: IAP2 is an international association of members who seek to promote and improve the practice of public participation in relation to individuals, governments, institutions, and other entities that affect the public interest in nations throughout the world.

Public participation: Public participation is used interchangeably with the term community engagement. Community engagement is more commonly used in Australia, whereas public participation is more commonly used overseas.

Stakeholder: For the purposes of this policy the term stakeholder is encompassed within 'community', and may include other levels of government, service providers, businesses or community groups and Council staff.

6 RELATED DOCUMENTS

6.1 Legislative requirements

Council will adhere to all legislation that requires Council to give notice, consult or engage with the community in a specific way, including:

XXX Acts

6.2 Shire of Ravensthorpe policies and procedures

XXXXX Policies

IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Community Engagement Strategy 2022 - 2024



Contents

	3
Acknowledgement of Country	3
Introduction	4
Purpose	4
Definitions	4
Our Statement of Commitment to Community Engagement	5
Our Community Engagement Principles	5
Our Community	7
Barriers to participation	8
Council's Engagement Framework	9
Our Engagement Framework in Practice	10
Strategic Engagement Action Plan	14
Resourcing the Strategy	19
Evaluating Council's community engagement activities	19
Review	19
Appendix 1: Community- Public Partnerships process	20
Appendix 2: Councillor engagement process for Capital Works Projects	21

Acknowledgement of Country

The Shire of Ravensthorpe acknowledges the Wudjari people, who traditionally occupied the Wagyl Kaip and Southern Noongar land area and we also acknowledge Aboriginal Elders both past and present.



Introduction

The Shire of Ravensthorpe acknowledge the importance of local government in building strong and trusting relationships with the community by operating in a transparent and accountable way.

Section 5.56 of the Local Government Act 1995 states: *A local government is to plan for the future of the district.*

The planning requirements are set out in Part 5, Division 3 – Planning for our Future of the Local Government (Administration) Regulations 1996.

The strategy sits within Council’s suite of engagement documents, as follows:



Engagement document hierarchy explained

The Community Engagement Policy sets the guiding framework for engagement, provides clarity on what Council defines as engagement, outlines how we will conduct engagement, and what our roles and responsibilities are.

The Community Engagement Strategy sits underneath the Policy. The Community Engagement Strategy provides more in-depth information about when and how the community will be informed and can be involved in projects.

Under these sits the Community Engagement Guidelines, an internal-facing document. It acts as a worksheet to assist staff in developing appropriate communications and engagement plans for projects.

Purpose

This strategy outlines how Council will involve the community in Council decision-making and ensure the community can have their say.

The strategy also outlines strategic actions for Council to investigate to further improve processes and instill a culture of best practice engagement.



Definitions

Community Engagement:

A planned process for working with the community to shape the decisions or actions of Council in relation to a problem, opportunity or outcome.

Engagement:

All activities undertaken to get community feedback on Council projects, initiatives, and services for decision-making purposes.

Community:

All stakeholders, audiences, community groups, businesses.

Stakeholder:

Anyone with an interest in or who is impacted by a project.



Our Statement of Commitment to Community Engagement

Council will engage with the community in an inclusive, transparent, and accountable way, to make fair and equitable decisions that reflect the needs of the community.

Our Community Engagement Principles


Principle	Commitment
1. Build relationships	We will engage in an honest, open and respectful way to build strong relationships and trust within our community.
2. Right to be involved	We believe that our community members have a right to be involved in decisions that affect them. We are committed to ensuring those who are impacted by or have an interest in a decision or initiative of Council, will have fair and equitable access to participating in the decision-making process.
3. Build capacity	We will work to build the capacity and opportunity for each stakeholder to genuinely participate in decisions that affect them.
4. Clarity of purpose	We will engage with our community with clarity around what the project/initiative/decision is and what the purpose of the engagement process is.



Principle	Commitment
5. Accessible and inclusive	Information and engagement activities will be offered in a range of accessible formats to enable fair and equal access to participation.
6. Timely	We will engage early enough for participation to be meaningful. We will provide enough time for the community to provide input. Engagement timelines will be considered from inception of the project and built into the project timeline and project plan.
7. Tailored	We will use a range of engagement and communication methods that suit the purpose of the project and reach stakeholders. The level of influence of stakeholder and community will be appropriate for the nature, complexity and level of impact of the decision being made.
8. Strategic	We will collaborate across Council to ensure our engagement activities are approached in a strategic way to avoid duplication and inefficiencies. We will be conscious of the time of year and other consultation projects when planning our engagement.
9. Transparent and accountable	We will provide all relevant information to ensure the community can participate in engagement activities in a meaningful way. We will report back to participants on how their input affected the final decision or outcome.
10. Representative	We will make every effort to notify stakeholders and community of Council engagement to ensure a representative sample of the community are able to participate.


