

Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Ravensthorpe will be held on Tuesday, 19 October 2021 in the Council Chambers, Hopetoun Community Centre commencing at 6.00pm.

Schedule

6.00pm Ordinary Council Meeting

Gary Clark
Acting Chief Executive Officer

15 October 2021

DISCLAIMER

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

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

AGENDA

Shire of Ravensthorpe
Ordinary Council Meeting
19 October 2021

MISSION STATEMENT

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

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

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

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

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

Meeting Procedures:

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

Council Meeting Information:

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

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

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

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

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

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

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

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

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


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

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

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

Public Inspection of Unconfirmed Minutes (Regulation 13).

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



Gary Clark
Acting Chief Executive Officer



SHIRE OF RAVENSTHORPE - QUESTIONS FROM THE PUBLIC

Name: _____

Residential Address: _____

Phone Number: _____ Meeting Date: _____

Signature: _____

Council Agenda Item Number: _____

*If applicable-see below**

Name of Organisation Representing: _____

If applicable

QUESTION

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

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

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

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



APPLICATION FOR LEAVE OF ABSENCE

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

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

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

Signed: _____ Date: _____



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

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

(2) _____

(3) Agenda item _____

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

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

(5) The nature of my interest is

(6) The extent of my interest is

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

DECLARATION BY:

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

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

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

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

5.60A – Financial Interest

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

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

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

5.60B – Proximity Interest

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

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

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

5.61 – Indirect financial interest

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

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

11 – Disclosure of interest

- (1). In this regulation –

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

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

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

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

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

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



Shire of Ravensthorpe

Notice of Ordinary Council Meetings

In accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* Reg 12 (2) it, is hereby notified that as from January 2021 to December 2021, Ordinary Council meetings of the Shire of Ravensthorpe will be held as follows:

DATE		LOCATION	TIME
January 2021	No meetings Scheduled		
16 February 2021	Council Meeting	Ravensthorpe Recreation Centre	6.00pm
16 March 2021	Council Meeting	Munglinup Community Centre	6.00pm
20 April 2021	Council Meeting	Hopetoun Council Chambers	6.00pm
18 May 2021	Council Meeting	Ravensthorpe Recreation Centre	6.00pm
15 June 2021	Council Meeting	Hopetoun Council Chambers	6.00pm
20 July 2021	Council Meeting	Ravensthorpe Recreation Centre	6.00pm
17 August 2021	Council Meeting	Hopetoun Council Chambers	6.00pm
14 September 2021	Council Meeting	Munglinup Community Centre	6.00pm
19 October 2021	Council Meeting	Hopetoun Council Chambers	6.00pm
16 November 2021	Council Meeting	Ravensthorpe Recreation Centre	6.00pm
14 December 2021	Council Meeting	Hopetoun Council Chambers	6.00pm

SHIRE OF RAVENSTHORPE

Agenda 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 to declare the meeting open.

2. Attendance / Apologies / Approved Leave of Absence

COUNCILLOR'S: Cr Keith Dunlop (Shire President)
 Cr Sue Leighton
 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:

ON LEAVE OF ABSENCE:

ABSENT:

MEMBER OF THE PUBLIC:

3. Election of President

Acting CEO to preside

The Acting CEO is to preside at the meeting until the office is filled.

How the Shire President is elected:

- The council is to elect a councillor to fill the office.
- The election is to be conducted by the Acting CEO in accordance with the procedure prescribed.
- **Nominations for the office are to be given to the Acting CEO in writing before the meeting or during the meeting before the close of nominations.**
- Nominations close at the meeting at a time announced by the Acting CEO, which is to be a sufficient time after the announcement by the Acting CEO that nominations are about to close to allow for any nominations made to be dealt with.
- If a councillor is nominated by another councillor the Acting CEO is not to accept the nomination unless the nominee has advised the Acting CEO, orally or in writing, that he or she is willing to be nominated for the office.
- The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.

- As soon as is practicable after the result of the election is known, the Acting CEO is to declare and give notice of the result in accordance with regulations, if any.

Votes may be cast a second time

- If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for **not more than 7 days**.
- Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.
- When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.
- The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

Statutory Implications

Section 2 of Schedule 2.3 of the *Local Government Act* provides that, in relation to the Office of President:

- (1) The office is to be filled as the first matter dealt with —
 - (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day.

Section 3 provides that the CEO is to preside at the meeting until the Office is filled.

Section 4 provides:

- (1) the Council is to elect a councillor to fill the office.
- (2) the election is to be conducted by the CEO in accordance with the procedure prescribed.
- (3) nominations for the Office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- (3a) nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- (4) if a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- (5) the councillors are to vote on the matter by secret ballot as if they were electors voting at an election.

In relation to the role of the President Section 2.8 provides that:

- (1) The president —
 - (a) presides at meetings in accordance with this Act;
 - (b) provides leadership and guidance to the community in the district;
 - (c) carries out civic and ceremonial duties on behalf of the local government;
 - (d) speaks on behalf of the local government;
 - (e) performs such other functions as are given to the president by this Act or any other written law; and
 - (f) liaises with the CEO on the local government's affairs and the performance of its functions.

Section 5.34 provides that if —

- (a) the office of President is vacant; or
- (b) the President is not available or is unable or unwilling to perform the functions of the mayor or president,

then the deputy President may perform the functions of president.

Regulation 13 of the *Local Government (Constitution) Regulations* (Oaths, affirmations and declarations) provides that:

- (1) For the purposes of sections 2.29 and 2.42 —
 - (c) the form of declaration for a mayor, president, deputy mayor, deputy president or councillor is that in Form 7;
 - (d) the form of declaration for a commissioner is that in Form 8.
- (2) A declaration required by section 2.29 to be made by a person elected as a mayor or president is to be made before —
 - (a) the immediate predecessor of the person in the office of mayor or president; or
 - (b) an authorised person.
- (3) A declaration required by section 2.29 to be made by a person elected as a councillor, deputy mayor or deputy president is to be made before an authorised person.
- (4) A declaration required by section 2.42 to be made by a person appointed as a commissioner is to be made before an authorised person.
- (5) In this regulation —

“authorised person” means a person before whom a statutory declaration can be made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

Mr Gary Clark will officiate the swearing in of the newly Elected Shire President.

The Shire President to commence presiding over the meeting.

4. Election of Deputy President

How the deputy president is elected

- The council is to elect a councillor (other than the mayor or president) to fill the office.
- The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the Acting CEO.
- Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

Votes may be cast a second time

- If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.
- Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.
- When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.
- The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.

NOTE: In the advent that the current Deputy President nominates for the Shire President position and is unsuccessful they automatically retain the Deputy Shire President position. (Deputy does not need to resign to contest the President position.)

Statutory Implications

In relation to the Office of Deputy President, Section 7 provides:

- (2) If the local government has a councillor president the office of deputy president is to be filled —
- (a) as the next matter dealt with after the president is elected at the first meeting of the council after an ordinary elections day;

In relation to the role of the Deputy President Section 2.9 provides that the deputy President performs the functions of the President when authorised to do so under section 5.34.

Regulation 13 of the *Local Government (Constitution) Regulations* provides that:

- (1) For the purposes of sections 2.29 and 2.42 —

- (c) the form of declaration for a mayor, president, deputy mayor, deputy president or councillor is that in Form 7;
- (d) the form of declaration for a commissioner is that in Form 8.
- (2) A declaration required by section 2.29 to be made by a person elected as a mayor or president is to be made before —
 - (a) the immediate predecessor of the person in the office of mayor or president; or
 - (b) an authorised person.
- (3) A declaration required by section 2.29 to be made by a person elected as a councillor, deputy mayor or deputy president is to be made before an authorised person.
- (4) A declaration required by section 2.42 to be made by a person appointed as a commissioner is to be made before an authorised person.
- (5) In this regulation —
“authorised person” means a person before whom a statutory declaration can be made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

Section 5.34 provides that if —

- (a) the office of President is vacant; or
 - (b) the President is not available or is unable or unwilling to perform the functions of the mayor or president,
- then the deputy President may perform the functions of president.

Regulation 13 of the *Local Government (Constitution) Regulations* (Oaths, affirmations and declarations) provides that:

- (1) For the purposes of sections 2.29 and 2.42 —
 - (c) the form of declaration for a mayor, president, deputy mayor, deputy president or councillor is that in Form 7;
 - (d) the form of declaration for a commissioner is that in Form 8.
- (2) A declaration required by section 2.29 to be made by a person elected as a mayor or president is to be made before —
 - (a) the immediate predecessor of the person in the office of mayor or president; or
 - (b) an authorised person.
- (3) A declaration required by section 2.29 to be made by a person elected as a councillor, deputy mayor or deputy president is to be made before an authorised person.
- (4) A declaration required by section 2.42 to be made by a person appointed as a commissioner is to be made before an authorised person.
- (5) In this regulation —
“authorised person” means a person before whom a statutory declaration can be made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

Mr Gary Clark will officiate the swearing in of the newly Elected Deputy Shire President.

5. Announcements by the Presiding Member

6. Response to Previous Public Questions Taken on Notice

Nil.

7. Public Question Time

8. Petitions / Deputations / Presentations / Submissions

Nil.

9. Applications for Leave of Absence

10. Disclosures of Interest

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.

Voting Requirements:

Simple Majority.

Recommendation:

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.

Moved: _____

Seconded: _____

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.

Voting Requirements:

Simple Majority

Recommendation:

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.

Moved: _____ Seconded: _____

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.

Voting Requirements:

Simple Majority

Recommendation:

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.

Moved: _____ Seconded: _____

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.

Voting Requirements:

Simple Majority

Recommendation:

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.

Moved: _____ Seconded: _____

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.

Voting Requirements:

Simple Majority

Recommendation:

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.

Moved: _____

Seconded: _____

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)

Cr Sue Leighton

12 October 2021 – Munglinup Community Group Meeting.

Cr Thomas Major

Cr Mark Mudie

Cr Graham Richardson

15 Office of the Chief Executive Officer

15.1 Periodic Review of Local Laws

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

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">• absolute majority requirement;• a financial, proximity or indirect financial interest;• petition or a deputation; 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.

Voting Requirements:

Absolute Majority.

Recommendation:

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**

Moved: _____

Seconded: _____

15.2 Council Delegate to Development Assessment Panel

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

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.

Voting Requirements:

Simple majority.

Recommendation:

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

- Delegate –**
- Delegate –**
- Proxy –**
- Proxy –**

Moved: _____

Seconded: _____

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.

Voting Requirements:

Simple Majority.

Recommendation:

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.**

Moved: _____

Seconded: _____

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.

Voting Requirements:

Simple Majority.

Recommendation:

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.**

Moved: _____

Seconded: _____

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

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

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.

Voting Requirements:

Absolute Majority.

Recommendation:

That Council;

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

Moved: _____ Seconded: _____

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.

Moved: _____ Seconded: _____

16. Directorate Corporate and Community Services

16.1 Monthly Financial Report – 30 September 2021

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

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.

Voting Requirements:

Simple Majority.

Recommendation:

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

Moved: _____

Seconded: _____

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

Comment:

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

Consultation:

Senior Finance Officer.

Statutory Environment:

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

Policy Implications:

Nil.

Financial Implications:

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

Strategic Implications:

Nil.

Sustainability Implications:

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

Risk Implications:

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

Risk Matrix:

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

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

Voting Requirements:

Simple Majority.

Recommendation:

That Council endorse:

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

Moved: _____

Seconded: _____

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

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

Voting Requirements:

Simple Majority.

Recommendation:

That Council;

- 1. That Council 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.

Moved: _____

Seconded: _____

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

19.2 Officers

20. Matters Behind Closed Doors

Recommendation:

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

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

Voting Requirements:

Simple Majority.

Moved: _____ Seconded: _____

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

Recommendation:

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

Voting Requirements:

Simple Majority.

Moved: _____

Seconded: _____

21. Closure of Meeting

The Presiding Member to declare the meeting closed.

ATTACHMENT



MINUTES

Special Council Meeting

Friday, 10 September 2021

Commencing at 8.30am

Ravensthorpe Recreation Centre

SHIRE OF RAVENSTHORPE

Agenda for the Special Meeting of Council to be held at the Council Chambers, Ravensthorpe Recreation Centre on Friday, 10 September 2021 – commencing at 8.30am.

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1.	Declaration of Opening / Announcements of Visitors	3
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4.	Disclosure of Interest	3
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	5.1 Elected Members.....	4
	5.2 Officers.....	4
6.	Matters Behind Closed Doors	4
	6.1 Chief Executive Officer Employment Contract	4
	6.2 Appointment of Acting Chief Executive Officer.....	5
7.	Closure of Meeting	5

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 8.40am.

2. Attendance / Apologies / Approved Leave of Absence

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

STAFF: Brian Jones (Acting Chief Executive Officer)

APOLOGIES: Nil.

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

3. Announcements by the Presiding Member

Nil.

4. Disclosure of Interest

- 4.1 Brian Jones – Acting Chief Executive Officer undertook a declaration of interest to item 6.2.

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

Nature of Interest – Chief Executive Officer Annual Leave and Appointment of Acting Chief Executive Officer

5. 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).

5.1 Elected Members

Nil.

5.2 Officers

Nil.

6. Matters Behind Closed Doors

Moved: Cr Richardson

Seconded: Cr Goldfinch

Res: 99/21

Decision:

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

- a) a matter affecting an employee or employees;**

Voting Requirements: Simple Majority

Carried: 7/0

6.1 Chief Executive Officer Employment Contract

The Shire President informed Council of advice received from Neil Douglas, McLeods Lawyers. The Item was deferred to a future meeting.

9.19am – Brian Jones – Acting Chief Executive Officer left the meeting.

