



# **MINUTES**

**Ordinary Council Meeting  
Tuesday, 16 November 2021**

**Commencing at 6.00pm**

**Council Chambers  
Ravensthorpe Recreation Centre**

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held in the Council Chambers, Ravensthorpe Recreation Centre on Tuesday, 16 November 2021 – commencing at 6.00pm.

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

The Presiding Member declared the meeting open at 6.00pm.

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

COUNCILLOR'S: Cr Keith Dunlop (Shire President)  
Cr Sue Leighton (Deputy Shire President)  
Cr Thomas Major  
Cr Graham Richardson

STAFF: Gary Clark (Acting Chief Executive Officer)  
Les Mainwaring (Director Corporate and Community Services)  
Kim Bransby (Executive Assistant)  
Ashleigh Stevenson (Administration Officer – Hopetoun)

APOLOGIES: Graham Steel (Director Technical Services)  
Cr Mark Mudie

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: Three (3) members of the public present.

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

Nil.

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

### **Larry Baker, Hopetoun**

Non Agenda Item

Q1. The figure of \$360,000 is that how much the Airport has earned or is that the projected earnings?

A2. The Director Corporate and Community Services advised last financial year the Airport revenue was \$767,000 he is unsure where Mr Baker was getting the \$360,000 figure from.

Mr Baker advised he got it from the 2021/2022 Budget. The \$360,000 figure what would the Shire put that down to page 11 of 19 of the Budget?

The Director Corporate and Community Services advised he could not see where Mr Baker was getting that figure from and the question would be taken on notice to further clarify.

On further clarification, Airport Operating revenue for 2020/2021 was \$767,438 and projected operating revenue for 2021/2022 is \$840,810.

## **5. Public Question Time**

### **Ken Norman, 1090 Woodenup Road, Ravensthorpe, WA, 6346**

Q1. In order to clear up persistent perception of endemic corruption in Shire of Ravensthorpe I ask;

Will this Council immediately instigate an inquiry, conducted by a suitably independent and experienced person? I would recommend the Barrister Tony Power, who has both of those qualities.

A successful inquiry will cover in detail at least three separate incidents, being,

- 1) Circumstances surrounding the dismissal of EHO Dr Maurice Walsh in 2018,
- 2) Circumstances surrounding the suspension and subsequent inquiry into the conduct of MCCS Darren Kennedy in 2018.
- 3) Circumstances surrounding the dismissal of EA Jane Morgan in 2020.

I strongly recommend Council immediately take positive action on this issue, can I have this assurance please?

A1. The Shire will not provide that assurance for the following reasons:

- 1) There is no persistent perception of endemic corruption within the majority of the community.
- 2) It would not be an effective or efficient use of Shire resources to conduct an inquiry.
- 3) Any previous employee of the Shire has access to the Fair Work Commission if they consider that they have not been treated fairly by previous CEOs.

Q2. I ask whether this Council would underwrite and contribute in a positive manner to any collaboration which may occur between our resident mining companies to provide a better air service which will bring enhanced connectivity to residents and visitors to our Shire.

Such underwriting would at the very least involve a review passenger handling fee to clearly reflect this Shires commitment to Key Themes and Strategies 1,2 and 3 of the Strategic Community Plan.

I recommend that Council actively contribute to in a timely and positive manner to such a proposal and ask if this Council will actively promote such a scheme?

A2. A recommendation is not a question.

The Shire has previously advocated for Regular Passenger Transport services to Ravensthorpe with limited success. The current offer by Galaxy to use spare capacity on their flights is a result of this advocacy.

The Shire's resources are fully allocated to the priorities in the Corporate Business Plan. Council will be consulting the community about a minor review to the Strategic Community Plan in late 2022. If the results of the community engagement indicate that

an improved air service is a priority for the majority, then Council may consider allocating resources to further advocacy.

Q3. Our President has had much to say in the media of recent times, building the community's expectations that money, allegedly stolen from this Shire, will be repaid. Can the President confirm if some or all of the \$55,000 has been returned and if not has he established a timeline for that outcome?

A3. It is the President's responsibility to respond to questions from the media.

The Shire holds insurance for these risks and a claim has been submitted.

Q4. Notwithstanding such good practice may be mandated in the new Model Financial Statement Policy introduced by Minister Carey on November 10th, I ask that this Council immediately change its website reporting of monthly financial transactions, in order that invoices paid shown on the website exactly reflect what is provided to Councillors in their monthly agenda.

A4. The previous CEO had incorrectly directed staff not to publish the list of accounts paid each month. Section 5.96A (h) (i) and (ii) of the *Local Government Act 1995* require that all Council meeting documents be published on the Shire website. The Department of Local Government, Sport and Cultural Industries alerted the Shire to this requirement on 1 November and this omission has been rectified.

A5. The Shire President along with all Council members in the State is required to declare gifts where the value exceeds. The Shire President has not declared any gifts.

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

Nil.

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

Nil.

## **8. Disclosures of Interest**

8.1 Cr Tom Major undertook a declaration of Impartiality to Agenda Item 18.1.

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

Nature of Interest – Cr Major is related to someone noted in the Agenda Item.



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

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

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

- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Vacant
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Leighton  
Delegate - Cr Major  
Proxy - Cr Mudie  
Proxy - Cr Richardson
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Vacant
- Munglinup Community Group Delegate - Cr Leighton  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Richardson  
Proxy - Vacant
- Ravensthorpe Community Resource Centre Delegate – Cr Leighton  
Proxy - Vacant
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie
- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Fitzgerald Biosphere Community Collective Delegate - Cr Leighton  
Proxy - Cr Mudie

- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy – Vacant
- Ravensthorpe Historical Society Delegate - Cr Leighton  
Proxy - Vacant

## **12. Reports from Councillors**

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

10 November 2021 – Cr Dunlop noted he attended the Official Launch event of the Proposed South Coast Marine Park in Esperance.

### **Cr Sue Leighton**

26 October 2021 – Cr Leighton noted she attended the Ravensthorpe Community Resource Centre, Annual General Meeting having stepped into the position of Delegate for this group.

### **Cr Thomas Major**

Nil.

### **Cr Mark Mudie**

Nil.

### **Cr Graham Richardson**

Nil.



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

### **13.1 Council Policy Review – G 5 Legal Representation for Council Members and Employees**

<b>File Reference:</b>	<b>CM.PO.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Acting Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Acting Chief Executive Officer</b>
<b>Date:</b>	<b>8 November 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Policy – Legal Representation for Council Members and Employees – Attachment A (Attachment Green)</b>
<b>Previous Reference:</b>	<b>OCM 27/07/20 – Item 13.2 – 2020 – Comprehensive policy register review.</b>

#### **Summary:**

To consider reviewing the current Policy for Legal Representation for Council Members and Employees to include matters in relation to Defamation.

#### **Background:**

The existing policy was reviewed in July 2020, but there was no inclusion of matters in relation to defamation. A review of this policy has outlined the requirement for its inclusion for the following details:

- the *Defamation Act 2005 (WA)* has been enacted
- the use of social media has proliferated – Facebook (2006) and Twitter (2006)
- the Local Governments Standards Panel has been established (2007)
- mobile (instant) communication has become the norm
- the ability to make anonymous comments to a wide audience has been enhanced
- comments may impact negatively on the psychological wellbeing of the target
- work health and safety obligations have become more onerous
- it has been put beyond doubt that Shire is obliged to protect the physical and psychological health and safety of its workers
- significant penalties (and imprisonment in the near future) may be imposed if this obligation is not satisfied
- this exposure cannot be insured against
- during 2020 the Department of Local Government (Department) revised its Operational Guideline on Legal Representation for Council Members and Employees and proposed a Model Policy.

Against this background, it is appropriate that Council reconsider the Existing Policy.

#### **Comment:**

##### **Defamation**

A publication (e.g. a statement in writing, by word or via social media) defames a person if an ordinary reasonable person would think less of them because of what was said about them in the publication. If a person is defamed, they may ignore it, demand an apology, or commence proceedings in the Supreme Court of Western Australia seeking damages for the damage done to their reputation.

If the Shire<sup>1</sup> does not fund legal representation, “ignoring it” will often be the default position because individuals may not be able to afford to take it any further. Given that “it takes 20 years to build a reputation and five minutes to ruin it”<sup>2</sup>, “ignoring it” has the potential to harm the psychological health of the defamed person, thereby exposing the Shire and its officers (particularly the CEO) to being prosecuted under the *Occupational Safety and Health Act 1984 (WA)* and the *Work Health and Safety Act 2020 (WA)* once the relevant provisions of the latter are proclaimed.

This risk cannot be mitigated by insurance. These issues may ultimately diminish the Shire’s ability to recruit and retain employees and Councillors.

Commencing a Supreme Court defamation action is a step that should not be taken lightly. They are expensive and time-consuming, and success cannot be guaranteed. It will depend on the facts of each particular case. If proceedings fail, the loser will invariably have to pay a significant amount of the winner’s costs.

This leaves a letter of demand – or as is now allowed under the *Defamation Act 2005* – a “concerns notice”. A concerns notice is a formal document which outlines exactly what defamatory statements are alleged to have been made, when the statements were made, who they were published to, what defamatory imputations can be drawn from the publication, and what remedies are requested. The recipient of such a notice may then make an “offer of amends” which, if accepted, will conclude the matter.

The use of the “concerns notice” provides a quick and relatively inexpensive way of determining whether the damage caused by a defamatory statement might be addressed, by agreement, without the need to resort to costly and time-consuming Supreme Court proceedings.

The current existing Shire Policy does not make mention of Defamation.

The Model Code provides:

“If the criteria in clause 1 of this policy are satisfied, the city/town/shire may approve the payment of legal representation costs: ... where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or employees.

...

“The City/Town/Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a council member or employee.”

Although the Model Code makes no reference to a concerns notice, such a notice would likely be issued before Supreme Court proceedings are launched.

The Modified Model Policy proposes that:

- The CEO, in consultation with the Shire’s Legal Service, will decide whether to instruct legal representatives to endeavour to reach an agreed settlement via the “concerns notice” and “offer of amends” procedure, because this may produce a quick result, at a cost of no more than \$10,000; and

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<sup>1</sup> Amended to Shire typographical error in Agenda.

<sup>2</sup> Per Warren Buffett

- Council will decide whether to fund the commencement of the more expensive Supreme Court proceedings, and the terms upon which that funding (if approved) will be offered.

In each case it is proposed that any funds advanced pursuant to the policy will be recovered from any monies recovered by the person defamed (whether by way of damage to their reputation or legal costs).

**Consultation:**

Acting Chief Executive Officer.  
Elected Members.  
Executive Staff.

**Statutory Environment:**

Section 3.1 of the *Local Government Act 1995* provides that the general function of a local government is to provide for the good government of persons in its district. Section 6.7(2) provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law. Under these provisions a council can expend funds to provide legal representation for council members and employees as long as it believes that the expenditure falls within the scope of the local government’s function.

**Policy Implications:**

Amendment to current Council Policy – G5 Legal Representation for Council Members and Employees.

**Financial Implications:**

A consideration will need to be made when budgeting for Legal fees for annual budget.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Leighton**

**Seconded: Cr Major**

**Res: 144/21**

**Decision:**

**The Council adopt the amended draft Policy “G5 – Legal Representation for Council Members and Employees” as presented.**

**Voting Requirements: Absolute Majority**

**Carried: 4/0**

## 13.2 Policy for Communications and Social Media

<b>File Reference:</b>	<b>CM.PO.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Acting Chief Executive Officer</b>
<b>Author:</b>	<b>Acting Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Acting Chief Executive Officer</b>
<b>Date:</b>	<b>9 November 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft – G23 – Communications and Social Media Policy – Attachment A (Attachment Blue)</b>
<b>Previous Reference:</b>	<b>Nil.</b>

### **Summary:**

To consider a draft Council Policy to establish protocols for the Shire's official communications with its community to ensure the Shire is professionally and accurately represented.

### **Background:**

It is fundamentally important that the Shire's communications with its community are professional, courteous and accurate. The draft Council Policy sets out what is expected in communications between the Shire, the Shire President, elected members and the community.

Over the last decade the use of social media has evolved and grown. Social media has become a popular communication tool with the ability to disseminate information quickly, and elected members have taken up social media as a means of communicating with the community.

Acknowledging the many challenges present in communicating with the community (including via social media) WALGA prepared a draft Communications and Social Media Policy for member local governments to consider. The policy objective is to assist the Shire and its elected members to understand their obligations when communicating with the community, with particular emphasis on the use of social media. The Shire has used the WALGA template to draft a policy for Council's consideration. The draft Council Policy will provide clear direction and consistency when engaging with the community, including via social media.

### **Comment:**

Section 2.10 of the *Local Government Act 1995* provides that one of the roles of elected members is to facilitate communication between the community and the Council. The Shire also has an ethical responsibility to the community and to elected members to ensure that information being distributed by any means (including via social media) is accurate and relevant.

The Local Government (Model Code of Conduct) Regulations 2021, regulation 4(1) also provide guidance as to the behaviours expected of elected members including to "avoid damage to the reputation of the local government" and to ensure decisions are based on relevant and factually correct information. The draft Council Policy provides an overview of how the Shire deals with official communications and how it manages its social media presence. The policy also provides expectations on how the elected members should manage their social media interactions with the community. The draft Council Policy differs from the WALGA template to include a requirement that elected members must 'moderate' comments and feedback from the community on their social media accounts, in a manner consistent with the 'moderation' undertaken by the Shire.

The draft Council Policy addresses a range of matters that have been identified as critical in ensuring transparency and accountability when engaging with the community. While the WALGA template provides a solid foundation for a communications and social media policy, it will be enhanced by incorporating a responsibility for elected members to ensure that comments posted on an elected member's social media account are moderated to remove inappropriate content in a manner similar to that expected of the Shire.

Inappropriate Content is defined to mean conduct that –

- a) is offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- b) is promotional, soliciting or commercial in nature;
- c) is unlawful or incites others to break the law;
- d) is overtly sexual or explicit;
- e) is threatening or describing violent events or behaviours;
- f) refers to or encourages the use of illegal drugs;
- g) is harassing or hateful to an organisation or person, including the Shire of Ravensthorpe, our employees, stakeholders, associates and suppliers;
- h) contains information which may compromise individual or community safety or security;
- i) is repetitive material copied and pasted or duplicated;
- j) promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- k) violates intellectual property rights or the legal ownership of interests or another party; and
- l) contains inappropriate content or comments at the discretion of the Shire.

**Consultation:**

Elected members.  
Executive Team.

**Statutory Environment:**

- Section 2.7 of the *Local Government Act 1995* states that it is the role of Council to determine the local government's policies.
- Section 5.41 of the *Local Government Act 1995* notes that one of the CEOs functions is to ensure that advice and information is available to Council so that informed decisions can be made.

**Policy Implications:**

Inclusion into the current endorsed Policy Manual.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Leighton**

**Res: 145/21**

**Decision:**

**The Council adopt the draft Policy “G23 – Communications and Social Media as presented.**

**Voting Requirements: Absolute Majority**

**Carried: 4/0**

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

### **14.1 Monthly Financial Report – 31 October 2021**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Acting Director Corporate and Community Services</b>
<b>Authorising Officer</b>	<b>Acting Director of Corporate and Community Services</b>
<b>Date:</b>	<b>10 November 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for October 2021 – Attachment A (Attachment Yellow)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

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

#### **Background:**

Council is requested to review the October 2021 Monthly Financial Reports.

#### **Comment:**

The October 2021 Monthly Financial Reports are presented for review.

#### **Consultation:**

Chief Executive Officer

#### **Statutory Environment:**

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

#### **Policy Implications:**

Nil

#### **Financial Implications:**

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

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

#### **Sustainability Implications:**

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



**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Richardson**

**Seconded: Cr Major**

**Res: 146/21**

**Decision:**

**That Council receive the 31 October 2021 Monthly Financial Reports as presented.**

**Voting Requirements: Simple Majority**

**Carried: 4/0**

**14.2 Schedule of Account Payments – October 2021**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Finance Officer  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 09 November 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 31 October 2021 – Attachment A  
 Credit Card Transactions to 01 October 2021 – Attachment B  
 Creditors List of Accounts Paid October 2021 – Attachment C  
 (Attachment Red)  
**Previous Reference:** Nil

**Summary:**

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

**Background:**

Period 01/10/2021 to 31/10/2021

**2021/2022**

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							
Dec							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
<b>Total</b>	<b>34,187</b>	<b>3,812,780</b>	<b>362,218</b>	<b>44,392</b>	<b>0</b>	<b>4,253,577</b>	<b>1,287,336</b>
<b>20/21</b>	<b>219,357</b>	<b>8,442,181</b>	<b>965,406</b>	<b>135,103</b>	<b>0</b>	<b>9,762,047</b>	<b>3,790,863</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

**Comment:**

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

**Consultation:**

Senior Finance Officer.

**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Leighton**

**Res: 147/21**

**Decision:**

**That Council endorse:**

**Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of October 2021 be noted.**

**Voting Requirements: Simple Majority**

**Carried: 4/0**

**15. Directorate of Technical Services**

Nil.

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

Nil.

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

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

**17.1 Elected Members**

Nil.

**17.2 Officers**

Nil.

**18. Matters Closed to the public**

**Moved: Cr Leighton**

**Seconded: Cr Richardson**

**Res: 148/21**

**Decision:**

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

b) The personal affairs of any person;

**Voting Requirements: Simple Majority**

**Carried: 4/0**

**18.1 Citizen of the Year Awards for 2022**

<b>File Reference:</b>	<b>CR.AW.2</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Chief Executive Officer</b>
<b>Author:</b>	<b>Executive Assistant</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>8 November 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nomination for Citizen of the Year (Attachment A) (Attachment Peach)</b>
<b>Previous Reference:</b>	<b>Nil</b>

**Moved: Cr Richardson**

**Seconded: Cr Leighton**

**Res: 149/21**

**Decision:**

**That Council;**

**Determine the award recipient for the Community Citizen of the Year Award; and award to Nomination three.**

**Voting Requirements: Simple Majority**

**Carried: 4/0**

**Moved: Cr Major**

**Seconded: Cr Richardson**

**Res: 150/21**

**Decision:**

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


**Voting Requirements: Simple Majority**

**Carried: 4/0**

**19. Closure of Meeting**

The Presiding Member declared the meeting closed at 6.35pm

These minutes were confirmed at the meeting of the Ordinary Council Meeting on Monday, 13 December 2021.

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

Date: 13 December 2021

# ATTACHMENT



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 19 October 2021**

**Commencing at 6.00pm**

**Council Chambers  
Hopetoun Community Centre**



# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held in the Council Chambers, Hopetoun Community Centre on Tuesday, 19 October 2021 – commencing at 6.00pm.

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

The Presiding Member, Gary Clark, Acting Chief Executive Officer declared the meeting open at 6.05pm.

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

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

STAFF: Gary Clark (Acting Chief Executive Officer)  
Les Mainwaring (Director Corporate and Community Services)  
Graham Steel (Director Technical Services)  
Kim Bransby (Executive Assistant)

APOLOGIES: Nil.

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: 8 – Members of Public in attendance.

## **3. Election of President**

The Acting CEO presided at the meeting until the office is filled.

There was one nomination received for the position of Shire President being Cr Keith Dunlop.

Mr Gary Clark officiated the swearing in of the newly Elected Shire President Cr Keith Dunlop.

The Shire President commenced presiding over the meeting.

## **4. Election of Deputy President**

There was one nomination for the position of Deputy Shire President being Cr Sue Leighton.

Mr Gary Clark officiated the swearing in of the newly Elected Deputy Shire President Cr Sue Leighton.

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

Nil.

## **6. Response to Previous Public Questions Taken on Notice**

Nil.

## **7. Public Question Time**

### **Larry Baker**

Q1. I see there is \$100,000 noted in the Budget for the Airport. Whose money is that? Is it the ratepayers or the mining company's money? Why are we maintaining an Airport we can't use?

A1. The Director Corporate and Community Services advised yes the Shire does pay to operate the Airport. There are costs attached. The Airport has expenditure and also revenue. Net results can change over time depending on if the Airport is used or not. Whether the ratepayers are paying for the Airport depends on the year you are talking about.

In the 2021/2022 Budget the Airport is in a good financial year due to the mining activity. The Airport is delivering a dividend to the Shire. Therefore, the ratepayers are not putting in a cent to the airport based on this financial year.

Q2. The figure of \$360,000 is that how much the Airport has earned or is that the projected earnings?

A2. The Director Corporate and Community Services advised last financial year the Airport revenue was \$767,000 he is unsure where Mr Baker was getting the \$360,000 figure from.

Mr Baker advised he got it from the 2021/2022 Budget. The \$360,000 figure what would the Shire put that down to page 11 of 19 of the Budget?

The Director Corporate and Community Services advised he could not see where Mr Baker was getting that figure from and the question would be taken on notice to further clarify.

Q3. Kalgoorlie, Port Hedland, Newman many other mining towns have mandated that they have permanent seats available for ratepayers on mine site planes. Why does the Shire not have this available?

A3. The Shire President advised in Ravensthorpe the flights are chartered planes and therefore are under a different insurance which does not allow for a mandate and guaranteed seats.

### **Ken Norman, Ravensthorpe**

Q1 Can you give me an update regarding the Diversion Stage 2 of the Diversion Road?

A1. The Director Technical Services advised the Shire is working under the original Deed of Agreement which was signed off in late 2018 which provided that Galaxy Lithium Australia to provide the full funding the Stage 2 Project which is known as the Floater Road Diversion.

The Shire and Galaxy Lithium Australia have gone through the process of agreed development, design and specification with the understanding the Shire would undertake the contract and Galaxy Lithium Australia would provide the full funding for the project. A full tender process has been undertaken and to date the Shire has not received any funds from Galaxy Lithium Australia. The Shire has been in constant negotiations for Galaxy Lithium Australia to provide these funds.

Galaxy Lithium Australia have recently merged with another company and the Shire is pushing for this project to proceed as the North Ravensthorpe Community have been waiting a number of years for this project to be completed. A meeting was held earlier this month with Galaxy Lithium Australia, the Director Corporate and Community Services, the Shire President, the former Acting Chief Executive Officer Brian Jones and the Director Technical Services. Galaxy Lithium Australia have made it quite clear with the current board they are not going to provide the full funds for this project direct to the Shire. As a government body we cannot undertake a contract unless we have the funds which have not been provided.

The Shire has put to Galaxy Lithium Australia to come up with a new agreement as they cannot uphold the current agreement. The proposal the Shire has put to Galaxy Lithium Australia is like any developer they undertake to manage the contract and the payment of that contract as per the agreed design and specification.

Once the project is completed it will then be handed over to the Shire and Main Roads WA.

Q2. When the project was first noted in 2018 the project was at a cost of nine hundred thousand and something dollars now it is five and a half million. That is a significant burden on Galaxy why is that?

A2. The Director Technical Services advised that is the current market value in Western Australia at the moment.

**Steven Ball, Ravensthorpe**

Q1. In regards to Medallion Metals the Gold Mine when is it actually going to be starting up?

A1. The Acting Chief Executive Officer advised under the Local Government Act the local government has no powers or abilities to coerce a private organisation to get on with their development

Q2. In respect to our roads in Ravensthorpe, north, south, east and west is there any plans to get some serious work done on the roads as they are dangerous.

Shire President requested clarification if Mr Ball was talking about Shire roads or Main Roads.

After discussion it was noted it was Main Roads WA roads that were the main issue.

A2. The Shire President advised as a Shire all we can do is advocate to Main Roads WA which we do.

The Deputy Shire President encouraged Mr Ball and any community members to log onto Main Roads WA website and log in their complaints/

**Jane Morgan, Hopetoun**

Q1 Could we have a sign put up for Dr Lochner’s surgery as there is one for the Salon but not the doctors?

Clarification was sought if Ms Morgan meant a private business sign or a street sign.

Ms Morgan advised it was a street sign.

A2. The Acting Chief Executive Officer advised if the doctor is interested in having a street sign put up it would be appropriate for the doctor to contact the Shire and request it.

**8. Petitions / Deputations / Presentations / Submissions**

Nil.

**9. Applications for Leave of Absence**

9.1 Application for leave of absence from Deputy Shire President Cr Sue Leighton from 19 November 2021 to 25 November 2021.

**Moved: Cr Mudie**

**Seconded: Cr Richardson**

**Res: 121/21**

**That the Council approve Cr Leighton’s application for leave of absence from the Ravensthorpe Shire Council from 19 November 2021 to 25 November 2021.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

**10. Disclosures of Interest**

Nil.

**11. Confirmation of Minutes of Previous Meetings**

**11.1 Special Council Meeting Minutes 10 September 2021 (Attachment Orange)**

**Statutory Environment:**

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

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 122/21**

**Decision:**

**That the Minutes of the Special Meeting of Council held in the Council Chambers on Friday, 10 September 2021 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## **11.2 Special Council Meeting Minutes 13 September 2021 (Attachment Jade)**

### **Statutory Environment:**

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

**Moved: Cr Richardson**

**Seconded: Cr Major**

**Res: 123/21**

### **Decision:**

**That the Minutes of the Special Meeting of Council held at the Shire of Ravensthorpe Administration Office on Monday, 13 September 2021 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## **11.3 Ordinary Council Meeting Minutes 14 September 2021 (Attachment Purple)**

### **Statutory Environment:**

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

**Moved: Cr Major**

**Seconded: Cr Richardson**

**Res: 124/21**

### **Decision:**

**That the Minutes of the Ordinary Meeting of Council held at the Munglinup Community Centre on Tuesday, 14 September 2021 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## **11.4 Special Council Meeting Minutes 20 September 2021 (Attachment Black)**

### **Statutory Environment:**

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

**Moved: Cr Major**

**Seconded: Cr Leighton**

**Res: 125/21**

### **Decision:**

**That the Minutes of the Special Meeting of Council held in the Council Chambers, Ravensthorpe Recreation Centre on Monday, 20 September 2021 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## 11.5 Special Council Meeting Minutes 5 October 2021 (Attachment Green)

### Statutory Environment:

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

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 126/21**

### Decision:

**That the Minutes of the Special Meeting of Council held in the Council Chambers, Ravensthorpe Recreation Centre on Tuesday 5 October 2021 be confirmed as true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## 12. Reports of Committees of Council

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

## 13. Reports of Council Delegates on External Committees

- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Cr Goldfinch
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Belli  
Delegate - Cr Leighton  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Munglinup Community Group Delegate - Cr Leighton  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson

- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - Cr Leighton
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie
- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Fitzgerald Biosphere Community Collective Delegate - Cr Leighton  
Proxy - Cr Mudie
- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy - Cr Goldfinch
- Ravensthorpe Historical Society Delegate - Cr Goldfinch  
Proxy - Cr Leighton

#### **14. Reports from Councillors**

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

Nil.

##### **Cr Sue Leighton**

19 September to 21 September 2021 – WALGA AGM and Conference.  
12 October 2021 – Munglinup Community Group Meeting.

##### **Cr Thomas Major**

7 September 2021 – Bushfire Advisory Committee Meeting.  
8 October 2021 - RAIN – Annual General Meeting.

##### **Cr Mark Mudie**

7 September 2021 – Bushfire Advisory Committee Meeting.  
19 September to 21 September 2021 – WALGA AGM and Conference.

##### **Cr Graham Richardson**

Nil.