Our Community

The Shire of Ravensthorpe is home to over 1,788 residents and attracts thousands of visitors every year. The Wudjari peoples of the Wagyl Kaip and Southern Noongar are the traditional custodians of the land. The Shire’s community is made up of everyone who lives, works, studies and visits the area. The following statistics are sourced from the Australian Bureau of Statistics, 2021 Census where figures were available otherwise 2016* Census.



POPULATION DENSITY
0.21
PERSONS PER SQ KM

2,085
PEOPLE



FINANCES

MEDIAN WEEKLY HOUSEHOLD INCOME
\$1,655

MEDIAN MONTHLY MORTGAGE REPAYMENT
\$1,029

MEDIAN WEEKLY RENT
\$250

MEDIAN AGE

42 years

DISABILITY

4.3%
need help in day to day life due to disability



- AGE STRUCTURE %**
- 11.1 Seniors (70 to 84)
 - 14.4 Young workforce (25 to 34)
 - 1.6 Elderly aged (85 and over)
 - 6.8 Primary schoolers (5 to 9)
 - 7.4 Babies and pre-schoolers (0 to 4)
 - 7.2 Secondary schoolers (10 to 19)
 - 4.0 Tertiary education and independence (20 to 24)
 - 18.8 Parents and homebuilders (35 to 49)
 - 14.5 Older workers and pre-retirees (50 to 59)
 - 14.2 Empty nesters and retirees (60 to 69)



EMPLOYMENT*

86%

PARTICIPATION RATE IN THE LABOUR FORCE



6.2%

UNEMPLOYMENT RATE

UNPAID WORK

25.9%

VOLUNTEER




9.5%

PROVIDE UNPAID CARE

EDUCATION*

17.8 %

UNIVERSITY QUALIFICATION



9%

TRADE QUALIFICATION

INDUSTRY SECTOR %*

- 28.3 Manager
- 16.2 Technician and Trade Workers
- 28.3 Labourers, Machinery Operators, Drivers
- 8.7 Clerical and administrative
- 7.3 Professionals
- 4.3 Sales Workers
- 6.2 Community and Personal Services



ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE

4.2%



LANGUAGE SPOKEN AT HOME OTHER THAN ENGLISH

5.9%

BIRTHPLACE %

- | | |
|----------------|--------------------|
| 0.9 Afrikaans | 70.5 Australia |
| 0.1 Filipino | 5.2 United Kingdom |
| 0.2 Italian | 2.4 South Africa |
| 0.1 Arabic | 3.5 New Zealand |
| 0.2 Indonesian | 1.0 Phillipines |



HOUSEHOLD TYPE %

- 35.3 Couples with children
- 51.7 Couples without children
- 11.8 One parent families

No. OF REGISTERED MOTOR VEHICLES %

- 3.7 None
- 36.5 1 motor vehicle
- 35.1 2 motor vehicles
- 22.3 3 or more vehicles
- 2.8 Not stated

TENURE TYPE %

- 35.8 Fully owned
- 16.4 Mortgage
- 28 Renting
- 20.4 Other tenure or not stated

DWELLING TYPE

96.8%
OF THE DWELLINGS ARE SEPARATE HOMES



Our community is diverse, with people from culturally and linguistically diverse backgrounds, people with disability, younger people, older people, and Aboriginal and Torres Strait Islander people. Council is committed to ensuring all groups within the community have fair and equal access to participate and have a say.

Broadly, our community can be categorised as:

- ratepayers
- residents
- business owners
- visitors
- government agencies
- community/non-profit agencies.

Within these groups, we have a diverse range of interests including arts, culture, environment, sport, recreation, community services and schools.

For all Council consultations, we aim to target those in the community relevant to the project as well as the broader community where relevant. One of the important ways the Council will engage with the community is through this public process.