6.2 Appointment of Acting Chief Executive Officer

File Reference: PL.ES.172
Location: Shire of Ravensthorpe
Applicant: A/Chief Executive Officer
Author: A/Chief Executive Officer
Authorising Officer: A/Chief Executive Officer
Date: 8 September 2021
Disclosure of Interest: Acting CEO- Possible Extension of Contract
Attachments: Nil
Previous Reference: Nil

Moved: Cr Major **Seconded:** Cr Richardson **Res:** 100/21

Decision:

That Council;

Confirm the appointment of Mr Brian Jones as Acting Chief Executive Officer in accordance with the current terms and conditions with the addition of full private use of the CEO motor vehicle, with the appointment expiring at close of business on Friday 8 October 2021.

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

9.24am – Brian Jones – Acting Chief Executive Officer re-joined the meeting.

Moved: Cr Leighton **Seconded:** Cr Mudie **Res:** 101/21

Decision:

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

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

7. Closure of Meeting

The Presiding Member declared the meeting closed at 9.27am

These minutes were confirmed at the meeting of the Ordinary Council Meeting 19 October 2021.

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

Date: 19 October 2021

ATTACHMENT



MINUTES

Special Council Meeting

Monday, 13 September 2021

Commencing at 7.45pm

**Shire of Ravensthorpe Office,
65 Morgans Street Ravensthorpe**

SHIRE OF RAVENSTHORPE

Minutes for the Special Meeting of Council to be held at the Shire of Ravensthorpe Office, 65 Morgans Street, Ravensthorpe on Monday, 13 September 2021 – commencing at 7.45pm.

Contents

1.	Declaration of Opening / Announcements of Visitors	3
2.	Attendance / Apologies / Approved Leave of Absence	3
3.	Announcements by the Presiding Member	3
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	6.1 Chief Executive Officer Employment Contract	4
7.	Closure of Meeting	5

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 7.55pm.

2. Attendance / Apologies / Approved Leave of Absence

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

STAFF: Brian Jones (Chief Executive Officer)

APOLOGIES: Cr Ian Goldfinch

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

3. Announcements by the Presiding Member

Nil.

4. Disclosure of Interest

Nil.

Moved: Cr Richardson

Seconded: Cr Major

Res: 104/21

Decision:

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

Voting Requirements: Simple Majority

Carried: 6/0

7. Closure of Meeting

The Presiding Member declared the meeting closed at 8.20pm.

These minutes were confirmed at the meeting of the Ordinary Council Meeting 19 October 2021.

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

Date: 19 October 2021

ATTACHMENT



MINUTES

Ordinary Council Meeting

Tuesday, 14 September 2021

Commencing at 6.00pm

Munglinup Community Centre

SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held at the Munglinup Community Centre on Tuesday 14 September 2021 – commencing at 6.00pm.

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1. Declaration of Opening / Announcements of Visitors

The Presiding Member declared the meeting open at 6.05pm

2. Attendance / Apologies / Approved Leave of Absence

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

STAFF: Brian Jones (Acting Chief Executive Officer)
Les Mainwaring (Director Corporate and Community Services)
Graham Steel (Director Technical Services)
Natalie Bell (Project Manager)
Kim Bransby (Executive Assistant) – By Electronic Connection

APOLOGIES: Cr Mark Mudie

Nil.

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

3. Announcements by the Presiding Member

Nil.

4. Response to Previous Public Questions Taken on Notice

Nil.

5. Public Question Time

6. Petitions / Deputations / Presentations / Submissions

Nil.

7. Applications for Leave of Absence

Nil.

8. Disclosures of Interest

Nil.

9. Confirmation of Minutes of Previous Meetings Held

9.1 Ordinary Council Meeting Minutes 17 August 2021 (Attachment Grey)

Statutory Environment:

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

Moved: Cr Goldfinch

Seconded: Cr Leighton

Res: 105/21

Decision:

That the Minutes of the Ordinary Meeting of Council held in Council Chambers, Hopetoun Community Centre on Tuesday, 17 August 2021 be confirmed as true and correct.

Voting Requirements: Simple Majority

Carried: 6/0

9.2 Special Council Meeting Minutes 31 August 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 Goldfinch

Seconded: Cr Leighton

Res: 106/21

Decision:

That the Minutes of the Special Meeting of Council held in Council Chambers, Ravensthorpe Recreation Centre on Tuesday, 31 August 2021 be confirmed as true and correct.

Voting Requirements: Simple Majority

Carried: 6/0

9.3 Special Council Meeting Minutes 7 September 2021 (Attachment Peach)

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 Goldfinch

Seconded: Cr Leighton

Res: 107/21

Decision:

That the Minutes of the Special Meeting of Council held in Council Chambers, Ravensthorpe Recreation Centre on Tuesday, 7 September 2021 be confirmed as true and correct.

Voting Requirements: Simple Majority

Carried: 6/0

10. Reports of Committees of Council

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

11. Reports of Council Delegates on External Committees

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

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

12. Reports from Councillors

Nil.

Cr Keith Dunlop (President)

Nil.

Cr Julianne Belli (Deputy President)

Nil.

Cr Ian Goldfinch

- Attended a meeting with the Historical Society.

Cr Sue Leighton

Nil.

Cr Thomas Major

Nil.

Cr Mark Mudie

Nil.

Cr Graham Richardson

- Wednesday, 1 September 2021 attended the Hopetoun Progress Meeting – AGM.

13 Office of the Acting Chief Executive Officer

13.1 Closed Circuit Television (CCTV) Policy

File Reference:	CM.PO.1
Location:	Shire of Ravensthorpe
Applicant:	Acting Chief Executive Officer
Author:	Acting Chief Executive Officer
Authorising Officer	Acting Chief Executive Officer
Date:	2 September 2021
Disclosure of Interest:	Nil
Attachments:	Draft – LO7 – Closed Circuit Television (CCTV) Operations (Attachment Green)
Previous Reference:	Nil

Summary:

To consider the adoption of a Council Policy dealing with the operation of the Shire's CCTV network.

Background:

The Shire currently has CCTV cameras located at the Ravensthorpe Shire Office; Hopetoun Shire Office; Hopetoun Foreshore; and the Ravensthorpe Airport. It is intended that CCTV cameras will also be installed at additional premises, including the Munglinup Waste Facility.

A Council Policy has been prepared for Council consideration to govern the use of the Shire's CCTV network.

Comment:

The draft Policy has been prepared based on similar Policies that have been adopted by other local governments in Western Australia.

The draft Policy includes reference to a Memorandum of Understanding (MOU) between the Shire and WA Police. This MOU is currently being prepared by the Shire in consultation with the WA Police.

Consultation:

Shire Staff.

Statutory Environment:

Section 2.7(2)(b) of the *Local Government Act 1995*.

Council is to have due regard to its policies to be able to govern its affairs and performance. Other Acts and associated legislation is applicable to the implementation and management of CCTV systems. These are referenced in the draft policy attached.

Policy Implications:

Adoption of new Policy.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Sustainability Implications:

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

Risk Implications:

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (4)

Risk Matrix:

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

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

Moved: Cr Leighton

Seconded: Cr Major

Res: 108/21

Decision:

That Council adopts the Closed Circuit Television (CCTV) Policy, as presented.

Voting Requirements: Simple Majority

Carried: 6/0

13.2 Policy for the Temporary Employment or Appointment of CEO

File Reference:	CM.PO.1
Location:	Shire of Ravensthorpe
Applicant:	Acting Chief Executive Officer
Author:	Acting Chief Executive Officer
Authorising Officer	Acting Chief Executive Officer
Date:	6 September 2021
Disclosure of Interest:	Nil
Attachments:	Draft – G22 Temporary Employment or Appointment of Chief Executive Officer (Attachment Blue)
Previous Reference:	Nil

Summary:

To consider the adoption of a Policy to govern the Temporary Employment or Appointment of a CEO, as required by section 5.39C of the *Local Government Act 1995*.

Background:

Recent amendments to the *Local Government Act 1995* require each Council to prepare and adopt a Policy regarding the temporary employment or appointment of a CEO.

WALGA have prepared a Template Policy for Council's guidance and the attached draft Policy has been based on this Template, modified to suit the Shire's purpose.

Comment:

The draft Policy provides for the CEO to appoint a Director as Acting CEO for periods not exceeding five weeks. If the CEO is unable or unavailable then the Director Corporate and Community Services (DCCS) will act as CEO or the Director Technical Services (DTs) will act as CEO if the DCCS is unavailable, until the Council can make a decision to appoint a suitably qualified person to the position.

Consultation:

Directors.

Statutory Environment:

Local Government Act

5.39C. Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —
 - (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
 - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year. * Absolute majority required.
- (2) A local government may amend* the policy. * Absolute majority required.
- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

Policy Implications:

Adoption of new Policy.

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 Belli

Seconded: Cr Goldfinch

Res: 109/21

Decision:

That Council adopt the draft Policy “Temporary Employment or Appointment of CEO” as presented.

Voting Requirements: Absolute Majority

Carried: 6/0

13.3 CEO Standards – Recruitment, Performance and Termination

File Reference:	CM.PO.1
Location:	Shire of Ravensthorpe
Applicant:	Acting Chief Executive Officer
Author:	Acting Chief Executive Officer
Authorising Officer	Acting Chief Executive Officer
Date:	9 September 2021
Disclosure of Interest:	Nil
Attachments:	Draft – CEO Standards – Recruitment, Performance and Termination (Attachment Jade)
Previous Reference:	Nil

Summary:

To consider and adopt the Model Standards for Chief Executive Officer Recruitment, Performance and Termination pursuant to section 5.39B (2) of the *Local Government Act 1995*.

Background:

New legislation was enacted on 3 February 2021 requiring local governments to prepare and adopt standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers.

Key features of the regulations relating to recruitment, selection, performance review and early termination of local government Chief Executive Officers include the requirements to:

- Establish a selection panel comprised of council members and at least one independent person to conduct the recruitment and selection process for the position of Chief Executive Officer (CEO).
- Establish a performance review process by agreement between the local government and the CEO.
- Conduct a recruitment and selection process where an incumbent CEO has held the position for a period of ten or more consecutive years on expiry of the CEO's contract.

In addition, requirements for advertising vacant CEO positions have been updated to align with amendments to state-wide public notice provisions.

Local governments are required to prepare and adopt the Model Standards within three months of these regulations coming into effect (by 3 May 2021). Until such time as a local government adopts the Model Standards (with or without minor permitted variations), the regulations apply.

Comment:

No changes are proposed to the model standards and it is recommended that they be adopted without modification.

Consultation:

Information has been provided from the Department which is available from their website.

CEO Standards and Guidelines –

<https://www.dlgsc.wa.gov.au/docs/default-source/local-government/local-government-act-review/ceostandards-and-guidelines.pdf>

Explanatory Notes –

<https://www.dlgsc.wa.gov.au/docs/default-source/local-government/local-government-act-review/ceomodel-standards-explanatory-notes.pdf>

Statutory Environment:

Sections of the Acts and Regulations that apply to this item include:

- *Local Government Act 1995*, Section 5.39B.
- Local Government (Administration) Amendment Regulations 2021.
- Local Government (Administration) Regulations 1996.

In accordance with section 5.39B (2) of the *Local Government Act 1995*, within three months of the prescribed regulations coming into operation, a local government must prepare and adopt standards to be observed by the local government that incorporate the model standards.

A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.

The CEO must publish an up-to-date version of the adopted standards on the local government’s official website.

Policy Implications:

Nil.

Financial Implications:

The requirements of the new Model Standard will result in an increase in costs for recruitment of CEO.

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 Richardson

Seconded: Cr Major

Res: 110/21

Decision:

That Council adopt the new Model Standards for Chief Executive Officer Recruitment, Performance and Termination as attached.

Voting Requirements: Absolute Majority

Carried: 6/0

14. Directorate of Corporate and Community Services

14.1 Monthly Financial Report – 31 August 2021

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	Nil
Author:	Senior Finance Officer
Authorising Officer	Director Corporate and Community Services
Date:	9 September 2021
Disclosure of Interest:	Nil
Attachments:	Monthly Financial Reports for August 2021 (Attachment Yellow)
Previous Reference:	Nil

Summary:

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

Background:

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

Comment:

The August 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 2021/22 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications:

Strategic Community Plan 2014 – 2024

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

Sustainability Implications:

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

Risk Implications:

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

Risk Matrix:

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

A risk is often specified in terms of an event or circumstance and the consequences that August flow from it. An effect August be positive, negative or a deviation from the expected and August 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 Leighton

Res: 111/21

Decision:

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

Voting Requirements: Simple Majority

Carried: 6/0

14.2 Schedule of Account Payments – August 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: 7 September 2021
Disclosure of Interest: Nil
Attachments: Schedule of Payments to 31 August 2021
 Credit Card Transactions to 02 August 2021
 Creditors List of Accounts Paid August 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 01/08/2021 to 31/08/2021

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							
Oct							
Nov							
Dec							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Total	20,134	2,135,420	221,095	27,487	0	2,404,136	646,341
20/21	219,357	8,442,181	965,406	135,103	0	9,762,047	3,790,863
19/20	197,977	8,450,678	997,212	102,791	6,319	9,754,977	3,174,082
18/19	147,967	21,298,438	1,329,904	70,241	13,590	22,860,140	2,219,053
17/18	327,905	18,507,404	209,587	65,010	317,445	19,427,351	2,601,283

Comment:

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 Goldfinch

Res: 112/21

Decision:

That Council endorse:

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

Voting Requirements: Simple Majority

Carried: 6/0

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 Behind Closed Doors

Nil.

19. Closure of Meeting

The Presiding Member declared the meeting closed at 6.20pm.

These minutes were confirmed at the meeting of the Ordinary Council Meeting 19 October 2021.

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

Date: 19 October 2021

ATTACHMENT



MINUTES

Special Council Meeting

Monday, 20 September 2021

Commencing at 8.45am

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 Monday, 20 September 2021 – commencing at 8.45am.