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

### **15.1 Periodic Review of Local Laws**

<b>File Reference:</b>	<b>LE.LL.13</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>A/Chief Executive Officer</b>
<b>Author:</b>	<b>A/Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>A/Chief Executive Officer</b>
<b>Date:</b>	<b>5 October 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

Section 3.16 of the *Local Government Act 1995* (the Act) requires that a review of each local law occurs within a period of 8 years from the day a local law commenced or was last reviewed. The review is to determine whether the local law should be repealed, amended or retained in its current form.

The Shire is due to complete 8 yearly reviews for the following local laws:

- Bush Fire Brigades Local Law 2010
- Dogs Local Law 2010
- Fencing Local Laws 2015
- Health Local Laws 2010
- Local Government Property Local Law 2010
- Parking and Parking Facilities Local Law 2010
- Pest Plant Local Law 2010
- Standing Orders Local Law 2003

This report recommends the Shire commence the statutory review process, with the first step being to give local public notice of the intent to undertake the review and providing the ability for members of the public to make submissions for a minimum of 6 weeks.

#### **Background:**

The Bush Fire Brigades Local Law; Dogs Local Law; Health Local Law; Local Government Property Local Law; Parking and Parking Facilities Local Law; and Pest Plant Local Law were adopted by Council in 2010 and are now overdue for review.

The Fencing Local Law was adopted by Council in 2015 and although it is not due for review until 2023 it is recommended all Local Laws be reviewed at the same time.

The Standing Orders Local Law was adopted by Council in 2004 and amended by Council resolution in 2010 and is also now overdue for review.

Further information and recommended changes to the Shires current Local Laws is included below.

The “section 3.16 - Periodic review of local laws” process needs to be completed prior to proceeding with any changes.

Once local public notice has been given and the submission period concluded, the procedure for making local laws under section 3.12 can commence. The “section 3.12 - Making local laws” process allows for further public consultation and includes another public submission component.

**Comment:**

**Bush Fire Brigades Local Law 2010**

Council Resolution: 19 August 2010      Govt Gazette: 8 February 2011

*Bush Fires Act 1954 and the Local Government Act 1995*

**Purpose:**

To legislate for the establishment and dissolution of Bush Fire Brigades, the appointment of Bush Fire Control Officers, types of membership of Brigades, role and the operation of a Bush Fire Advisory Committee and establish rules for the effective operation and management of Bush Fire Brigades.

The effect of this local law is to ensure an effective Bush Fire Brigade structure to protect life and property throughout the Shire and that Bush Fire Brigades are well resourced and have a sound organisational structure.

The Local Laws are based on Model Local Laws developed by WALGA.

Recommendation:

That the Shire undertakes a review of the Bush Fire Brigades Local Law.

**Dogs Local Law 2010**

Council Resolution: 19 August 2010      Govt Gazette: 8 February 2011

*Dog Act 1976 and the Local Government Act 1995*

**Purpose:**

To make provisions about the impounding of dogs, to control the number of dogs that can be kept on a premises and the manner of keeping these dogs and to prescribe areas in which dogs are prohibited and dog exercise areas.

The effect of the Local Law is to extend control over dogs which exist under the Dog Act 1976

**Issue:**

Local Law needs to be amended by removing the prescribed areas in which dogs are prohibited and dog exercise areas. Rather than have the areas prescribed within the local law Council can determine these areas by Council resolution. This allows for the prescribed areas to be reviewed and amended by Council as required, rather than the need for the Local Law to be amended to change the prescribed prohibited and dog exercise areas.

Recommendation:

That the Shire undertakes a review of the Dogs Local Law.

**Fencing Local Law 2015**

Council Resolution: 16 April 2015      Govt Gazette: 22 May 2015

*Local Government Act 1995 and Dividing Fences Act 1961*

Local Law Amended:

**Fencing Amendment Local Law 2015**

Resolved: 17 December 2015

Govt Gazette: 27 January 2016

**Purpose:**

To establish the minimum standards for fencing throughout the Shire in terms of materials, standards and heights and in particular establishes what is deemed to be a 'sufficient fence' under the Dividing Fences Act 1961.

The Local Law addresses the following matters:

1. Defines a 'sufficient fence'
2. Confirms fences within the front and secondary street setback area greater than 1200mm in height require approval;
3. Establishes acceptable fencing materials including outlining a need for approval to use barbed wire and prohibiting razor wire and use of broken glass without a licence issued by the Shire;
4. Ensures electric fences are not used in residential areas; and
5. Provides powers for enforcement and penalties for failure to comply with the terms of the Local Law.

The purpose of the amendment was to:

1. Clearly requiring that all dividing fences shall be sufficient fences;
2. Clarifying what legislation is used when considering objections and appeals on local government decisions regarding fences; and
3. Revising the 'sufficient fence' standard in rural and rural residential areas to the more commonly used fencing standard in the Shire which includes:
  - a. Require a minimum of seven (7) wires for a non-electrified fence.
  - b. Require posts to be at least 1650mm long and set 550mm into the ground leaving 1100mm above ground; and
  - c. Require a minimum of five (5) wires for an electrified fence

Recommendation:

That the Shire undertakes a review of the Fencing Local Law.

**Health Local Laws 2010**

Council Resolution: 23 December 2010

Govt Gazette: 11 May 2015

section 342 of the *Health Act 1911* and in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995*

**Purpose:**

To provide for the regulation, control and management of day to day health matters within the Shire.

The effect of this local law is to establish various health standards and requirements which people living and working within the district must observe.

**Issues:**

The following issues need to be considered following the adoption of the Public Health Act 2016

- the *Public Health Act 2016* does not make provision for local laws. In future, these will instead be made under the *Local Government Act 1995*.

- Local laws made under the *Health (Miscellaneous Provisions) Act 1911* will remain in effect until stage 5 of implementation of the *Public Health Act 2016*.
- new local laws will be made under the Local Government Act 1995 rather than the Health (Miscellaneous Provisions) Act 1911.
- It is intended that the Department of Health will be working with the Department of Local Government, Sport and Cultural Industries and WALGA to provide a new set of model local laws to allow for the easy transition of local laws from sitting under the *Health (Miscellaneous Provisions) Act 1911* to under the *Local Government Act 1995*, prior to the rollout of stage 5.

Recommendation:

That the Shire undertake a minor review of the Health Local Laws 2010 as part of the overall Local Law review, with a view to repealing the current Health Local Law 2010 and replacing it with the proposed Model Local Laws related to health when they become available.

### **Local Government Property Local Law 2010**

Council Resolution: 22 April 2010 Govt Gazette: 8 June 2010

*Local Government Act 1995*

Local Law Amended:

**Local Government Property Amendment Local Law 2010**

Resolved: 24 February 2011

Govt Gazette: 15 March 2011

**Purpose:**

To provide for the regulation, control and management of activities and facilities on local government property, thoroughfares and public places within the district.

The effect of this local law is to establish the requirements with which any person using or being on local government property, thoroughfares and public places within the district must comply.

The purpose of the amendment was to increase the application of the Local Laws to 200 metres from the coastal boundaries of the district into the Southern Ocean

**Issues:**

- Does not allow for the prohibition of smoking on Shire property.

From Local Law

**2.5 Register of determinations**

(1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.

(2) Sections 5.94 and 5.95 of the Act apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

A Register of Determinations needs to be established and included on the Shires website.

Note: Caravan Parks and Camping is controlled under the Caravan Parks and Camping Grounds Act.

Recommendation:

That the Shire undertake a review of the Local Government Property Local Law and consider an amendment to the Local Law to insert the following in section 2.8 Activities which may be prohibited on specified local government property,

- 1(h) smoking on premises;

**Parking and Parking Facilities Local Law 2010**

Council Resolution: 19 August 2010

Govt Gazette: 8 February 2011

*Local Government Act 1995*

Local Law Amended:

**Parking and Parking Facilities Amendment Local Law 2011**

Resolved: 22 December 2011

Govt Gazette: 20 January 2012

**Purpose:**

The purpose of this local law is to:

- constitute a parking region;
- enable the Shire to regulate the parking of vehicles within the parking region;
- provide for the management and operation of parking facilities
- occupied by the Shire; and
- the issuing of infringement notices for parking offences.

The effect of this local law is that all persons parking a vehicle within the parking region are to comply with the provisions of this Local Law.

The purpose of the amendment was to deal with a minor numbering error.

Recommendation:

That the Shire undertake a review of the Parking and Parking Facilities Local Law.

**Pest Plant Local Law 2010**

Council Resolution: 19 August 2010

Govt Gazette: 8 February 2011

*Agriculture and Related Resources Protection Act 1976* and the  
*Local Government Act 1995*

**Purpose:**

To provide a process for requiring landowners to control and eradicate declared pest plants on their properties. The Effect of this local law is to control the spread of declared pest plants.

**Issues:**

The existing local law refers to the *Agriculture and Related Resources Protection Act 1976*, which has been replaced by the *Biosecurity and Agriculture Management Act 2007* (BAM).

Recommendation:

That the Shire undertake a review of the Pest Plant Local Law 2010 and process an amendment to reflect the change in the legislative framework from the *Agriculture and Related Resources Protection Act 1976* to the *Biosecurity and Agriculture Management Act 2007*

## Standing Orders Local Law 2003

Council Resolution: 15 January 2004      Govt Gazette: 11 May 2004

*Local Government Act 1995*

Local Law Amended:

### **Standing Orders Amendment Local Law 2010.**

Council Resolution: 19 August 2010  
Govt Gazette: 8 February 2011

#### **Purpose:**

In January 2004 Council adopted the Model Local Law (Standing Orders) 1998 published in the *Government Gazette* on 3 April 1998.

The purpose of the amendment local law was to bring the current Standing Orders Local Law into line with current legislative requirements for rule of conduct and terminology.

The effect of the amendment local law is to ensure that the Standing Orders Local Law can be enforced in an effective manner.

#### **Issues:**

- Standing Orders Local Law based on now dated Model Local Laws.

#### Recommendation:

That Council review the model Meeting Procedures Local Law as developed by WALGA and consider adopting the Model Local Laws with appropriate amendments to reflect the wishes of Council.

#### **Comment**

Since the Shire's Standing Orders Local Law 2003 was last reviewed in 2010, WALGA have produced a Meeting Procedures Local Law template that has been endorsed by the Joint Standing Committee on Delegated Legislation (JSCDL). This is now being used as the basis for Local Governments to modernise their meeting procedures local law confident in the knowledge that providing wholesale changes are not made, the path to approval through the JSCDL is largely assured.

Given the age of the Shire's existing local law, a repeal and adoption of this modernised template is recommended. It is important to note that the fundamentals of the local law have remained the same, however it is written in simpler English with an improved format that provides additional clarity and ease of understanding for Elected Members, staff and the community.

A summary of the enhancements the new model local law will provided is listed in the table below.

Change of Name	Meeting Procedures Local Law is a term more readily understandable by the general public.
Matters for Which Meeting May Be Closed	Removal of the current requirement to pass a motion at the beginning of the meeting.

Method of dealing with agenda business	Allows Councillors the flexibility to consider moving items en bloc where the item is not subject to: <ul style="list-style-type: none"><li>• absolute majority requirement;</li><li>• a financial, proximity or indirect financial interest;</li><li>• petition or a deputation;</li></ul> specific request to debate item separately.
Part 6 – Public Participation	Provides greater clarity and references to the Act and regulations
Implementing a Decision Clause 15.3(2))	Provides defined cooling off period following a meeting prior to others being able to rely and act on the decision.
Part 18 – Enforcement	New clause that provides clarity of breaches consequences.

**Consultation:**

Nil, consultation with stakeholders and the general public to occur during the review public comment period of 6 weeks.

**Statutory Environment:**

*3.16. Periodic review of local laws*

*(1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.*

*(2) The local government is to give local public notice stating that —*

*(a) the local government proposes to review the local law; and*

*(b) a copy of the local law may be inspected or obtained at any place specified in the notice; and*

*(c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*

*(3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*

*(4) When its council has considered the report, the local government may determine\* whether or not it considers that the local law should be repealed or amended.*

*\* Absolute majority required.*

**Policy Implications:**

Nil.

**Financial Implications:**

Cost of advertising and publication in *Government Gazette*.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Richardson**

**Res: 127/21**

**Decision:**

**That Council undertake a review of the following Local Laws in accordance with section 3.16 of the Local Government Act and to give local public notice of its intent to undertake the review:**

- **Bush Fire Brigades Local Law 2010**
- **Dogs Local Law 2010**
- **Fencing Local Law 2015**
- **Health Local Laws 2010**
- **Local Government Property Local Law 2010**
- **Parking and Parking Facilities Local Law 2010**
- **Pest Plant Local Law 2010**
- **Standing Orders Local Law 2003**

**Voting Requirements: Absolute Majority**

**Carried: 5/0**



## 15.2 Council Delegate to Development Assessment Panel

<b>File Reference:</b>	<b>GR.ME.1</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Acting Chief Executive Officer</b>
<b>Author:</b>	<b>Acting Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Acting Chief Executive Officer</b>
<b>Date:</b>	<b>7 October 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Item 13.2 – 18 August 2020 – Ordinary Council Meeting</b>

### Summary:

To appoint Council delegates to Development Assessment Panel.

### Background:

Council would ordinarily appoint Council delegates to the Development Assessment Panel (DAP) when appointing delegates to Committees following the Council elections. Council has agreed to defer the appointment of delegates to Committees to the December Council meeting due to the extraordinary Council Elections being held on Friday 10 December 2021.

As nominations for DAP's need to be provided by Friday 19 November Council needs to consider the appointment of delegates at this meeting.

Current Council delegates are:

Delegate – Cr Belli  
Delegate – Cr Leighton  
Proxy – Cr Goldfinch  
Proxy – Cr Major

### Comment:

Nil.

### Consultation:

Nil.

### Statutory Environment:

*Planning and Development (Development Assessment Panels) Regulations 2011*

*23. LDAP members*

*(1) The members of a LDAP are —*

*(a) 2 persons appointed to the LDAP as local government members; and*

*(b) 3 persons appointed to the LDAP as specialist members.*

*(2) The members must be appointed in writing by the Minister.*

*(3) Regulation 24 applies to the appointment of local government members.*

*24. Local government members of LDAP*

*(1) Whenever it is necessary to make an appointment under regulation 23(1)(a), the Minister must —*

*(a) in writing, request the local government of the district for which the DAP is established to nominate a member of the council of the local government for appointment; and*

*(b) unless subregulation (2) applies, appoint the person so nominated.*

*(2) If, within 40 days after the date on which the Minister makes a request to a local government under subregulation (1) or such longer period as the Minister may allow, the local government fails to nominate a person for appointment in accordance with the request, the Minister may appoint under regulation 23(1)(a) a person who is an eligible voter of the district for which the LDAP is established.*

(3) For the purposes of subregulation (2) a person is an eligible voter of a district if that person is eligible under the Local Government Act 1995 section 4.29 or 4.30 to be enrolled to vote at elections for the district.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Recommendation:**

That Council appoint the following delegates to represent the Shire on the Development Assessment Panel (DAP):

Delegate – Cr Sue Leighton  
Delegate – Cr Tom Major  
Proxy – MM  
Proxy – GR

**Moved: Cr Dunlop**

**Seconded: Cr Mudie**

**Res: 128/21**

**Decision:**

**That Council appoint the following delegates to represent the Shire on the Development Assessment Panel (DAP):**

**Delegate – Cr Sue Leighton  
Delegate – Cr Tom Major  
Proxy – Cr Mark Mudie  
Proxy – Cr Graham Richardson**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

### **15.3 Application to Keep More than Prescribed Number of Dogs – 34 France Street, Hopetoun**

**File Reference:** LE.LL.11 & A1474  
**Location:** 34 France Street, Hopetoun, WA 6348  
**Applicant:** Glenn Birdseye  
**Author:** Senior Ranger  
**Authorising Officer:** Chief Executive Officer  
**Date:** 7 October 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

#### **Summary:**

An application to keep more than the prescribed number of dogs has been received from Glenn Birdseye of 34 France Street, Hopetoun. Mr Birdseye has in his control three (3) dogs, a seven (7) year old Staffordshire Bullterrier x Kelpie, a six (6) year old Mastiff x and a two (2) year old Kelpie. Mr Birdseye has noted in his application that they are well behaved rescue dogs that are members of the family. Mr Birdseye has had no dog related complaints against him at this address.

#### **Background:**

On 23 September 2021, Mr Birdseye attended the Shire of Ravensthorpe's Hopetoun Office, requesting to register three dogs. The Shire of Ravensthorpe Dog Local Law 2010, section 3.2 provides that only two (2) dogs over the age of 3 months can be kept at a premise situated within a Townsite.

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

**Comment:** Mr Birdseye was advised that the Shire would need to notify the surrounding neighbours and give them the opportunity to oppose or raise any issues. At the close of the request for comment, no correspondence was received.

#### **Consultation:**

Request for Comment was sent to two parties, made up of two (2) property tenants, on 23 September 2021. It was requested submissions were returned to the Shire by 7 October 2021. It was noted on these submissions if no comment was received the Shire would consider no objection to the application. On the 30 September 2021, a Ranger conducted a property inspection, the fences was compliant, the Ranger spoke to the tenant of 32 France Street who had no objections to the dogs, the tenant of 36 France Street advised that their dog frequently plays with the applicants dogs and had no objections.

#### **Statutory Environment:**

*Dog Act 1976.*

Dog Local Law 2010 (Shire of Ravensthorpe).

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

Nil.

**Strategic Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Leighton**

**Seconded: Cr Major**

**Res: 129/21**

**Decision:**

**That Council:**

**Grant the exemption for the keeping of three dogs at 34 France Street, Hopetoun subject to the following conditions:**

- 1. The exemption be reviewed in twelve (12) months to ensure no adverse issues have been experienced as a result of the exemption.**
- 2. Council reserve the right to withdraw the exemption at any time if requirements under the *Dog Act 1976* are not met.**
- 3. The exemption only applies to those dogs which are submitted on the application form currently being reviewed.**
- 4. Upon the death or permanent removal of any of the nominated dogs, a maximum of two (2) dogs only will be permitted to be kept on the property.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

Unconfirmed

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

**File Reference:** CS.SP.1 & CS.SP.2  
**Location:** Shire of Ravensthorpe  
**Applicant:** Nil  
**Author:** A/Chief Executive Officer  
**Authorising Officer:** A/Chief Executive Officer  
**Date:** 13 October 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

### Summary:

Council to consider a closure of both the Ravensthorpe and Hopetoun Shire Administration and Operation Centre’s over the Christmas and New Year period being from Monday, 20 December 2021 to Monday, 3 January 2022 (inclusive). Plus the closure of both the Ravensthorpe and Hopetoun Shire Childcare Centre’s from Monday, 27 December 2021 to Monday, 3 January 2022(inclusive).

### Background:

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

### Comment:

Council has delegated the Chief Executive Officer under delegation 1.2.37 to determine the Christmas Closure on condition that;

*The CEO shall in consultation with Councillors set the dates of closures of facilities and services for the Christmas/New Year Period.*

Given the current circumstances it has been deemed prudent to bring this matter to Council for endorsement.

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

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

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

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

### Consultation:

A/Chief Executive Officer.  
Director Technical Services.  
Director Corporate and Community Services.

**Statutory Environment:**

Nil.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix**

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

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



**Moved: Cr Richardson**

**Seconded: Cr Mudie**

**Res: 130/21**

**Decision:**

**That Council;**

1. That Council close both the Ravensthorpe and Hopetoun Shire Administration Office's and Operations Centres from Monday, 20 December 2021 to Monday, 3 January 2022 (inclusive) and reopen Tuesday, 4 January 2022.
2. That Council close both the Ravensthorpe and Hopetoun Shire Childcare Centre's on Monday, 27 December 2021 to Monday, 3 January 2022(inclusive) and reopen on Tuesday, 4 January 2022.

**Voting Requirements: Simple Majority**

**Carried: 5/0**

Unconfirmed

## 15.5 Rescinding of Motion for Chief Executive Officer Recruitment and Appointment of new Independent Person

<b>File Reference:</b>	<b>PL.RE.16</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>A/Chief Executive Officer</b>
<b>Author:</b>	<b>A/Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>A/Chief Executive Officer</b>
<b>Date:</b>	<b>14 October 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Item 6.2.1 – Chief Executive Officer Recruitment – Special Council Meeting – 5 October 2021</b>

### Summary:

The Shire seeks to revoke point 5 of resolution 115/21 of 5 October 2021, Special Council Meeting Item 6.2.1 Chief Executive Officer Recruitment and endorse the Acting Chief Executive Officer in consultation with the Shire President to seek out an Independent Member for the Selection Panel.

### Background:

At the Special Council Meeting on 5 October 2021, resolution 115/21 was endorsed by Council. Point 5 of this decision sought to appoint Mr Ian Mickel from the Shire of Esperance to join the CEO selection panel as the independent person, pursuant to Regulation 8(3)(b) of the Local Government (Administration) Regulations 1996.

A review to ensure compliance with the local government regulations has highlighted Schedule 2 of the Local Government (Administration) Regulations 1996 Clause 8(1) notes;

#### 8. *Establishment of selection plant for employment of CEO*

##### *(1) In this clause –*

***Independent person means a person other than any of the following –***

- (a) a council member;*
- (b) an employee of the local government'*
- (c) a human resources consultant engaged by the local government.*

Ian Mickel is a current sitting Councillor with the Shire of Esperance and is therefore under section 8 (1)(a) is ineligible to undertake this position.

### Comment:

In accordance with the *Local Government (Administration) Regulations 1996*, local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process.

Terms of Reference (TOR) for the selection panel have been developed that incorporate the standards for recruitment as defined in Schedule 2, Division 2 of the *Local Government (Administration) Regulations 1996*. These TOR are attached to this report.

The selection panel are responsible for the recruitment and selection process for the CEO, to make recommendations to the whole Council on the most meritorious candidate for the position and to ensure that the recruitment and selection process is fair and robust.

It is essential that prior to a person's appointment to the selection panel they are informed of the duties and responsibilities of their role and that of the panel.

The selection panel should be made up of elected members and must also include at least one independent person who cannot be a current elected member, human resources consultant, or employee of the local government.

Point 4 of the Council resolution 115/21 noted:

*Appoint a Chief Executive Officer Selection Panel comprising Cr Keith Dunlop, Cr Leighton, and Cr Mudie supported by the recruitment consultant appointed by Council (see 2 above), to shortlist and interview candidates with all members of Council being invited to be present to conduct final interviews;*

To ensure compliance with the Regulations it is recommended Council revoke point 5 of Resolution 115/20 and move to endorse the Acting Chief Executive Officer in consultation with the Shire President to approach a suitable qualified independent person, who is available to undertake these duties.

**Consultation:**

Nil.

**Statutory Environment:**

*Local Government Act 1995, Part 5, Division 2, s5.25(1)(e)* - Without limiting the generality of section 9.59, regulations may make provision in relation to the circumstances and manner in which a decision made at a council or a committee meeting may be revoked or changed (which may differ from the manner in which the decision was made).

*Local Government (Administration) Regulations 1996, Part 2, Regulation 10* - Revoking or changing decisions.

The *Local Government Act 1995 and the Local Government (Administration) Regulations 1996* prescribe the requirements for the recruitment and selection of Local Government CEOs.

**Policy Implications:**

Policy – Standards for CEO Recruitment, Performance and Termination (as adopted by Council at the ordinary Council meeting held on Tuesday 14 September 2021).

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Mudie**

**Seconded: Cr Richardson**

**Res: 131/21**

**Decision:**

**That Council;**

**Revoke point 5 of resolution 115/20 made at the Special Council Meeting on 5 October 2021.**

**Voting Requirements: Absolute Majority**

**Carried: 5/0**

**Recommendation:**

**That Council;**

Delegate the Acting Chief Executive Officer to engage a suitably qualified person, in consultation with the Shire President, to join the CEO selection panel as the independent panel member.

**Voting Requirements: Absolute Majority**

**Carried: /0**

**Moved: Cr Richardson**

**Seconded: Cr Leighton**

**Res: 132/21**

**That Council;**

**Delegate the Acting Chief Executive Officer to engage a suitably qualified person, in consultation with the current CEO selection panel<sup>1</sup>, to join the CEO selection panel as the independent panel member.**

**Voting Requirements: Absolute Majority**

**Carried: 5/0**

Unconfirmed

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<sup>1</sup> Resolution amended to include the CEO Selection Panel.

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

### **16.1 Monthly Financial Report – 30 September 2021**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer</b>	<b>Director Corporate and Community Services</b>
<b>Date:</b>	<b>13 October 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for September 2021 (Attachment Yellow)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

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

#### **Background:**

Council is requested to review the September 2021 Monthly Financial Reports.

#### **Comment:**

The September 2021 Monthly Financial Reports are presented for review.

#### **Consultation:**

Acting Chief Executive Officer.

#### **Statutory Environment:**

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

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

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

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

#### **Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Leighton**

**Seconded: Cr Richardson**

**Res: 133/21**

**Decision:**

**That Council receive the 30 September 2021 Monthly Financial Reports as presented.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## 16.2 Schedule of Account Payments – September 2021

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Finance Officer  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 13 October 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 30 September 2021  
 Credit Card Transactions to 02 September 2021  
 Creditors List of Accounts Paid September 2021  
 (Attachment Red)  
**Previous Reference:** Nil

### Summary:

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

### Background:

Period 01/09/2021 to 30/09/2021

#### 2021/2022

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							
Nov							
Dec							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
<b>Total</b>	<b>25,280</b>	<b>2,519,571</b>	<b>307,813</b>	<b>37,623</b>	<b>0</b>	<b>2,890,287</b>	<b>962,554</b>
<b>20/21</b>	<b>219,357</b>	<b>8,442,181</b>	<b>965,406</b>	<b>135,103</b>	<b>0</b>	<b>9,762,047</b>	<b>3,790,863</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

### Comment:

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

### Consultation:

Senior Finance Officer.



**Statutory Environment:**

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 134/21**

**Decision:**

**That Council endorse:**

**Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of September 2021 be noted.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

Unconfirmed

## **17. Directorate of Technical Services**

### **17.1 Decommission of Old Hopetoun Navigation Beacon**

**File Reference:** GR.SL.45  
**Location:** Old Hopetoun Navigation Beacon  
**Applicant:** Department of Transport  
**Author:** Coordinator Development Services  
**Authorising Officer:** Acting Chief Executive Officer  
**Date:** 14 October 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

#### **Summary:**

The Department of Transport have approached the Shire of Ravensthorpe to request the decommissioning and removal of the Old Hopetoun Navigation Beacon on Table Hill, Reserve 29568 Beacon Drive, Hopetoun. Council will need to elect whether or not to de-register the old Hopetoun Navigation Beacons from the municipal inventory, thus allowing the Department of Transport to decommission this landmark.

#### **Background:**

Local Heritage surveys (formerly local heritage inventories or municipal inventories) identify and record places that are, or might become, of cultural heritage significance. The old Hopetoun Navigation Beacon on Table Hill (Reserve 29568 Beacon Drive, Hopetoun) forms part of the Shire of Ravensthorpe's municipal register.