We will ensure engagement activities are planned with consideration given to our community demographics as well as age, accessibility, people from culturally and linguistically diverse backgrounds, and Aboriginal and Torres Strait Islanders.

Barriers to participation

Everyone has a right to have a say in civic decision-making processes, and we recognise that some may face barriers to participating. It is Council's responsibility to identify any barriers and take steps to address them to make engagement processes as accessible and inclusive as possible.

We need to ensure that the less powerful voices and groups are engaged and not marginalised. Some examples of barriers that can impact people's ability to have a say include:

- attitudinal
- understanding of different cultures
- lack of confidence
- lack of money or financial means
- lack of knowledge of rights
- lack of literacy or numeracy skills
- mental or physical health issues
- physical or intellectual disability
- language
- age
- lack of social support
- lack of transport
- time constraints
- homelessness or without a stable physical location
- caring responsibilities and/or work commitments

This strategy provides actions Council will undertake to address and reduce some of the barriers mentioned above to make Council's engagement practices more accessible and inclusive.

Council's Engagement Framework

The Shire of Ravensthorpe follows the IAP2 model for community engagement. The different levels of engagement under the IAP2 model as we apply it at the Shire of Ravensthorpe are summarised below:

	Inform	Consult	Involve	Collaborate	Empower
Goal of engagement	Relevant community members are well-informed.	Relevant community members are well-informed and give feedback that Council considers.	Relevant community members are well-informed and have scope to make substantial input.	Relevant community members are well-informed and have substantial and significant involvement in the development of the project.	Relevant community members are well-informed and have total say and control over decision making.
Decision-making level of community members	Relevant community members are informed of the final decision. The final decision is made by Council.	Relevant community members' feedback will be considered in making the final recommendations to Council. The final decision is made by Council.	Relevant community members will provide substantial input into the project which will be able to affect the final recommendations to Council. The final decision is made by Council.	Relevant community members are significantly involved in the final recommendations to Council. The final decision is made by Council.	Relevant community members have total say and control over decision making.
Example tools and methods	Posters, flyers, noticeboards, walking around talking with people, use interpreters, newsletters, local radio, presentations, social media, site signage.	Surveys, interviews, small group discussions, focus groups, workshops, online engagement via Council's engagement website.	Stakeholder groups, committees, on-site meetings/tours, project reference groups.	Clear, deliberative processes, community reference groups.	Elections

Based on the International Association for Public Participation IAP2 Spectrum

Our Engagement Framework in Practice

The following is a guide for staff to follow for LGA-wide consultations. This list is non-exhaustive of the types of engagement projects Council runs and will be updated as needed. For engagement projects that are not LGA-wide, staff will identify stakeholders and determine the minimum suitable engagement.

Note 1: The below is Council's intentions for engagement. If a planned communications avenue isn't available (eg. restrictions due to COVID-19) staff will endeavour to find alternative ways to reach out to stakeholders.

Project Type	Engagement Level	What we will do (minimum commitments)	How we will do it (minimum commitments)	Engagement Period
<p>Identified asset infrastructure and capital workseg. traffic and streetscapes.</p> <p>Note: For SAMP projects with like for like replacements, community engagement will be project notification only.</p>	Consult and Inform	Let affected residents know of proposed works and provide them with the opportunity to have their say.	<ul style="list-style-type: none"> • Provide information on the Shire website and enable onlinesubmissions. • Promote engagement opportunities in Council communication channelsincluding social media, Community Spirit, website, local media. • Offer to hold meeting/workshop with stakeholders. • Email/alert stakeholders on final decision and results of the consultation. 	A minimum two weeks for eachengagement period, and then 2 days notification before work commences.