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EXTRACT FROM LOCAL GOVERNMENT ACT 1995

5.5. CONVENING COUNCIL MEETINGS

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

1. Declaration of Opening / Announcements of Visitors

The Presiding Member declared the meeting open at 9.00am

2. Attendance / Apologies / Approved Leave of Absence

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

STAFF: Brian Jones (Acting Chief Executive Officer)

APOLOGIES: Cr Sue Leighton
 Cr Mark Mudie

ON LEAVE OF ABSENCE:

ABSENT:

MEMBER OF THE PUBLIC:

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

Nil.

4.2 Officers

4.2.1 Extraordinary Local Government Election

File Reference: GV.EL.10
Location: Shire of Ravensthorpe
Applicant: A/Chief Executive Officer
Author: A/Chief Executive Officer
Authorising Officer: A/Chief Executive Officer
Date: 16 September 2021
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Nil

Summary:

To set a date for the extraordinary election and to appoint the WA Electoral Commission to conduct the election as a postal election.

Background:

Council had three (3) vacancies for Councillor for the ordinary 2021 local government elections. At the close of nominations on Thursday 9 September 2021 only two (2) nominations were received.

Council is now required to hold an extraordinary election to fill the remaining vacancy.

Comment:

The WA Electoral Commission have advised that they can hold an extraordinary postal vote election on either Friday 10 December or Friday 17 December.

Administration are recommending that Council agree to have the extraordinary election on Friday 10 December 2021, this will flow into the timing of the last Ordinary Council Meeting on Tuesday, 14 December 2021, avoiding the need to reconvene in the week leading up to Christmas.

Council are required to agree to appoint the WA Electoral Commissioner to conduct the election no later than Tuesday 21 September which is why this matter needs to be dealt with at a Special Council meeting.

Consultation:

Shire President.

Statutory Environment:

Local Government Act 1995 - Division 4 — Extraordinary elections

4.8. *Extraordinary elections*

- (1) *If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32 an election to fill the office is to be held.*
- (2) *An election is also to be held under this section if section 4.57 or 4.58 so requires. (4.57 Less candidates than vacancies or 4.58 death)*
- (3) *An election under this section is called an **extraordinary election**.*
[Section 4.8 amended: No. 2 of 2012 s. 10.]

4.9. Election day for extraordinary election

- (1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —
 - (a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or
 - (b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).
- (2) The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.
- (3) If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —
 - (a) fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and
 - (b) advise the CEO of the day fixed.

Policy Implications:

Nil.

Financial Implications:

Provision has been included in the Budget to hold a postal election.

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 Belli

Seconded: Cr Richardson

Res: 113/21

Recommendation:

That Council:

- Agree to hold the extraordinary election for one (1) Council member on Friday 10 December 2021, and
- Agree to engage the Electoral Commissioner to run the election as a postal voting election.

Decision

That Council:

- **Agree to hold the extraordinary election for two (2) Council member on Friday 10 December 2021, and**
- **Agree to engage the Electoral Commissioner to run the election as a postal voting election.**

Voting Requirements: Absolute Majority

Carried: 5/0

Note: Prior to the start of the meeting Cr Goldfinch advised of his resignation from Council, effective immediately following the closure of this meeting. The motion moved by Council differed to the Officers recommendation by increasing the number of vacancies from one (1) to two (2), as there will now be two vacant Council positions to fill at the extraordinary election.

4.2.2 Resignation of Cr Ian Goldfinch

Moved: Cr Richardson

Seconded: Cr Major

Res: 114/21

Decision

That Council accept with regret the resignation of Cr Goldfinch and acknowledge his long and distinguished service as a Councillor and Shire President since he was first elected on 16 May 1987.

Voting Requirements: Absolute Majority

Carried: 5/0

5. Matters Behind Closed Doors

Nil.

6. Closure of Meeting

The Presiding Member declared the meeting closed at 9.15am.

These minutes were confirmed at the meeting of the Ordinary Council Meeting 19 October 2021.

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

Date: 19 October 2021

Unconfirmed

ATTACHMENT



MINUTES

Special Council Meeting

Tuesday, 5 October 2021

Commencing at 2.30pm

Council Chambers,

Ravensthorpe Recreation Centre

SHIRE OF RAVENSTHORPE

Minutes for the Special Meeting of Council to be held at the Ravensthorpe Recreation Centre on Tuesday, 5 October 2021 – commencing at 2.30pm.

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EXTRACT FROM LOCAL GOVERNMENT ACT 1995

5.5. CONVENING COUNCIL MEETINGS

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

1. Declaration of Opening / Announcements of Visitors

The Presiding Member declared the meeting open at 2.35pm.

2. Attendance / Apologies / Approved Leave of Absence

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

STAFF: Brian Jones (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: Nil.

3. Swearing in of Newly Elected Councillor

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

“2.29 Declaration

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

Mr Brian Jones officiated the swearing in of the newly Elected Councillors Tom Major and Graham Richardson as a prescribed person.

4. Announcements by the Presiding Member

Nil.

5. Disclosure of Interest

- 5.1 Cr Keith Dunlop undertook a declaration of Impartiality to Agenda Item 5.2.2, (6.2.2 of the Minutes)

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

Nature of Interest – Cr Dunlop knew the applications parents 50 years ago when he lived in the same town of Shackleton.

Extent of Interest – Shackleton is a small town and everyone knew each other. Cr Dunlop has never actually met the applicant.

6. 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).

6.1 Elected Members

Nil.

6.2 Officers

6.2.1 Chief Executive Officer Recruitment

File Reference:	PL.RE.16
Location:	Shire of Ravensthorpe
Applicant:	A/Chief Executive Officer
Author:	A/Chief Executive Officer
Authorising Officer	A/Chief Executive Officer
Date:	17 September 2021
Disclosure of Interest:	Nil
Attachments:	Quotations Received (x 2) – Attachment A Draft Terms of Reference – Attachment B (Attachment Green)
Previous Reference:	Nil

Summary:

The purpose of this report is for the Council to initiate the recruitment process to appoint a Chief Executive Officer (CEO).

Background:

The appointment of a CEO is governed by the *Local Government Act 1995* and the *Local Government (Administration) Regulations*. This report provides relevant information to enable Council to meet its legal obligations and to ensure that all Councillors have a clear understanding of their roles and responsibilities.

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants.

Section 5.40 of the *Local Government Act 1995* lists a number of principles of employment that apply to local governments:

- a. employees are to be selected and promoted in accordance with the principles of merit and equity; and
- b. no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- c. employees are to be treated fairly and consistently; and
- d. there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground; and
- e. employees are to be provided with safe and healthy working conditions in accordance with the *Occupational Safety and Health Act 1984*; and
- f. such other principles, not inconsistent with this Division, as may be prescribed.

Comment:

All Councillors have been provided with a copy of the *Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination*, These Guidelines stipulate that the minimum standard for recruitment and selection will be met if:

- a. The Council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- b. The Council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- c. The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- d. The local government attracts applicants through a transparent, open and competitive process. The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- e. The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- f. The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- g. The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment Consultant

In order for Council to meet its obligations, it is recommended that a recruitment consultant with experience in the recruitment of senior executive positions for local government be appointed to provide professional services and to ensure the selection process complies with best practice and relevant legislation.

Proposals/quotations were sought from three recruitment consulting businesses to assist Council with the recruitment process, selection and appointment of a CEO. Requests were sent to JCP Consulting (John Phillips), Lo-Go Appointments and Fitzgerald Strategies. JCP Consulting declined to submit a proposal due to current workload.

Proposals/quotations were received from Lo-Go Appointments and Fitzgerald Strategies which are attached for Council consideration.

Both recruitment consultants are specialised in local government recruitment at CEO and Director/Manager level positions and are well regarded throughout the industry.

Council needs to determine which proposal to accept.

CEO Job Description Form, Selection and Performance Criteria

The Council must be satisfied with the provisions of the employment contract prior to advertising the position. The Job Description Form (JDF), selection criteria and performance criteria are to be endorsed by Council prior to the position being advertised.

The Job Description Form, selection and performance criteria will need to be reviewed by Council in consultation with the recruitment consultant. A Special Council meeting will be required to formally endorse the Job Description Form, as required by legislation, to commence advertising of the position.

Selection Panel

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. It is recommended that the attached Terms of Reference be adopted to assist with the facilitation of this process.

It is recommended that the selection panel consist of:

1. The Shire President, as this person has a key legislative relationship with the CEO under the Act;
2. The Deputy Shire President, as this person acts in the capacity of Shire President when required and also has a key legislative relationship with the CEO; and
3. Other Councillor/s as deemed appropriate by Council.

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.

After discussion with the Shire President it has been suggested that Cr Ian Mickel, Shire of Esperance Shire President, would be a most suitable candidate due to his extensive local government experience and the Esperance Shire Council has just completed a recruitment process for a CEO.

Council needs to determine the appointment of an independent panel member.

Consultation:

All Councillors.

Statutory Environment:

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:

The remuneration package for the CEO is already an inclusion in the annual budget. A general provision for recruitment costs is also included in the 2021/22 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 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.

Recommendation:

That Council:

1. Initiate the recruitment process to appoint a Chief Executive Officer;
2. Appoint _____ to facilitate the process to recruit for the role of Chief Executive Officer;
3. Approve a remuneration package that offers salary, superannuation, motor vehicle, housing and other benefits as set by the Salaries and Allowances Tribunal (SAT), within the range of SAT level 3 banding, for the position of Chief Executive Officer with a contract term of three to five years;
4. Appoint a Chief Executive Officer Selection Panel comprising Cr Keith Dunlop, Cr _____, and Cr _____ 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;
5. Appoints 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*;
6. Adopt the attached Terms of Reference (TOR) for the CEO Selection Panel that incorporates the standards for recruitment as defined in Schedule 2, Division 2 of the *Local Government (Administration) Regulations 1996*.

Moved: Cr Belli

Seconded: Cr Leighton

Res: 115/21

Decision:

That Council:

1. **Initiate the recruitment process to appoint a Chief Executive Officer;**
2. **Appoint Fitzgerald Strategies to facilitate the process to recruit for the role of Chief Executive Officer;**
3. **Approve a remuneration package that offers salary, superannuation, motor vehicle, housing and other benefits as set by the Salaries and Allowances Tribunal (SAT), within the range of SAT level 3 banding, for the position of Chief Executive Officer with a contract term of three to five years;**
4. **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;**
5. **Appoints 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*;**
6. **Adopt the attached Terms of Reference (TOR) for the CEO Selection Panel that incorporates the standards for recruitment as defined in Schedule 2, Division 2 of the *Local Government (Administration) Regulations 1996*.**

Voting Requirements: Absolute Majority

Carried: 6/0

6.2.2 Appointment of Acting Chief Executive Officer

File Reference:	PL.RE.16
Location:	Shire of Ravensthorpe
Applicant:	A/Chief Executive Officer
Author:	A/Chief Executive Officer
Authorising Officer	A/Chief Executive Officer
Date:	21 September 2021
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Nil

Summary:

To consider the appointment of an Acting Chief Executive Officer.

Background:

Mr Brian Jones' appointment as Acting Chief Executive Officer finishes on Friday 8 October 2021. Council now needs to appoint an Acting Chief Executive Officer until the commencement of a permanent CEO (following a recruitment process).

Comment:

Mr Gary Clark is an experienced local government executive and is available to undertake the position of Acting CEO until a permanent CEO can be appointed and commence.

A copy of his Resume and the offered conditions of employment have been sent separately.

The Shire President has done due diligence reference checks and is satisfied that Gary has the skills and knowledge to fulfil the role to a high standard.

It is acknowledged that Gary has advised he will be required to take 2 to 3 days leave without pay to undertake previous commitments with his contract as a training provider with WALGA.

Consultation:

Shire President.
Executive Staff.

Statutory Environment:

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

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

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

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

Policy Implications:

Temporary Employment or Appointment of CEO Policy.

Financial Implications:

CEO Salary allocation contained within the 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 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 Leighton

Res: 116/21

Decision:

That Council appoint Mr Gary Clark as Acting Chief Executive Officer in accordance with the Terms of Appointment provided, for the period commencing Monday, 11 October 2021 until further notice

Voting Requirements: Absolute Majority

Carried: 6/0

Unconfirmed

7. Matters Behind Closed Doors

Moved: Cr Belli

Seconded: Cr Richardson

Res: 117/21

Decision:

That the meeting be closed to members of the public for this item in accordance with section 5.23 (2) of the *Local Government Act 1995* as the following subsection applies:
e) a matter that if declared, would reveal iii) information about the business, professional, commercial, financial affairs of a person

Voting Requirements: Simple Majority

Carried: 6/0

7.1 Medical Services Deed - Livingston Medical Pty Ltd

File Reference: PH.SP.7
Location: Shire of Ravensthorpe
Applicant: A/Chief Executive Officer
Author: A/Chief Executive Officer
Authorising Officer: A/Chief Executive Officer
Date: 22 September 2021
Disclosure of Interest: Nil
Attachments: Medical Services Deed – Attachment Blue
Previous Reference: OCM 18 May 2021 – Item 18.2 – Medical Services Contract – Resolution 61/21

Moved: Cr Richardson

Seconded: Cr Leighton

Res: 118/21

Decision:

That Council enter into an Agreement with Livingston Medical Pty Ltd as per the Medical Service Deed attached for the provision of Medical Services.

Voting Requirements: Absolute Majority

Carried: 6/0

7.2 Entitlement to Long Service Leave

File Reference: PL.ES.172
Location: Shire of Ravensthorpe
Applicant: A/Chief Executive Officer
Author: A/Chief Executive Officer
Authorising Officer: A/Chief Executive Officer
Date: 21 September 2021
Disclosure of Interest: Nil
Attachments: Legal Advice – McLeods Lawyers
(Attachment Orange)
Previous Reference: Nil

Moved: Cr Mudie **Seconded:** Cr Richardson **Res:** 119/21

Decision:

That Council note and accept the legal advice received from Neil Douglas, McLeods Lawyers.