The Department of Transport deregistered the old Hopetoun Navigation Beacon in 1998 and has had no further involvement in its up keep. The Shire of Ravensthorpe has notified the Department that the old wooden beacon is in a bad state of repair and poses a risk to the public and has indicated that the Department of Transport is responsible for the repairs.

The Department of Planning, Lands and Heritage – Land Use Management Division, has indicated by way of background that the Reserve 29568 (Table Hill) was initially vested in the Shire of Ravensthorpe in 1969 as a "Look out" for visitors. Subsequently, at the request of the Department of Transport in 1995, and with the agreement of the Shire subject to the navigation beacon being preserved, the purpose of the Reserve was amended to Tourist Lookout and Navigation Beacon with responsibility for the management of the Reserve placed jointly with the Shire and the Department of Transport.

It is noted from "InHerit" that the Heritage Council considered the shipping beacons at Table Hill (Reserve 29568), Foreshore and Harbour, Hopetoun, not warranting assessment for placing on the State Register of Historic Places in March 2021 and that the Shire of Ravensthorpe added the site to its Municipal Inventory in July 1998.

#### **Comment:**

The Department of Transport seeks to decommission and remove the old Hopetoun Navigation Beacon from Reserve 29568 Beacon Drive, Hopetoun).

To decommission and remove the beacon, the Shire of Ravensthorpe first have to deregister the old Hopetoun Navigational Beacon from the Municipal Heritage Inventory.

Council is required to prepare a Local Heritage Survey which will be an update to the currently adopted Municipal Inventory dated July 1998.

If the intention is to decommission and leave in place, Planning staff could support this, however comment also needs to be made as to who is then responsible for the maintenance.

If the intention is for wholesale removal, Planning staff supports this.

A demolition license may also be required prior to removing the beacon.

**Consultation:**

Department of Planning, Lands and Heritage.

Department of Transport.

Director Technical Services.

**Statutory Environment:**

Nil.

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

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

**Building Code of Australia**

A demolition permit may be required to remove the beacon.

**Heritage Act 2018**

103. Local heritage survey

- (1) A local government must prepare a survey of places in its district that in its opinion are, or may become, of cultural heritage significance.

State Planning Policy 3.5 *Historic Heritage Conservation* (2007) states that:

“A heritage list established pursuant to a local planning scheme should be compiled having regard to the places identified in the inventory. A local government may elect to include all of those places in its heritage list, or may include a smaller sub-set of places.

The standard procedures for the compilation of a heritage list are set out in the Deemed Provisions (Schedule 2 *Planning and Development (Local Planning Schemes) Regulations 2015*).

The inclusion or exclusion of places from a heritage list should be based on their degree of historic heritage significance, supported by the findings in the inventory, irrespective of whether they are privately or publicly owned.”

*Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2*

8. Heritage list

- (1) The local government must establish and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation.

**Policy Implications:**

Nil.

**Financial Implications:**

Given the withdrawal of the Department of Transport from maintaining the beacon, there is some question as to who will be responsible for paying costs associated with its decommissioning. While the Department of Transport should be paying for the removal of the beacon, the Shire of Ravensthorpe may incur costs to an unknown degree.

**Strategic Implications:**

The proposal is to do with the following theme of the Strategic Community Plan:  
Theme 1:

A healthy, strong and connected community that is actively engaged and involved;  
Outcome 1.2 “Vibrant & attractive townsite”.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Mudie**

**Seconded: Cr Leighton**

**Res: 135/21**

**Decision:**

**That Council;**

- 1. That Council resolve to support the decommissioning of the old navigation beacon at Reserve 29568 Beacon Drive, Hopetoun**
- 2. That Council resolve to deregister and remove the old Hopetoun Navigation Beacon on Reserve 29568 Beacon Drive, Hopetoun from the municipal heritage inventory.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

Unconfirmed

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

Nil.

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

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

**19.1 Elected Members**

Nil.

**19.2 Officers**

Nil.

**20. Matters Behind Closed Doors**

Moved: Cr Mudie

Seconded: Cr Richardson

Res: 136/21

Decision:

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

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

Voting Requirements: Simple Majority

Carried: 5/0

**20.1 Confidential - RFT 02-2021/22 – Tender for Bushfire Mitigation Activities**

**File Reference:** CA.TE.1  
**Location:** Various Locations  
**Applicant:** Shire of Ravensthorpe  
**Author:** Bushfire Risk Mitigation Coordinator  
**Authorising Officer:** Chief Executive Officer  
**Date:** 14 October 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Request for Tender Specifications – RFT 02-2021/22 (Attachment A)  
Tender Evaluation Matrix (Attachment B)  
(Attachment Peach)  
**Previous Reference:** Nil

**Moved: Cr Leighton**

**Seconded: Cr Major**

**Res: 137/21**

**Decision:**

**That Council;**

1. **Accepts the Tender submitted by Mortman Pty Ltd, T/a Indiji Flora (Indiji Flora), (ABN 49 354 104 732) as the most advantageous Tender to form a Contract for Bushfire Mitigation Activities (RFT 02- 2021/22) as detailed in their submission; and**
2. **Delegates the formation and execution of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.**

**Voting Requirements: Absolute Majority**

**Carried: 5/0**

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 138/21**

**Decision:**

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

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## **21. Closure of Meeting**

The Presiding Member declared the meeting closed at 6.52pm.





## **MINUTES**

**Special Council Meeting**

**Monday, 1 November 2021**

**Commencing at 11.30am**

**Council Chambers,**

**Ravensthorpe Recreation Centre**

## SHIRE OF RAVENSTHORPE

Minutes for the Special Meeting of Council to be held in the Council Chambers at the Ravensthorpe recreation Centre on Monday, 1 November 2021 – commencing at 11.30am.

### Contents

<b>1.</b>	<b>Declaration of Opening / Announcements of Visitors</b> .....	<b>3</b>
<b>2.</b>	<b>Attendance / Apologies / Approved Leave of Absence</b> .....	<b>3</b>
<b>3.</b>	<b>Announcements by the Presiding Member</b> .....	<b>3</b>
<b>4.</b>	<b>Business of an Urgent Nature Introduced by Decision of Meeting</b> .....	<b>3</b>
4.1	Elected Members.....	4
4.2	Officers.....	4
<b>6.</b>	<b>Closure of Meeting</b> .....	<b>4</b>

Unconfirmed

## EXTRACT FROM LOCAL GOVERNMENT ACT 1995

### 5.5. CONVENING COUNCIL MEETINGS

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

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

The Presiding Member declared the meeting open at 1.30pm

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

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

STAFF:                      Gary Clark                      (Acting Chief Executive Officer)  
                             Anne Banks-McAllister              (Independent Panel Member)  
                             Mike Fitzgerald                      (Fitz Gerald Strategies)

APOLOGIES:              Nil

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

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

#### **4. Business of an Urgent Nature Introduced by Decision of Meeting**

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

#### **4.1 Elected Members**

**Moved: Cr Leighton**

**Seconded: Cr Richardson**

**Res: 139/21**

**Decision:**

**That the meeting be adjourned to 1.30pm, Tuesday, 2 November 2021.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

#### **4.2 Officers**

Nil.

#### **6. Closure of Meeting**

The Presiding Member declared the meeting closed at 1.35pm.

Unconfirmed



## **MINUTES**

**Special Council Meeting**

**Tuesday, 2 November 2021**

**Commencing at 1.30pm**

**Council Chambers,**

**Ravensthorpe Recreation Centre**

## SHIRE OF RAVENSTHORPE

Minutes for the Special Meeting of Council to be held in the Council Chambers at the Ravensthorpe recreation Centre on Tuesday, 2 November 2021 – commencing at 1.30pm.

### Contents

<b>1.</b>	<b>Declaration of Opening / Announcements of Visitors</b> .....	<b>3</b>
<b>2.</b>	<b>Attendance / Apologies / Approved Leave of Absence</b> .....	<b>3</b>
<b>3.</b>	<b>Announcements by the Presiding Member</b> .....	<b>3</b>
<b>4.</b>	<b>Business of an Urgent Nature Introduced by Decision of Meeting</b> .....	<b>3</b>
4.1	Elected Members.....	4
4.1.1	Chief Executive Officer Recruitment .....	4
4.2	Officers.....	6
<b>6.</b>	<b>Closure of Meeting</b> .....	<b>6</b>

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

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

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

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

The Presiding Member declared the meeting open at 1.31pm

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

COUNCILLOR'S:      Cr Keith Dunlop            (Shire President)  
                             Cr Sue Leighton            (Deputy Shire President)  
                             Cr Thomas Major  
                             Cr Graham Richardson

STAFF:                      Gary Clark                      (Acting Chief Executive Officer)  
                                 Graham Steel                    (Director Technical Services)  
                                 Kim Bransby                    (Executive Assistant)

APOLOGIES:              Cr Mark Mudie

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

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

Nil.

#### **4. Business of an Urgent Nature Introduced by Decision of Meeting**

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

## 4.1 Elected Members

### 4.1.1 Chief Executive Officer Recruitment

<b>File Reference:</b>	<b>PL.RE.16</b>
<b>Author:</b>	<b>Fitz Gerald Strategies</b>
<b>Authorising Officer</b>	<b>Acting Chief Executive Officer</b>
<b>Date:</b>	<b>27 October 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Job Description Form (Attachment Blue)</b>
<b>Previous Reference:</b>	<b>Item 5.2.1 – Special Council Meeting 5 October 2021</b>

#### **Summary:**

The Council has embarked on the processes required to recruit, select and appoint a new CEO. The purpose of this report is for Council to approve a job description form for the CEO position.

#### **Background:**

The Council has appointed Fitz Gerald Strategies as consultant assisting the Council in the recruitment, selection, and appointment of a new CEO.

#### **Comment:**

The Council and the Selection Panel must comply with the provisions of ss.5.36 and ss. 5.39A and 5.39B of the *Local Government Act 1995* Regulations 18A and 18B of the *Local Government (Administration) Regulations 1996* and the Standards for CEO Recruitment, Performance and Termination, in the processes it engages in to recruit, select and appoint a new CEO.

Council must determine the selection criteria for the position of the CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

Council must, by resolution of an absolute majority, approve a job description form for the position of CEO which sets out:

- (a) the duties and responsibilities of the position; and
- (b) the selection criteria for the position.

Council may also provide direction on all of the processes, documents and negotiations, required for the CEO recruitment, to the Selection Panel and the Recruitment Consultant.

#### **Consultation:**

Councillors  
Independent Panel Member  
Fitz Gerald Strategies  
Acting CEO



**Statutory Environment:**

The Council is required to appoint a CEO pursuant to ss. 5.36(1)(a) of the Act. The Council and the Selection Panel must comply with the provisions of ss.5.36 and ss. 5.39A and 5.39B of the *Local Government Act 1995* Regulations 18A and 18B of the *Local Government (Administration) Regulations 1996* and the Standards for CEO Recruitment, Performance and Termination, in the processes it engages in to recruit, select and appoint a new CEO.

**Policy Implications:**

Nil.

**Financial Implications:**

Provision has been made in the budget for the salary and other costs associated with the employment of a CEO.

**Strategic Implications:**

The Council must appoint a CEO to run the day-to-day operations, and guide the strategic priorities, of the Shire.

**Sustainability Implications:**

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

**Risk Implications:**

Risk	Non-compliance with ss.5.36 and ss. 5.39A and 5.39B of the <i>Local Government Act 1995</i> Regulations 18A and 18B of the <i>Local Government (Administration) Regulations 1996</i> and the Standards for CEO Recruitment, Performance and Termination.
Risk Likelihood (based on history and with existing controls)	Low.
Risk Impact / Consequence	Negative Audit Report finding breaches of any or all of ss.5.36 and ss. 5.39A and 5.39B of the <i>Local Government Act 1995</i> Regulations 18A and 18B of the <i>Local Government (Administration) Regulations 1996</i> and the Standards for CEO Recruitment, Performance and Termination.
Risk Rating (Prior to Treatment or Control)	Three
Principal Risk Theme	Non-compliance with ss.5.36 and ss. 5.39A and 5.39B of the <i>Local Government Act 1995</i> Regulations 18A and 18B of the <i>Local Government (Administration) Regulations 1996</i> and the Standards for CEO Recruitment, Performance and Termination.
Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with ss.5.36 and ss. 5.39A and 5.39B of the <i>Local Government Act 1995</i> Regulations 18A and 18B of the <i>Local Government (Administration) Regulations 1996</i> and the Standards for CEO Recruitment, Performance and Termination

## Risk Matrix:

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

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

**Moved: Cr Leighton**

**Seconded: Cr Major**

**Res: 140/21**

**Decision:**

**That Council approve;**

**the Job Description Form as attached for the recruitment, selection and appointment of a Chief Executive Officer.**

**Voting Requirements: Absolute Majority**

**Carried: 4/0**

## 4.2 Officers

Nil.

## 6. Closure of Meeting

The Presiding Member declared the meeting closed at 1.42pm.

**ATTACHMENT**

## G5 Legal Representation for Council Members and Employees

---

### Policy Objective

To provide guidelines for the seeking of legal advice on behalf of Councillors or Employees.

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### Policy

#### Definitions

'Approved lawyer' is to be –

1. A certified practitioner; under the *Legal Professions Act 2008*;
2. From a law firm on the WALGA panel of legal service providers, if relevant, unless the council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
3. Approved in writing by the council or the CEO under delegated authority.

'Concerns notice' means a notice under section 14(2) of the *Defamation Act 2005(WA)*.

'Council member' or 'employee' means a current or former commissioner, council member, non-elected member of a council committee or employee of the Shire of Ravensthorpe.

'Legal proceedings' may be civil, criminal or investigative.

'Legal representation' is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of –

1. A matter or matters arising from the performance of the functions of the council member or employee; and
2. Legal proceedings involving the council member or employee that have been, or may be commenced.

'Legal representation costs' are the costs, including fees and disbursements, properly incurred in providing legal representation.

'Legal services' includes advice, representation or documentation that is provided by an approved lawyer.

- Payment by the Shire of legal representation costs may be either by a direct payment to the approved lawyer (or the relevant firm); or
- A reimbursement to the council member or employee.

#### 1. Payment Criteria

1. There are four (4) major criteria for determining whether the Shire will pay the legal representation costs of a council member or employee. These are –
  - 1.1. The legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;

- 1.2 The legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
- 1.3 In performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- 1.4 The legal representation costs do not relate to a matter that is of a personal or private nature.

## **2. Examples of legal representation costs that may be approved**

- 2.1 If the criteria in clause 1 of this policy are satisfied, the Shire may approve the payment of legal representation costs –
  - 2.1.1 Where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
  - 2.1.2 To enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions – for example where a council member or employee seeks to commence defamation action or to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
  - 2.1.3 Where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the Shire by publicly making adverse personal comments about council members or employees.

## **3. Application for payment**

- 3.1. A council member or employee who seeks assistance under this policy is to make an application(s), in writing, to the council or the Chief Executive Officer.
- 3.2. The written application for payment of legal representation costs is to give details of –
  - 3.2.1. The matter for which legal representation is sought;
  - 3.2.2. How that matter relates to the functions of the council member or employee making the application;
  - 3.2.3. The lawyer (or law firm) who is to be asked to provide the legal representation;
  - 3.2.4. The nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc.);
  - 3.2.5. An estimated cost of the legal representation; and
  - 3.2.6. Why it is in the interests of the Shire for payment to be made.
- 3.3. The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 3.4. As far as possible the application is to be made before commencement of the legal representation to which the application relates.

- 3.5. The application is to be accompanied by a signed written statement by the applicant that he or she –
- 3.5.1. Has read, and understands, the terms of this Policy;
  - 3.5.2. Acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 8 and any other conditions to which the approval is subject; and
  - 3.5.3. Undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 8.
- 3.6. In relation to clause 3.5.3, when a person is to be in receipt of such monies the person should sign a document which requires repayment of that money to the local government as may be required by the local government and the terms of the Policy.
- 3.7. An application is also to be accompanied by a report prepared by the Chief Executive Officer or where the Chief Executive Officer is the applicant by an appropriate employee.

#### **4. Defamation – Concerns Notice**

- 4.1 Subject to clause 4.5, if:
- (a) An application relates to comments alleged to be defamatory of a council member or employee other than the CEO;
  - (b) The CEO is satisfied, on reasonable grounds, that the comments were made;
  - (c) The CEO, after consultation with the Shire's Legal Service, considers that the comments may be defamatory of the council member or employee; and
  - (d) The comments may reasonably result in a lessening of the community's confidence in the Shire,
- The CEO may instruct an approved lawyer, at the Shire's cost, to provide the following legal services:
- (e) Advise whether the comments alleged to have been made are defamatory;
  - (f) Advise whether the circumstances warrant the giving of a concerns notice;
  - (g) If the circumstances warrant the giving of a concerns notice:
    - (i) To prepare and serve a concerns notice on the maker of the comments;
    - (ii) To review any offer to make amends from the maker of the comments; and
    - (iii) To conclude the matter if this can be done without commencing legal proceedings.
- 4.2 Where the CEO instructs an approved lawyer in accordance with clause 4.1:
- (a) The costs payable to the approved lawyer must not, without Council's approval, exceed \$10,000 in respect of any application; and
  - (b) The approval is to be reported, as a confidential item, to the next ordinary meeting of the Council.
- 4.3 Subject to clause 4.5, if:
- (a) An application relates to comments alleged to be defamatory of the CEO;
  - (b) The Director Corporate and Community Services is satisfied, on reasonable grounds, that the comments were made;

- (c) The Director Corporate and Community Services, after consultation with the Shire's Legal Service, considers that the comments may be defamatory of the council member or employee; and
- (d) The comments may reasonably result in a lessening of the community's confidence in the Shire,

The Director Corporate and Community Services may instruct an approved lawyer, at the Shire's cost, to provide the following legal services:

- (e) Advise whether the comments alleged to have been made are defamatory;
- (f) Advise whether the circumstances warrant the giving of a concerns notice;
- (g) If the circumstances warrant the giving of a concerns notice:
  - (i) To prepare and serve a concerns notice on the maker of the comments;
  - (ii) To review any offer to make amends from the maker of the comments; and
  - (iii) To conclude the matter if this can be done without commencing legal proceedings.

4.4 Where the Director Corporate and Community Services instructs an approved lawyer in accordance with clause 4.3:

- (a) The costs payable to the approved lawyer must not, without Council's approval, exceed \$10,000 in respect of any application; and
- (b) The approval is to be reported, as a confidential item, to the next ordinary meeting of the Council.

4.5 If an application relates to comments made by a councillor or employee that are alleged to be defamatory of another councillor or employee, the CEO (or the Director Corporate and Community Services if the CEO is the applicant) shall remit the application to council for determination in accordance with clause 6.

## **5. Legal Representation Costs – Limit**

- 5.1. Unless otherwise determined by Council, payment of legal representation costs in respect to a particular application is not to exceed \$10,000.
- 5.2. A council member or employee may make a further application to the council in respect of the same matter.

## **6. Council Powers**

- 6.1. The council may -
  - 6.1.1. Refuse;
  - 6.1.2. Grant; or
  - 6.1.3. Grant subject to conditions.
- 6.2. Conditions under clause 6.1 may include, but are not restricted to a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 6.3. In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Shire's council members or employees insurance policy or its equivalent.
- 6.4. The council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

- 6.5. The council may, subject to clause 6.6 determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
- 6.5.1 Not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
  - 6.5.2 Given false or misleading information in respect of the application.
- 6.6. A determination under clause 6.5 may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 6.7. Where the council makes a determination under clause 6.5, the legal representation costs paid by the Shire are to be repaid by the council member or employee in accordance with clause 8.

## **7. Delegation to Chief Executive Officer**

- 7.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the council, any of the powers of the council under clause 6.1 and 6.2, to a maximum of \$10,000 in respect of each application with the exception of defamation applications which must be considered by Council.
- 7.2 An application approved by the CEO under clause 7.1, is to be submitted to the next ordinary meeting of the council. Council may exercise any of its powers under this Policy, including its powers under clause 6.4.

## **8. Repayment of Legal Representation Costs**

- 8.1 A council member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –
- 8.1.1 All or part of those costs – in accordance with a determination by the Council under clause 6.7;
  - 8.1.2 As much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- 8.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.



Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Delegated Authority – DA 1.2.14 – Legal Representation for Council Members and Employees Appropriate Annual Budget Allocations							
<b>Legislation:</b>	s9.56 [Certain persons protected from liability for wrongdoing] of the <i>Local Government Act 1995</i> Occupational Safety and Health Act 1984 (WA), Part III, Division 2 Work Health and Safety Act 2020 (WA) [once Proclaimed]						
<b>Industry:</b>	Local Government Operational Guidelines Number 14 – Legal Representation for Council Members and Employees <a href="https://www.dlgsc.wa.gov.au/departments/publications/publication/legal-representation-for-council-members-and-employees">https://www.dlgsc.wa.gov.au/departments/publications/publication/legal-representation-for-council-members-and-employees</a>						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
2.							

# ATTACHMENT

## G23 Communications and Social Media Policy

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### Policy Objective

This policy establishes protocols for the Shire of Ravensthorpe's official communications with our community to ensure the Shire of Ravensthorpe is professionally and accurately represented and to maximise a positive public perception of the Shire.

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### Policy

#### Council Policy Scope

This policy applies to:

1. Communications initiated or responded to by the Shire of Ravensthorpe with our community; and
2. Elected Members when making comment in either their Shire of Ravensthorpe role or in a personal capacity.

#### 1. Official Communications

The purposes of the Shire's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Ravensthorpe events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Digital Engagement Platform, Rockport;
- Advertising and promotional materials;
- Media releases prepared for the Shire President, to promote specific Shire of Ravensthorpe positions;
- Social media; and
- Community newspaper, letter drops and other modes of communications undertaken by the Shire of Ravensthorpe's Administration at the discretion of the CEO.

#### 2. Speaking on behalf of the Shire of Ravensthorpe

The Shire President is the official spokesperson for the Shire and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media. *[s.2.8(1)(d) of the Local Government Act 1995]*

Where the Shire President / Shire President is unavailable, the Deputy Shire President may act as the spokesperson. *[s.2.9 and s.5.34 of the Local Government Act 1995]*

The CEO may speak on behalf of the Shire of Ravensthorpe, where authorised to do so by the Shire President. *[s.5.41(f) of the Local Government Act 1995].*

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Ravensthorpe.

Communications by Elected Members, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Ravensthorpe into disrepute,
- compromise the person's effectiveness in their role with the Shire,
- compromise the effectiveness of the Shire of Ravensthorpe;
- imply the Shire's endorsement of personal views, or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Ravensthorpe.

Elected member communications must comply with the Code of Conduct and the *Local Government (Model Code of Conduct) Regulations 2021*.

### **3. Responding to Media Enquiries**

All enquiries from the Media for an official Shire of Ravensthorpe comment, whether made to an individual Elected Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Ravensthorpe.

Elected members may make comments to the media in a personal capacity – refer to clause 5.4 below.

### **4. Website**

The Shire of Ravensthorpe will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

### **5. Social Media**

The Shire of Ravensthorpe uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Ravensthorpe maintains the following Social Media accounts:

- Social networks, including - Facebook and LinkedIn;
- Media Sharing networks, including – Instagram and YouTube.

The Shire of Ravensthorpe may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Ravensthorpe will moderate its Social Media accounts to address and where necessary delete content which is deemed to be Inappropriate Content as soon as the Shire becomes aware or as soon as practicable once notified.

Where a third party contributor to a Shire of Ravensthorpe's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

#### **5.1 Elected Member Social Media Official Accounts**

Where an elected member chooses to use social media in fulfilling their role under section 2.10 of the *Local Government Act 1995*, he/she will moderate their own Social Media accounts to address and where necessary delete Inappropriate Content, with the exception of b), i), j) and l) as identified in the definition as soon as the elected member becomes aware or as soon as practicable once notified.

## 5.2 Use of Social Media in Emergency Management and Response

The Shire of Ravensthorpe will use Facebook to communicate and advise our community regarding Emergency Management.

## 5.3 Personal Communications

Personal communications and statements made privately in conversation, written, recorded email or posted in personal social media have the potential to be made public, whether it was intended to be made public or not.

Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, Elected Members must ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Model Code of Conduct) Regulations 2021*.

## 5.4 Elected Member Statements on Shire Matters

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Ravensthorpe.

Any public statement made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Ravensthorpe;
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Elected Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, Employee or community member.

An Elected Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Model Code of Conduct) Regulations 2021*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

## 6. Definitions

**Social Media** - Social media is a tool for communication and sharing of information.

### **Inappropriate Content -**

- a) is offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- b) is promotional, soliciting or commercial in nature;
- c) is unlawful or incites others to break the law;
- d) is overtly sexual or explicit;
- e) is threatening or describing violent events or behaviours;
- f) refers to or encourages the use of illegal drugs;
- g) is harassing or hateful to an organisation or person, including the Shire of Ravensthorpe, our employees, stakeholders, associates and suppliers;
- h) contains information which may compromise individual or community safety or security;
- i) is repetitive material copied and pasted or duplicated;
- j) promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- k) violates intellectual property rights or the legal ownership of interests or another party; and
- l) contains inappropriate content or comments at the discretion of the Shire.

<b>Document Control Box</b>							
<b>Custodian:</b>	<b>Chief Executive Officer</b>						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Compliance Calendar (July) [Review of Policy]							
<b>Legislation:</b>	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021 State Records Act 2000 Freedom of Information Act 1992						
<b>Industry:</b>							
<b>Organisational:</b>	Council Policy G1 Code of Conduct for Council Members, Committee Members and Candidates						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2023	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.							
2.							