Project Type	Engagement Level	What we will do (minimum commitments)	How we will do it (minimum commitments)	Engagement Period
<p>New capital works and placemaking projects eg:</p> <ul style="list-style-type: none"> • Ravensthorpe Cultural Precinct • Hopetoun Coastal Hazard and Risk Adaptation Plan <p>Plans of Management eg:</p> <ul style="list-style-type: none"> • Ravensthorpe Cultural Precinct Plan of Management <p>New plans and strategies eg:</p> <ul style="list-style-type: none"> • Arts and Culture Plan • Masterplans <p>New iterations of the Community Strategic Plan</p>	<p>Involve and/or Consult and Inform</p>	<p>Provide an opportunity for the community to have their say at each stage of the project.</p> <p>Keep the community informed and updated before commencing the next stage of the project, including when work commences and as it progresses.</p>	<ul style="list-style-type: none"> • Create a dedicated project page and enable online submissions. • Send email/mail/flyer to stakeholders. • Hold meeting/workshop/Have Your Say Day with stakeholders. • Ensure hard copy information is available on request. • Provide a summary of information in fact sheets or similar for an accessible approach to the documents. • Promote engagement opportunities in Council communication channels including social media, website, Council page in local media. • Email/alert stakeholders on final decision and results of the consultation. 	<p>A minimum 21 days of each engagement period and/or as legislation requires</p> <p>5 days notification before work commences.</p>

Project Type	Engagement Level	What we will do (minimum commitments)	How we will do it (minimum commitments)	Engagement Period
<p>Council's key long-term plans:</p> <ul style="list-style-type: none"> • Delivery Program • Resourcing Strategies (including Long Term Financial Plan, Strategic Asset Management Plan, Environmental Action Plan) • Operational Plan (includes Budget and Fees and Charges) • Revisions to Community Strategic Plan and Plans of Management • Changes to/new fees and charges 	Consult and Inform	Provide context information and give the community an opportunity to have their say.	<ul style="list-style-type: none"> • Ensure hard copy information is available on request. • Ensure a method of receiving hard copy submissions is made available. • Provide a summary of information in fact sheets or similar for an accessible approach to the documents. • Create a dedicated project page and enable online submissions. • Send email/mail/flyer to stakeholders. • Promote engagement opportunities in Council communication channels including social media, website, Council page in local media. • Email/alert stakeholders on final decision and results of the consultation. 	A minimum 21 days exhibition period.
<p>Feedback on Council programs eg.</p> <ul style="list-style-type: none"> • Roads Program feedback • Venue hirers feedback • Community satisfaction review 	Consult and Inform	Create a survey on the Shire website to ascertain feedback.	<ul style="list-style-type: none"> • Send email/mail/flyer to stakeholders. • Email/alert respondents with confirmation of receiving their feedback, and a summary of how their feedback was used to inform changes. 	As appropriate depending on the program, two weeks usual minimum.



Project Type	Engagement Level	What we will do (minimum commitments)	How we will do it (minimum commitments)	Engagement Period
<p>Council policies eg:</p> <ul style="list-style-type: none"> • Public Art Policy • Itinerant Trading Policy 	Consult and Inform	Make available all relevant information and provide the opportunity for the community to submit comments.	<ul style="list-style-type: none"> • Send email/mail/flyer to stakeholders. • Hold meeting/workshop/Have Your Say Day with stakeholders. • Ensure hard copy information is available on request. • Ensure a method of receiving hard copy submissions is made available. • Provide a summary of information in fact sheets or similar for an accessible approach to the documents. • Promote engagement opportunities in Council communication channels including social media, website. • Email/alert stakeholders on final decision and results of the consultation. 	A minimum 21 days consultation period.



Strategic Engagement Action Plan

The below outlines an action plan for Council's commitment to continuous improvement in community engagement.

Strategy 1

Continual development of an organisational culture focused on best practice community engagement

Action	Timeframe (short, medium, long term)	Responsible
1.1 Improve organisational understanding of engagement techniques from top-down, via the development of a training and development program for key staff across the organisation	Short-term to ongoing	Lead: Executive Manager of Development and Community Services Partner: Human Resources
1.2 Build on and promote the internal Community Engagement Guidelines and suite of tools and resources available	Short-term	Lead: Executive Manager of Development and Community Services Partner: Communications Team
1.3 Investigate the establishment of an internal engagement committee to share experiences, key learnings, and better involve staff in projects that they have useful knowledge on or are affected by	Short-term to ongoing	Lead: Executive Manager of Development and Community Services Partner: Communications Team
1.4 Develop checklist for staff to better plan engagement events and standardised tasks	Short-term	Lead: Executive Manager of Development and Community Services Partner: Communications Team