Voting Requirements: Simple Majority **Carried: 6/0**

Moved: Cr Leighton **Seconded:** Cr Mudie **Res:** 120/21

Decision:

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

Voting Requirements: Simple Majority **Carried: 6/0**

8. Closure of Meeting

The Presiding Member declared the meeting closed 3.27pm.

These minutes were confirmed at the meeting of the Ordinary Council Meeting 19 October 2021.

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

Date: 19 October 2021

ATTACHMENT

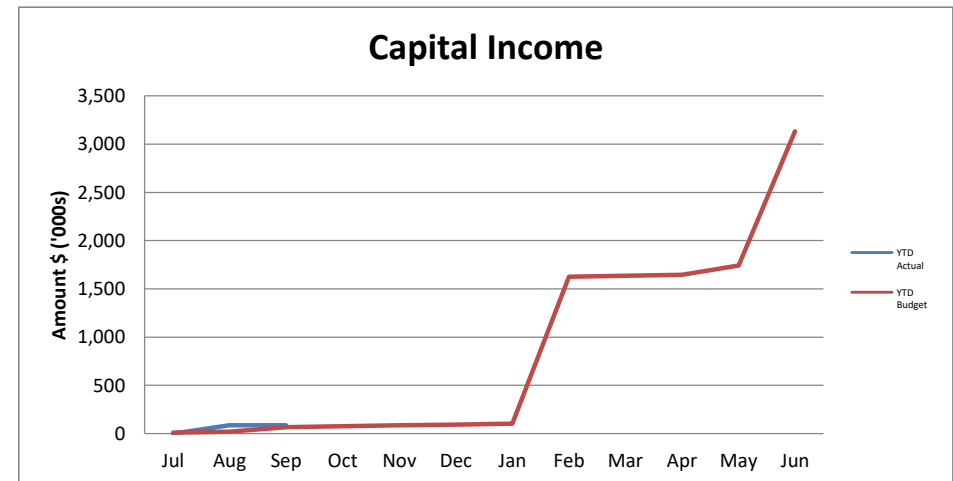
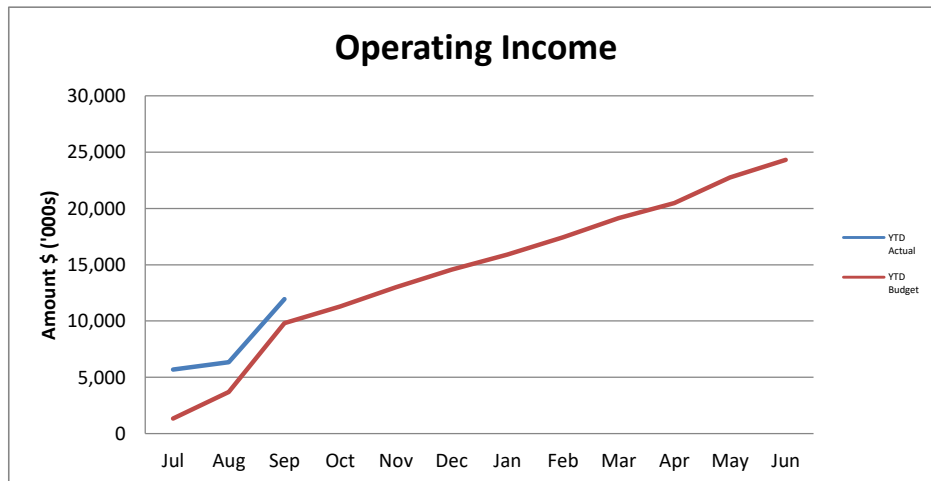
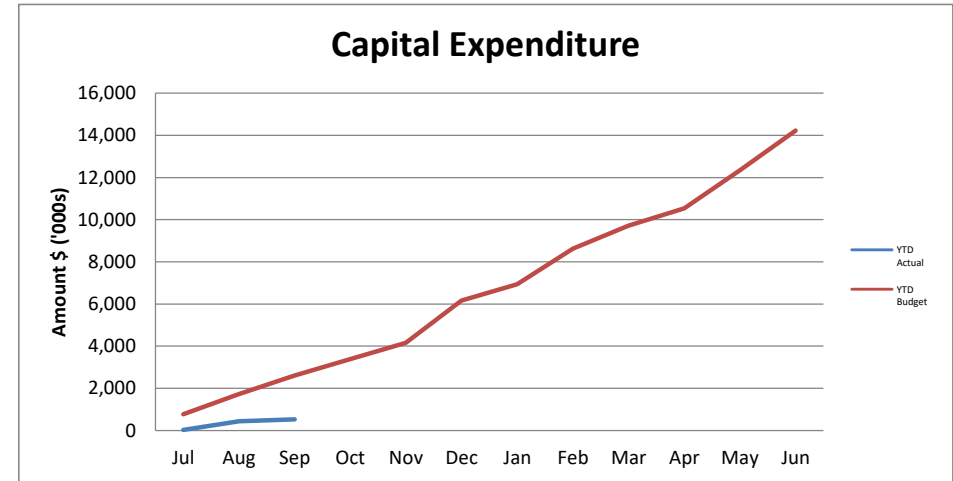
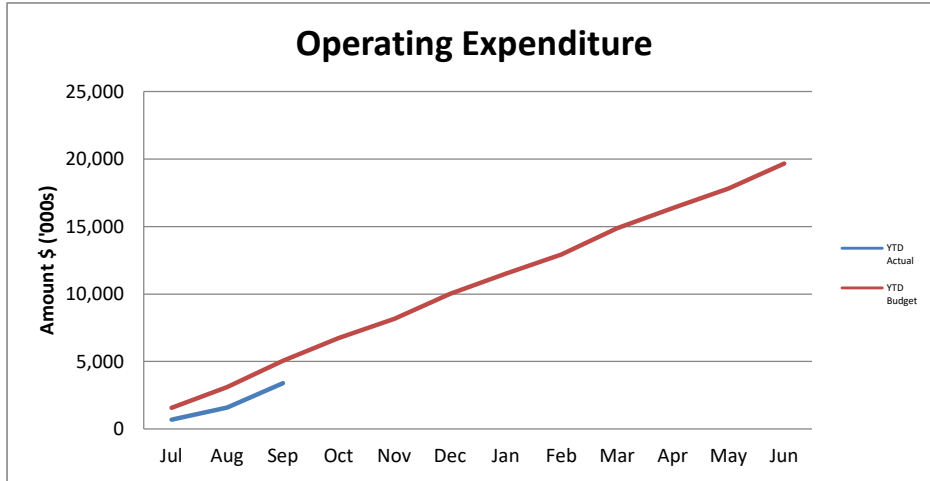


SHIRE OF RAVENSTHORPE
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021

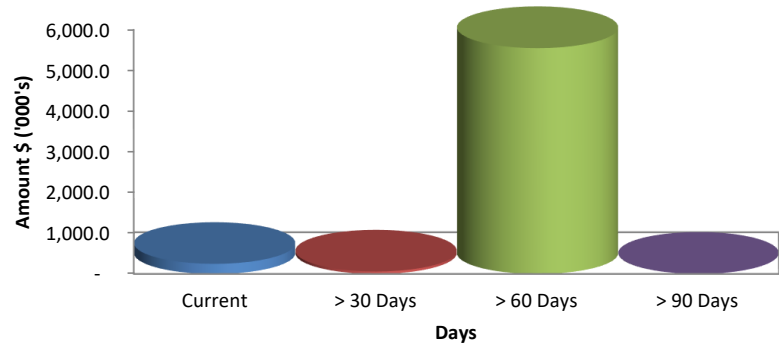
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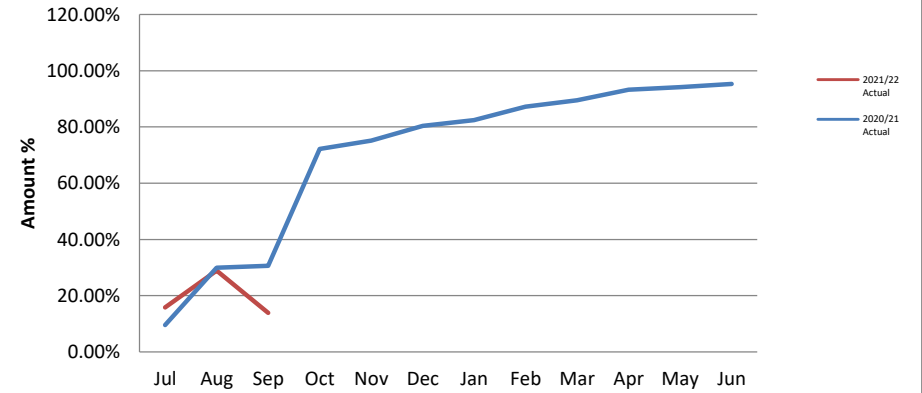
Income and Expenditure Graphs to 30 September 2021



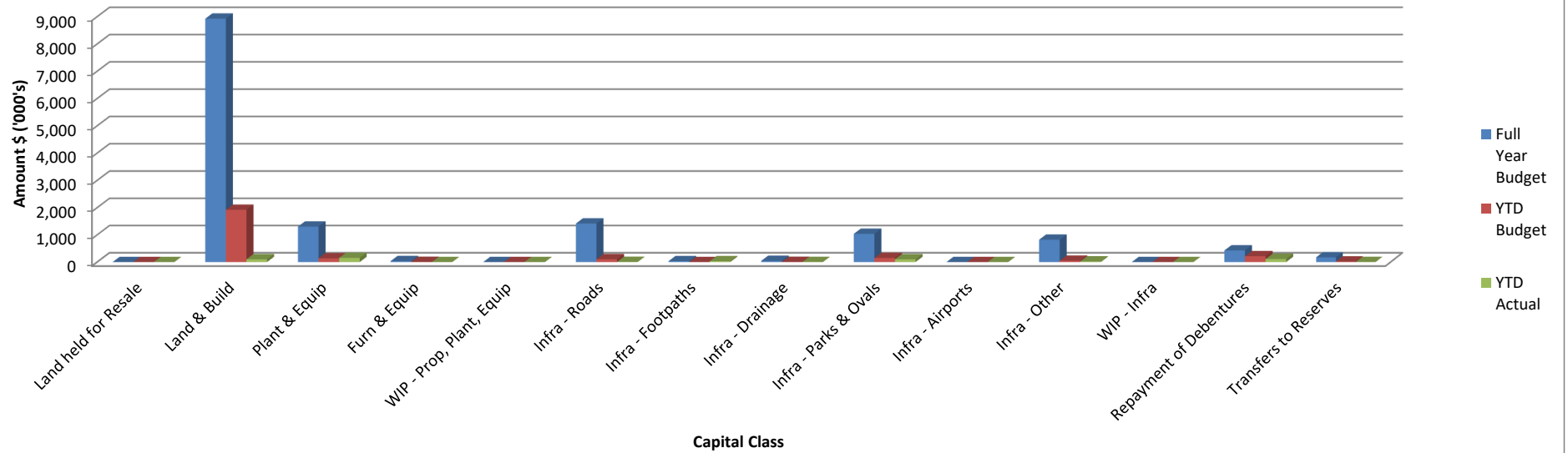
Sundry Debtors Amount O/S



Rates % Collected



Capital Expenditure



**SHIRE OF RAVENSTHORPE
STATEMENT OF FINANCIAL ACTIVITY**

FOR THE PERIOD ENDED 30 SEPTEMBER 2021

	NOTE	2021/22 Adopted Budget \$	SEPTEMBER 2021 Y-T-D Budget \$	SEPTEMBER 2021 Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %	
Operating							
Revenues/Sources							
Governance		44,000	10,998	0	(10,998)	0.00%	
General Purpose Funding		1,192,900	345,056	328,529	(16,527)	95.21%	
Law, Order, Public Safety		1,252,653	129,398	58,042	(71,356)	44.86%	
Health		9,291	2,320	(250)	(2,570)	(10.77%)	
Education and Welfare		1,077,380	270,396	192,802	(77,594)	71.30%	
Housing		11,800	2,949	4,993	2,044	169.31%	
Community Amenities		1,049,300	762,665	577,942	(184,723)	75.78%	▲
Recreation and Culture		7,100,766	1,759,452	270,417	(1,489,035)	15.37%	▲
Transport		1,793,225	418,097	471,842	53,745	112.85%	
Economic Services		386,614	37,037	101,686	64,649	274.55%	
Other Property and Services		5,760,949	1,438,718	5,200,808	3,762,090	361.49%	▲
		19,678,878	5,177,086	7,206,811	2,029,725	139.21%	
(Expenses)/(Applications)							
Governance		(887,656)	(239,172)	(165,329)	73,843	(69.13%)	
General Purpose Funding		(300,523)	(74,415)	(51,046)	23,369	(68.60%)	
Law, Order, Public Safety		(1,141,282)	(291,049)	(228,639)	62,410	(78.56%)	
Health		(386,177)	(97,028)	(66,002)	31,026	(68.02%)	
Education and Welfare		(1,244,462)	(317,909)	(293,717)	24,192	(92.39%)	
Housing		(206,101)	(56,851)	(49,690)	7,161	(87.40%)	
Community Amenities		(1,586,199)	(398,046)	(275,232)	122,814	(69.15%)	▲
Recreation & Culture		(2,058,964)	(525,892)	(366,985)	158,907	(69.78%)	▲
Transport		(5,384,635)	(1,334,071)	(1,224,022)	110,049	(91.75%)	▲
Economic Services		(669,916)	(231,098)	(111,028)	120,070	(48.04%)	▲
Other Property and Services		(5,796,776)	(1,496,345)	(558,734)	937,611	(37.34%)	▲
		(19,662,691)	(5,061,876)	(3,390,424)	1,671,452	(66.98%)	
Net Operating Result Excluding Rates		16,187	115,210	3,816,387	3,701,177	3312.55%	
Adjustments for Non-Cash (Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	2	(30,549)	(3,861)	86,364	90,225	2236.83%	
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	1,257,946	1,199,419	(58,527)	(95.35%)	
Capital Revenue and (Expenditure)							
Purchase of Land and Buildings	1	(8,925,058)	(1,919,883)	(102,260)	1,817,623	(5.33%)	
Purchase of Furniture & Equipment	1	(102,600)	(22,497)	(84)	22,413	(0.37%)	
Purchase of Plant & Equipment	1	(1,302,551)	(136,083)	(154,252)	(18,169)	(113.35%)	
Purchase of WIP - PP & E	1	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(1,413,561)	(103,746)	(4,565)	99,181	(4.40%)	
Purchase of Infrastructure Assets - Footpaths	1	(30,900)	0	(30,869)	(30,869)	0.00%	
Purchase of Infrastructure Assets - Drainage	1	(41,240)	(5,055)	(637)	4,418	(12.60%)	
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,036,385)	(149,262)	(112,855)	36,407	(75.61%)	
Purchase of Infrastructure Assets - Airports	1	(32,193)	0	(15,488)	(15,488)	0.00%	
Purchase of Infrastructure Assets - Other	1	(749,360)	(31,611)	(21,674)	9,937	(68.56%)	
Proceeds from Disposal of Assets	2	275,549	66,364	0	(66,364)	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)	(20,051)	(3,240)	16,811	(16.16%)	
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	46,801	5,079,621	10,826,495	5,746,874	(213.14%)	
Amount Raised from Rates		<u>(4,648,457)</u>	<u>(4,643,963)</u>	<u>(4,650,080)</u>	<u>(6,117)</u>	<u>100.13%</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 October.