**ATTACHMENT**



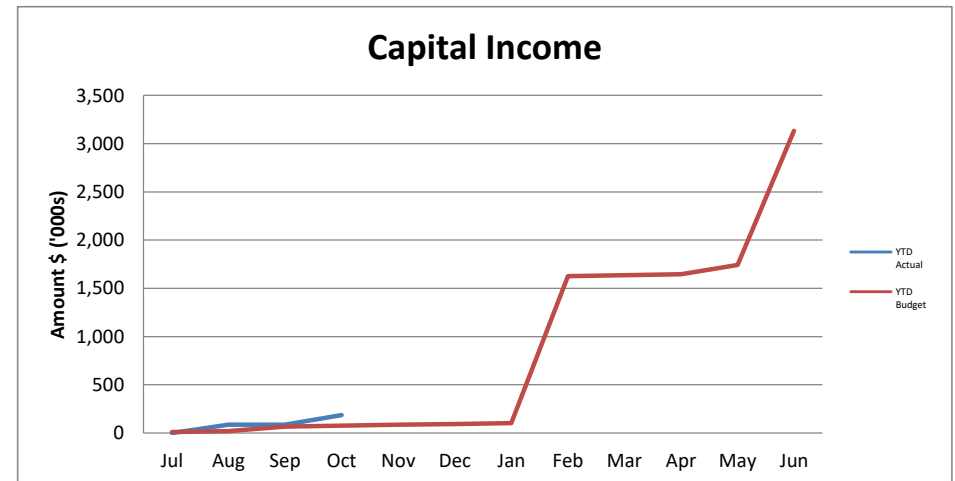
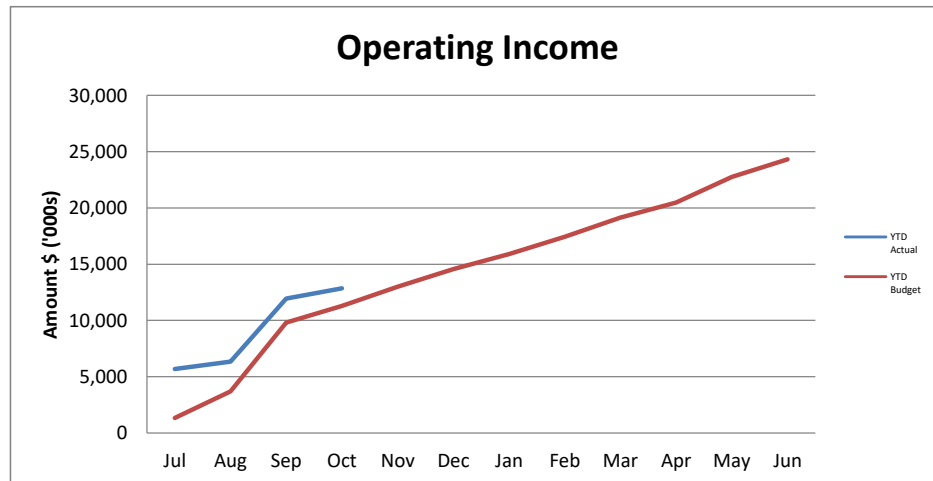
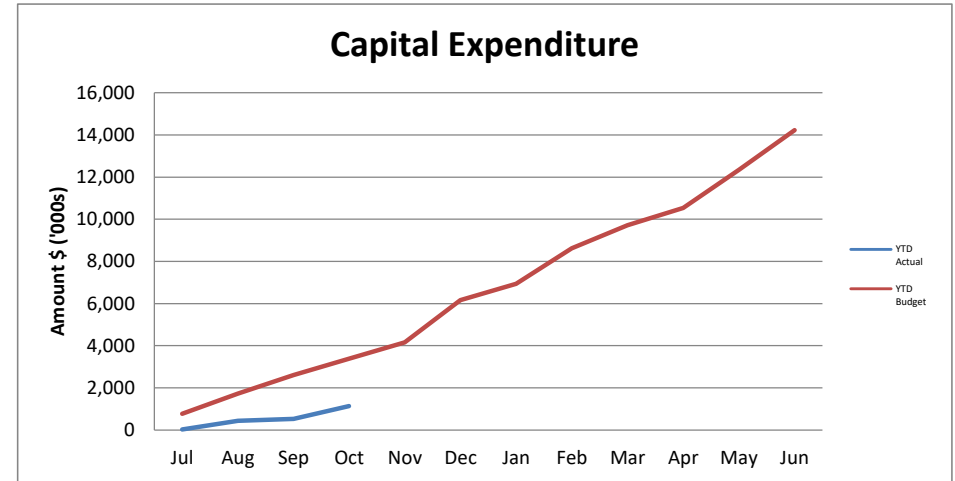
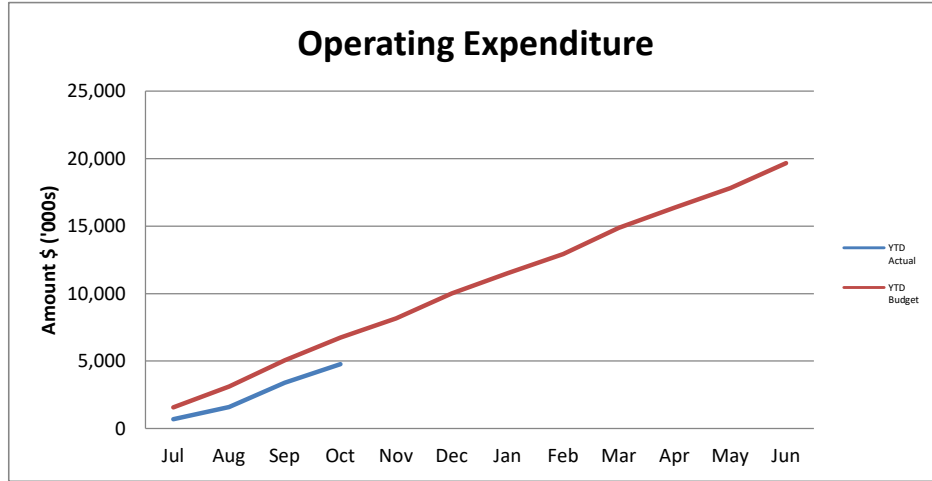
**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2021**

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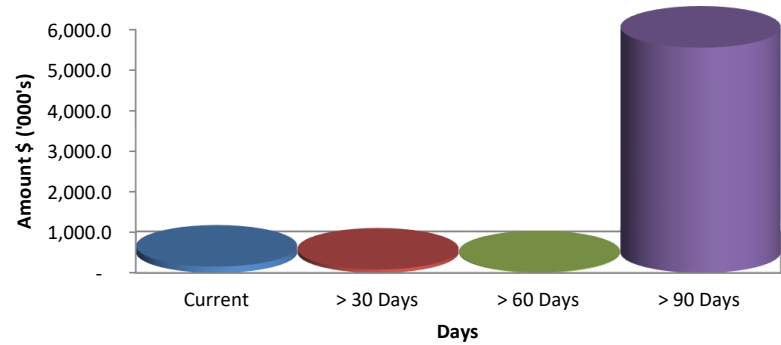
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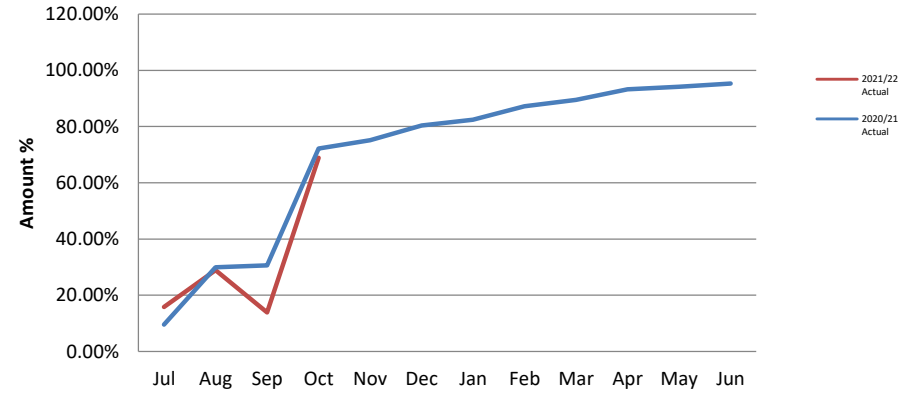
# Income and Expenditure Graphs to 31 October 2021



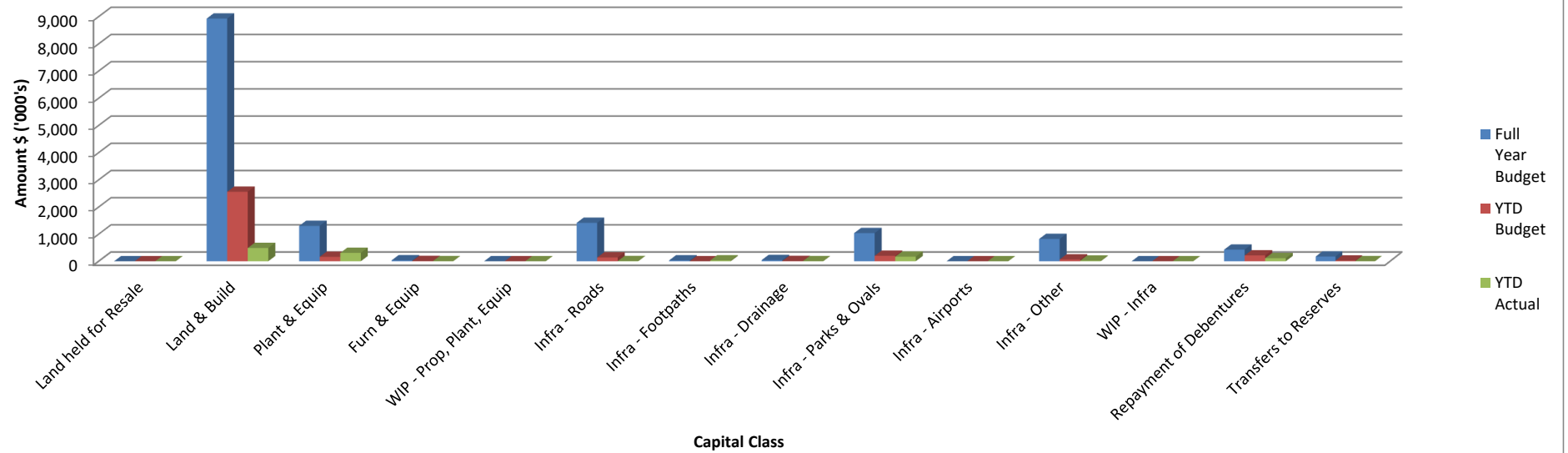
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



**SHIRE OF RAVENSTHORPE  
STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 OCTOBER 2021**

	NOTE	2021/22 Adopted Budget \$	OCTOBER 2021 Y-T-D Budget \$	OCTOBER 2021 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>							
<b>Revenues/Sources</b>							
Governance		44,000	14,664	0	(14,664)	0.00%	
General Purpose Funding		1,192,900	362,883	350,470	(12,413)	96.58%	
Law, Order, Public Safety		1,252,653	204,466	102,657	(101,809)	50.21%	▲
Health		9,291	2,660	(250)	(2,910)	(9.40%)	
Education and Welfare		1,077,380	361,207	302,217	(58,990)	83.67%	
Housing		11,800	3,857	6,564	2,707	170.18%	
Community Amenities		1,049,300	778,577	595,167	(183,410)	76.44%	▲
Recreation and Culture		7,100,766	2,347,667	704,685	(1,642,982)	30.02%	▲
Transport		1,793,225	617,228	564,064	(53,164)	91.39%	
Economic Services		386,614	57,848	142,653	84,805	246.60%	
Other Property and Services		5,760,949	1,908,872	5,252,680	3,343,808	275.17%	▲
		<u>19,678,878</u>	<u>6,659,929</u>	<u>8,020,908</u>	<u>1,360,979</u>	<u>120.44%</u>	
<b>(Expenses)/(Applications)</b>							
Governance		(887,656)	(304,057)	(304,820)	(763)	(100.25%)	
General Purpose Funding		(300,523)	(99,486)	(83,756)	15,730	(84.19%)	
Law, Order, Public Safety		(1,141,282)	(370,388)	(324,953)	45,435	(87.73%)	
Health		(386,177)	(128,261)	(109,152)	19,109	(85.10%)	
Education and Welfare		(1,244,462)	(425,550)	(396,264)	29,286	(93.12%)	
Housing		(206,101)	(75,925)	(82,088)	(6,163)	(108.12%)	
Community Amenities		(1,586,199)	(517,862)	(402,059)	115,803	(77.64%)	▲
Recreation & Culture		(2,058,964)	(693,175)	(551,156)	142,019	(79.51%)	▲
Transport		(5,384,635)	(1,782,833)	(1,639,528)	143,305	(91.96%)	▲
Economic Services		(669,916)	(267,196)	(157,947)	109,249	(59.11%)	▲
Other Property and Services		(5,796,776)	(2,068,478)	(718,509)	1,349,969	(34.74%)	▲
		<u>(19,662,691)</u>	<u>(6,733,211)</u>	<u>(4,770,232)</u>	<u>1,962,979</u>	<u>(70.85%)</u>	
<b>Net Operating Result Excluding Rates</b>		16,187	(73,282)	3,250,676	3,323,958	(4435.84%)	
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	2	(30,549)	(5,148)	184,545	189,693	3584.79%	▼
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0.00%	
Rounding		0	0	0	0	0.00%	
Depreciation on Assets		5,004,073	1,681,764	1,603,281	(78,483)	(95.33%)	
<b>Capital Revenue and (Expenditure)</b>							
Purchase of Land and Buildings	1	(8,925,058)	(2,559,844)	(488,780)	2,071,064	(19.09%)	▲
Purchase of Furniture & Equipment	1	(102,600)	(29,996)	(1,053)	28,943	(3.51%)	
Purchase of Plant & Equipment	1	(1,302,551)	(162,517)	(306,526)	(144,009)	(188.61%)	▲
Purchase of WIP - PP & E	1	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(1,413,561)	(138,328)	(4,565)	133,763	(3.30%)	
Purchase of Infrastructure Assets - Footpaths	1	(30,900)	0	(30,869)	(30,869)	0.00%	
Purchase of Infrastructure Assets - Drainage	1	(41,240)	(6,740)	(816)	5,924	(12.11%)	
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,036,385)	(199,016)	(180,158)	18,858	(90.52%)	
Purchase of Infrastructure Assets - Airports	1	(32,193)	0	(15,488)	(15,488)	0.00%	
Purchase of Infrastructure Assets - Other	1	(749,360)	(42,148)	(21,674)	20,474	(51.42%)	
Proceeds from Disposal of Assets	2	275,549	75,455	0	(75,455)	0.00%	
Repayment of Leases	2	(124,398)	(31,098)	0	0	0.00%	
Repayment of Debentures	3	(426,653)	(213,325)	(112,441)	100,884	(52.71%)	▲
Transfers to Restricted Assets (Reserves)	4	(172,479)	(25,068)	(3,240)	21,828	(12.92%)	
Transfers from Restricted Asset (Reserves)	4	2,857,852	0	0	0	0.00%	
Net Current Assets July 1 B/Fwd	5	1,632,610	1,632,610	1,632,610	0	(100.00%)	
Net Current Assets Year End/To date	5	<u>46,801</u>	<u>4,547,705</u>	<u>10,155,582</u>	<u>5,607,877</u>	<u>(223.31%)</u>	
<b>Amount Raised from Rates</b>		<u>(4,648,457)</u>	<u>(4,644,386)</u>	<u>(4,650,080)</u>	<u>(5,694)</u>	<u>100.12%</u>	

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

**Material Variances Symbol**

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

## Purpose

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

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

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

## **REPORTABLE OPERATING REVENUE VARIATIONS**

### **04 - Governance**

Sale of Goldfields Records Storage facility has not yet been finalised

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

The Bushfire Mitigation Grant has not yet been received

### **07 - Health**

Health Licence fees yet to be raised. This is expected to occur in November

### **08 - Education**

Capital grant funding for the Playground upgrades at the childcare centres has not yet been received as plans are still being finalised. Ongoing wellness and staffing issues has seen numbers at both centres lower than forecast. There has been an increase in trainee educator funding. Sustainability Grant Schedules have been moved forward to now begin in 2021/2022 with the first half of annual funding now received

### **09 - Housing**

An additional unit was being rented for a short term

### **10 - Community Amenities**

Grant proceeds from Shire of Jerramungup have not been received for the Regional Landfill as the project has not yet commenced

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

Project Grants not yet received for LRCL, DCP and CSRFF. \$1.59 million budgeted to be received from BBRF for the RCP Project, however only \$603k received with project now underway

### **12 - Transport**

Revenue from the Airport is currently higher than projected with a high number of flights coming in

### **14 - Other Property & Services**

The invoice for the Floater Road private works has been raised, however the budget is split through the year. This Project will now be undertaken by Galaxy directly

## **REPORTABLE OPERATING EXPENSE VARIATIONS**

### **03 - General Purpose Funding**

Rates Valuation and recovery expenditure is budgeted across the year, however have not yet commenced with Rates only due this month.

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

The Bushfire Mitigation program was delayed due to weather conditions. Invoices are now beginning to be received

### **07 - Health**

Health administration expenditure is lower than forecast with invoices yet to be received from the environmental health consultant.

### **10 - Community Amenities**

Timing issue with budget allocated evenly over the year. A provision is to be raised to bring the waste collections in line with the monthly reports. Town Planning consultant fees lower than forecast with invoices yet to be received. Waiting on Invoices for building maintenance work conducted on Public Conveniences.

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

The Budget has been split evenly through the year, however there is a seasonal increase in expenditure over summer and the tourist season.

### **13 - Economic Services**

Several grant projects have been budgeted to be completed, however are ongoing due to trades shortages.

### **14 - Other Property & Services**

The Floater Road private works project has been delayed with this project now to be undertaken by Galaxy direct.

## **REPORTABLE NON-CASH VARIATIONS**

Realisation of Disposal of several Plant items yet to be processed, overstating the profit/loss on disposal. This is offset in other areas of the finance report.

## **REPORTABLE CAPITAL EXPENSE VARIATIONS**

Delays have been experienced with a widespread labour and materials shortage. Projects are now underway where resources are now available.

## **REPORTABLE CAPITAL INCOME VARIATIONS**

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 31 OCTOBER 2021

1. ACQUISITION OF ASSETS	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	OCTOBER 2021 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Law, Order &amp; Public Safety</b>			
<i>Fire Prevention &amp; Control</i>			
Water Bomber Tank Resupply	2,000	0	0
Land Sub-Division Fire Station - East	8,000	0	0
Hopetoun Rural Bushfire Shed	701,356	0	0
Emergency Water Tank Relocation -	8,200	2,728	0
Emergency Services Flamethrower	15,000	5,000	0
<i>Law &amp; Order</i>			
Ravensthorpe Ses Building Upgrades 21/22	23,500	7,832	0
Cliff Rescue Trailer - Ses	0	0	81
<b>Health</b>			
<i>Doctors &amp; Other Health</i>			
20/21 Purchase Toyota Hilux - Doctor	56,781	56,781	56,361
<b>Education &amp; Welfare</b>			
<i>Child Care Centres</i>			
Little Barrens - Cot And Kindy Room Furniture	1,000	0	909
Little Barrens - Playground Upgrade	180,000	0	0
Cub House - Playground Upgrade	120,000	0	0
<b>Housing</b>			
<i>Staff Housing</i>			
Lot 79 Esplanade Hopetoun Housing Upgrade	10,000	0	0
<i>Other Housing</i>			
<b>Community Amenities</b>			
<i>Sanitation - Household Refuse</i>			
Munglinup Waste Site Improvements (Design)	57,660	19,220	0
Munglinup Transfer Station	20,000	6,664	0
Ravensthorpe Regional Landfill Weighbridge	284,000	0	0
<i>Sewerage</i>			
2019/20 Purchase Plant - Sewerage Fencing	23,790	0	0
Ravensthorpe Effluent Ponds - Restore Banks	20,240	6,740	0
<i>Other Community Amenities</i>			
Two Mile Ablution Block - Hopetoun (Dcp)	28,260	0	28,295
<b>Recreation and Culture</b>			
<i>Public Halls &amp; Civic Centres</i>			
Ravensthorpe Town Hall - Security Lighting	12,000	4,000	0
<i>Other Recreation &amp; Sport</i>			
Hopetoun Sports Pavilion - Timber Sealing	19,700	0	0
Hopetoun Sports Pavilion, Repair Doors,	226,900	0	31,196
Ravensthorpe Rec Centre -	101,870	0	5,224
Ravensthorpe Rec Centre - Hot Water System	0	0	241
Munglinup Enclose Verandah For Gym (Lrci)	11,990	0	0
Playground Renewal - Hopetoun Rec Grounds	20,000	0	0
Basketball Hoops Near Skatepark Hopetoun	6,770	0	400
Dual Irrigation - Hopetoun Oval (Dcp And Dsr)	25,580	0	25,638
Maitland Street Park Playground Upgrade	25,355	0	17,657
Mcculloch Park Playground Upgrade -	40,000	0	64,511
Munglinup Bowling Green -4 Rinks (Lrci R2)	319,400	0	55,011
Skate Park Shade And Seating (Dcp Funded)	2,200	0	5,227
20/21 Purchase Toyota Hilux P&G - Hopetoun	53,099	0	52,617
20/21 Purchase Case Tractor P&G	105,885	0	0
Single Cab Tip Truck	85,829	0	0
<i>Libraries</i>			
Libraries Lending System Upgrade	11,500	3,832	0

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 31 OCTOBER 2021

1. ACQUISITION OF ASSETS (Continued)	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	OCTOBER 2021 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program (Continued)</b>			
<b>Recreation and Culture (Continued)</b>			
<i>Other Culture</i>			
Rcp Architect Services	143,250	47,748	24,250
Rcp Consultants Services	155,360	51,784	4,210
Rcp Project Management	40,000	13,332	20,356
Rcp Building Construction (& Builders	5,228,254	1,742,748	351,368
Rcp Project Fees And Charges (Non-Grant)	41,422	13,804	0
Rcp Demolition	0	0	0
Rcp Contingency	0	0	0
Rcp Utility Services (External Services)	205,764	68,588	473
Rcp Landscaping And Playground	414,250	138,080	0
Rcp Public Art	0	0	0
Rcp Carpark	0	0	0
Rcp (Shire) Admin Building Construction	1,777,370	592,456	0
Rcp (Shire) Dunnart Building Construction	0	0	0
Rcp (Shire) Earthworks Building Construction	16,040	5,340	13,431
Rcp (Shire) Project Management	0	0	0
Rcp (Shire) Building Construction	0	0	2,047
Rcp (Shire) Demolition	0	0	0
Pcp (Shire) Contingency	0	0	0
Rcp (Shire) Landscaping	100,000	33,332	0
Rcp (Shire) Public Art	0	0	0
Rcp (Shire) Carpark	82,830	27,604	11,714
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
<b>Roads Construction Council</b>			
Desmond Track (Green Bridge)	26,600	0	0
Mallee Road Construction	0	0	112
Cowel Road Floodway Sealing (Lrci Funded)	0	0	0
Fitzgerald Road Floodway Sealing (Lrci)	0	0	3
Gravel Pit Reinstatement	0	0	0
Gravel Pit Development	0	0	0
<b>Roads Mrwa V Of G Constr</b>			
Hammersley Drive Slk 6.0 To End Of Shire	0	0	1,589
Jerdacuttup Road Slk 5.2 To 10	0	0	2,861
Jerdacuttup Road - Stabilise Pavement &	250,000	0	0
<b>Roads To Recovery Construction</b>			
Bedford Harbour Road #47 Slk 0.0 To 9.85	246,664	0	0
2019/20 Melaleuca Road Construction	475,297	0	0
<b>Blackspot Funding Construction</b>			
Tamarine Road Reseal Slk 0.0 To 7.4	415,000	138,328	0
<b>Drainage Construction</b>			
Coxall Road 2X Culvert Replace (Lrci Funded)	14,000	0	816
Bridger Road Culvert	7,000	0	0
<b>Footpath Construction</b>			
Hosking Street - Concrete Footpath	30,900	0	30,869
<b>Purchase Land - Roadworks And Depots</b>			
Purchase Depot Block - 1 Moir Road	0	0	0
Land Lot 36,318 & 177 Floater Road	0	0	0
<b>Purchase Land &amp; Buildings - Roadworks</b>			
Ravensthorpe Depot Office Refit	65,000	0	0
Ravensthorpe Depot Grounds Upgrades	70,360	0	7,689
<b>Purchase Furniture &amp; Equipment - Roads</b>			
Street Furniture - Hopetoun (Dcp Funded)	2,000	0	84
<b>Purchase Other Infrastructure - Roads &amp; Depots</b>			
School Bus Shelter - Buckie St, Hopetoun	70,000	23,332	59

## SHIRE OF RAVENSTHORPE

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

## FOR THE PERIOD ENDED 31 OCTOBER 2021

1. ACQUISITION OF ASSETS (Continued)	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	OCTOBER 2021 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program (Continued)</b>			
<u>Road Plant Purchases</u>			
20/21 Purchase Side Tipper	114,730	0	0
2021/22 Grader	362,000	0	0
Mulching Head Attachment - Skid Steer	31,920	0	0
14.6M Tri Axle Low Loader	151,283	0	0
<u>Aerodromes</u>			
Ravensthorpe Airport - Outdoor Seating	6,000	2,000	0
Ravensthorpe Airport - It Upgrades	2,500	832	0
Ravensthorpe Airport Baggage Trolleys	16,000	5,332	0
Terminal Improvements	28,462	9,484	0
Airport Lighting Upgrade	32,193	0	15,488
<b>Economic Services</b>			
<u>Rural Services</u>			
Munglinup Water Catchment Dam (Lrci R2)	14,000	0	0
<u>Tourism</u>			
Illuminating Silo Art Work (Dcp Funded)	24,900	0	21,674
Hopetoun Visitor Information Boards Expanded	17,000	5,664	0
Munglinup Rest Bay Upgrade (Lrci R2)	31,800	10,600	0
<u>Other Economic Services</u>			
2 Mile Campsite Infrastructure - East Of	0	0	0
<b>Other Property &amp; Services</b>			
<u>Works</u>			
20/21 Purchase Flat Bed Truck - Bmo	85,000	28,332	0
20/21 Purchase Toyota Hilux Sign Ute	51,096	17,032	50,777
20/21 Purchase Toyota Hilux Maint Grader 1	50,046	16,680	48,903
20/21 Purchase Toyota Hilux Maint Grader 2	50,046	16,680	48,907
20/21 Purchase Toyota Hilux Dozer Operator	50,046	16,680	48,880
<u>Administration</u>			
Computer Upgrades	9,600	0	0
	<u>13,633,848</u>	<u>3,138,589</u>	<u>1,049,928</u>
<b>By Class</b>			
Land	0	0	0
Buildings	8,925,058	2,559,844	488,780
Furniture & Equipment	102,600	29,996	1,053
Plant & Equipment	1,302,551	162,517	306,526
Infrastructure - Roads	1,413,561	138,328	4,565
Infrastructure - Footpaths	30,900	0	30,869
Infrastructure - Drainage	41,240	6,740	816
Infrastructure - Parks & Ovals	1,036,385	199,016	180,158
Infrastructure - Airports	32,193	0	15,488
Infrastructure - Other	749,360	42,148	21,674
	<u>13,633,848</u>	<u>3,138,589</u>	<u>1,049,928</u>

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 31 OCTOBER 2021

## 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)	
			2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
<b>Health</b>								
Toyota Hilux SRS	P711B	P711B	35,000		39,091		4,091	(39,091)
<b>Other Sport &amp; Recreation</b>								
Toyota Hilux - Ravy	P678A	P678A	0		0		0	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000.00		36,364		4,364	(36,364)
Tractor - Parks & Gardens	P642	P642	35,000		42,000		7,000	0
Zero Turn Mower - Hopetoun	NA	NA	0		0		0	0
Water Tank/Trailer - Hopetoun	NA	P173A	0		0		0	0
<b>Transport</b>								
Komatsu GD565 Grader	P706	P706	0		0		0	0
DAF Prime Mover	P630	P580	0		0		0	0
Haulpro Side Tipper	P611	P577	30,000		14,000		(16,000)	0
Bomag Smooth Drum Roller	P569A	P569A	0		0		0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0		35,000		35,000	0
Multi Tyre Roller	P609	P570	0		0		0	0
Sewell Road Broom	NA	P572	0		0		0	0
Toro GM360 2wd with Canopy	P670	P670	0		0		0	0
<b>Administration</b>								
Toyota Fortuna (DCCS)	P701B	P701B	0		0		0	0
<b>Public Works Overheads</b>								
Mitsubishi Ute (BMO)	P632A	P632A	0		0		0	0
Toyota Hilux (Sign Ute)	AP715	P654	27,000		33,637		6,637	(33,636)
Toyota Hilux (Maint Grader 1)	P699A	P699A	28,000		21,820		(6,180)	(21,818)
Toyota Hilux (Maint Grader 2)	P700B	P700B	29,000		25,455		(3,545)	(25,455)
Toyota Hilux (Dozer Operator)	P691A	P691A	29,000		28,182		(818)	(28,182)
							0	0
			245,000.00	0.00	275,549.00	0.00	30,549.00	(184,545.46)