Strategy 2

Enhance systems and processes to enable best practice community engagement

Action	Timeframe	Responsible
2.1 Review and improve our community engagement on our website to ensure it continues to meet the needs of Council and the community eg. improve functionality, stability, and overall user experience	Short to medium-term	Lead: Executive Manager of Development and Community Services Partner: Communications Team/IT
2.2 Create templates for consistent evaluation and consultation findings to be shared amongst departments	Short-term	Lead: Executive Manager of Development and Community Services Partner: Communications Team
2.3 Investigate feasibility of integration of useful engagement findings and database with existing/future CRM	Medium-term	Lead/Partner: Information Management and Technology Lead/Partner: Customer Service, Executive Manager Development and Community Services and other departments with engagement databases
2.4 Establish major projects and engagement register to identify clashes and opportunities	Short-term	Lead: Executive Manager of Development and Community Services Partner: Communications Team
2.5 Regularly review engagement methods with the community on engagement methods to measure satisfaction	Medium-term to ongoing	Lead: Executive Manager of Development and Community Services Partner: Communications Team
2.6 Develop and implement an organisation-wide system to plan and monitor key project milestones, such as internal stakeholder involvement, closing the loop , prescriptive necessary engagement actions for each type of project, and examples of risk assessments and engagement plans, to ensure consistent delivery on our promises to the public.	Long-term	Lead: Executive Manager of Development and Community Services Partner: Communications Team



Strategy 3

Ensure those who are impacted by, or have an interest in, a decision or initiate of Council are provided with the opportunity to do so

Action	Timeframe	Responsible
3.1 Develop a schedule of regular engagement sessions, in accessible and visible locations, including online and precinct meetings, to enable broad feedback on LGA-wide relevant projects and initiatives	Short-term to ongoing	Lead: CEO, Lead: Executive Manager of Development and Community Services Partner: Communications Team
3.2 Explore different ways of engaging people online, including workshops and focus groups	Short-term	Lead: Communications team Partner: Information Management and Technology
3.3 Develop a minimum radius notification commitments for relevant projects	Short-term	Lead: Executive Manager of Development and Community Services Partner: Communications Team
3.4 Investigate options to have a 'close the loop' community consultation process, where the community is asked their thoughts on the finished product/issues/the engagement process itself	Medium-term	Lead: CEO, Communications Team

Strategy 4

Ensure our engagement practices are accessible and inclusive

Action	Timeframe	Responsible
4.1 Build on existing relationships and strategies to engage our diverse community in all Council engagement, including older people, children and young people, people from culturally and linguistically diverse backgrounds and Aboriginal and Torres Strait Islander people ie. Reconciliation Action Plan, Disability Inclusion Action Plan, Child Safe Policy	Medium to long-term and ongoing	Lead: CEO, Partner: Executive Manager of Development and Community Services Partner: Communications Team
4.2 Build capacity and a better understanding in the organisation of ways to be more accessible and inclusive in engagement practices. Ensure these best practices are implemented across engagement projects	Short to medium-term	Lead: CEO Partner: Community Programs
4.3 Support and enhance a targeted children and young people engagement plan to ensure policy decisions, programs and services are appropriate, relevant, supported, and responsive to the needs of young people	Medium to long-term and ongoing	Lead: Community programs Partner: Lead: Executive Manager of Development and Community Services Partner: Communications Team

Short term = 12 months

Medium term = 24 months

Long term = 3–5 years

Resourcing the Strategy

This strategy is intended to be predominantly resourced from existing staff and budget. During scoping feasibility of each action, additional resourcing may be highlighted as necessary, of which a business case will be drafted and submitted to the Executive Leadership Team for consideration.

Evaluating Council's community engagement activities

The primary outcome of the Community Engagement Strategy is;

- increased community satisfaction with engagement with Council

Council will use a variety of methods to evaluate Council's engagement activities. These include:

- participation levels in engagement activities (number of participants), considering the nature of the project
- quality of responses, in terms of relevance to program or project
- assessment of relevancy of engagement methods appropriate to stakeholders
- verbal and written feedback from the community on the effectiveness of engagement activities
- achievement of the identified engagement objectives within the Community Engagement Strategy
- inclusive community representation.

These evaluation results will be used to improve future engagement strategies and methods.