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.

09 - Housing

An additional unit is currently 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

12 - Transport

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

13 - Economic Services

Quarterly Lease Invoices have been raised, however beget is split evenly through the year

14 - Other Property & Services

The invoice for the Floater Road private works has been raised, however the budget is split through the year

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 not yet due.

04 - Governance

First Quarter Councillor Payments processed in October, but budgeted to September. Community Group Contributions not yet invoiced.

05 - Law, Order and Public Safety

Delays in the Bushfire Mitigation program due to weather conditions.

07 - Health

Expenditure lower than forecast with Medical Services Contract in negotiations.

09 - Housing

Timing issue with budget allocated evenly over the year, however only essential works undertaken while waiting for adoption of the budget at the end of August

10 - Community Amenities

Timing issue with budget allocated evenly over the year, however only essential works undertaken while waiting for adoption of the budget at the end of August. A provision is to be raised to bring the waste collections in line with the monthly reports.

11 - Recreation & Culture

Timing issue with budget allocated evenly over the year, however only essential works undertaken while waiting for adoption of the budget at the end of August

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

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

With the 2021/2022 Budget only recently adopted, only essential operations expenditure and approved grant projects have commenced leaving all schedules under the current YTD budget

REPORTABLE CAPITAL INCOME VARIATIONS

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 2021

1. ACQUISITION OF ASSETS	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	SEPTEMBER 2021 Actual \$
The following assets have been acquired during the period under review:			
By Program			
Law, Order & Public Safety			
<i>Fire Prevention & 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	2,046	0
Emergency Services Flamethrower	15,000	3,750	0
<i>Law & Order</i>			
Ravensthorpe Ses Building Upgrades 21/22	23,500	5,874	0
Cliff Rescue Trailer - Ses	0	0	81
Health			
<i>Doctors & Other Health</i>			
20/21 Purchase Toyota Hilux - Doctor	56,781	56,781	56,361
Education & Welfare			
<i>Child Care Centres</i>			
Little Barrens - Cot And Kindy Room Furniture	1,000	0	0
Little Barrens - Playground Upgrade	180,000	0	0
Cub House - Playground Upgrade	120,000	0	0
Housing			
<i>Staff Housing</i>			
Lot 79 Esplanade Hopetoun Housing Upgrade	10,000	0	0
<i>Other Housing</i>			
Community Amenities			
<i>Sanitation - Household Refuse</i>			
Munglinup Waste Site Improvements (Design)	57,660	14,415	0
Munglinup Transfer Station	20,000	4,998	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	5,055	0
<i>Other Community Amenities</i>			
Two Mile Ablution Block - Hopetoun (Dcp)	28,260	0	28,295
Recreation and Culture			
<i>Public Halls & Civic Centres</i>			
Ravensthorpe Town Hall - Security Lighting	12,000	3,000	0
<i>Other Recreation & Sport</i>			
Hopetoun Sports Pavilion - Timber Sealing	19,700	0	0
Hopetoun Sports Pavilion, Repair Doors,	226,900	0	19,117
Ravensthorpe Rec Centre -	101,870	0	3,424
Ravensthorpe Rec Centre - Hot Water System	0	0	107
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	10,257
Mcculloch Park Playground Upgrade -	40,000	0	19,168
Munglinup Bowling Green -4 Rinks (Lrci R2)	319,400	0	41,350
Skate Park Shade And Seating (Dcp Funded)	2,200	0	5,227
20/21 Purchase Toyota Hilux P&G - Hopetoun	53,099	0	0
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	2,874	0

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 2021

1. ACQUISITION OF ASSETS (Continued)	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	SEPTEMBER 2021 Actual \$
The following assets have been acquired during the period under review:			
By Program (Continued)			
Recreation and Culture (Continued)			
<i>Other Culture</i>			
Rcp Architect Services	143,250	35,811	18,000
Rcp Consultants Services	155,360	38,838	4,210
Rcp Project Management	40,000	9,999	12,309
Rcp Building Construction (& Builders	5,228,254	1,307,061	4,786
Rcp Project Fees And Charges (Non-Grant)	41,422	10,353	0
Rcp Demolition	0	0	0
Rcp Contingency	0	0	0
Rcp Utility Services (External Services)	205,764	51,441	453
Rcp Landscaping And Playground	414,250	103,560	0
Rcp Public Art	0	0	0
Rcp Carpark	0	0	0
Rcp (Shire) Admin Building Construction	1,777,370	444,342	0
Rcp (Shire) Dunnart Building Construction	0	0	0
Rcp (Shire) Earthworks Building Construction	16,040	4,005	9,513
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	24,999	0
Rcp (Shire) Public Art	0	0	0
Rcp (Shire) Carpark	82,830	20,703	10,814
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads Construction Council			
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
Roads Mrwa V Of G Constr			
Hamersley 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
Roads To Recovery Construction			
Bedford Harbour Road #47 Slk 0.0 To 9.85	246,664	0	0
2019/20 Melaleuca Road Construction	475,297	0	0
Blackspot Funding Construction			
Tamarine Road Reseal Slk 0.0 To 7.4	415,000	103,746	0
Drainage Construction			
Coxall Road 2X Culvert Replace (Lrci Funded)	14,000	0	637
Bridger Road Culvert	7,000	0	0
Footpath Construction			
Hosking Street - Concrete Footpath	30,900	0	30,869
Purchase Land - Roadworks And Depots			
Purchase Depot Block - 1 Moir Road	0	0	0
Land Lot 36,318 & 177 Floater Road	0	0	0
Purchase Land & Buildings - Roadworks			
Ravensthorpe Depot Office Refit	65,000	0	0
Ravensthorpe Depot Grounds Upgrades	70,360	0	0
Purchase Furniture & Equipment - Roads			
Street Furniture - Hopetoun (Dcp Funded)	2,000	0	84
Purchase Other Infrastructure - Roads & Depots			
School Bus Shelter - Buckie St, Hopetoun	70,000	17,499	0

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 2021

1. ACQUISITION OF ASSETS (Continued)	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	SEPTEMBER 2021 Actual \$
The following assets have been acquired during the period under review:			
By Program (Continued)			
<u>Road Plant Purchases</u>			
20/21 Purchase Side Tipper	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	1,500	0
Ravensthorpe Airport - It Upgrades	2,500	624	0
Ravensthorpe Airport Baggage Trolleys	16,000	3,999	0
Terminal Improvements	28,462	7,113	0
Airport Lighting Upgrade	32,193	0	15,488
Economic Services			
<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	4,248	0
Munglinup Rest Bay Upgrade (Lrci R2)	31,800	7,950	0
<u>Other Economic Services</u>			
2 Mile Campsite Infrastructure - East Of	0	0	0
Other Property & Services			
<u>Works</u>			
20/21 Purchase Flat Bed Truck - Bmo	85,000	21,249	0
20/21 Purchase Toyota Hilux Sign Ute	51,096	12,774	0
20/21 Purchase Toyota Hilux Maint Grader 1	50,046	12,510	48,903
20/21 Purchase Toyota Hilux Maint Grader 2	50,046	12,510	48,907
20/21 Purchase Toyota Hilux Dozer Operator	50,046	12,510	0
<u>Administration</u>			
Computer Upgrades	9,600	0	0
	<u>13,633,848</u>	<u>2,368,137</u>	<u>#REF!</u>
By Class			
Land	0	0	0
Buildings	8,925,058	1,919,883	102,260
Furniture & Equipment	102,600	22,497	84
Plant & Equipment	1,302,551	136,083	154,252
Infrastructure - Roads	1,413,561	103,746	4,565
Infrastructure - Footpaths	30,900	0	30,869
Infrastructure - Drainage	41,240	5,055	637
Infrastructure - Parks & Ovals	1,036,385	149,262	112,855
Infrastructure - Airports	32,193	0	15,488
Infrastructure - Other	749,360	31,611	21,674
	<u>13,633,848</u>	<u>2,368,137</u>	<u>442,682</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 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 \$
Health								
Toyota Hilux SRS	P711B	P711B	35,000		39,091		4,091	(39,091)
Other Sport & Recreation								
Toyota Hilux - Ravy	P678A	P678A	0		0		0	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000.00		36,364		4,364	
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
Transport								
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
Administration								
Toyota Fortuna (DCCS)	P701B	P701B	0		0		0	0
Public Works Overheads								
Mitsubishi Ute (BMO)	P632A	P632A	0		0		0	0
Toyota Hilux (Sign Ute)	AP715	P654	27,000		33,637		6,637	0
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)	0
							0	0
			245,000.00	0.00	275,549.00	0.00	30,549.00	(86,363.64)

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 \$
Plant & Equipment								
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	0
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	0
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)	0
	0	0	0	0	0	0	0	0
			245,000.00	0.00	275,549.00	0.00	30,549	(86,363.64)

Summary

Profit on Asset Disposals		57,092	0.00
Loss on Asset Disposals		(26,543)	(86,363.64)
		<u>30,549</u>	<u>(86,363.64)</u>

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 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 \$
Housing							
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
Recreation and Culture							
Loan 146 Hopetoun Community Centre	284,301	14,602	7,236	269,699	277,065	12,157	6,095
Transport							
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 \$
Law, Order & Public Safety							
Lease Contract 939384 CESO Vehicle	16,538	16,538	0	0		122	0
Community Amenities							
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 \$				Actual \$		
Loan 143B Refinance	0	10	71,576	3.85	0	0	NIL

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 2021

	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
4. RESERVES		
Cash Backed Reserves		
(a) Plant Reserve		
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) Emergency Farm Water Reserve		
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>
(c) Building Reserve		
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>
(d) Road & Footpath Reserve		
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>
(e) Swimming Pool Upgrade Reserve		
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>
(f) Recreation Reserve		
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>
(g) Airport Reserve		
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>
(h) Waste & Sewerage Reserve		
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 30 SEPTEMBER 2021

	2021/22 Adopted Budget \$	2021/22 YTD Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
(i) IT & Equipment Reserve		
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>
(j) Leave Reserve		
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>
Total Cash Backed Reserves	<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>
Total Transfer to/(from) Reserves	<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 30 SEPTEMBER 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 30 SEPTEMBER 2021

	2020/21 B/Fwd Per 2021/22 Budget \$	2020/21 B/Fwd Per Financial Report \$	SEPTEMBER 2021 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,760,370	1,760,370	604,109
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	4,630,281
Sundry Debtors	313,349	313,349	5,861,292
Provision for Doubtful Debts	0	0	0
Gst Receivable	155,173	155,173	24,515
Accrued Income/Payments In Advance	844,124	844,124	844,124
Payments in Advance	0	0	0
Inventories	25,554	25,554	43,425
	<u>7,349,133</u>	<u>7,349,133</u>	<u>16,025,286</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(643,768)	(643,768)	(164,398)
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)	(38,061)
Payroll Creditors	(115,517)	(115,517)	(90,513)
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)	(124,320)
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>(2,140,394)</u>
NET CURRENT ASSET POSITION	4,481,811	4,575,325	13,884,892
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
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>1,612,036</u>	<u>1,632,610</u>	<u>10,826,495</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 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 \$
General Rate								
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
Sub-Totals		1,248	312,213,791	4,181,581	0	0	4,181,581	4,180,522
Minimum Rates	Minimum \$							
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
Sub-Totals		558	7,928,457	468,507	0	0	468,507	467,935
				4,650,088			4,650,088	4,648,457
Back Rates								
Interim Rates								
Total Amount Raised From Rates							4,650,088	4,648,457
Ex Gratia Rates		check after rates raised					0	
Total Rates							4,650,088	4,648,457

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

The general rates detailed above for the 2019/20 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 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 30 SEPTEMBER 2021