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
<b>Plant &amp; Equipment</b>								
Toyota Hilux SRS	P711B	P711B	35,000	0	39,091	0	4,091	(39,091)
Toyota Hilux - Ravy	P678A	P678A	0	0	0	0	0	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000	0	36,364	0	4,364	(36,364)
Tractor - Parks & Gardens	P642	P642	35,000	0	42,000	0	7,000	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	30,000	0	14,000	0	(16,000)	0
Bomag Smooth Drum Roller	P569A	P569A	0	0	0	0	0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0	0	35,000	0	35,000	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
Toyota Fortuna (DCCS)	P701B	P701B	0	0	0	0	0	0
Mitsubishi Ute (BMO)	P632A	P632A	0	0	0	0	0	0
Toyota Hilux (Sign Ute)	AP715	P654	27,000	0	33,637	0	6,637	(33,636)
Toyota Hilux (Maint Grader 1)	P699A	P699A	28,000	0	21,820	0	(6,180)	(21,818)
Toyota Hilux (Maint Grader 2)	P700B	P700B	29,000	0	25,455	0	(3,545)	(25,455)
Toyota Hilux (Dozer Operator)	P691A	P691A	29,000	0	28,182	0	(818)	(28,182)
			0	0	0	0	0	0
			245,000.00	0.00	275,549.00	0.00	30,549	(184,545.46)

**Summary**

	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
Profit on Asset Disposals	57,092	0.00
Loss on Asset Disposals	(26,543)	(184,545.46)
	30,549	(184,545.46)

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 OCTOBER 2021

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-21	Principal Repayments		Principal Outstanding		Interest Repayments	
		2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
<b>Housing</b>							
Loan 145 Staff Housing	154,192	36,922	18,330	117,270	135,862	5,453	2,771
Loan 147 Other Housing	205,318	17,592	8,723	187,726	196,595	8,312	4,177
<b>Recreation and Culture</b>							
Loan 146 Hopetoun Community Centre	284,301	14,602	7,236	269,699	277,065	12,157	6,095
<b>Transport</b>							
Loan 138D Town Street	232,135	232,135	16,048	0	216,087	16,766	8,445
Loan 144 Town Street	55,265	55,265	27,292	0	27,973	2,978	1,707
Loan 143B Refinance	138,087	33,065	16,415	105,022	121,672	4,884	2,482
Loan 138E Refinance	196,989	37,072	18,397	159,917	178,592	7,271	3,672
	1,266,287	426,653	112,441	839,634	1,153,846	57,821	29,349

(\*) 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-21	Principal Repayments		Principal Outstanding		Interest Repayments	
		2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
<b>Law, Order &amp; Public Safety</b>							
Lease Contract 939384 CESO Vehicle	16,538	16,538	0	0		122	0
<b>Community Amenities</b>							
Lease Contract 908707	548,192	73,407	0	474,785		15,390	0
Lease Contract 915953	260,763	34,453	0	226,310		7,327	0
	825,493	124,398	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 OCTOBER 2021

	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant Reserve</b>		
Opening Balance	1,038,065	1,038,065
Amount Set Aside / Transfer to Reserve	5,172	838
Amount Used / Transfer from Reserve	(987,212)	0
	<u>56,025</u>	<u>1,038,903</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	12,264	12,264
Amount Set Aside / Transfer to Reserve	61	10
Amount Used / Transfer from Reserve	0	0
	<u>12,325</u>	<u>12,274</u>
<b>(c) Building Reserve</b>		
Opening Balance	1,721,169	1,721,169
Amount Set Aside / Transfer to Reserve	68,784	1,389
Amount Used / Transfer from Reserve	(1,515,000)	0
	<u>274,953</u>	<u>1,722,558</u>
<b>(d) Road &amp; Footpath Reserve</b>		
Opening Balance	498,003	498,003
Amount Set Aside / Transfer to Reserve	34,751	402
Amount Used / Transfer from Reserve	(267,135)	0
	<u>265,619</u>	<u>498,405</u>
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	45,141	45,141
Amount Set Aside / Transfer to Reserve	225	36
Amount Used / Transfer from Reserve	0	0
	<u>45,366</u>	<u>45,177</u>
<b>(f) Recreation Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	20,000	0
Amount Used / Transfer from Reserve	0	0
	<u>20,000</u>	<u>0</u>
<b>(g) Airport Reserve</b>		
Opening Balance	381,953	381,953
Amount Set Aside / Transfer to Reserve	1,903	308
Amount Used / Transfer from Reserve	(88,505)	0
	<u>295,351</u>	<u>382,261</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	274,798	274,798
Amount Set Aside / Transfer to Reserve	21,369	222
Amount Used / Transfer from Reserve	0	0
	<u>296,167</u>	<u>275,020</u>

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 31 OCTOBER 2021

	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>(i) IT &amp; Equipment Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	20,000	0
Amount Used / Transfer from Reserve	0	0
	<u>20,000</u>	<u>0</u>
<b>(j) Leave Reserve</b>		
Opening Balance	42,906	42,906
Amount Set Aside / Transfer to Reserve	214	35
Amount Used / Transfer from Reserve	0	0
	<u>43,120</u>	<u>42,941</u>
<b>Total Cash Backed Reserves</b>	<u><u>1,328,926</u></u>	<u><u>4,017,539</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	5,172	838
Emergency Farm Water Reserve	61	10
Building Reserve	68,784	1,389
Road & Footpath Reserve	34,751	402
Swimming Pool Upgrade Reserve	225	36
Recreation Reserve	20,000	0
Airport Reserve	1,903	308
Waste & Sewerage Reserve	21,369	222
IT & Equipment Reserve	20,000	0
Leave Reserve	214	35
	<u>172,479</u>	<u>3,240</u>

**Transfers from Reserves**

Plant Reserve	(987,212)	0
Emergency Farm Water Reserve	0	0
Building Reserve	(1,515,000)	0
Road & Footpath Reserve	(267,135)	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	(88,505)	0
Waste & Sewerage Reserve	0	0
State Barrier Fence Reserve	0	0
Leave Reserve	0	0

	<u>(2,857,852)</u>	<u>0</u>
<b>Total Transfer to/(from) Reserves</b>	<u>(2,685,373)</u>	<u>3,240</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2021

4. RESERVES (Continued)

**Cash Backed Reserves (Continued)**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Plant Reserve**

To be used to assist in the purchasing of major plant and machinery.

**Emergency Farm Water Reserve**

To be used for the repair and/or construction of emergency farm water supplies in the Shire of Ravensthorpe

**Building Reserve**

To be used for the construction, refurbishment, modification or renovation of all buildings in the Shire of Ravensthorpe

**Road and Footpath Reserve**

To be used for the construction, renewal, resealing or repair of the road and footpath network.

**Swimming Pool Upgrade Reserve**

To be used towards any major repairs or improvements for the Ravensthorpe swimming pool.

**Recreation Reserve**

To be used for the construction, renewal, refurbishment and upgrade of all recreation facilities and reserves

**Airport Reserve**

To be used for the construction, reconstruction, repairs or modification of facilities including buildings, tarmac, airstrip and associated infrastructure at the Ravensthorpe Airport

**Waste and Sewerage Reserve**

To be used for the repair and/or construction of waste and sewerage facilities in the Shire of Ravensthorpe.

**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 OCTOBER 2021**

	<b>2020/21 B/Fwd Per 2021/22 Budget \$</b>	<b>2020/21 B/Fwd Per Financial Report \$</b>	<b>OCTOBER 2021 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,760,370	1,760,370	2,849,208
Cash - Restricted Unspent Grants		0	
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	4,014,299	4,014,299	4,017,540
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	236,264	236,264	1,665,164
Sundry Debtors	313,349	313,349	5,814,155
Provision for Doubtful Debts	0	0	0
Gst Receivable	155,173	155,173	108,463
Accrued Income/Payments In Advance	844,124	844,124	844,124
Payments in Advance	0	0	0
Inventories	25,554	25,554	94,193
	<u>7,349,133</u>	<u>7,349,133</u>	<u>15,392,847</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(643,768)	(643,768)	(113,800)
Accrued Interest On Loans	(17,895)	(17,895)	(17,895)
Accrued Salaries & Wages	(44,293)	(44,293)	(44,293)
Income In Advance	(701,771)	(701,771)	(701,771)
Gst Payable	(55,276)	(55,276)	(78,289)
Payroll Creditors	(115,517)	(115,517)	(108,383)
Accrued Expenses	(20,574)	0	0
PAYG Liability	0	0	0
Right of Use Assets - Current	(123,724)	(124,397)	(124,397)
Trust		0	0
Other Payables	(124,397)	(123,704)	(155,294)
Current Employee Benefits Provision	(593,454)	(520,534)	(520,534)
Current Loan Liability	(426,653)	(426,653)	(314,212)
	<u>(2,867,322)</u>	<u>(2,773,808)</u>	<u>(2,178,868)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>4,481,811</b>	<b>4,575,325</b>	<b>13,213,979</b>
Less: Cash - Reserves - Restricted	(4,014,299)	(4,014,299)	(4,017,540)
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	593,454	520,534	520,534
Add Back : Current Loan Liability	426,653	426,653	314,212
ADD: Current Portion of Lease Liability	124,397	124,397	124,397
Adjustment for Trust Transactions Within Muni	20	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>1,612,036</u></b>	<b><u>1,632,610</u></b>	<b><u>10,155,582</u></b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2021

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2021/22 Rate Revenue \$	2021/22 Interim Rates \$	2021/22 Back Rates \$	2021/22 Total Revenue \$	2021/22 Budget \$
<b>General Rate</b>								
GRV Residential	0.121852	784	10,990,646	1,339,232			1,339,232	1,345,232
GRV Commercial	0.136830	33	1,434,092	196,227			196,227	196,227
GRV industrial	0.160607	35	512,772	82,355			82,355	82,355
GRV - Transient & Short Stay Accom	0.327462	2	852,800	279,260			279,260	279,260
UV - Mining	0.085928	69	2,447,481	210,307			210,307	206,504
UV - Other	0.007008	325	295,976,000	2,074,200			2,074,200	2,070,944
Non-Rateable							0	0
<b>Sub-Totals</b>		1,248	312,213,791	4,181,581	0	0	4,181,581	4,180,522
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV Residential	905.00	373	1,079,886	337,565		0	337,565	337,565
GRV Commercial	905.00	10	44,740	9,050		0	9,050	8,145
GRV Industrial	905.00	12	45,268	10,860		0	10,860	10,860
GRV - Transient & Short Stay Accom	884.00	0	0	0		0	0	0
UV - Mining	333.00	60	125,311	19,980		0	19,980	20,313
UV - Other	884.00	103	6,633,252	91,052		0	91,052	91,052
<b>Sub-Totals</b>		558	7,928,457	468,507	0	0	468,507	467,935
				4,650,088			<b>4,650,088</b>	<b>4,648,457</b>
Back Rates								
Interim Rates								
<b>Total Amount Raised From Rates</b>							<b>4,650,088</b>	<b>4,648,457</b>
Ex Gratia Rates							0	
<b>Total Rates</b>							<b>4,650,088</b>	<b>4,648,457</b>

Back Rates

Interim Rates

**Total Amount Raised From Rates**

Ex Gratia Rates

**Total Rates**

check after rates raised

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 OCTOBER 2021**

**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 OCTOBER 2021**

**8. OPERATING STATEMENT BY PROGRAM**

	<b>OCTOBER 2021 Actual \$</b>	<b>2021/22 Adopted Budget \$</b>	<b>2020/21 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	0	44,000	38,941
General Purpose Funding	5,000,558	5,841,357	6,633,793
Law, Order, Public Safety	102,657	1,252,653	660,882
Health	38,841	9,291	5,200
Education and Welfare	302,217	1,077,380	683,816
Housing	6,564	11,800	5,700
Community Amenities	595,167	1,049,300	777,116
Recreation and Culture	741,049	7,100,766	1,906,097
Transport	564,064	1,793,225	1,764,898
Economic Services	142,653	386,614	380,595
Other Property and Services	<u>5,361,771</u>	<u>5,760,949</u>	<u>327,387</u>
<b>TOTAL OPERATING REVENUE</b>	<b><u>12,855,541</u></b>	<b><u>24,327,335</u></b>	<b><u>13,184,425</u></b>
<b>OPERATING EXPENSES</b>			
Governance	(304,820)	(887,656)	(936,216)
General Purpose Funding	(83,756)	(300,523)	(264,859)
Law, Order, Public Safety	(324,953)	(1,141,282)	(1,065,400)
Health	(109,152)	(386,177)	(284,441)
Education and Welfare	(396,264)	(1,244,462)	(1,067,497)
Housing	(82,088)	(206,101)	(223,538)
Community Amenities	(402,059)	(1,586,199)	(1,399,717)
Recreation & Culture	(551,156)	(2,058,964)	(1,872,521)
Transport	(1,639,528)	(5,384,635)	(5,036,366)
Economic Services	(157,947)	(669,916)	(519,920)
Other Property and Services	<u>(718,509)</u>	<u>(5,796,776)</u>	<u>(693,204)</u>
<b>TOTAL OPERATING EXPENSE</b>	<b><u>(4,770,232)</u></b>	<b><u>(19,662,691)</u></b>	<b><u>(13,363,679)</u></b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u><u>8,085,309</u></u></b>	<b><u><u>4,664,644</u></u></b>	<b><u><u>(179,254)</u></u></b>

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2021**

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

	<b>OCTOBER 2021 Actual \$</b>	<b>2021/22 Adopted Budget \$</b>	<b>2020/21 Actual \$</b>
<b>OPERATING REVENUES</b>			
Rates	4,650,088	4,702,128	4,512,825
Operating Grants, Subsidies and Contributions	748,738	1,937,785	3,354,082
Non-Operating Grants, Subsidies and Contributions	667,013	8,979,138	2,427,892
Fees and Charges	1,226,823	2,710,880	2,166,936
Service Charges	0	0	0
Interest Earnings	25,699	59,000	61,238
Profit on Asset Disposals	0	57,092	5,378
Proceeds on Disposal of Assets	184,545	275,549	237,743
Realisation on Disposal of Assets	0	(275,549)	(237,743)
Other Revenue	5,352,635	5,881,312	656,073
<b>TOTAL OPERATING REVENUE</b>	<b>12,855,541</b>	<b>24,327,335</b>	<b>13,184,424</b>
<b>OPERATING EXPENSES</b>			
Employee Costs	(1,706,126)	(4,657,494)	(4,439,449)
Materials and Contracts	(938,206)	(9,079,213)	(3,127,308)
Utility Charges	(59,393)	(241,187)	(250,566)
Depreciation on Non-Current Assets	(1,603,281)	(5,004,073)	(4,712,546)
Interest Expenses	(29,349)	(80,660)	(84,601)
Insurance Expenses	(342,455)	(236,818)	(322,740)
Loss on Asset Disposals	0	(26,543)	(66,112)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(91,421)	(336,703)	(360,358)
<b>TOTAL OPERATING EXPENSE</b>	<b>(4,770,231)</b>	<b>(19,662,691)</b>	<b>(13,363,680)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>			
	<b><u>8,085,310</u></b>	<b><u>4,664,644</u></b>	<b><u>(179,256)</u></b>

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 31 OCTOBER 2021**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>OCTOBER 2021 Actual \$</b>	<b>2020/21 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	6,866,748	5,774,669
Trade and Other Receivables	8,431,906	1,548,910
Inventories	94,193	25,554
<b>TOTAL CURRENT ASSETS</b>	<b>15,392,847</b>	<b>7,349,133</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	11,317	11,317
Inventories	0	0
Property, Plant and Equipment	34,036,415	33,764,032
Infrastructure	121,094,563	121,920,291
<b>TOTAL NON-CURRENT ASSETS</b>	<b>155,142,295</b>	<b>155,695,640</b>
<b>TOTAL ASSETS</b>	<b>170,535,142</b>	<b>163,044,773</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	1,219,725	1,702,225
Right of Use Asset	124,397	124,397
Long Term Borrowings	314,212	426,653
Provisions	520,534	520,534
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,178,868</b>	<b>2,773,809</b>
<b>NON-CURRENT LIABILITIES</b>		
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
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,611,510</b>	<b>1,611,510</b>
<b>TOTAL LIABILITIES</b>	<b>3,790,378</b>	<b>4,385,319</b>
<b>NET ASSETS</b>	<b>166,744,764</b>	<b>158,659,454</b>
Retained Surplus	44,818,613	36,630,609
Reserves - Cash Backed	4,017,540	4,014,299
Revaluation Surplus	117,908,609	117,908,609
<b>TOTAL EQUITY</b>	<b>166,744,763</b>	<b>158,553,517</b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2021

10. FINANCIAL RATIOS

	2021 YTD	2020	2019	2018
Current Ratio	6.86	1.48	3.01	1.64
Operating Surplus Ratio	0.67	(0.37)	3.29	(0.24)

The above ratios are calculated as follows:

Current Ratio 
$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

Operating Surplus Ratio 
$$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$$

**ATTACHMENT**

**2021/2022**

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	6,769	0	1,363,289	324,782
Nov							
Dec							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
<b>Total</b>	<b>34,187</b>	<b>3,812,780</b>	<b>362,218</b>	<b>44,392</b>	<b>0</b>	<b>4,253,577</b>	<b>1,287,336</b>
<b>20/21</b>	<b>219,357</b>	<b>8,442,181</b>	<b>965,406</b>	<b>135,103</b>	<b>0</b>	<b>9,762,047</b>	<b>3,790,863</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

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

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

02 Sept 2021 - 01 Oct 2021

## Business Credit Card - Leslie Mainwaring

Date	Payment to	Description	Amount	GST
1/09/2021	Lamysshop Australia	Council and staff leaving gifts - fountain pens	\$ 495.00	\$ 45.00
13/09/2021	Hopetoun IGA	Council meeting confectionery	\$ 74.98	\$ 6.82
14/09/2021	Munglinup Community Group	Council meeting dinner & refreshments with Munglinup Community Group	\$ 1,476.00	\$ -
15/09/2021	Bonnie And Neil	Cr Belli leaving gift	\$ 145.00	\$ 13.18
15/09/2021	Christieni Colaides	Cr Belli leaving gift	\$ 329.00	\$ 29.91
17/09/2021	Cobbler Plus, Booragoon	Engraving for Cr Belli's leaving gift	\$ 31.95	\$ 2.90
21/09/2021	Quest Innaloo	L Kotze - Accomodation and parking for DOT training 19/09/2021 - 24/09/2021	\$ 1,064.49	\$ 96.77
30/09/2021	Cobbler Plus, Booragoon	Engraving for Cr Goldfinch's leaving gift	\$ 30.00	\$ 2.73

\*GST N

<b>Total Purchases for L. Mainwaring</b>	<b>\$ 3,646.42</b>	<b>\$ 197.31</b>
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## Business Credit Card - Graham Steel

Date	Payment to	Description	Amount	GST
10/09/2021	Spotlight, Albany	Bed linen & towels for 27C Carlisle Street	\$ 479.40	\$ 43.58
13/09/2021	Coles, Albany	Surge protected power board for 88 Martin Street	\$ 16.50	\$ 1.50
15/09/2021	Ravensthorpe Building Supplies	Hoses, water nozzle & joiner for Hopetoun cleaning	\$ 128.95	\$ 11.72
15/09/2021	Booking.com	L Diederiks - Accomodation at Albany Big4 holiday park for EHO training 03/10/2021 - 07/10/2021	\$ 852.00	\$ 77.45
16/09/2021	FE Daw & Sons, Ravensthorpe	Cockroach baits for Little Barrens	\$ 13.94	\$ 1.27
24/09/2021	EB Games, Albany	\$100 giftcard - leaving gift for Simon Russell	\$ 100.00	\$ 9.09
24/09/2021	Spotlight, Albany	Bed linen & towels for 27A Carlisle Street	\$ 208.00	\$ 18.91
28/09/2021	Big4 Emu Beach Holiday Park	L Diederiks - Accomodation at Albany Big4 holiday park for EHO training 07/10/2021 - 08/10/2021	\$ 175.00	\$ 15.91
28/09/2021	Ravensthorpe Building Supplies	Grinding disks, Selleys liquid nails & tech screws	\$ 46.20	\$ 4.20

<b>Total Purchases for G. Steel</b>	<b>\$ 2,019.99</b>	<b>\$ 183.64</b>
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## Business Credit Card - Evelyn Houghton

Date	Payment to	Description	Amount	GST
9/09/2021	Paypal - Lawrence & B Prazner	Book - Little Barrens	\$ 38.00	\$ 3.45
9/09/2021	Ink Station, Marrickville	Ink cartridges - Little Barrens	\$ 167.78	\$ 15.25
12/09/2021	Kmart, Belmont	Balance buckets - Little Barrens	\$ 10.00	\$ 0.91
18/09/2021	Red Dot, Cloverdale	Magnetic door mesh - The Cub House	\$ 10.00	\$ 0.91
20/09/2021	Coles, High Wycombe	Baby wipes - Little Barrens	\$ 45.00	\$ 4.09
20/09/2021	Bunnings, Maddington	Cord sash & child safety lock - Little Barrens	\$ 15.97	\$ 1.45
24/09/2021	Hopetoun IGA	Cassie farewell morning tea items & aeroguard - Little Barrens	\$ 51.45	\$ 4.68
30/09/2021	Hopetoun IGA	Food items for activites - Little Barrens	\$ 64.10	\$ -
30/09/2021	Hopetoun IGA	Food items for farewell cake for staff member - The Cub House	\$ 22.25	\$ -
30/09/2021	Department of Communities	Temporary service waiver - The Cub House	\$ 112.00	\$ -

\*GST F

\*GST F

\*GST N

<b>Total Purchases for E. Houghton</b>	<b>\$ 536.55</b>	<b>\$ 30.75</b>
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**Business Credit Card - Russell Dyer**

Date	Payment to	Description	Amount	GST
7/09/2021	FE Daw & Sons, Ravensthorpe	UHT milk & sugar - Hopetoun Depot	\$ 13.06	\$ -
9/09/2021	FE Daw & Sons, Ravensthorpe	UHT milk - Ravensthorpe Depot	\$ 20.50	\$ -
9/09/2021	Ravensthorpe Building Supplies	12 x Riggers gloves XL	\$ 48.60	\$ 4.42
10/09/2021	Baker's Food & Fuel, King River	Fuel RA279	\$ 40.88	\$ 3.72
14/09/2021	FE Daw & Sons, Ravensthorpe	Bread, bacon & eggs - Toolbox meeting	\$ 39.14	\$ -
15/09/2021	Ravensthorpe Building Supplies	Fungicide powder, 2 x sudden impact for roses & rose insect spray	\$ 76.80	\$ 6.98
21/09/2021	Ravensthorpe Agencies	Chainsaw oil 5L	\$ 38.50	\$ 3.50
21/09/2021	Ravensthorpe Agencies	Pressure relief valve, tee threaded & nipple	\$ 88.50	\$ 8.05
21/09/2021	Farmers Centre, Ravensthorpe	BSPM Nipple	\$ 4.41	\$ 0.40
23/09/2021	Ravensthorpe Building Supplies	4 x Yates white oil	\$ 44.60	\$ 4.05
29/09/2021	Hopetoun IGA	Sausages, kebabs and bread	\$ 52.52	\$ -
<b>Total Purchases for R. Dyer</b>			<b>\$ 467.51</b>	<b>\$ 31.12</b>

\*GST F

\*GST F

\*GST F

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

Date	Payment to	Description	Amount	GST
1/10/2021	Bankwest	Facility Fee	\$ 99.00	
<b>Total fees and charges</b>			<b>\$ 99.00</b>	<b>\$ -</b>
<b>Total Bankwest Corporate Mastercard Statement</b>			<b>\$ 6,769.47</b>	<b>\$ 442.81</b>

**Business Debit Card - Les Mainwaring**

Date	Payment to	Description	Amount	Amount
<b>Closing Balance for Debit Card - Les Mainwaring</b>			<b>\$ -</b>	<b>\$ -</b>



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485	15/10/2021	Horizon Power	LOT 3000 BUCKIE STREET 22/07/2021 - 22/09/2021	1		3,041.18
INV 414511	23/09/2021	Horizon Power	U6/LOT 705 TAMAR STREET 22/07/2021 - 22/09/2021		435.96	
INV 267634	23/09/2021	Horizon Power	LOT 548 TAMAR STREET 22/07/2021 - 22/09/2021		214.85	
INV 513789	23/09/2021	Horizon Power	LOT 3000 BUCKIE STREET 22/07/2021 - 22/09/2021		1,034.45	
INV 442429	24/09/2021	Horizon Power	79 ESPLANADE 23/07/2021 - 23/09/2021		420.72	
INV 137406	28/09/2021	Horizon Power	LOT 245 VEAL STREET 27/07/2021 - 24/09/2021		291.89	
INV 185210	28/09/2021	Horizon Power	LOT 461 CANNING BVD 27/07/2021 - 24/09/2021		151.68	
INV 450414	29/09/2021	Horizon Power	LOT 501 VEAL STREET 28/07/2021 - 28/09/2021		347.17	
INV 397872	29/09/2021	Horizon Power	LOT 314 MAITLAND STREET 28/07/2021 - 28/09/2021		144.46	
486	22/10/2021	Horizon Power	HOPETOUN LAMPS 01/09/2021 - 30/09/2021	1		5,865.09
INV 136499	01/10/2021	Horizon Power	HOPETOUN LAMPS 01/09/2021 - 30/09/2021		4,338.22	
INV 224027	04/10/2021	Horizon Power	LOT 694 BEACON DRIVE 03/08/2021 - 01/10/2021		772.95	
INV 308541	07/10/2021	Horizon Power	LOC 80 JERDACCUTTUP ROAD 06/08/2021 - 06/10/2021		753.92	
1052	01/10/2021	1 - BANK FEES	OBB RECORD FEE	1		22.05
1052	01/10/2021	1 - BANK FEES	MAINTENANCE FEES	1		20.00
1052	01/10/2021	1 - BANK FEES	BPAY CREDIT CARD MERCHANT FEE	1		88.33
1052	01/10/2021	1 - BANK FEES	BPAY TRANSACTION FEE	1		325.50
1052	04/10/2021	1 - BANK FEES	CBA MERCHANT FEE	1		114.72
1052	04/10/2021	1 - BANK FEES	CBA MERCHANT FEE	1		128.33
1052	22/10/2021	1 - BANK FEES	AUDIT CERTIFICATE FEE	1		60.00
EFT13895	08/10/2021	4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT AND DISPOSE OF WASTE FROM STARVATION AND MASONS BAY DUMP POINTS	1		4,028.50