Review

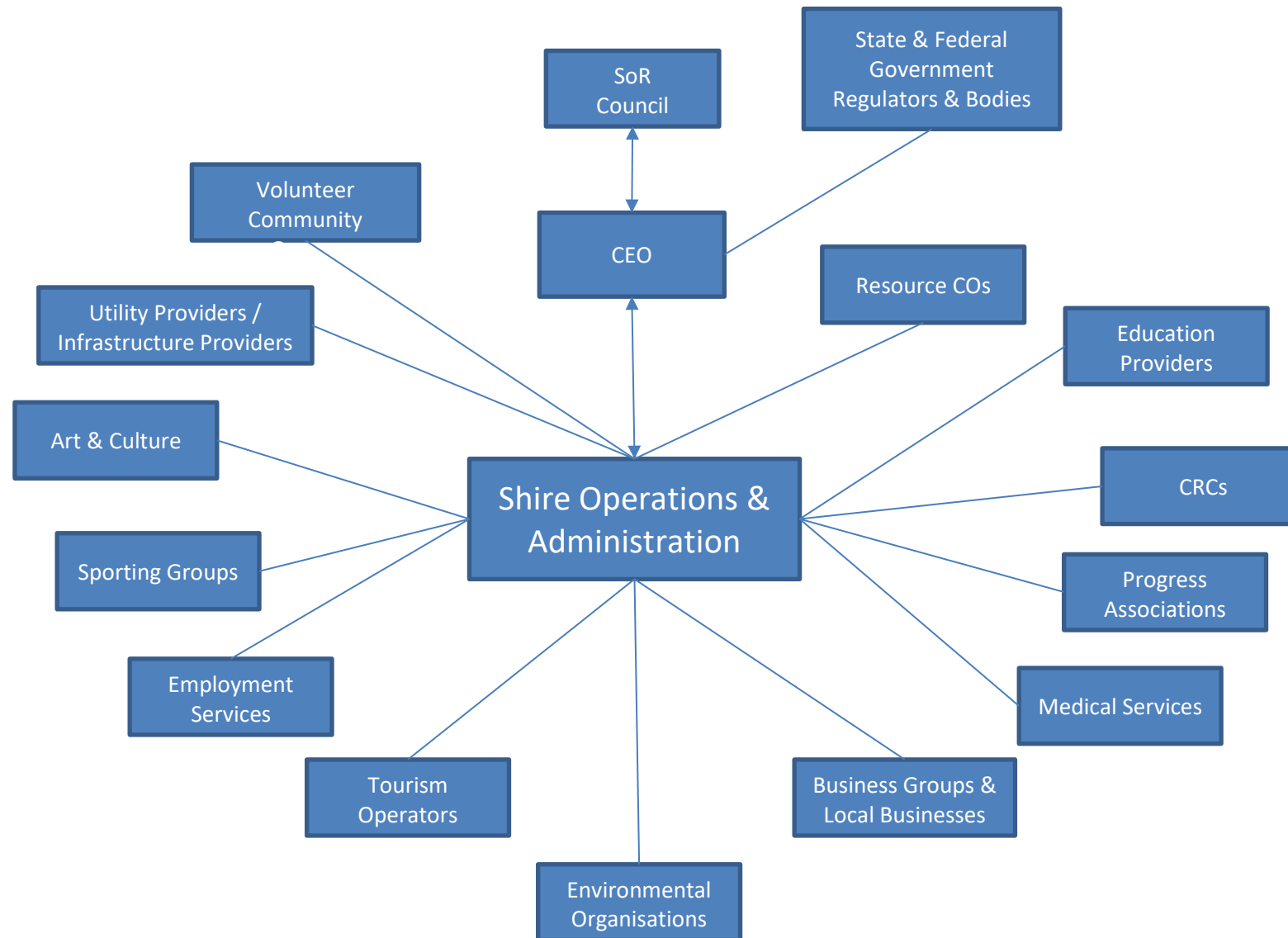
This strategy will be reviewed and updated every four years, as part of the review of the Shire of Ravensthorpe Community Strategic Plan, or as required in the event of legislative changes or requirements.

A review will be reported to Council at the end of each financial year, including the progress of each action outlined in the Strategic Action Plan, and an overview of engagement outcomes for the preceding 12 months.



Appendix 1: Community- Public Partnerships process

(also known as CPPs)



Appendix 2: Councillor engagement process for Capital Works Projects

Step 1

A Councillor workshop to be held on the draft Capital Works Program prior to formal endorsement. All significant projects deemed to have a high level of community interest to be discussed in terms of a Project Brief, including project objectives, scope (included and excluded), project assumptions, consultation overview, estimated timeframe and cost. A complete draft Capital Works list is to be distributed, with significant projects to identified.