8. OPERATING STATEMENT BY PROGRAM

	SEPTEMBER 2021 Actual \$	2021/22 Adopted Budget \$	2020/21 Actual \$
OPERATING REVENUES			
Governance	0	44,000	38,941
General Purpose Funding	4,978,617	5,841,357	6,633,793
Law, Order, Public Safety	58,042	1,252,653	660,882
Health	38,841	9,291	5,200
Education and Welfare	192,802	1,077,380	683,816
Housing	4,993	11,800	5,700
Community Amenities	577,942	1,049,300	777,116
Recreation and Culture	270,417	7,100,766	1,906,097
Transport	471,842	1,793,225	1,764,898
Economic Services	101,686	386,614	380,595
Other Property and Services	5,248,081	5,760,949	327,387
TOTAL OPERATING REVENUE	11,943,263	24,327,335	13,184,425
OPERATING EXPENSES			
Governance	(165,329)	(887,656)	(936,216)
General Purpose Funding	(51,046)	(300,523)	(264,859)
Law, Order, Public Safety	(228,639)	(1,141,282)	(1,065,400)
Health	(66,002)	(386,177)	(284,441)
Education and Welfare	(293,717)	(1,244,462)	(1,067,497)
Housing	(49,690)	(206,101)	(223,538)
Community Amenities	(275,232)	(1,586,199)	(1,399,717)
Recreation & Culture	(366,985)	(2,058,964)	(1,872,521)
Transport	(1,224,022)	(5,384,635)	(5,036,366)
Economic Services	(111,028)	(669,916)	(519,920)
Other Property and Services	(558,734)	(5,796,776)	(693,204)
TOTAL OPERATING EXPENSE	(3,390,424)	(19,662,691)	(13,363,679)
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>8,552,839</u>	<u>4,664,644</u>	<u>(179,254)</u>

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021

8. OPERATING STATEMENT BY NATURE & TYPE

	SEPTEMBER	2021/22	
	2021	Adopted	2020/21
	Actual	Budget	Actual
	\$	\$	\$
OPERATING REVENUES			
Rates	4,650,088	4,702,128	4,512,825
Operating Grants, Subsidies and Contributions	615,786	1,937,785	3,354,082
Non-Operating Grants, Subsidies and Contributions	239,347	8,979,138	2,427,892
Fees and Charges	1,032,445	2,710,880	2,166,936
Service Charges	0	0	0
Interest Earnings	12,102	59,000	61,238
Profit on Asset Disposals	0	57,092	5,378
Proceeds on Disposal of Assets	86,364	275,549	237,743
Realisation on Disposal of Assets	0	(275,549)	(237,743)
Other Revenue	5,307,131	5,881,312	656,073
TOTAL OPERATING REVENUE	11,943,263	24,327,335	13,184,424
OPERATING EXPENSES			
Employee Costs	(1,261,323)	(4,657,494)	(4,439,449)
Materials and Contracts	(619,212)	(9,079,213)	(3,127,308)
Utility Charges	(39,161)	(241,187)	(250,566)
Depreciation on Non-Current Assets	(1,199,419)	(5,004,073)	(4,712,546)
Interest Expenses	(29,349)	(80,660)	(84,601)
Insurance Expenses	(224,487)	(236,818)	(322,740)
Loss on Asset Disposals	0	(26,543)	(66,112)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(17,472)	(336,703)	(360,358)
TOTAL OPERATING EXPENSE	(3,390,423)	(19,662,691)	(13,363,680)
CHANGE IN NET ASSETS			
RESULTING FROM OPERATIONS	<u>8,552,840</u>	<u>4,664,644</u>	<u>(179,256)</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 2021

9. STATEMENT OF FINANCIAL POSITION

	SEPTEMBER	2020/21
	2021	Actual
	Actual	Actual
	\$	\$
CURRENT ASSETS		
Cash and Cash Equivalents	4,621,649	5,774,669
Trade and Other Receivables	11,360,213	1,548,910
Inventories	43,425	25,554
TOTAL CURRENT ASSETS	16,025,287	7,349,133
NON-CURRENT ASSETS		
Other Receivables	11,317	11,317
Inventories	0	0
Property, Plant and Equipment	33,628,538	33,764,032
Infrastructure	121,299,056	121,920,291
TOTAL NON-CURRENT ASSETS	154,938,911	155,695,640
TOTAL ASSETS	170,964,198	163,044,773
CURRENT LIABILITIES		
Trade and Other Payables	1,181,251	1,702,225
Right of Use Asset	124,397	124,397
Long Term Borrowings	314,212	426,653
Provisions	520,534	520,534
TOTAL CURRENT LIABILITIES	2,140,394	2,773,809
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	839,634	839,634
Right of Use Assets	701,095	701,095
Provisions	70,781	70,781
TOTAL NON-CURRENT LIABILITIES	1,611,510	1,611,510
TOTAL LIABILITIES	3,751,904	4,385,319
NET ASSETS	167,212,294	158,659,454
Retained Surplus	45,286,144	36,630,609
Reserves - Cash Backed	4,017,540	4,014,299
Revaluation Surplus	117,908,609	117,908,609
TOTAL EQUITY	167,212,294	158,553,517

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 2021

10. FINANCIAL RATIOS

	2021 YTD	2020	2019	2018
Current Ratio	7.41	1.48	3.01	1.64
Operating Surplus Ratio	0.76	(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							
Nov							
Dec							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Total	25,280	2,519,571	307,813	37,623	0	2,890,287	962,554
20/21	219,357	8,442,181	965,406	135,103	0	9,762,047	3,790,863
19/20	197,977	8,450,678	997,212	102,791	6,319	9,754,977	3,174,082
18/19	147,967	21,298,438	1,329,904	70,241	13,590	22,860,140	2,219,053
17/18	327,905	18,507,404	209,587	65,010	317,445	19,427,351	2,601,283

Payroll = payroll + payroll deductions + super

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

02 Aug 2021 - 01 Sept 2021

Business Credit Card - Gavin Pollock

Date	Payment to	Description	Amount	GST
3/08/2021	Flight Store Pty Ltd	David Clark C35-30 Ground Support Belt Station - Airport	\$ 284.99	\$ 25.91
4/08/2021	Information Brokers	Company credit check - 'Timberbuilt'	\$ 159.00	\$ 14.45
4/08/2021	ASIC	ASIC search - 'Timberbuilt'	\$ 45.00	\$ -
4/08/2021	Booking.com	CEO accomodation - Perth 05/08/2021 - 14/08/2021	\$ 1,492.45	\$ 135.68
6/08/2021	188 Apartments, Perth	CEO parking - Perth 05/08/2021 - 14/08/2021	\$ 105.00	\$ 9.55
6/08/2021	GM Cabs, Mascot	CEO taxi fare 06/08/2021	\$ 30.56	\$ 2.78
6/08/2021	Patriots Sports Bar, Northbridge	CEO meal & refreshments	\$ 51.00	\$ 4.64
6/08/2021	Back Bar at Hylin, West Leederville	CEO refreshments	\$ 28.00	\$ 2.55
6/08/2021	Back Bar at Hylin, West Leederville	CEO refreshments	\$ 28.00	\$ 2.55
6/08/2021	Back Bar at Hylin, West Leederville	CEO refreshments	\$ 19.00	\$ 1.73
7/08/2021	Cabfare Payments	CEO taxi fare 07.08.2021	\$ 31.76	\$ 2.89
7/08/2021	City Toyota, Nedlands	ORA 40,000km service	\$ 871.42	\$ 79.22
7/08/2021	Spotto WA	CEO taxi fare 07/08/2021	\$ 99.75	\$ 9.07
7/08/2021	Swan Taxis	CEO taxi fare 07/08/2021	\$ 68.25	\$ 6.20
9/08/2021	City of Subiaco	CEO parking - Perth 09/08/2021	\$ 3.80	\$ 0.35
10/08/2021	City of Perth	CEO parking - Perth 10/08/2021	\$ 5.05	\$ 0.46
11/08/2021	The Brass Monkey, Northbridge	CEO meal & refreshments	\$ 51.00	\$ 4.64
12/08/2021	Swan Taxis	CEO taxi fare 12/08/2021	\$ 23.78	\$ 2.16
12/08/2021	BP Tomeo's Karragullen	Fuel ORA	\$ 160.19	\$ 14.56
12/08/2021	Juanita's Bar, Subiaco	CEO refreshments	\$ 23.81	\$ 2.16
12/08/2021	Juanita's Bar, Subiaco	CEO refreshments	\$ 18.24	\$ 1.66
12/08/2021	Oakford Traders, Oakford	CEO meal & refreshments	\$ 25.70	\$ 2.34
12/08/2021	Subiaco Hotel	CEO meals & refreshments	\$ 104.00	\$ 9.45
13/08/2021	City of Vincent	CEO parking 13/08/2021	\$ 5.50	\$ 0.50
13/08/2021	City of Perth	CEO parking 13/08/2021	\$ 8.28	\$ 0.75
13/08/2021	Officeworks, East Victoria Park	Ink Cartridges	\$ 283.71	\$ 25.79
18/08/2021	Ravensthorpe Post Office	Galaxy A12 mobile phone	\$ 299.00	\$ 27.18
Total Purchases for G. Pollock			\$ 4,326.24	\$ 389.20

*GST N

Business Credit Card - Leslie Mainwaring

Date	Payment to	Description	Amount	GST
5/08/2021	TechStreet	9 X users for AS4906-2002 Minor Works Contract Conditions	\$ 261.16	\$ 23.74
9/08/2021	Premier Awards, Milperra	5 X stainless steel ceremonial shovels	\$ 907.77	\$ 82.52
9/08/2021	Local Government Professionals	LG Professionals Goldfields Forum 2021 - N Bell	\$ 280.00	\$ 25.45
9/08/2021	Ravensthorpe Post Office	Moki wireless mouse for CESM	\$ 26.99	\$ 2.45
12/08/2021	Blue Pod Coffee	Coffee pods - Admin and Ravensthorpe depot	\$ 812.00	\$ -
17/08/2021	Port Hotel, Hopetoun	Refreshments - Council dinner	\$ 130.00	\$ 11.82
26/08/2021	Local Government Professionals	REFUND - LG Professionals Goldfields Forum 2021 - N Bell	-\$ 280.00	-\$ 25.45
Total Purchases for L. Mainwaring			\$ 2,137.92	\$ 120.54

*GST F

Business Credit Card - Graham Steel

Date	Payment to	Description	Amount	GST
2/08/2021	FE Daw & Sons, Ravensthorpe	Biscuits - Depot staff training	\$ 17.92	\$ 1.63

2/08/2021	FE Daw & Sons, Ravensthorpe	Tomato sauce - Depot staff training	\$ 3.58	\$ -	*GST F
2/08/2021	Ravensthorpe Post Office	Document wallets & plastic sleeves	\$ 12.10	\$ 1.10	
5/08/2021	Western Diagnostic Pathology	Blood test - staff member	\$ 118.80	\$ 10.80	
10/08/2021	Local Government Professionals	LG Professionals Goldfields Forum 2021 - M Pollock	\$ 280.00	\$ 25.45	
12/08/2021	Local Government Professionals	Live Stream Event - Managing Work Pressure - G Steel, L Diederiks & V Clark	\$ 335.00	\$ 30.45	
12/08/2021	Local Government Professionals	Live Stream Event - Managing Work Pressure - S Russell	\$ 120.00	\$ 10.91	
12/08/2021	Local Government Professionals	Live Stream Event - Managing Work Pressure - M Pollock	\$ 120.00	\$ 10.91	
12/08/2021	Albany Hotel Management	Accommodation & meal - K Hoveler - transport 6 wheeler to Albany for repairs	\$ 189.00	\$ 17.18	
17/08/2021	Ravensthorpe Post Office	Carbon books X 2	\$ 19.50	\$ 1.77	
17/08/2021	Port Hotel, Hopetoun	Council meals & refreshments	\$ 452.00	\$ 41.09	
20/08/2021	Local Government Professionals	REFUND - LG Professionals Goldfields Forum 2021 - M Pollock	-\$ 280.00	-\$ 25.45	
23/08/2021	Eline Fencing, Subiaco	6 X PVC end posts with caps	\$ 279.00	\$ 25.36	

Total Purchases for G. Steel	\$ 1,666.90	\$ 151.21
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Business Credit Card - Evelyn Houghton

Date	Payment to	Description	Amount	GST	
2/08/2021	Early Childhood Australia	Virtual Delegate - M Perkins	\$ 201.11	\$ 18.28	
6/08/2021	Kogan.com	Disposable gloves - The Cub House	\$ 105.95	\$ 9.63	
9/08/2021	Kmart online	Bibs & photo frames - Little Barrens	\$ 70.00	\$ 6.36	
10/08/2021	Hopetoun IGA	Items for Little Barrens parent night	\$ 30.78	\$ 1.89	*some GST F items
24/08/2021	Hopetoun IGA	Items for Little Barrens staff meeting	\$ 37.15	\$ 1.71	*some GST F items
25/08/2021	FE Daw & Sons, Ravensthorpe	Salt & sugar - The Cub House	\$ 6.43	\$ -	*GST F
25/08/2021	Werko Australia	Disposable gloves - The Cub House	\$ 95.70	\$ 8.70	
31/08/2021	Christine's Kitchen, Hopetoun	Lunch for Early Childhood Educator's Day	\$ 170.00	\$ 15.45	

Total Purchases for E. Houghton	\$ 717.12	\$ 62.03
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Business Credit Card - Russell Dyer