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INV 436	09/09/2021	4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT AND DISPOSE OF WASTE FROM STARVATION AND MASONS BAY DUMP POINTS		1,964.20	
INV 447	16/09/2021	4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT AND DISPOSE OF WASTE FROM 3 X GREASE TRAPS		1,725.50	
INV 475	23/09/2021	4 Rivers Plumbing Gas & Civil Contracting WA	INVESTIGATE BATHROOM LEAK - 4 DAW STREET		338.80	
EFT13896	08/10/2021	ABC Trust T/As Green Planet Grass	SYNTHETIC BOWLING GREEN, MUNGLINUP - BLOCK WALLS AND PLINTHS COMPLETED	1		15,000.00
INV 1792	08/09/2021	ABC Trust T/As Green Planet Grass	SYNTHETIC BOWLING GREEN, MUNGLINUP - BLOCK WALLS AND PLINTHS COMPLETED		15,000.00	
EFT13897	08/10/2021	AMPAC Debt Recovery (WA) Pty Ltd	RATES LEGAL CHARGES FOR DEBT RECOVERY - SEPTEMBER 2021	1		2,818.40
INV 78790	23/09/2021	AMPAC Debt Recovery (WA) Pty Ltd	RATES LEGAL CHARGES FOR DEBT RECOVERY - SEPTEMBER 2021		2,818.40	
EFT13898	08/10/2021	ASSA ABLOY	3542R-SC - 3542 - SHORT B'SET MORT DLOCK SINGLE CYLINDER (FAB)	1		366.61
INV IN02042527/08/2021		ASSA ABLOY	5800SC - 5800 ROUND END PLATE WITH CYLINDER HOLE		86.75	
INV IN02045901/09/2021		ASSA ABLOY	3542R-SC - 3542 - SHORT B'SET MORT DLOCK SINGLE CYLINDER (FAB)		153.12	
INV IN02046502/09/2021		ASSA ABLOY	5980/70SC - 5980 ROUND END PLATE TO SUIT 3540 SERIES WITH 90 DEGREE 70 LEVER ONLY		126.74	
EFT13899	08/10/2021	Absolute Detailing	FROSTING OF HOPETOUN COMMUNITY CENTRE MEETING ROOM WINDOWS AND DOORS	1		880.00
INV 5973	20/09/2021	Absolute Detailing	FROSTING OF HOPETOUN COMMUNITY CENTRE MEETING ROOM WINDOWS AND DOORS		880.00	
EFT13900	08/10/2021	Airport Security Pty Ltd	ASIC CARD RENEWAL- MICHAELA PRITCHARD	1		440.00
INV 12347	04/08/2021	Airport Security Pty Ltd	ASIC CARD RENEWAL- MICHAELA PRITCHARD		220.00	
INV 12507	07/09/2021	Airport Security Pty Ltd	ASIC APPLICATION- PORTIA CHAMBERS		220.00	
EFT13901	08/10/2021	Alejandro Silio Arce	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL (KNIGHT HEALTH)	1		242.40
INV REIMBU23/09/2021		Alejandro Silio Arce	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL (KNIGHT HEALTH)		242.40	

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EFT13902	08/10/2021	Animal Engineering And Fabrications Pty Ltd	REPAIRS TO STREET ART BENCH SEAT	1		2,653.48
INV 260	20/09/2021	Animal Engineering And Fabrications Pty Ltd	REPAIRS TO STREET ART BENCH SEAT		2,653.48	
EFT13903	08/10/2021	Australian Government Child Support Agency	Payroll deductions	1		1,119.74
INV DEDUCT20/09/2021		Australian Government Child Support Agency	Payroll deductions		558.44	
INV DEDUCT04/10/2021		Australian Government Child Support Agency	Payroll deductions		561.30	
EFT13904	08/10/2021	Bunnings	BASIN SET AND SINK MIXER - 27B CARLISLE ST	1		75.77
INV 2022/009-06/09/2021		Bunnings	BASIN SET AND SINK MIXER - 27B CARLISLE ST		75.77	
EFT13905	08/10/2021	Chelsea J Byrne	REIMBURSEMENT FOR ST JOHN CPR TRAINING	1		89.00
INV REIMBU05/10/2021		Chelsea J Byrne	REIMBURSEMENT FOR ST JOHN CPR TRAINING		89.00	
EFT13906	08/10/2021	Clearyfield Landscape Contractors	PROVIDE CHERRY PICKER AND LABOUR TO PRUNE TREES IN CARPARK IN DUNN STREET	1		900.00
INV 121	08/09/2021	Clearyfield Landscape Contractors	PROVIDE CHERRY PICKER AND LABOUR TO PRUNE TREES IN CARPARK IN DUNN STREET		900.00	
EFT13907	08/10/2021	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 06/09/2021	1		1,896.40
INV BWR09/215/09/2021		Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 06/09/2021		1,896.40	
EFT13908	08/10/2021	Corey Giles	BOND REFUND	1		30.00
INV T1877	06/10/2021	Corey Giles	BOND REFUND	1	30.00	
EFT13909	08/10/2021	Corsign WA	VARIOUS SIGNS AND BRACKETS	1		4,466.00
INV 59687	15/09/2021	Corsign WA	VARIOUS SIGNS & BRACKETS		1,586.42	
INV 59021	20/09/2021	Corsign WA	VARIOUS SIGNS AND BRACKETS		2,879.58	
EFT13910	08/10/2021	Cr. Graham Richardson	COUNCIL PAYMENT - QUARTER 1 2021/2022	1		4,304.00
INV QTR 1 2130/09/2021		Cr. Graham Richardson	COUNCIL PAYMENT - QUARTER 1 2021/2022		4,304.00	
EFT13911	08/10/2021	Cr. Ian Goldfinch	COUNCIL PAYMENT - QUARTER 1 2021/2022	1		3,386.96

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INV QTR 1 2130/09/2021		Cr. Ian Goldfinch	COUNCIL PAYMENT - QUARTER 1 2021/2022		3,386.96	
EFT13912	08/10/2021	Cr. Julianne Belli	COUNCIL PAYMENT - QUARTER 1 2021/2022	1		5,100.26
INV QTR 1 2130/09/2021		Cr. Julianne Belli	COUNCIL PAYMENT - QUARTER 1 2021/2022		5,100.26	
EFT13913	08/10/2021	Cr. Keith Dunlop	COUNCIL PAYMENT - QUARTER 1 2021/2022	1		11,056.32
INV QTR 1 2130/09/2021		Cr. Keith Dunlop	COUNCIL PAYMENT - QUARTER 1 2021/2022		11,056.32	
EFT13914	08/10/2021	Cr. Mark Mudie	COUNCIL PAYMENT - QUARTER 1 2021/2022	1		5,381.12
INV QTR 1 2130/09/2021		Cr. Mark Mudie	COUNCIL PAYMENT - QUARTER 1 2021/2022		5,381.12	
EFT13915	08/10/2021	Cr. Rhoda Suzanna (Sue) Leighton	COUNCIL PAYMENT - QUARTER 1 2021/2022	1		5,128.40
INV QTR 1 2130/09/2021		Cr. Rhoda Suzanna (Sue) Leighton	COUNCIL PAYMENT - QUARTER 1 2021/2022		5,128.40	
EFT13916	08/10/2021	Cr. Tom Major	COUNCIL PAYMENT - QUARTER 1 2021/2022	1		3,915.20
INV QTR 1 2130/09/2021		Cr. Tom Major	COUNCIL PAYMENT - QUARTER 1 2021/2022		3,915.20	
EFT13917	08/10/2021	Crystal Printing Solutions Pty Ltd	500 X A4 PRESENTATION FOLDER	1		990.00
INV 1,086,07006/09/2021		Crystal Printing Solutions Pty Ltd	500 X A4 PRESENTATION FOLDER		990.00	
EFT13918	08/10/2021	Dee Taaffe	BOND REFUND	1		20.00
INV T1751	06/10/2021	Dee Taaffe	BOND REFUND	1	20.00	
EFT13919	08/10/2021	Deltone Solutions Pty Ltd	DOT PRINTER CARTRIDGES	1		496.00
INV DTS-495518/08/2021		Deltone Solutions Pty Ltd	DOT PRINTER CARTRIDGES		278.00	
INV DTS-500631/08/2021		Deltone Solutions Pty Ltd	PAYROLL - RICOH BLACK AND CYAN TONER		218.00	
EFT13920	08/10/2021	Department of Fire and Emergency Services (Previously FESA)	2021/2022 ESL QUARTER 1	1		45,477.90
INV 152575	23/08/2021	Department of Fire and Emergency Services (Previously FESA)	2021/2022 ESL QUARTER 1		45,477.90	
EFT13921	08/10/2021	Department of Transport (Shire Licensing)	CHANGE OF PLATE - RA93 TO 1HDY771	1		48.80

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INV 1211573916/09/2021		Department of Transport (Shire Licensing)	CHANGE OF PLATE - RA93 TO 1HDY771		30.50	
INV 1213585624/09/2021		Department of Transport (Shire Licensing)	CHANGE OF PLATE - 1HDY871 TO RA93		18.30	
EFT13922	08/10/2021	Ella Groves	REIMBURSEMENT FOR ST JOHN FIRST AID TRAINING	1		199.00
INV REIMBU30/09/2021		Ella Groves	REIMBURSEMENT FOR ST JOHN FIRST AID TRAINING		199.00	
EFT13923	08/10/2021	Esperance Communications	CCTV INSTALLATION AND TRAVEL	1		3,740.15
INV 5083738	13/09/2021	Esperance Communications	CCTV INSTALLATION AND TRAVEL		3,740.15	
EFT13924	08/10/2021	Esperance Motor Group trading as Esperance Toyota	PURCHASE OF NEW HILUX 4X4 EXTRA CAB TRAY BACK FOR DOZER OPERATOR	1		22,767.87
INV 1002154717/09/2021		Esperance Motor Group trading as Esperance Toyota	PURCHASE OF NEW HILUX 4X4 EXTRA CAB TRAY BACK FOR DOZER OPERATOR		22,767.87	
EFT13925	08/10/2021	Esperance Windscreens	REPLACEMENT WINDSCREEN - RA3520	1		350.00
INV 17656	10/09/2021	Esperance Windscreens	REPLACEMENT WINDSCREEN - RA3520		350.00	
EFT13926	08/10/2021	Evelyn Houghton	REIMBURSEMENT FOR PROVIDE CPR TRAINING (AUSTRALIA WIDE FIRST AID)	1		69.00
INV REIMBU30/09/2021		Evelyn Houghton	REIMBURSEMENT FOR PROVIDE CPR TRAINING (AUSTRALIA WIDE FIRST AID)		69.00	
EFT13927	08/10/2021	FE Daw and Sons	CATERING - BFAC MEETING - TUESDAY 7 SEPTEMBER 2021	1		550.00
INV 52	09/09/2021	FE Daw and Sons	CATERING - BFAC MEETING - TUESDAY 7 SEPTEMBER 2021		550.00	
EFT13928	08/10/2021	Farmers Centre (WA) Pty	12V PUMP FOR SPRAY UNIT & FREIGHT - 1GLQ198	1		624.50
INV 722864	20/09/2021	Farmers Centre (WA) Pty	12V PUMP FOR SPRAY UNIT & FREIGHT - 1GLQ198		624.50	
EFT13929	08/10/2021	Great Southern Media WA P/L T/A Great Southern Weekender	19X3 FITZGERALD BIOSPHERE COAST ADVERT IN THE WILDFLOWER FEATURE EDITION	1		470.25
INV 35196	09/09/2021	Great Southern Media WA P/L T/A Great Southern Weekender	19X3 FITZGERALD BIOSPHERE COAST ADVERT IN THE WILDFLOWER FEATURE EDITION		470.25	
EFT13930	08/10/2021	Gregory Alan Stover	REIMBURSEMENT FOR FUSES & FUSE HOLDER FOR AIRPORT SPRAY PUMP	1		9.50

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INV REIMBU23/09/2021		Gregory Alan Stover	REIMBURSEMENT FOR FUSES & FUSE HOLDER FOR AIRPORT SPRAY PUMP		9.50	
EFT13931	08/10/2021	Guru Productions Pty Ltd	FILMING AND PRODUCTION OF 2 STORIES FOR DESTINATION WA SERIES	1		10,450.00
INV 7643	01/07/2021	Guru Productions Pty Ltd	FILMING AND PRODUCTION OF 2 STORIES FOR DESTINATION WA SERIES		10,450.00	
EFT13932	08/10/2021	Have a Go News	10X3 ADVERT PLUS EDITORIAL IN WA WILDFLOWER FEATURE	1		479.60
INV 57144	06/09/2021	Have a Go News	10X3 ADVERT PLUS EDITORIAL IN WA WILDFLOWER FEATURE		479.60	
EFT13933	08/10/2021	Hidrive Group Pty Ltd	BALL BEARING FOR ROLLER DRAWER (DOG RAMP) - RA3280	1		72.82
INV 224459/020/09/2021		Hidrive Group Pty Ltd	BALL BEARING FOR ROLLER DRAWER (DOG RAMP) - RA3280		72.82	
EFT13934	08/10/2021	Hopetoun Bowling Club	SUPPORT FOR THE ANNUAL WOMEN'S CLASSIC	1		250.00
INV ZJ44546607/09/2021		Hopetoun Bowling Club	SUPPORT FOR THE ANNUAL WOMEN'S CLASSIC		250.00	
EFT13935	08/10/2021	Hopetoun Community Resource Centre	CEO DONATION - WILDFLOWER PHOTOGRAPHY COMPETITION	1		275.00
INV 1191	09/09/2021	Hopetoun Community Resource Centre	CEO DONATION - WILDFLOWER PHOTOGRAPHY COMPETITION		275.00	
EFT13936	08/10/2021	Hopetoun Tyres & Batteries	INSTALLATION OF TWO NEW VALVE STEMS ON REAR LEFT HAND SIDE OF TRUCK RIMS - 1EGP115	1		158.00
INV 0545	08/09/2021	Hopetoun Tyres & Batteries	TYRE REPAIRS TO 1TOZ072		33.00	
INV 0546	08/09/2021	Hopetoun Tyres & Batteries	INSTALLATION OF TWO NEW VALVE STEMS ON REAR LEFT HAND SIDE OF TRUCK RIMS - 1EGP115		125.00	
EFT13937	08/10/2021	Indiji Flora	MACHINE HIRE FOR TREATMENT #6955 PRESCRIBED BURN MASON BAY CAMPGROUND - RFT 04-2020/21	1		5,610.00
INV 0316	07/09/2021	Indiji Flora	MACHINE HIRE FOR TREATMENT #6955 PRESCRIBED BURN MASON BAY CAMPGROUND - RFT 04-2020/21		3,080.00	
INV 322	24/09/2021	Indiji Flora	TREATMENT #1935 PRESCRIBED BURN - JERDACUTTUP TOWN SITE		2,530.00	

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EFT13938	08/10/2021	Jason Nori	BOND REFUND	1		3,000.00
INV T912	06/10/2021	Jason Nori	BOND REFUND	1	3,000.00	
EFT13939	08/10/2021	Karina Bray	REIMBURSEMENT FOR MILK & ST JOHN FIRST AID TRAINING	1		211.26
INV REIMBU29/09/2021	09/2021	Karina Bray	REIMBURSEMENT FOR MILK & ST JOHN FIRST AID TRAINING		211.26	
EFT13940	08/10/2021	Katie Jones	REIMBURSEMENT FOR ST JOHN FIRST AID TRAINING	1		199.00
INV REIMBU04/10/2021	10/2021	Katie Jones	REIMBURSEMENT FOR ST JOHN FIRST AID TRAINING		199.00	
EFT13941	08/10/2021	Kindyhub Pty Ltd	KINDYHUB APP SUBSCRIPTION GOLD PLAN - SEPTEMBER 2021 - LITTLE BARRENS	1		330.00
INV KH00203:13/09/2021	13/09/2021	Kindyhub Pty Ltd	KINDYHUB APP SUBSCRIPTION GOLD PLAN - SEPTEMBER 2021 - THE CUB HOUSE		141.90	
INV K0072-6213/09/2021	09/2021	Kindyhub Pty Ltd	KINDYHUB APP SUBSCRIPTION GOLD PLAN - SEPTEMBER 2021 - LITTLE BARRENS		188.10	
EFT13942	08/10/2021	LGISWA	ACTUAL WAGES ADJUSTMENT FOR PERIOD 30/06/2019 - 30/06/2020	1		10,173.96
INV 100-1419:19/05/2021	19/05/2021	LGISWA	ACTUAL WAGES ADJUSTMENT FOR PERIOD 30/06/2019 - 30/06/2020		9,673.96	
INV MO0051304/10/2021	10/2021	LGISWA	INSURANCE EXCESS PAYMENT FOR INCIDENT 28.08.2021 - CLAIM # MO0051341 - OTHER VEHICLE DAMAGE		500.00	
EFT13943	08/10/2021	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL - WITH DRUG-ALCOHOL SCREEN AND AUDIOMETRY - ROBERT LUKE	1		1,091.00
INV 54283	06/09/2021	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL - WITH DRUG-ALCOHOL SCREEN AND AUDIOMETRY - ROBERT LUKE		445.50	
INV 54313	07/09/2021	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL - INCLUDING DRUG, ALCOHOL AND HEARING SCREEN - ANGEL BOCK		445.50	
INV 54426	08/09/2021	Livingston Medical Pty Ltd	CANCELLATION OF MEDICAL - LESS THAN 24 HOURS NOTICE		200.00	
EFT13944	08/10/2021	Lloydey's Power Services	INSTALL POWER POINTS RAVENSTHORPE TOWN HALL	1		829.87
INV 0760	12/09/2021	Lloydey's Power Services	INSTALL POWER POINTS RAVENSTHORPE TOWN HALL		468.19	

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INV 0766	19/09/2021	Lloydey's Power Services	DISCONNECTION OF OLD DEPOT FUEL TANK AND CONNECTION OF NEW DEPOT FUEL TANK		361.68	
EFT13945	08/10/2021	Lo-Go Appointments	ACTING CEO BRIAN JONES - W/E 04/09/2021	1		17,020.69
INV 424404	07/09/2021	Lo-Go Appointments	CONTRACT SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 04/09/2021		1,729.27	
INV 424405	07/09/2021	Lo-Go Appointments	ACTING CEO BRIAN JONES - W/E 04/09/2021		6,391.77	
INV 424447	14/09/2021	Lo-Go Appointments	CONTRACT SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 11/09/2021		1,729.27	
INV 424448	14/09/2021	Lo-Go Appointments	ACTING CEO BRIAN JONES - W/E 11/09/2021		5,441.11	
INV 424493	21/09/2021	Lo-Go Appointments	CONTRACT SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 18/09/2021		1,729.27	
EFT13946	08/10/2021	Louise Kotze	REIMBURSEMENT FOR MEALS AND TRAVEL TO DOT TRAINING IN PERTH	1		972.48
INV REIMBU28/09/2021	28/09/2021	Louise Kotze	REIMBURSEMENT FOR MEALS AND TRAVEL TO DOT TRAINING IN PERTH		972.48	
EFT13947	08/10/2021	M Cameron Contracting	REFUND OF OVERPAYMENT OF INVOICES #3024 & #3037	1		262.46
INV REFUND20/09/2021	20/09/2021	M Cameron Contracting	REFUND OF OVERPAYMENT OF INVOICES #3024 & #3037		262.46	
EFT13948	08/10/2021	Malcom James Grant	REIMBURSEMENT FOR MEALS AND PETROL - PRESCRIBED BURNING	1		298.92
INV REIMBU24/09/2021	24/09/2021	Malcom James Grant	REIMBURSEMENT FOR MEALS AND PETROL - PRESCRIBED BURNING		298.92	
EFT13949	08/10/2021	Manjimup Toyota & Mitsubishi	PURCHASE OF NEW HILUX SR XTRA CAB 4X4 TRAY BACK UTILITY	1		36,734.00
INV RI11006330/08/2021	08/2021	Manjimup Toyota & Mitsubishi	PURCHASE OF NEW SR 4X4 XTRA CAB TRAY BACK HOPETOUN P AND G UTILITY		17,878.90	
INV RI11006331/08/2021	08/2021	Manjimup Toyota & Mitsubishi	PURCHASE OF NEW HILUX SR XTRA CAB 4X4 TRAY BACK UTILITY		18,855.10	
EFT13950	08/10/2021	McLeods Barristers & Solicitors	LEGAL SERVICES - FREEDOM OF INFORMATION ADVICE 19/08/2021 - 27/08/2021	1		2,523.74
INV 120683	31/08/2021	McLeods Barristers & Solicitors	LEGAL ADVICE - UNATHORISED RECORDING OF COUNCIL MEETINGS		310.62	



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INV 120682	31/08/2021	McLeods Barristers & Solicitors	LEGAL SERVICES - FREEDOM OF INFORMATION ADVICE 19/08/2021 - 27/08/2021		2,213.12	
EFT13951	08/10/2021	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT FOR THE MEDICAL CENTRES - SEPTEMBER 2021	1		110.00
INV 054364	01/09/2021	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT FOR THE MEDICAL CENTRES - SEPTEMBER 2021		110.00	
EFT13952	08/10/2021	MetroCount Pty Ltd	FIGURE 8 ROAD CLEAT 10 PACK X 2, VENT PLUG (10 PACK) & 30M PREMIUM RUBBER ROAD TUBE X 2	1		706.20
INV INV0301	10/09/2021	MetroCount Pty Ltd	FIGURE 8 ROAD CLEAT 10 PACK X 2, VENT PLUG (10 PACK) & 30M PREMIUM RUBBER ROAD TUBE X 2		706.20	
EFT13953	08/10/2021	Michaela Pritchard	REIMBURSEMENT FOR ASIC ID & MEALS WHILE TRAINING IN PERTH	1		107.80
INV REIMBU	21/09/2021	Michaela Pritchard	REIMBURSEMENT FOR ASIC ID & MEALS WHILE TRAINING IN PERTH		107.80	
EFT13954	08/10/2021	Michelle Deborah Perkins	REIMBURSEMENT FOR ST JOHN FIRST AID TRAINING	1		272.19
INV REIMBU	29/09/2021	Michelle Deborah Perkins	REIMBURSEMENT FOR ST JOHN FIRST AID TRAINING		199.00	
INV REIMBU	30/09/2021	Michelle Deborah Perkins	REIMBURSEMENT FOR FOOD & BAKING ITEMS FOR LITTLE BARRENS		73.19	
EFT13955	08/10/2021	Mills Corporation Pty Ltd	BUILDING ASSISTANT - ANTHONY MARAS - 06/09/2021 - 19/09/2021	1		12,237.46
INV 17364	21/09/2021	Mills Corporation Pty Ltd	BUILDING ASSISTANT - ANTHONY MARAS - 06/09/2021 - 19/09/2021		12,237.46	
EFT13956	08/10/2021	Mycotec Pty Ltd	MOULD AND IAQ INSPECTION - 4 DAW STREET	1		4,950.00
INV 1712	13/09/2021	Mycotec Pty Ltd	MOULD AND IAQ INSPECTION - 4 DAW STREET		4,950.00	
EFT13957	08/10/2021	R And R Heavy Diesel Services	ANNUAL SERVICING OF THE MT SHORT 2.4R - 1DHY580	1		20,850.13
INV 5055	03/09/2021	R And R Heavy Diesel Services	ANNUAL SERVICE OF COCANARUP 2.4B - 1EEM041		6,421.80	
INV 5056	03/09/2021	R And R Heavy Diesel Services	ANNUAL SERVICE WEST RIVER 2.4B - 1EEW142		3,143.97	
INV 5063	07/09/2021	R And R Heavy Diesel Services	RESAMPLE MACHINE OIL - RA3829		696.91	
INV 5098	20/09/2021	R And R Heavy Diesel Services	ANNUAL SERVICING OF MUNGLINUP 4.4B - 1GAR559		3,418.09	

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INV 5095	20/09/2021	R And R Heavy Diesel Services	ANNUAL SERVICING OF THE MT SHORT 2.4R - 1DHY580		7,169.36	
EFT13958	08/10/2021	Ravensthorpe Agencies	1 X FLOJET 12V PUMP 15.1PM - RA3867	1		590.51
INV 05895	02/09/2021	Ravensthorpe Agencies	1 X FLOJET 12V PUMP 15.1PM - RA3867		357.31	
INV 06038	09/09/2021	Ravensthorpe Agencies	1 X 20L ROUNDUP ULTRA-MAX 20L DRUM		233.20	
EFT13959	08/10/2021	Ravensthorpe Building Supplies	RECIP BLADE H506 DEMO WOOD, BOSCH BLADE SABRE SAW METAL @ 3 X PINE H3	1		262.55
INV 12662	07/09/2021	Ravensthorpe Building Supplies	CLADDING 1200 X 2400 X 6MM - UNDERCROFT		50.95	
INV 13027	17/09/2021	Ravensthorpe Building Supplies	SCREW STEEL GALV W/SEAL PK50		10.30	
INV 13026	17/09/2021	Ravensthorpe Building Supplies	ADHESIVE AQUADHERE INTERIOR PVA 500ML SELLEYS		13.60	
INV 13150	21/09/2021	Ravensthorpe Building Supplies	RECIP BLADE H506 DEMO WOOD, BOSCH BLADE SABRE SAW METAL @ 3 X PINE H3		181.50	
INV 13114	21/09/2021	Ravensthorpe Building Supplies			6.20	
EFT13960	08/10/2021	Ravensthorpe Community Christmas Tree	REFUND OF ADMINISTRATION FEE OVERCHARGE	1		50.00
INV REFUND20	09/2021	Ravensthorpe Community Christmas Tree	REFUND OF ADMINISTRATION FEE OVERCHARGE		50.00	
EFT13961	08/10/2021	Ravensthorpe Community Resource Centre	PROVISION OF LIBRARY SERVICES - QUARTER 1 2021	1		13,750.00
INV 3053	14/09/2021	Ravensthorpe Community Resource Centre	PROVISION OF LIBRARY SERVICES - QUARTER 1 2021		13,750.00	
EFT13962	08/10/2021	Ravensthorpe Mechanical Services	15,000KM SERVICE - 1GDJ430	1		499.93
INV 40099	26/08/2021	Ravensthorpe Mechanical Services	15,000KM SERVICE - 1GDJ430		499.93	
EFT13963	08/10/2021	Ravensthorpe Regional Arts Council	FUNDING SUPPORT FOR IN THE HOUSE 2021/2022	1		22,000.00
INV 1134	04/09/2021	Ravensthorpe Regional Arts Council	FUNDING SUPPORT FOR IN THE HOUSE 2021/2022		22,000.00	
EFT13964	08/10/2021	Rodney Clarence Daw	CBFCO TELSTRA REIMBURSEMENT TO 10 SEPTEMBER 2021	1		90.48
INV REIMBU23	09/2021	Rodney Clarence Daw	CBFCO TELSTRA REIMBURSEMENT TO 10 SEPTEMBER 2021		90.48	
EFT13965	08/10/2021	Rose Pearson	REIMBURSEMENT FOR ST JOHN FIRST AID TRAINING	1		199.00