Step 2

Formally approving all projects via signing off the CAPEX program each year.

Step 3

Notifying councillors of the upcoming Stage 1 consultation. ('Have your Say' days) and distributing an invitation to attend. NOTE: For SAMP projects with only like for like replacements, community liaison will be limited to project notification only. For any upgrade, renewal, or new project when the design is of a technical nature (eg.

Civil Infrastructure), the consultation process will commence at Step 4.

Step 4

Participating in a Councillor workshop on the initial concept design after any Stage 1 community consultation has informed draft concept design changes, and identifying community suggestions that have been excluded.

Step 5

For significant projects, Council will formally approve the concept design to go to Stage 2 consultation.

Step 6

Councillors are notified of the Stage 2 community consultation outcomes via a consultation outcomes report sent via email. The report is to identify the main issues and what amendments will be made to the concept design. It will also indicate whether changes are considered a significant variation to the concept design endorsed by Council.

Step 7

When a significant design variation is proposed to the concepts endorsed by Council, an additional Councillor workshop will be undertaken with a follow up formal report submitted to Council for endorsement of the amended design and consideration of further community consultation.

Step 8

Where no significant changes are proposed to be made to the concept design, councillors will be notified via email that the project is to proceed

to detailed design. The email will include the revised concept design with the non-significant amendments shown and annotated or annotated on the concept design as numbered comments with the numbers referenced in the design and/or with arrowed lines pointing to the changes made. If a Councillor believes that there is a problem with the revised concept design, and that the detailed design and tender process should not yet proceed, they must contact the CEO (within 5 business days) to determine next steps, if any. These next steps may be a further revised design, community consultation, and/or councillor workshop, and would be determined by the CEO following consultation or notification, as appropriate, with councillors.

Step 9

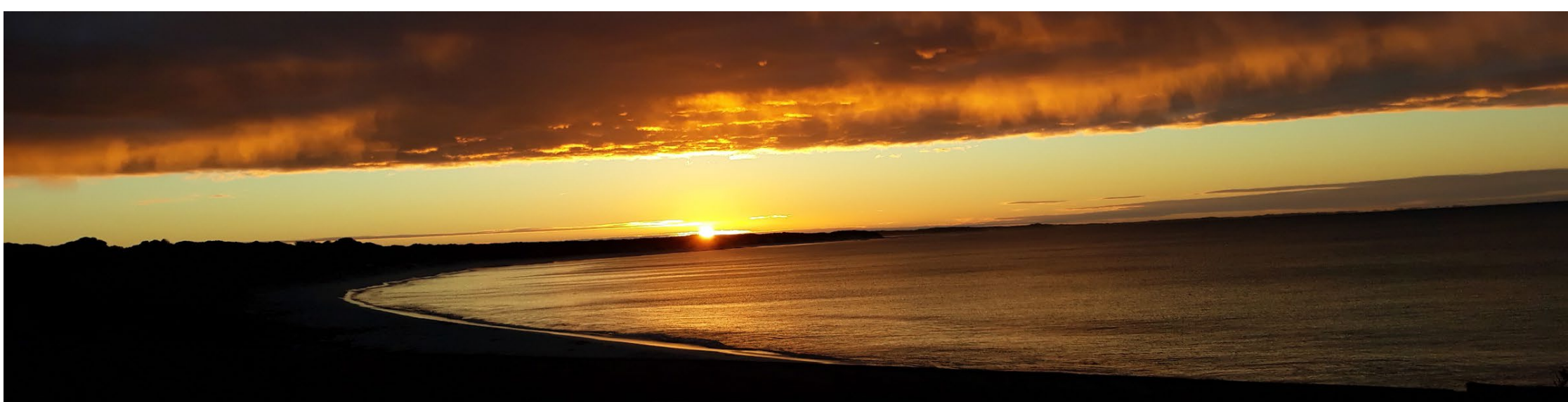
Exhibition during DA / Review of Environmental Factors stage if required

Step 10

Council awards tender if estimated project value is above the tender threshold, or the project is implemented administratively (RFQ or internal).

Step 11

Councillors are provided copies of construction notification letters by email when distributed to residents / businesses.



13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil.

15 MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

Nil

16 CLOSURE

The Presiding Member to declare the meeting closed.