Date	Payment to	Description	Amount	GST	
3/08/2021	BP Ravensthorpe	Fuel RA3794	\$ 60.94	\$ 5.54	
4/08/2021	OEM Sales & Services, Redcliffe	Vega gun, front part multireg Lance & Nozzle	\$ 300.82	\$ 27.35	
5/08/2021	BP Ravensthorpe	Fuel RA3794	\$ 20.86	\$ 1.90	
5/08/2021	Stumpy's, Brookton	Fuel RA3794	\$ 66.77	\$ 6.07	
9/08/2021	BP Mindarie	Fuel RA3794	\$ 55.20	\$ 5.02	
10/08/2021	Ravensthorpe Agencies	Spray & Bush for spray vehicle - RA3867	\$ 61.13	\$ 5.56	
10/08/2021	Powerplant Motorcycles	3 x Line round 2.7mm x 65 m red	\$ 86.25	\$ 7.84	
10/08/2021	Ravensthorpe Building Supplies	Line Brick Nylon Fluoro Orange 100m	\$ 7.50	\$ 0.68	
17/08/2021	FE Daw & Sons, Ravensthorpe	Bread, eggs, bacon & butter - Toolbox meeting	\$ 63.08	\$ -	*GST F
18/08/2021	Ravensthorpe Building Supplies	6 X prokut trimmer line pink 2.65mm 216m spool	\$ 306.60	\$ 27.87	
25/08/2021	Ravensthorpe Building Supplies	5 X Anigozanthos	\$ 55.00	\$ 5.00	
25/08/2021	Ravensthorpe Building Supplies	Disposable gloves 100pk	\$ 15.95	\$ 1.45	
30/08/2021	Ravensthorpe Building Supplies	4 X Securitex HR latex glove XXL	\$ 180.00	\$ 16.36	

Total Purchases for R. Dyer	\$ 1,280.10	\$ 110.64
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Business Credit Card - Miscellaneous Fees and Charges Bankwest

Date	Payment to	Description	Amount	GST
5/08/2021	Bankwest	Foreign Transaction Fee	\$ 7.70	\$ -

Total fees and charges	\$ 7.70	\$ -
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Total Bankwest Corporate Mastercard Statement	\$ 10,135.98	833.62
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Business Debit Card - Les Mainwaring

Date	Payment to	Description	Amount	Amount

Closing Balance for Debit Card - Les Mainwaring	\$ -	\$ -
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482	10/09/2021	Horizon Power	HOPETOUN LAMPS 01/08/2021 - 31/08/2021	1		4,482.68
INV 136499	02/09/2021	Horizon Power	HOPETOUN LAMPS 01/08/2021 - 31/08/2021		4,482.68	
483	16/09/2021	Horizon Power	2 TUBADA STREET MUNGLINUP 08/07/2021 - 06/09/2021	1		177.22
INV 142028	08/09/2021	Horizon Power	2 TUBADA STREET MUNGLINUP 08/07/2021 - 06/09/2021		177.22	
484	20/09/2021	Synergy	ABOLISH 0540101132 - 57 MORGANS STREET	1		486.10
INV 2061302920/08/2021		Synergy	ABOLISH 0540101132 - 57 MORGANS STREET		486.10	
EFT13793	02/09/2021	4 Rivers Plumbing Gas & Civil Contracting WA	GREASE TRAP PUMP OUT INCLUDING VACUUM TRUCK DISPOSAL FEE - HOPETOUN SENIOR CITIZENS	1		566.50
INV 380	23/08/2021	4 Rivers Plumbing Gas & Civil Contracting WA	GREASE TRAP PUMP OUT INCLUDING VACUUM TRUCK DISPOSAL FEE - HOPETOUN SENIOR CITIZENS		566.50	
EFT13794	02/09/2021	Bob Waddell	TECHNICAL SUPPORT FOR PREPARATION OF 2021/2022 BUDGET - W/E 22/08/2021	1		528.00
INV 2421	23/08/2021	Bob Waddell	TECHNICAL SUPPORT FOR PREPARATION OF 2021/2022 BUDGET - W/E 22/08/2021		528.00	
EFT13795	02/09/2021	Brett Anthony Flavel	BOND REFUND	1		20.00
INV T776	01/09/2021	Brett Anthony Flavel	BOND REFUND	1	20.00	
EFT13796	02/09/2021	Chenda Goldfinch	REFUND FOR CAT TRAP	1		50.00
INV T1899	01/09/2021	Chenda Goldfinch	REFUND FOR CAT TRAP	1	50.00	
EFT13797	02/09/2021	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE	1		187.00
INV 93885	16/08/2021	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE		187.00	
EFT13798	02/09/2021	Cleanaway Pty Ltd	STARVATION BAY CAMPSITE RUBBISH COLLECTION - JULY 2021	1		241.57
INV 2163877331/07/2021		Cleanaway Pty Ltd	MASONS BAY CAMPSITE RUBBISH COLLECTION - JULY 2021		108.29	
INV 2163877231/07/2021		Cleanaway Pty Ltd	STARVATION BAY CAMPSITE RUBBISH COLLECTION - JULY 2021		133.28	

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EFT13799	02/09/2021	Coastal Climate Choice	LITTLE BARRENS CHILDCARE - NEW AIR CONDITIONING UNITS & 'WETWASH' ALL INDOOR UNITS	1		4,797.20
INV 2585	30/07/2021	Coastal Climate Choice	LITTLE BARRENS CHILDCARE - NEW AIR CONDITIONING UNITS & 'WETWASH' ALL INDOOR UNITS		4,797.20	
EFT13800	02/09/2021	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 09/08/2021	1		1,896.40
INV BWR08/217/08/2021		Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 09/08/2021		1,896.40	
EFT13801	02/09/2021	Dunken Horn	BOND REFUND	1		30.00
INV T1901	01/09/2021	Dunken Horn	BOND REFUND	1	30.00	
EFT13802	02/09/2021	Esperance Appliance Centre (Retravisio)	WESTINGHOUSE 1800W VACUUM CLEANER WHVC01SB	1		128.00
INV 6010759024/08/2021		Esperance Appliance Centre (Retravisio)	WESTINGHOUSE 1800W VACUUM CLEANER WHVC01SB		128.00	
EFT13803	02/09/2021	Esperance Motor Group trading as Esperance Toyota	PURCHASE OF NEW HILUX 4X4 SR EXTRA CAB TRAY BACK UTILITY FOR MAINTENANCE GRADER	1		29,793.37
INV RI11100425/08/2021		Esperance Motor Group trading as Esperance Toyota	PURCHASE OF NEW HILUX 4X4 SR EXTRA CAB TRAY BACK UTILITY FOR MAINTENANCE GRADER		29,793.37	
EFT13804	02/09/2021	Freight Lines Group	FREIGHT CHARGES - KLEENWEST & FULTON HOGAN	1		597.69
INV 0010939520/08/2021		Freight Lines Group	FREIGHT CHARGES - KLEENWEST & FULTON HOGAN		597.69	
EFT13805	02/09/2021	Fulton Hogan Industries	2 X PALLETS EZ STREET ASPHALT IN A BAG MIX	1		4,063.40
INV 1549566813/08/2021		Fulton Hogan Industries	250 LITRES EMULSION, CRS 60/170 PLUS RECONDITIONED IBC		473.00	
INV 1549562813/08/2021		Fulton Hogan Industries	2 X PALLETS EZ STREET ASPHALT IN A BAG MIX		3,590.40	
EFT13806	02/09/2021	ABC Trust T/As Green Planet Grass	SUPPLY & INSTALL THE BLOCKWALL FOR A TWO HIGH X 35M LONG WALL - MUNGLINUP BOWLING GREEN	1		11,350.00
INV 1763	19/08/2021	ABC Trust T/As Green Planet Grass	SUPPLY & INSTALL THE BLOCKWALL FOR A TWO HIGH X 35M LONG WALL - MUNGLINUP BOWLING GREEN		11,350.00	
EFT13807	02/09/2021	Hinchys Auto Electric	SUPPLY AND FIT SPOTLIGHTS - RA3520	1		1,433.30
INV 41	16/08/2021	Hinchys Auto Electric	FIT AND WIRE FIRE RADIO - RA3794		270.60	
INV 42	16/08/2021	Hinchys Auto Electric	SUPPLY AND FIT SPOTLIGHTS - RA3520		865.70	

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INV 43	16/08/2021	Hinchys Auto Electrics	SUPPLY AND FIT SIDE MARKER LIGHT - RA3871		297.00	
EFT13808	02/09/2021	Indiji Flora	MACHINE HIRE FOR TREATMENT #6953 AND #6955 PRESCRIBED BURNS	1		5,170.00
INV 0301	20/08/2021	Indiji Flora	MACHINE HIRE FOR TREATMENT #6953 AND #6955 PRESCRIBED BURNS		5,170.00	
EFT13809	02/09/2021	Industrial Automation	HOPETOUN STANDPIPE REMOTE ACCESS OPERATIONAL COSTS FROM 1/07/2021 TO 31/07/2021	1		666.05
INV SINV-14316/08/2021		Industrial Automation	HOPETOUN STANDPIPE REMOTE ACCESS OPERATIONAL COSTS FROM 1/07/2021 TO 31/07/2021		666.05	
EFT13810	02/09/2021	Jason Sign Makers	KERB STREET NUMBER STENCIL SET	1		177.32
INV 13808	11/08/2021	Jason Sign Makers	KERB STREET NUMBER STENCIL SET		177.32	
EFT13811	02/09/2021	Kylie Rothnie	Rates refund for assessment A530 37 SPENCE STREET RAVENSTHORPE 6346	1		499.32
INV A530	23/08/2021	Kylie Rothnie	Rates refund for assessment A530 37 SPENCE STREET RAVENSTHORPE 6346		499.32	
EFT13812	02/09/2021	LG Assist ANZ	ADVERTISEMENT - PLANT OPERATOR / LABOURER	1		330.00
INV 40064	13/08/2021	LG Assist ANZ	ADVERTISEMENT - PLANT OPERATOR / LABOURER		330.00	
EFT13813	02/09/2021	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL - WITH DRUG-ALCOHOL SCREEN AND AUDIOMETRY TESTING - SHEA PHILIP	1		445.50
INV 53207	11/08/2021	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL - WITH DRUG-ALCOHOL SCREEN AND AUDIOMETRY TESTING - SHEA PHILIP		445.50	
EFT13814	02/09/2021	Lo-Go Appointments	CONTRACT SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER W/E 14/08/2021	1		1,729.27
INV 425281	17/08/2021	Lo-Go Appointments	CONTRACT SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER W/E 14/08/2021		1,729.27	
EFT13815	02/09/2021	Malcom James Grant	REIMBURSEMENT FOR LUNCHES FOR PRESCRIBED BURNINGS - 25TH & 26TH AUGUST 2021	1		245.50
INV REIMBU30/08/2021		Malcom James Grant	REIMBURSEMENT FOR LUNCHES FOR PRESCRIBED BURNINGS - 25TH & 26TH AUGUST 2021		245.50	

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EFT13816	02/09/2021	Maree Daw	Rates refund for assessment A13459 LOT 202 SOUTH COAST HIGHWAY RAVENSTHORPE 6346	1		439.25
INV A13459	31/08/2021	Maree Daw	Rates refund for assessment A13459 LOT 202 SOUTH COAST HIGHWAY RAVENSTHORPE 6346		439.25	
EFT13817	02/09/2021	Mills Corporation Pty Ltd	BUILDING ASSISTANT - JAMES TURNER - 26/07/2021 - 01/08/2021	1		3,160.40
INV 17219	11/08/2021	Mills Corporation Pty Ltd			3,160.40	
EFT13818	02/09/2021	Modus Australia	YARRA-1 CUSTOM TOILET BUILDING WITH COASTAL SPECIFICATION & DELIVERY	1		20,621.04
INV 9886	12/08/2021	Modus Australia	YARRA-1 CUSTOM TOILET BUILDING WITH COASTAL SPECIFICATION & DELIVERY		20,621.04	
EFT13819	02/09/2021	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES - 12/08/2021 - 16/08/2021	1		1,105.00
INV 26678	19/08/2021	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES - 12/08/2021 - 16/08/2021		722.50	
INV 26679	19/08/2021	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE ADMIN OFFICES - 11/08/2021 - 18/08/2021		382.50	
EFT13820	02/09/2021	R And R Heavy Diesel Services	MAJOR SERVICE AFTER POOR CONDITION OF OIL SAMPLE - 1GFO489	1		4,191.17
INV 4944	14/07/2021	R And R Heavy Diesel Services	REPLACE WHEEL BEARINGS AND SEALS - 1TRE846		242.00	
INV 5012	17/08/2021	R And R Heavy Diesel Services	MAJOR SERVICE AFTER POOR CONDITION OF OIL SAMPLE - 1GFO489		3,114.73	
INV 5024	18/08/2021	R And R Heavy Diesel Services	REPLACE AIRBAG SUSPENSION LEVER ROD AND ROSE JOINT - RA3751		239.80	
INV 5025	18/08/2021	R And R Heavy Diesel Services	CARRY OUT 60,000KM SERVICE - RA206		594.64	
EFT13821	02/09/2021	Ravensthorpe Agencies	1,000L X AD BLUE	1		880.00
INV 05576	11/08/2021	Ravensthorpe Agencies	1,000L X AD BLUE		880.00	
EFT13822	02/09/2021	Ravensthorpe Building Supplies	6 X COOPEX CHEMICAL FOR BEE CONTROL AT THE AIRPORT	1		71.40
INV 12033	17/08/2021	Ravensthorpe Building Supplies	6 X COOPEX CHEMICAL FOR BEE CONTROL AT THE AIRPORT		71.40	