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INV REIMBU118/09/2021	18/09/2021	Rose Pearson	REIMBURSEMENT FOR ST JOHN FIRST AID TRAINING		199.00	
EFT13966	08/10/2021	Roselea Trading	Hopetoun Gym Rent	1		638.45
INV RENT	07/10/2021	Roselea Trading	Hopetoun Gym Rent		488.34	
INV RATES	07/10/2021	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT13967	08/10/2021	Sarah Callis	BOND REFUND	1		30.00
INV T1908	06/10/2021	Sarah Callis	BOND REFUND	1	30.00	
EFT13968	08/10/2021	Scott Smalley Partnership PTY LTD	CONSULTING SERVICES FOR PROPOSED ADDITIONS & ALTERATIONS TO HOPETOUN SPORTS PAVILLION	1		6,600.00
INV 3357	10/09/2021	Scott Smalley Partnership PTY LTD	CONSULTING SERVICES FOR PROPOSED ADDITIONS & ALTERATIONS TO HOPETOUN SPORTS PAVILLION		4,620.00	
INV 3356	10/09/2021	Scott Smalley Partnership PTY LTD	STRUCTURAL ENGINEERING DOCUMENTATION FOR THE RAVENSTHORPE RECREATION CENTRE DECK		1,980.00	
EFT13969	08/10/2021	Seek Limited	JOB ADVERTISEMENT - AIRPORT REPORTING OFFICER	1		313.50
INV 9782280409/09/2021	09/09/2021	Seek Limited	JOB ADVERTISEMENT - AIRPORT REPORTING OFFICER		313.50	
EFT13970	08/10/2021	Sheridan's For Badges	STAINLESS STEEL PLAQUE 200 X 150MM, PACKAGING & FREIGHT	1		299.20
INV 83270	02/09/2021	Sheridan's For Badges	STAINLESS STEEL PLAQUE 200 X 150MM, PACKAGING & FREIGHT		299.20	
EFT13971	08/10/2021	Shire of Ravensthorpe Social Club	Payroll deductions	1		200.00
INV DEDUCT20/09/2021	20/09/2021	Shire of Ravensthorpe Social Club	Payroll deductions		100.00	
INV DEDUCT04/10/2021	04/10/2021	Shire of Ravensthorpe Social Club	Payroll deductions		100.00	
EFT13972	08/10/2021	South Coast Foodservice	10.00 X TOILET ROLL JUMBO 2PLAY LIV(7006)	1		329.45
INV 4317027	14/09/2021	South Coast Foodservice	10.00 X TOILET ROLL JUMBO 2PLAY LIV(7006)		329.45	
EFT13973	08/10/2021	Telstra	TELSTRA ACCOUNT TO 10 SEPTEMBER 2021	1		9,375.63
INV K917866618/09/2021	18/09/2021	Telstra	TELSTRA ACCOUNT TO 10 SEPTEMBER 2021		9,375.63	

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EFT13974	08/10/2021	Timberbuilt Australia Pty Ltd	STRUCTURAL TIMBER FRAME AND ASSOCIATED MATERIALS - LESS RETENTION	1		216,899.54
INV 203	18/08/2021	Timberbuilt Australia Pty Ltd	STRUCTURAL TIMBER FRAME AND ASSOCIATED MATERIALS - LESS RETENTION		216,899.54	
EFT13975	08/10/2021	Toll Transport Pty Ltd	FREIGHT CHARGES - ALBANY LOCK, CORSIGN, JASON SIGNS & WESTRAC	1		953.76
INV 0500-S3006/09/2021		Toll Transport Pty Ltd	FREIGHT CHARGES - PCS		25.11	
INV 0501-S3012/09/2021		Toll Transport Pty Ltd	FREIGHT CHARGES - ALBANY LOCK, CORSIGN, JASON SIGNS & WESTRAC		704.48	
INV 0502-S3019/09/2021		Toll Transport Pty Ltd	FREIGHT CHARGES - PCS & CORSIGN		178.50	
INV 0503-S3026/09/2021		Toll Transport Pty Ltd	FREIGHT CHARGES - JASON SIGNS & WOODLANDS		45.67	
EFT13976	08/10/2021	WA Fuel Supply PTY LTD	27,787 L DIESEL - INITIAL TANK FILL	1		43,501.11
INV 56572	16/09/2021	WA Fuel Supply PTY LTD	27,787 L DIESEL - INITIAL TANK FILL		43,501.11	
EFT13977	08/10/2021	WA Rangers Association	SENIOR RANGER - PROFESSIONAL DEVELOPMENT CONFERENCE 15 &16 SEPTEMBER 2021	1		550.00
INV JD21045	07/09/2021	WA Rangers Association	SENIOR RANGER - PROFESSIONAL DEVELOPMENT CONFERENCE 15 &16 SEPTEMBER 2021		550.00	
EFT13978	08/10/2021	WINC Australia Pty Ltd	NET50674995 - VARIOUS CONSUMABLES - LITTLE BARRENS	1		677.61
INV 9036997308/09/2021		WINC Australia Pty Ltd	NET50783278 - VARIOUS CONSUMABLES - THE CUB HOUSE		73.00	
INV 9036993908/09/2021		WINC Australia Pty Ltd	NET50674995 - VARIOUS CONSUMABLES - LITTLE BARRENS		469.37	
INV 9036988608/09/2021		WINC Australia Pty Ltd	NET50783278 - VARIOUS CONSUMABLES - THE CUB HOUSE		75.56	
INV 9037017010/09/2021		WINC Australia Pty Ltd	NET50674995 - VARIOUS CONSUMABLES - LITTLE BARRENS		13.42	
INV 9037017510/09/2021		WINC Australia Pty Ltd	NET50783278 - VARIOUS CONSUMABLES - THE CUB HOUSE		8.05	
INV 9037026713/09/2021		WINC Australia Pty Ltd	NET50783278 - VARIOUS CONSUMABLES - THE CUB HOUSE		14.96	
INV 9037051916/09/2021		WINC Australia Pty Ltd	NET50783278 - VARIOUS CONSUMABLES - THE CUB HOUSE		13.29	

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INV 9037058016/09/2021		WINC Australia Pty Ltd	NET50674995 - VARIOUS CONSUMABLES - LITTLE BARRENS		9.96	
EFT13979	08/10/2021	West Coast Shade Pty Ltd	SUPPLY & INSTALL SHADE SAIL STRUCTURE - 10 X COLUMNS AND 4 X SAILS	1		53,174.00
INV 11044	17/08/2021	West Coast Shade Pty Ltd	SUPPLY & INSTALL SHADE SAIL STRUCTURE - 10 X COLUMNS AND 4 X SAILS		45,034.00	
INV 11043	17/09/2021	West Coast Shade Pty Ltd	SUPPLY, FABRICATE & INSTALL 3 X REPLACEMENT SAILS AT MAITLAND STREET PARK		8,140.00	
EFT13980	08/10/2021	Windspray Arts Inc	2021 ANNUAL ART AND CRAFT COMPETITION PRIZE	1		700.00
INV 20	07/09/2021	Windspray Arts Inc	2021 ANNUAL ART AND CRAFT COMPETITION PRIZE		700.00	
EFT13981	08/10/2021	Woodlands Distributors Pty Ltd	STAINLESS STEEL DISPENSERS - DOG BAGS DISPENSER UNIT	1		656.70
INV RAV1-0120/09/2021		Woodlands Distributors Pty Ltd	STAINLESS STEEL DISPENSERS - DOG BAGS DISPENSER UNIT		656.70	
EFT13982	15/10/2021	Devlyn Construction	RAVENSTHORPE CULTURAL PRECINCT - PROGRESS CLAIM 1	1		125,429.80
INV 1672	24/09/2021	Devlyn Construction	RAVENSTHORPE CULTURAL PRECINCT - PROGRESS CLAIM 1		125,429.80	
EFT13983	22/10/2021	4 Rivers Plumbing Gas & Civil Contracting WA	REPAIR LEAKING TAP AT HOPETOUN DUMP POINT	1		778.80
INV 446	16/09/2021	4 Rivers Plumbing Gas & Civil Contracting WA	REPAIR LEAKING TAP AT HOPETOUN DUMP POINT		657.80	
INV 476	23/09/2021	4 Rivers Plumbing Gas & Civil Contracting WA	INSPECT 4 DAW STREET AND PROVIDE REPORT ON CAUSE OF LEAK IN BATHROOM		121.00	
EFT13984	22/10/2021	Adam M Lyons	Rates refund for assessment A568 21 KINGSMILL STREET RAVENSTHORPE WA 6346	1		1,684.78
INV A568	20/10/2021	Adam M Lyons	Rates refund for assessment A568 21 KINGSMILL STREET RAVENSTHORPE WA 6346		1,684.78	
EFT13985	22/10/2021	Australian Government Child Support Agency	Payroll deductions	1		561.30
INV DEDUCT18/10/2021		Australian Government Child Support Agency	Payroll deductions		561.30	
EFT13986	22/10/2021	Australian Taxation Office (ATO)	BAS RETURN SEPTEMBER 2021	1		122,740.00

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INV BAS OCT22/10/2021		Australian Taxation Office (ATO)	BAS RETURN SEPTEMBER 2021		122,740.00	
EFT13987	22/10/2021	Brook And Marsh Pty Ltd	CLOSURE OF PART MELIA WAY MUNGLINUP - DPLH 04259-1969	1		1,610.00
INV 3000971720/09/2021		Brook And Marsh Pty Ltd	CLOSURE OF PART MELIA WAY MUNGLINUP - DPLH 04259-1969		1,610.00	
EFT13988	22/10/2021	Bunnings	GALVANISED BOLTS FOR 66 QUEEN ST	1		57.00
INV 2181/005(19/09/2021		Bunnings	GALVANISED BOLTS FOR 66 QUEEN ST		57.00	
EFT13989	22/10/2021	Dexion Canning Vale	7 X SHELF UL 1200X400 STWH & 50 X SHELF CLIP W TYPE (50 PACK) ZP	1		436.67
INV 91412	29/09/2021	Dexion Canning Vale	7 X SHELF UL 1200X400 STWH & 50 X SHELF CLIP W TYPE (50 PACK) ZP		436.67	
EFT13990	22/10/2021	Hinchys Auto Electrics	SUPPLY AND FIT ANDERSON PLUG TP - RA93	1		525.80
INV 82	24/09/2021	Hinchys Auto Electrics	SUPPLY AND FIT ANDERSON PLUG TP - RA93		525.80	
EFT13991	22/10/2021	Lani Diederiks	TRAVEL COSTS TO ALBANY FOR EHO TRAINING	1		535.02
INV REIMBU118/10/2021		Lani Diederiks	TRAVEL COSTS TO ALBANY FOR EHO TRAINING		535.02	
EFT13992	22/10/2021	Lo-Go Appointments	ACTING CEO BRIAN JONES - W/E 18/09/2021	1		12,611.49
INV 424494	21/09/2021	Lo-Go Appointments	ACTING CEO BRIAN JONES - W/E 18/09/2021		5,441.11	
INV 424534	28/09/2021	Lo-Go Appointments	CONTRACT SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 25/09/2021		1,729.27	
INV 424535	28/09/2021	Lo-Go Appointments	ACTING CEO BRIAN JONES - W/E 25/09/2021		5,441.11	
EFT13993	22/10/2021	Michelle Deborah Perkins	REIMBURSEMENT FOR UNIFORM & PLAYDOUGH INGREDIENTS FOR LITTLE BARRENS	1		194.45
INV REIMBU111/10/2021		Michelle Deborah Perkins	REIMBURSEMENT FOR UNIFORM & PLAYDOUGH INGREDIENTS FOR LITTLE BARRENS		194.45	
EFT13994	22/10/2021	Peter Hobbs Architects	RAVENSTHORPE CULTURAL PRECINCT - PRESENTATION TO COUNCIL FEBRUARY 2021	1		6,875.00
INV 408	31/07/2021	Peter Hobbs Architects	RAVENSTHORPE CULTURAL PRECINCT - PRESENTATION TO COUNCIL FEBRUARY 2021		4,125.00	

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INV 409	31/07/2021	Peter Hobbs Architects	SITE VISITS - PATRICK BEALE 01/02/2021 & 24/06/2021		2,750.00	
EFT13995	22/10/2021	QLM Label Makers Pty Ltd	1,800 X FULL COLOUR PRINTED MAGNETS	1		2,209.40
INV 362147	16/08/2021	QLM Label Makers Pty Ltd	1,800 X COUNCIL TIP PASSES		548.90	
INV 362378	19/08/2021	QLM Label Makers Pty Ltd	1,800 X FULL COLOUR PRINTED MAGNETS		1,660.50	
EFT13996	22/10/2021	R And R Heavy Diesel Services	40,000KM SERVICE - RA3871	1		3,891.81
INV 5100	21/09/2021	R And R Heavy Diesel Services	40,000KM SERVICE - RA3871		3,212.33	
INV 5105	22/09/2021	R And R Heavy Diesel Services	REPLACE RIP CORD AND SERVICE MOTOR ON SPRAY TRAILER - RA 1708		95.59	
INV 5103	22/09/2021	R And R Heavy Diesel Services	REMOVE REAR DRIVE SHAFT TO REMOVE BULKA BAG WRAPPED AROUND DIFF PINION - 1GOA197		165.00	
INV 5106	22/09/2021	R And R Heavy Diesel Services	REPLACE SAFTEY VALVE ON AIR COMPRESSOR		247.12	
INV 5104	22/09/2021	R And R Heavy Diesel Services	SUPPLY TOP UP DRUM OF OIL - RA3762		171.77	
EFT13997	22/10/2021	Ravensthorpe Agencies	1 X BAYCO SIGHT WIRE 4MM X 625M & FREIGHT	1		1,455.34
INV 06134	15/09/2021	Ravensthorpe Agencies	DAVEY D15VA SUMP PUMP, HOSE TAIL, HOSE CLEAR/WIRE 32MM & HOSE CLAMP		397.55	
INV 06147	16/09/2021	Ravensthorpe Agencies	1 X BAYCO SIGHT WIRE 4MM X 625M & FREIGHT		539.99	
INV 06281	23/09/2021	Ravensthorpe Agencies	4 X TURF CONTROL & FREIGHT		382.80	
INV 06292	23/09/2021	Ravensthorpe Agencies	1 X GREASE CARTRIDGE EP2 RED 450G - BOX 20		135.00	
EFT13998	22/10/2021	Ravensthorpe Mechanical Services	2 X TYRES 1GDJ430 LT225/70R17 - 1GDJ430 & TYRE DISPOSAL	1		966.24
INV 40225	11/09/2021	Ravensthorpe Mechanical Services	2 X TYRES 1GDJ430 LT225/70R17 - 1GDJ430 & TYRE DISPOSAL		966.24	
EFT13999	22/10/2021	Reinforced Concrete Pipes Australia (WA) PTY LTD	8 X 300DIA CLASS 4 RRJ CONCRETE PIPE & RUBBER RINGS	1		940.02
INV 309845	12/08/2021	Reinforced Concrete Pipes Australia (WA) PTY LTD	8 X 300DIA CLASS 4 RRJ CONCRETE PIPE & RUBBER RINGS		940.02	
EFT14000	22/10/2021	Russell Palmer	REIMBURSEMENT FOR CESM ACCOMODATION IN JERRAMUNGUP 08/09/2021 - 10/09/2021 & 12/10/2021	1		640.49

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INV REIMBU05/10/2021		Russell Palmer	REIMBURSEMENT FOR ACCOMODATION IN BREMER & CATERING FOR FIRE TRAINING		295.49	
INV REIMBU18/10/2021		Russell Palmer	REIMBURSEMENT FOR CESM ACCOMODATION IN JERRAMUNGUP 08/09/2021 - 10/09/2021 & 12/10/2021		345.00	
EFT14001	22/10/2021	Shire of Ravensthorpe Social Club	Payroll deductions	1		115.00
INV DEDUCT18/10/2021		Shire of Ravensthorpe Social Club	Payroll deductions		115.00	
EFT14002	22/10/2021	Telstra	SATELLITE PHONES TO 21 OCTOBER 2021	1		135.00
INV T31 -23502/09/2021		Telstra	SATELLITE PHONES TO 21 OCTOBER 2021		135.00	
EFT14003	22/10/2021	Tyrepower Esperance	RA222- COOPER LT265/65R17 120/117R AT3 LT BSW X2 PLUS FITTING, BALANCING AND WHEEL ALIGNMENT	1		760.00
INV 115268	24/09/2021	Tyrepower Esperance	RA222- COOPER LT265/65R17 120/117R AT3 LT BSW X2 PLUS FITTING, BALANCING AND WHEEL ALIGNMENT		760.00	
EFT14004	27/10/2021	4 Rivers Plumbing Gas & Civil Contracting WA	INSTALL TMV ON HWS SHIRE OFFICE AND ON HWS IN REAR FOYER HOPETOUN COMMUNITY CENTRE	1		4,655.50
INV 527	06/10/2021	4 Rivers Plumbing Gas & Civil Contracting WA	SEPTIC PUMP OUT - 30 KINGSMILL ST		840.00	
INV 504	06/10/2021	4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT - KUNDIP WALK TOILETS		789.40	
INV 506	06/10/2021	4 Rivers Plumbing Gas & Civil Contracting WA	INSTALL TMV ON HWS SHIRE OFFICE AND ON HWS IN REAR FOYER HOPETOUN COMMUNITY CENTRE		1,320.00	
INV 528	08/10/2021	4 Rivers Plumbing Gas & Civil Contracting WA	LOCATE LEAK AND BROKEN PIPES FOR SEPTIC AT 30 KINGSMILL ST		260.70	
INV 532	08/10/2021	4 Rivers Plumbing Gas & Civil Contracting WA	REPLACE HOT AND COLD RELIEF VALVES ON HOT WATER UNIT, HOPETOUN COMMUNITY CENTRE		484.00	
INV 531	08/10/2021	4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT ABLUTIONS LEE CREEK		719.40	
INV 530	08/10/2021	4 Rivers Plumbing Gas & Civil Contracting WA	INVESTIGATE CAUSE OF DRAINS AND TOILETS		77.00	
INV 529	08/10/2021	4 Rivers Plumbing Gas & Civil Contracting WA	BACKING UP AT 41 KINGSMILL CAP OFF WATER FEEDS TO BATH AND WASTE - 4 DAW ST		165.00	
EFT14005	27/10/2021	Australia Post	POSTAGE CHARGES - SEPTEMBER 2021	1		2,199.02
INV 1010948403/10/2021		Australia Post	POSTAGE CHARGES - SEPTEMBER 2021		2,199.02	



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EFT14006	27/10/2021	Baansansuren Tavanjin	BOND REFUND	1		20.00
INV T1635	26/10/2021	Baansansuren Tavanjin	BOND REFUND	1	20.00	
EFT14007	27/10/2021	Best Office Systems	PRINTER READINGS - RAVENSTHORPE OFFICE - 20/08/2021 - 20/09/2021	1		3,187.78
INV 592964	22/09/2021	Best Office Systems	PRINTER READINGS - DEPOT - 20/08/2021 - 20/09/2021		49.50	
INV 593317	28/09/2021	Best Office Systems	PRINTER READINGS - RAVENSTHORPE OFFICE - 20/08/2021 - 20/09/2021		2,998.67	
INV 593396	28/09/2021	Best Office Systems	PRINTER READINGS - HOPETOUN OFFICE - 20/08/2021 - 20/09/2021		139.61	
EFT14008	27/10/2021	Bob Waddell	CREATE OPENING AND CLOSING BALANCE STATEMENT TEMPLATE FOR DEBOTRS MODULE IN SYNERGY	1		363.00
INV 2482	03/10/2021	Bob Waddell	CREATE OPENING AND CLOSING BALANCE STATEMENT TEMPLATE FOR DEBOTRS MODULE IN SYNERGY		363.00	
EFT14009	27/10/2021	Cleanaway Pty Ltd	RUBBISH COLLECTION - SEPTEMBER 2021	1		27,643.76
INV 2164821630/09/2021		Cleanaway Pty Ltd	DELIVERY OF 9M SKIP BIN TO HOPETOUN SPORTS PAVILION		230.00	
INV 2164589130/09/2021		Cleanaway Pty Ltd	MASONS BAY CAMPSITE RUBBISH COLLECTION - SEPTEMBER 2021		108.29	
INV 2164589030/09/2021		Cleanaway Pty Ltd	STARVATION BAY CAMPSITE RUBBISH COLLECTION - SEPTEMBER 2021		133.28	
INV 2164865530/09/2021		Cleanaway Pty Ltd	RUBBISH COLLECTION - SEPTEMBER 2021		27,172.19	
EFT14010	27/10/2021	Community Spirit Newspaper Inc	ARTICLE - GROUND BREAKING CEREMONY	1		180.00
INV 24499	23/09/2021	Community Spirit Newspaper Inc	ARTICLE - GROUND BREAKING CEREMONY		180.00	
EFT14011	27/10/2021	Department of Water and Environment Regulation	REGIONAL WASTE MANAGEMENT FACILITY - ANNUAL LICENSE FEE 2021-2022	1		6,496.00
INV L8839/2028/09/2021		Department of Water and Environment Regulation	REGIONAL WASTE MANAGEMENT FACILITY - ANNUAL LICENSE FEE 2021-2022		6,496.00	
EFT14012	27/10/2021	Esperance Fire Services	ROUTINE TESTING JACKING PUMP SITE: MORGAN STREET 23/09/2021	1		443.30
INV S0375	30/09/2021	Esperance Fire Services	ROUTINE TESTING JACKING PUMP SITE: MORGAN STREET 23/09/2021		443.30	

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EFT14013	27/10/2021	Freight Lines Group	FREIGHT CHARGES - RCPA BIBRA LAKE, SIGMA CHEMICALS, DEXION	1		905.63
INV 112500	30/09/2021	Freight Lines Group	FREIGHT CHARGES - RCPA BIBRA LAKE, SIGMA CHEMICALS, DEXION		905.63	
EFT14014	27/10/2021	Hopetoun Men In Sheds Incorporated	PROVISION OF WEEKEND TRANSFER STATION ATTENDANTS - SEPTEMBER 2021	1		800.00
INV 310	30/09/2021	Hopetoun Men In Sheds Incorporated	PROVISION OF WEEKEND TRANSFER STATION ATTENDANTS - SEPTEMBER 2021		800.00	
EFT14015	27/10/2021	Jason Sign Makers	10 X WATER OVER ROAD 600 X 600 QUAD STAND & 10 X FLOOD DAMAGE AHEAD 600 X 600 QUAD STAND	1		2,374.67
INV 221581	16/08/2021	Jason Sign Makers	8 X TRAFFIC HAZARD SIGNS ON 600 X 600 QUAD STAND		634.66	
INV 221607	16/08/2021	Jason Sign Makers	10 X WATER OVER ROAD 600 X 600 QUAD STAND & 10 X FLOOD DAMAGE AHEAD 600 X 600 QUAD STAND		1,520.42	
INV 221703	19/08/2021	Jason Sign Makers	COMPOSITE SIGN 1200 X 1200		219.59	
EFT14016	27/10/2021	KESCO Educational PTY LTD	NAPPY CHANGE STATION & CHANGE MAT KIT - LITTLE BARRENS	1		1,000.36
INV 4450280329/09/2021		KESCO Educational PTY LTD	NAPPY CHANGE STATION & CHANGE MAT KIT - LITTLE BARRENS		1,000.36	
EFT14017	27/10/2021	Kleen West Distributors	VARIOUS CLEANING SUPPLIES	1		2,888.27
INV 61224	29/09/2021	Kleen West Distributors	VARIOUS CLEANING SUPPLIES		2,838.77	
INV 61345	30/09/2021	Kleen West Distributors	6 X FLYSPRAY - HOPETOUN TRANSFER STATION & REGIONAL LANDFILL		49.50	
EFT14018	27/10/2021	Livingston Medical Pty Ltd	STAFF WAGES INTERIM CONTRIBUTION FOR 2021/2022 - QUARTER 2	1		26,215.75
INV 39	04/10/2021	Livingston Medical Pty Ltd	STAFF WAGES INTERIM CONTRIBUTION FOR 2021/2022 - QUARTER 2		26,215.75	
EFT14019	27/10/2021	Lo-Go Appointments	ACTING CEO BRIAN JONES - W/E 02/10/2021	1		6,740.82
INV 424576	05/10/2021	Lo-Go Appointments	ACTING CEO BRIAN JONES - W/E 02/10/2021		5,011.55	
INV 424577	05/10/2021	Lo-Go Appointments			1,729.27	

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EFT14020	27/10/2021	Matthews Smash Repairs	INSURANCE EXCESS 0RA - CLAIM NUMBER MO0050153	1		500.00
INV 12300/2	01/10/2021	Matthews Smash Repairs			500.00	
EFT14021	27/10/2021	McLeods Barristers & Solicitors	MATTER 48231: LEGAL ADVICE	1		3,851.72
INV 120488	30/08/2021	McLeods Barristers & Solicitors	LEGAL SERVICES - CONTRACT OF SALE - 79 MORGANS STREET, RAVENSTHORPE		840.73	
INV 121252	30/09/2021	McLeods Barristers & Solicitors	MATTER 48231: LEGAL ADVICE		3,010.99	
EFT14022	27/10/2021	Nathan Fallon	1 WEEK GYM MEMBERSHIP REFUND - SET UP ERROR	1		45.50
INV REFUND29	09/2021	Nathan Fallon	1 WEEK GYM MEMBERSHIP REFUND - SET UP ERROR		25.50	
INV T1817	26/10/2021	Nathan Fallon	BOND REFUND	1	20.00	
EFT14023	27/10/2021	Nutrien Ag Solutions Ravensthorpe	METSULFURON X 2, OXYFLUORFEN X 2, ROUNDUP X 12, GENWET X 2 & TRICLOPYR X 2	1		11,947.06
INV 9054698108	09/2021	Nutrien Ag Solutions Ravensthorpe	METSULFURON, FLUROKEN, 6 X ROUNDUP, GEN WET & TRICLOPYR		2,679.27	
INV 9055545521	09/2021	Nutrien Ag Solutions Ravensthorpe	KLEEN LP GAS 45KG - 30 KINGSMILL STREET		155.10	
INV 9055603822	09/2021	Nutrien Ag Solutions Ravensthorpe	9 X BAYC ROUNDUP ULTRA MAX 20L AGNCY		2,110.68	
INV 9055596222	09/2021	Nutrien Ag Solutions Ravensthorpe	WARA GALV FENCE DROPPERS 94CM		201.30	
INV 9055603822	09/2021	Nutrien Ag Solutions Ravensthorpe	6 X MINO PINE POST 140MM 3.0M		225.06	
INV 9055603822	09/2021	Nutrien Ag Solutions Ravensthorpe	METSULFURON X 2, OXYFLUORFEN X 2, ROUNDUP X 12, GENWET X 2 & TRICLOPYR X 2		5,028.54	
INV 9055705623	09/2021	Nutrien Ag Solutions Ravensthorpe	SILV SQUATPAK 400L SMOOTHFLO & ECO REEL		1,547.11	
EFT14024	27/10/2021	R & T Pens	BOND REFUND	1		50.00
INV T115	26/10/2021	R & T Pens	BOND REFUND	1	50.00	
EFT14025	27/10/2021	R And R Heavy Diesel Services	SERVICE AND REPAIRS TO JERDACUTTUP 2.4 - 1EGP115	1		10,560.23
INV 5113	29/09/2021	R And R Heavy Diesel Services	500HR SERVICE - 1HEQ413		451.55	
INV 514	29/09/2021	R And R Heavy Diesel Services	1,000HR SERVICE - RA3508		2,707.78	
INV 5142	05/10/2021	R And R Heavy Diesel Services	30,000KM SERVICE - RA3867		381.16	

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INV 5141	05/10/2021	R And R Heavy Diesel Services	DIAGNOSE STARTING FAULT AND REPLACE FUSES BATTERY ISOLATOR - RA290		842.05	
INV 5143	05/10/2021	R And R Heavy Diesel Services	60,000KM SERVICE - RA3794		422.63	
INV 5147	07/10/2021	R And R Heavy Diesel Services	SERVICE AND REPAIRS TO JERDACUTTUP 2.4 - 1EGP115		3,255.08	
INV 5148	07/10/2021	R And R Heavy Diesel Services	SERVICE AND REPAIRS TO JERDACUTTUP LIGHT TANKER - 1BSB370		2,499.98	
EFT14026	27/10/2021	Ravensthorpe Agencies	4 X DIGITAL FLOW METER & 1 X MECHANICAL FLOW METER	1		1,630.20
INV 06362	30/09/2021	Ravensthorpe Agencies	4 X DIGITAL FLOW METER & 1 X MECHANICAL FLOW METER		1,630.20	
EFT14027	27/10/2021	Ravensthorpe Building Supplies	CORNICE COVE, EXT ANGLE MINI, GYPROCK, BASE COAT, SUPACEIL, VILLABOARD & FREIGHT	1		1,858.75
INV 13300	28/09/2021	Ravensthorpe Building Supplies	VARIOUS BUILDING MATERIALS FOR 4 DAW STREET		486.00	
INV 13483	04/10/2021	Ravensthorpe Building Supplies	PINE, GLASSWOOL WALL BATTS, TOPPING COMPOUND, CORNICE ADHESIVE & TAPE JOINT PAPER		241.25	
INV 13402	04/10/2021	Ravensthorpe Building Supplies	CORNICE COVE, EXT ANGLE MINI, GYPROCK, BASE COAT, SUPACEIL, VILLABOARD & FREIGHT		796.05	
INV 13485	04/10/2021	Ravensthorpe Building Supplies	10 X PINE H3 90 X 35 X 6M		297.50	
INV 13578	06/10/2021	Ravensthorpe Building Supplies	PLASTERBOARD ANNULAR NAIL Z/Y 30 X 2.8MM		9.75	
INV 13613	07/10/2021	Ravensthorpe Building Supplies	NAILS PLASTERBD 30X2.8 ANN GOLD 500G & 2 X SCREWS TREATED PINE 10GX50MM PK100		29.30	
INV 13615	07/10/2021	Ravensthorpe Building Supplies	- 2 X SCREWS TREATED PINE PK 100 EXCHANGED FOR 2 X SCREW STEEL ZG CSK PK50		-1.10	
EFT14028	27/10/2021	Ravensthorpe Community Resource Centre	PROVISION OF LIBRARY SERVICES - QUARTER 2 2021	1		14,025.00
INV 3097	28/09/2021	Ravensthorpe Community Resource Centre	PROVISION OF LIBRARY SERVICES - QUARTER 2 2021		13,750.00	
INV 3132	07/10/2021	Ravensthorpe Community Resource Centre	CEO DONATION - FREAKY FRIDAY DISCO FEBRUARY 2022		275.00	
EFT14029	27/10/2021	Ravensthorpe Roadhouse Bp	7,940L DIESEL	1		12,342.76
INV 0980	30/09/2021	Ravensthorpe Roadhouse Bp	7,940L DIESEL		12,342.76	
EFT14030	27/10/2021	Ravensthorpe State Emergency Service	ESL PAYMENT Q1 - 2021/2022	1		4,721.50

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INV 51	28/09/2021	Ravensthorpe State Emergency Service	ESL PAYMENT Q1 - 2021/2022		4,721.50	
EFT14031	27/10/2021	Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE OFFICE PETTY CASH REIMBURSEMENT - 26/10/2021	1		1,074.25
INV RAVY 0026/10/2021		Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE OFFICE PETTY CASH REIMBURSEMENT - 26/10/2021		979.20	
INV HOPEY 026/10/2021		Shire of Ravensthorpe- Petty Cash	HOPETOUN OFFICE PETTY CASH REIMBURSEMENT - 26/10/2021		95.05	
EFT14032	27/10/2021	State Library of Western Australia	DELIVERY OF BETTER BEGINNINGS PROGRAM 2021-2022	1		187.00
INV RI02962525/08/2021		State Library of Western Australia	DELIVERY OF BETTER BEGINNINGS PROGRAM 2021-2022		187.00	
EFT14033	27/10/2021	Structerre Consulting Engineers	STRUCTERRE CONSULTING - MUNGLINUP COMMUNITY HALL STRUCTURAL REPORT - SITE VISIT	1		1,955.80
INV WA-510228/09/2021		Structerre Consulting Engineers	STRUCTERRE CONSULTING - MUNGLINUP COMMUNITY HALL STRUCTURAL REPORT - SITE VISIT		1,955.80	
EFT14034	27/10/2021	Toll Transport Pty Ltd	FREIGHT CHARGES - PATHWEST & PCS	1		22.90
INV 0505-S30/10/2021		Toll Transport Pty Ltd	FREIGHT CHARGES - PATHWEST & PCS		22.90	
EFT14035	27/10/2021	Two's Complement Computing Pty Ltd T/a Zoodata	PROVISION OF DIGITISED SOFTWARE SOLUTION FOR INSPECTION/COMPLIANCE ACTIVITIES	1		10,340.00
INV 5196	21/09/2021	Two's Complement Computing Pty Ltd T/a Zoodata	PROVISION OF DIGITISED SOFTWARE SOLUTION FOR INSPECTION/COMPLIANCE ACTIVITIES		10,340.00	
EFT14036	27/10/2021	WA Fuel Supply PTY LTD	DELIVERY OF NEW DIESEL TANK TO DEPOT, TANK COMMISSIONING & RELOCATION OF OLD TANK	1		8,096.00
INV 57112	25/09/2021	WA Fuel Supply PTY LTD	DELIVERY OF NEW DIESEL TANK TO DEPOT, TANK COMMISSIONING & RELOCATION OF OLD TANK		8,096.00	
EFT14037	27/10/2021	WALGA	2021 LOCAL GOVERNMENT CONVENTION - CR MUDIE & CR LEIGHTON AND GALA DINNER - ELAINE MUDIE	1		3,810.00
INV I3089375 30/09/2021		WALGA	2021 LOCAL GOVERNMENT CONVENTION - CR MUDIE & CR LEIGHTON AND GALA DINNER - ELAINE MUDIE		3,225.00	
INV I3089538 05/10/2021		WALGA	CR GRAHAM RICHARDSON - UNDERSTANDING LOCAL GOVERNMENT - MANDATORY TRAINING		195.00	
INV I3089539 05/10/2021		WALGA	CR GRAHAM RICHARDSON - CONFLICT OF INTEREST - MANDATORY TRAINING		195.00	

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INV I3089540	05/10/2021	WALGA	CR GRAHAM RICHARDSON - SERVING ON COUNCIL - MANDATORY TRAINING		195.00	
EFT14038	27/10/2021	Windspray Arts Inc	COMMUNITY DEVELOPMENT FUND 2021/2022 - ANNUAL ART & CRAFT COMPETITION	1		1,360.00
INV 21	28/09/2021	Windspray Arts Inc	COMMUNITY DEVELOPMENT FUND 2021/2022 - ANNUAL ART & CRAFT COMPETITION		1,360.00	
EFT14039	29/10/2021	AMPAC Debt Recovery (WA) Pty Ltd	RATES LEGAL CHARGES FOR DEBT RECOVERY - AUGUST 2021	1		525.25
INV 78202	31/08/2021	AMPAC Debt Recovery (WA) Pty Ltd	RATES LEGAL CHARGES FOR DEBT RECOVERY - AUGUST 2021		525.25	
EFT14040	29/10/2021	Aerodrome Management Services Pty Ltd	AERODROME MANAGEMENT FEE - SEPTEMBER 2021	1		2,772.00
INV 05594	10/10/2021	Aerodrome Management Services Pty Ltd	AERODROME MANAGEMENT FEE - SEPTEMBER 2021		2,772.00	
EFT14041	29/10/2021	BP Australia Pty Ltd	BP FUEL CARD - SEPTEMBER 2021	1		6,010.13
INV 1175323430	09/2021	BP Australia Pty Ltd	BP FUEL CARD - SEPTEMBER 2021		6,010.13	
EFT14042	29/10/2021	Brian Richard Jones	BOND REFUND	1		50.00
INV T15	29/10/2021	Brian Richard Jones	BOND REFUND	1	50.00	
EFT14043	29/10/2021	Bunnings	SHOWER SCREEN & SUNDRIES AS REQUIRED FOR SHOWER	1		695.60
INV 2181/008	04/10/2021	Bunnings	SHOWER SCREEN & SUNDRIES AS REQUIRED FOR SHOWER		695.60	
EFT14044	29/10/2021	Caitlin Campbell	BOND REFUND	1		30.00
INV T1926	29/10/2021	Caitlin Campbell	BOND REFUND	1	30.00	
EFT14045	29/10/2021	Chelsea J Byrne	REIMBURSEMENT FOR 50% OF TAFE FEES FOR DIPLOMA OF EARLY CHILDHOOD EDUCATION	1		1,320.86
INV REIMBU	28/10/2021	Chelsea J Byrne	REIMBURSEMENT FOR 50% OF TAFE FEES FOR DIPLOMA OF EARLY CHILDHOOD EDUCATION		1,320.86	
EFT14046	29/10/2021	DJ Tilers	FLOOR & WALL TILING BATHROOM AT 4 DAW STREET	1		2,310.00
INV 57A	08/10/2021	DJ Tilers	FLOOR & WALL TILING BATHROOM AT 4 DAW STREET		2,310.00	

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EFT14047	29/10/2021	Darralynn Jones	BOND REFUND	1		20.00
INV T1293	29/10/2021	Darralynn Jones	BOND REFUND	1	20.00	
EFT14048	29/10/2021	David Kerr	REIMBURSEMENT FOR VARIOUS ITEMS	1		139.20
INV REIMBU28/10/2021	28/10/2021	David Kerr	REIMBURSEMENT FOR VARIOUS ITEMS		139.20	
EFT14049	29/10/2021	Department of Fire and Emergency Services (Previously FESA)	2021/2022 ESL INCOME LOCAL GOVERNMENT	1		4,540.57
INV 152813	28/09/2021	Department of Fire and Emergency Services (Previously FESA)	2021/2022 ESL INCOME LOCAL GOVERNMENT		4,540.57	
EFT14050	29/10/2021	Fulton Hogan Industries	1 X PALLET OF EZ STREET ASPHALT IN A BAG	1		3,590.40
INV 1564311306/10/2021	29/10/2021	Fulton Hogan Industries	1 X PALLET OF EZ STREET ASPHALT IN A BAG		3,590.40	
EFT14051	29/10/2021	Gourmet Grazers	CATERING CR BELLI FARWELL SUNDOWNER - GRAZING TABLE 15/10/21	1		900.00
INV 40	15/10/2021	Gourmet Grazers	CATERING CR BELLI FARWELL SUNDOWNER - GRAZING TABLE 15/10/21		900.00	
EFT14052	29/10/2021	HLS Legal Pty Ltd	PROFESSIONAL FEES FOR MEDICAL SERVICES CONTRACT	1		3,531.00
INV 007107	30/09/2021	HLS Legal Pty Ltd	PROFESSIONAL FEES FOR MEDICAL SERVICES CONTRACT		3,531.00	
EFT14053	29/10/2021	Jtagz Pty Ltd	400 X CAT AND DOG TAGS - 2024	1		238.70
INV 20420	05/10/2021	Jtagz Pty Ltd	400 X CAT AND DOG TAGS - 2024		238.70	
EFT14054	29/10/2021	LGIS Liability	LGIS LIABILITY 2021/2022 - INSTALMENT 2	1		14,967.94
INV 100-146230/09/2021	29/10/2021	LGIS Liability	LGIS LIABILITY 2021/2022 - INSTALMENT 2		14,967.94	
EFT14055	29/10/2021	LGIS Property	LGIS PROPERTY RENEWAL 2021/2022 - INSTALMENT 2	1		56,192.22
INV 100-146530/09/2021	29/10/2021	LGIS Property	LGIS PROPERTY RENEWAL 2021/2022 - INSTALMENT 2		56,192.22	
EFT14056	29/10/2021	LGIS Workcare	LGIS WORKCARE 2021/2022 - INSTALMENT 2	1		58,242.80

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INV 100-146130/09/2021		LGIS Workcare	LGIS WORKCARE 2021/2022 - INSTALMENT 2		58,242.80	
EFT14057	29/10/2021	Landgate	LAND ENQUIRY SEARCH FEES - SEPTEMBER 2021	1		54.40
INV 1128812	01/10/2021	Landgate	LAND ENQUIRY SEARCH FEES - SEPTEMBER 2021		54.40	
EFT14058	29/10/2021	Lo-Go Appointments	ACTING CEO BRIAN JONES - W/E 09/10/2021	1		7,170.38
INV 424618	12/10/2021	Lo-Go Appointments	ACTING CEO BRIAN JONES - W/E 09/10/2021		5,441.11	
INV 424617	12/10/2021	Lo-Go Appointments			1,729.27	
EFT14059	29/10/2021	Mark Tink	BOND REFUND	1		400.00
INV T1913	29/10/2021	Mark Tink	BOND REFUND	1	400.00	
EFT14060	29/10/2021	McLeods Barristers & Solicitors	MATTER 48198 : LEGAL ADVICE	1		11,372.90
INV 121006	30/09/2021	McLeods Barristers & Solicitors	MATTER 48198 : LEGAL ADVICE		11,372.90	
EFT14061	29/10/2021	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT FOR THE MEDICAL CENTRES - OCTOBER 2021	1		110.00
INV 054610	01/10/2021	Medtech Healthcare Pty Ltd	MONTHLY SITE SUPPORT FOR THE MEDICAL CENTRES - OCTOBER 2021		110.00	
EFT14062	29/10/2021	Mills Corporation Pty Ltd	BUILDING ASSISTANT - ANTHONY MARAS - 20/09/2021 - 26/09/2021	1		5,369.50
INV 17415	07/10/2021	Mills Corporation Pty Ltd			5,369.50	
EFT14063	29/10/2021	Nicole Hatch	BOND REFUND	1		400.00
INV T1907	29/10/2021	Nicole Hatch	BOND REFUND	1	400.00	
EFT14064	29/10/2021	One Music Australia	MUSIC FOR COUNCILS - RURAL 01/10/2021 - 31/12/2021	1		88.22
INV 167364	02/10/2021	One Music Australia	MUSIC FOR COUNCILS - RURAL 01/10/2021 - 31/12/2021		88.22	
EFT14065	29/10/2021	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE ADMIN OFFICES 30/09/2021 - 06/10/2021	1		382.50
INV 26779	07/10/2021	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE ADMIN OFFICES 30/09/2021 - 06/10/2021		382.50	



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EFT14066	29/10/2021	Sigma Chemicals	VARIOUS POOL CHEMICALS, DRUM POLY & PALLET	1		497.64
INV CN 5125007/10/2021		Sigma Chemicals	CREDIT - 1 X PALLET & 16 X 20LT DRUM POLY		-270.60	
INV 152313/008/10/2021		Sigma Chemicals	VARIOUS POOL CHEMICALS, DRUM POLY & PALLET		768.24	
EFT14067	29/10/2021	Toll Transport Pty Ltd	FREIGHT CHARGES - BEST OFFICE	1		31.19
INV 0504 - S303/10/2021		Toll Transport Pty Ltd	FREIGHT CHARGES - BEST OFFICE		31.19	
DD5947.1	04/10/2021	Aware Super	Superannuation contributions	1		8,234.12
INV SUPER	04/10/2021	Aware Super	Superannuation contributions	1	8,234.12	
DD5947.2	04/10/2021	ANZ Smart Choice Super	Superannuation contributions	1		140.45
INV SUPER	04/10/2021	ANZ Smart Choice Super	Superannuation contributions	1	140.45	
DD5947.3	04/10/2021	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		706.88
INV SUPER	04/10/2021	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	574.34	
INV DEDUCT04/10/2021		The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	132.54	
DD5947.4	04/10/2021	Colonial First State	Payroll deductions	1		1,055.84
INV SUPER	04/10/2021	Colonial First State	Superannuation contributions	1	699.84	
INV DEDUCT04/10/2021		Colonial First State	Payroll deductions	1	356.00	
DD5947.5	04/10/2021	Hesta Superannuation	Payroll deductions	1		858.64
INV SUPER	04/10/2021	Hesta Superannuation	Superannuation contributions	1	658.64	
INV DEDUCT04/10/2021		Hesta Superannuation	Payroll deductions	1	200.00	
DD5947.6	04/10/2021	Australian Super Pty Ltd	Superannuation contributions	1		341.34
INV SUPER	04/10/2021	Australian Super Pty Ltd	Superannuation contributions	1	341.34	
DD5947.7	04/10/2021	Hostplus Superannuation	Superannuation contributions	1		561.75
INV SUPER	04/10/2021	Hostplus Superannuation	Superannuation contributions	1	561.75	

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DD5947.8	04/10/2021	Intrust Superannuation	Superannuation contributions	1		127.41
INV SUPER	04/10/2021	Intrust Superannuation	Superannuation contributions	1	127.41	
DD5947.9	04/10/2021	MOBI Superannuation	Superannuation contributions	1		237.21
INV SUPER	04/10/2021	MOBI Superannuation	Superannuation contributions	1	237.21	
DD5966.1	18/10/2021	Aware Super	Superannuation contributions	1		8,082.81
INV SUPER	18/10/2021	Aware Super	Superannuation contributions	1	8,082.81	
DD5966.2	18/10/2021	Rest Superannuation	Superannuation contributions	1		694.71
INV SUPER	18/10/2021	Rest Superannuation	Superannuation contributions	1	694.71	
DD5966.3	18/10/2021	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		706.88
INV SUPER	18/10/2021	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	574.34	
INV DEDUCT	18/10/2021	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	132.54	
DD5966.4	18/10/2021	Colonial First State	Payroll deductions	1		1,055.84
INV SUPER	18/10/2021	Colonial First State	Superannuation contributions	1	699.84	
INV DEDUCT	18/10/2021	Colonial First State	Payroll deductions	1	356.00	
DD5966.5	18/10/2021	Hesta Superannuation	Payroll deductions	1		935.73
INV SUPER	18/10/2021	Hesta Superannuation	Superannuation contributions	1	735.73	
INV DEDUCT	18/10/2021	Hesta Superannuation	Payroll deductions	1	200.00	
DD5966.6	18/10/2021	Australian Super Pty Ltd	Superannuation contributions	1		201.63
INV SUPER	18/10/2021	Australian Super Pty Ltd	Superannuation contributions	1	201.63	
DD5966.7	18/10/2021	Hostplus Superannuation	Superannuation contributions	1		565.46
INV SUPER	18/10/2021	Hostplus Superannuation	Superannuation contributions	1	565.46	
DD5966.8	18/10/2021	Intrust Superannuation	Superannuation contributions	1		235.20

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INV SUPER	18/10/2021	Intrust Superannuation	Superannuation contributions	1	235.20	
DD5966.9	18/10/2021	MOBI Superannuation	Superannuation contributions	1		237.21
INV SUPER	18/10/2021	MOBI Superannuation	Superannuation contributions	1	237.21	
DD5998.1	31/10/2021	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - OCTOBER 2021	1		40,794.15
INV OCT 2021	31/10/2021	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - OCTOBER 2021	1	40,794.15	
DD5998.2	31/10/2021	Synergy	PAYMENT BY AUTHORITY - OCTOBER 2021	1		11,614.49
INV OCT 2021	31/10/2021	Synergy	PAYMENT BY AUTHORITY - OCTOBER 2021	1	11,614.49	
DD5998.3	31/10/2021	Water Corporation	PAYMENT BY AUTHORITY - OCTOBER 2021	1		1,023.22
INV OCT 2021	31/10/2021	Water Corporation	PAYMENT BY AUTHORITY - OCTOBER 2021	1	1,023.22	
DD5998.5	01/10/2021	Westnet Pty Ltd	PAYMENT BY AUTHORITY - OCTOBER 2021	1		195.45
INV 1284693801	01/10/2021	Westnet Pty Ltd	PAYMENT BY AUTHORITY - OCTOBER 2021	1	195.45	
DD5998.6	25/10/2021	Westnet Pty Ltd	PAYMENT BY AUTHORITY - OCTOBER 2021	1		18.50
INV 1288239125	25/10/2021	Westnet Pty Ltd	PAYMENT BY AUTHORITY - OCTOBER 2021	1	18.50	
DD5999.1	21/10/2021	BANKWEST Corporate Mastercard	SEPTEMBER 2021 STATEMENT	1		6,769.47
INV SEPTEMBER	21/10/2021	BANKWEST Corporate Mastercard	SEPTEMBER 2021 STATEMENT	1	6,769.47	
DD5947.10	04/10/2021	Sun Super	Superannuation contributions	1		211.22
INV SUPER	04/10/2021	Sun Super	Superannuation contributions	1	211.22	
DD5947.11	04/10/2021	C-Bus Super	Superannuation contributions	1		593.03
INV SUPER	04/10/2021	C-Bus Super	Superannuation contributions	1	593.03	
DD5947.12	04/10/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,133.57
INV SUPER	04/10/2021	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,200.32	

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INV DEDUCT	04/10/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	550.00	
INV DEDUCT	04/10/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	383.25	
DD5947.13	04/10/2021	WA Local Government Super Plan	Payroll deductions	1		2,410.56
INV DEDUCT	04/10/2021	WA Local Government Super Plan	Payroll deductions	1	578.61	
INV DEDUCT	04/10/2021	WA Local Government Super Plan	Payroll deductions	1	196.10	
INV DEDUCT	04/10/2021	WA Local Government Super Plan	Payroll deductions	1	1,087.15	
INV DEDUCT	04/10/2021	WA Local Government Super Plan	Payroll deductions	1	297.74	
INV DEDUCT	04/10/2021	WA Local Government Super Plan	Payroll deductions	1	50.19	
INV DEDUCT	04/10/2021	WA Local Government Super Plan	Payroll deductions	1	200.77	
DD5947.14	04/10/2021	BT Super for Life	Superannuation contributions	1		387.78
INV DEDUCT	04/10/2021	BT Super for Life	Payroll deductions	1	138.37	
INV SUPER	04/10/2021	BT Super for Life	Superannuation contributions	1	249.41	
DD5947.15	04/10/2021	BUSSQ	Superannuation contributions	1		474.43
INV DEDUCT	04/10/2021	BUSSQ	Payroll deductions	1	118.61	
INV SUPER	04/10/2021	BUSSQ	Superannuation contributions	1	355.82	
DD5947.16	04/10/2021	MLC Superannuation	Superannuation contributions	1		395.22
INV SUPER	04/10/2021	MLC Superannuation	Superannuation contributions	1	395.22	
DD5947.17	04/10/2021	Care Super Pty Ltd	Superannuation contributions	1		195.70
INV SUPER	04/10/2021	Care Super Pty Ltd	Superannuation contributions	1	195.70	
DD5947.18	04/10/2021	MLC MasterKey Business Super	Superannuation contributions	1		587.66
INV SUPER	04/10/2021	MLC MasterKey Business Super	Superannuation contributions	1	587.66	
DD5947.19	04/10/2021	BT Super	Superannuation contributions	1		1,093.15

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	04/10/2021	BT Super	Superannuation contributions	1	1,093.15	
DD5947.20	04/10/2021	Rest Superannuation	Superannuation contributions	1		577.78
INV SUPER	04/10/2021	Rest Superannuation	Superannuation contributions	1	577.78	
DD5966.10	18/10/2021	Sun Super	Superannuation contributions	1		236.69
INV SUPER	18/10/2021	Sun Super	Superannuation contributions	1	236.69	
DD5966.11	18/10/2021	C-Bus Super	Superannuation contributions	1		593.03
INV SUPER	18/10/2021	C-Bus Super	Superannuation contributions	1	593.03	
DD5966.12	18/10/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,059.53
INV SUPER	18/10/2021	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,141.84	
INV DEDUCT	18/10/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	550.00	
INV DEDUCT	18/10/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	367.69	
DD5966.13	18/10/2021	WA Local Government Super Plan	Payroll deductions	1		2,300.39
INV DEDUCT	18/10/2021	WA Local Government Super Plan	Payroll deductions	1	578.61	
INV DEDUCT	18/10/2021	WA Local Government Super Plan	Payroll deductions	1	202.96	
INV DEDUCT	18/10/2021	WA Local Government Super Plan	Payroll deductions	1	982.99	
INV DEDUCT	18/10/2021	WA Local Government Super Plan	Payroll deductions	1	284.87	
INV DEDUCT	18/10/2021	WA Local Government Super Plan	Payroll deductions	1	50.19	
INV DEDUCT	18/10/2021	WA Local Government Super Plan	Payroll deductions	1	200.77	
DD5966.14	18/10/2021	BT Super for Life	Superannuation contributions	1		388.71
INV DEDUCT	18/10/2021	BT Super for Life	Payroll deductions	1	143.59	
INV SUPER	18/10/2021	BT Super for Life	Superannuation contributions	1	245.12	
DD5966.15	18/10/2021	BUSSQ	Superannuation contributions	1		484.80

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
INV DEDUCT	18/10/2021	BUSSQ	Payroll deductions	1	121.20	
INV SUPER	18/10/2021	BUSSQ	Superannuation contributions	1	363.60	
DD5966.16	18/10/2021	MLC Superannuation	Superannuation contributions	1		404.30
INV SUPER	18/10/2021	MLC Superannuation	Superannuation contributions	1	404.30	
DD5966.17	18/10/2021	Care Super Pty Ltd	Superannuation contributions	1		198.67
INV SUPER	18/10/2021	Care Super Pty Ltd	Superannuation contributions	1	198.67	
DD5966.18	18/10/2021	MLC MasterKey Business Super	Superannuation contributions	1		587.66
INV SUPER	18/10/2021	MLC MasterKey Business Super	Superannuation contributions	1	587.66	
DD5966.19	18/10/2021	BT Super	Superannuation contributions	1		1,074.75
INV SUPER	18/10/2021	BT Super	Superannuation contributions	1	1,074.75	
DD5966.20	18/10/2021	ANZ Smart Choice Super	Superannuation contributions	1		146.70
INV SUPER	18/10/2021	ANZ Smart Choice Super	Superannuation contributions	1	146.70	

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	Municipal Bank Account	<b>1,407,803.79</b>
<b>TOTAL</b>		<b>1,407,803.79</b>