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EFT13823	02/09/2021	Roselea Trading	Hopetoun Gym Rent	1		638.45
INV RENT	01/09/2021	Roselea Trading	Hopetoun Gym Rent		488.34	
INV RATES	01/09/2021	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT13824	02/09/2021	SWI Fencing Southern Wire Industrial Fencing	CHAINMESH FENCING, 3500W DBLE GATE, 1000W PA GATE & MOB & DEMOB	1		21,706.30
INV 17215	30/07/2021	SWI Fencing Southern Wire Industrial Fencing	CHAINMESH FENCING, 3500W DBLE GATE, 1000W PA GATE & MOB & DEMOB		21,706.30	
EFT13825	02/09/2021	Sigma Chemicals	HYDROCHLORIC ACID 28% TECH, SODIUM BICARBONATE, 6 X 20LT DRUM POLY 20L & PALLET SKID	1		312.84
INV 151213/020/08/2021	20/08/2021	Sigma Chemicals	HYDROCHLORIC ACID 28% TECH, SODIUM BICARBONATE, 6 X 20LT DRUM POLY 20L & PALLET SKID		312.84	
EFT13826	02/09/2021	Telstra	TELSTRA ACCOUNT TO 10 AUGUST 2021	1		10,739.23
INV K880772718/08/2021	18/08/2021	Telstra	TELSTRA ACCOUNT TO 10 AUGUST 2021		10,739.23	
EFT13827	02/09/2021	Toll Transport Pty Ltd	FREIGHT CHARGES - CHEM CENTRE, JOHNS BUILDING, POWERPLANT & JASON SIGNS	1		334.49
INV 0497-S30:16/08/2021	16/08/2021	Toll Transport Pty Ltd	FREIGHT CHARGES - CHEM CENTRE, JOHNS BUILDING, POWERPLANT & JASON SIGNS		289.64	
INV 0498-S3022/08/2021	22/08/2021	Toll Transport Pty Ltd	FREIGHT CHARGES - T-QUIP		44.85	
EFT13828	10/09/2021	4 Rivers Plumbing Gas & Civil Contracting WA	NEW STIEBEL ELTRON DHE18 HOT WATER UNIT AT MUNGLINUP PARK TOILET / SHOWER BLOCK	1		1,558.70
INV 405	30/08/2021	4 Rivers Plumbing Gas & Civil Contracting WA	NEW STIEBEL ELTRON DHE18 HOT WATER UNIT AT MUNGLINUP PARK TOILET / SHOWER BLOCK		1,558.70	
EFT13829	10/09/2021	ABCO Products PTY LTD	VARIOUS CLEANING PRODUCTS & FREIGHT	1		980.11
INV 738997	20/08/2021	ABCO Products PTY LTD	PUREGIENE MANGO URINAL SCREEN (CTN 12) & PUREGIENE FRESH APPLE URINAL SCREEN (CTN 12)		106.86	
INV 739809	25/08/2021	ABCO Products PTY LTD	PUREGIENE STRAWBERRY URINAL SCREEN (CTN 12)		53.43	
INV 739839	25/08/2021	ABCO Products PTY LTD	VARIOUS CLEANING PRODUCTS & FREIGHT		819.82	

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EFT13830	10/09/2021	Aerodrome Management Services Pty Ltd	AERODROME MANAGEMENT FEE - AUGUST 2021	1		2,772.00
INV AMSINV27/08/2021		Aerodrome Management Services Pty Ltd	AERODROME MANAGEMENT FEE - AUGUST 2021		2,772.00	
EFT13831	10/09/2021	Aussie Wide Carpet Cleaning	FULL HOUSE CARPET CLEAN AT 27B CARLISLE ST	1		154.00
INV 0044	15/08/2021	Aussie Wide Carpet Cleaning	FULL HOUSE CARPET CLEAN AT 27B CARLISLE ST		154.00	
EFT13832	10/09/2021	Australian Government Child Support Agency	Payroll deductions	1		558.44
INV DEDUCT06/09/2021		Australian Government Child Support Agency	Payroll deductions		558.44	
EFT13833	10/09/2021	Best Office Systems	PRINTER READINGS - HOPETOUN OFFICE - 20/07/2021 - 20/08/2021	1		1,616.77
INV 591788	26/08/2021	Best Office Systems	PRINTER READINGS - HOPETOUN OFFICE - 20/07/2021 - 20/08/2021		1,415.10	
INV 591789	26/08/2021	Best Office Systems	PRINTER READINGS - HOPETOUN OFFICE 20/07/2021 - 20/08/2021		152.17	
INV 591976	27/08/2021	Best Office Systems	DEPOT PRINTER READINGS 20/07/202 - 20/08/2021 - MIN CHARGE		49.50	
EFT13834	10/09/2021	Bob Waddell	TECHNICAL SUPPORT FOR PREPARATION OF 2021/2022 BUDGET INCL. STATUTORY BUDGET	1		3,828.00
INV 2430	28/08/2021	Bob Waddell	TECHNICAL SUPPORT FOR PREPARATION OF 2021/2022 BUDGET INCL. STATUTORY BUDGET		3,564.00	
INV 2436	30/08/2021	Bob Waddell	UPDATE PURCHASE ORDER - OFFICE COPY TEMPLATE - INLINE WITH UPDATED PURCHASING POLICY		264.00	
EFT13835	10/09/2021	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE	1		187.00
INV 94011	27/08/2021	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE		187.00	
EFT13836	10/09/2021	Corsign WA	2 X PROHIBITION SIGNS 300 X 225 - WATER NOT SUITABLE FOR DRINKING	1		36.30
INV 59551	23/08/2021	Corsign WA	2 X PROHIBITION SIGNS 300 X 225 - WATER NOT SUITABLE FOR DRINKING		36.30	
EFT13837	10/09/2021	Cr. Keith Dunlop	REIMBURSEMENT FOR ACCOMODATION IN PERTH (GREAT EASTERN MOTOR LODGE)	1		250.00
INV REIMBU07/09/2021		Cr. Keith Dunlop	REIMBURSEMENT FOR ACCOMODATION IN PERTH (GREAT EASTERN MOTOR LODGE)		250.00	

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EFT13838	10/09/2021	Department of Transport (Shire Licensing)	PLATE REMAKE - RA3508	1		133.60
INV 1207911601/09/2021		Department of Transport (Shire Licensing)	PLATE REMAKE - RA3508		42.40	
INV 1209549208/09/2021		Department of Transport (Shire Licensing)	CHANGE OF PLATE - RA3421 TO 1HDY770		30.50	
INV 1209549508/09/2021		Department of Transport (Shire Licensing)	PLATE REMAKE - RA3421		42.40	
INV 1209826909/09/2021		Department of Transport (Shire Licensing)	CHANGE OF PLATE - RA279 TO 1HDY869		18.30	
EFT13839	10/09/2021	Esperance Branch AMPOL Australia Petroleum PTY LTD	1,000L X KEROSENE FOR PRESCRIBED BURN TREATMENTS	1		2,860.00
INV SI43013427/08/2021		Esperance Branch AMPOL Australia Petroleum PTY LTD	1,000L X KEROSENE FOR PRESCRIBED BURN TREATMENTS		2,860.00	
EFT13840	10/09/2021	Evertrans	REPAIRS TO 8 WHEELER TIPPER BODY - RA3579	1		506.00
INV 128456	26/08/2021	Evertrans	REPAIRS TO 8 WHEELER TIPPER BODY - RA3579		506.00	
EFT13841	10/09/2021	Freight Lines Group	FREIGHT CHARGES - ELINE FENCING & SIGMA CHEMICALS	1		225.53
INV 109851	27/08/2021	Freight Lines Group	FREIGHT CHARGES - ELINE FENCING & SIGMA CHEMICALS		225.53	
EFT13842	10/09/2021	Grants Empire	CSRFF GRANT APPLICATION - SPORT & RECREATION MASTER PLAN - PAYMENT 2 OF 2	1		990.00
INV 2018	26/08/2021	Grants Empire	CSRFF GRANT APPLICATION - SPORT & RECREATION MASTER PLAN - PAYMENT 2 OF 2		528.00	
INV 2019	26/08/2021	Grants Empire	CONNECTING TO COUNTRY GRANT APPLICATION - PAYMENT 2 OF 2		462.00	
EFT13843	10/09/2021	HUFCOR Pty Ltd	ON-SITE GENERAL SERVICE - HOPETOUN COMMUNITY CENTRE	1		3,410.00
INV 71956	24/08/2021	HUFCOR Pty Ltd	ON-SITE GENERAL SERVICE - HOPETOUN COMMUNITY CENTRE		3,410.00	
EFT13844	10/09/2021	Hinchys Auto Electric	SUPPLY, FIT & WIRE LED SPOTLIGHTS - RA3603 & RA292	1		2,224.20
INV 58	30/08/2021	Hinchys Auto Electric	SUPPLY, FIT & WIRE LED SPOTLIGHTS - RA3603 & RA292		2,224.20	
EFT13845	10/09/2021	Hopetoun Men In Sheds Incorporated	PROVISION OF WEEKEND TRANSFER STATION ATTENDANTS - AUGUST 2021	1		900.00

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INV 309	31/08/2021	Hopetoun Men In Sheds Incorporated	PROVISION OF WEEKEND TRANSFER STATION ATTENDANTS - AUGUST 2021		900.00	
EFT13846	10/09/2021	Jamie Galwey	REIMBURSEMENT FOR VARIOUS ITEMS FOR THE CUB HOUSE	1		96.23
INV REIMBU31	08/2021	Jamie Galwey	REIMBURSEMENT FOR VARIOUS ITEMS FOR THE CUB HOUSE		96.23	
EFT13847	10/09/2021	Jerramungup Electrical	SILO LIGHTS - SUPPLY & INSTALLATIONS OF 3 X 139-1889 FLC260-CC M BEAM 36 LED	1		23,826.09
INV 2666	27/08/2021	Jerramungup Electrical	SILO LIGHTS - SUPPLY & INSTALLATIONS OF 3 X 139-1889 FLC260-CC M BEAM 36 LED		23,826.09	
EFT13848	10/09/2021	LGIS Workcare	ACTUAL WAGES ADJUSTMENT FOR PERIOD 30/06/2020 - 30/06/2021	1		16,282.17
INV 100-145618	08/2021	LGIS Workcare	ACTUAL WAGES ADJUSTMENT FOR PERIOD 30/06/2020 - 30/06/2021		16,282.17	
EFT13849	10/09/2021	Lloydey's Power Services	MUNGLINUP TOILET BLOCK - HWS POWER DISCONNECTION/RECONNECTION	1		581.48
INV 0745	25/08/2021	Lloydey's Power Services	REPAIR POWER POINT AT 27B CARLISLE ST		141.48	
INV 0752	30/08/2021	Lloydey's Power Services	MUNGLINUP TOILET BLOCK - HWS POWER DISCONNECTION/RECONNECTION		440.00	
EFT13850	10/09/2021	Lo-Go Appointments	CONTRACT SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 21/08/2021	1		1,729.27
INV 424323	24/08/2021	Lo-Go Appointments			1,729.27	
EFT13851	10/09/2021	Local Health Authorities Analytical Committee (LHAAC)	ANALYTICAL SERVICES 2021/22	1		509.30
INV MA2021	22/07/2021	Local Health Authorities Analytical Committee (LHAAC)	ANALYTICAL SERVICES 2021/22		509.30	
EFT13852	10/09/2021	Malcom James Grant	REIMBURSEMENT FOR MEALS AND DIESEL - PRESCRIBED BURNING 6TH, 7TH & 8TH SEPTEMBER	1		563.28
INV REIMBU08	09/2021	Malcom James Grant	REIMBURSEMENT FOR MEALS AND DIESEL - PRESCRIBED BURNING 6TH, 7TH & 8TH SEPTEMBER		563.28	
EFT13853	10/09/2021	Medtech Healthcare Pty Ltd	SITE SUPPORT FOR THE MEDICAL CENTRES - JULY 2021	1		220.00

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INV 054001	01/07/2021	Medtech Healthcare Pty Ltd	SITE SUPPORT FOR THE MEDICAL CENTRES - JULY 2021		110.00	
INV 054172	01/08/2021	Medtech Healthcare Pty Ltd	SITE SUPPORT FOR THE MEDICAL CENTRES - AUGUST 2021		110.00	
EFT13854	10/09/2021	Mills Corporation Pty Ltd	BUILDING ASSISTANT - ANTHONY MARAS - 09/08/2021 - 15/08/2021	1		5,057.32
INV 17261	24/08/2021	Mills Corporation Pty Ltd	BUILDING ASSISTANT - ANTHONY MARAS - 09/08/2021 - 15/08/2021		5,057.32	
EFT13855	10/09/2021	Ornithological Technical Services Pty Ltd	WILDLIFE MANAGEMENT PLAN	1		8,838.50
INV 149	27/08/2021	Ornithological Technical Services Pty Ltd	WILDLIFE MANAGEMENT PLAN		8,838.50	
EFT13856	10/09/2021	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES 20/08/2021 - 23/08/2021	1		765.00
INV 26694	26/08/2021	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE MEDICAL CENTRES 20/08/2021 - 23/08/2021		382.50	
INV 26693	26/08/2021	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR THE ADMIN OFFICES 19/08/2021 - 24/08/2021		382.50	
EFT13857	10/09/2021	R And R Heavy Diesel Services	50,000KM SERVICE - RA3794	1		986.87
INV 5027	25/08/2021	R And R Heavy Diesel Services	50,000KM SERVICE - RA3520		273.19	
INV 5032	25/08/2021	R And R Heavy Diesel Services	10,000KM SERVICE - RA233		275.45	
INV 5030	25/08/2021	R And R Heavy Diesel Services	50,000KM SERVICE - RA3794		438.23	
EFT13858	10/09/2021	Ravensthorpe Agencies	1 X FLOJET PUMP & 1 X MEASURING JUG 500ML	1		366.33
INV 05437	03/08/2021	Ravensthorpe Agencies	1 X FLOJET PUMP & 1 X MEASURING JUG 500ML		366.33	
EFT13859	10/09/2021	Ravensthorpe Building Supplies	EXPANDING FOAM,3 X SPRAY PAINT BLUE & 3 X STEEL SCREWS	1		67.20
INV 12295	25/08/2021	Ravensthorpe Building Supplies	EXPANDING FOAM,3 X SPRAY PAINT BLUE & 3 X STEEL SCREWS		67.20	
EFT13860	10/09/2021	Ravensthorpe Hopetoun Future Fund	BANKWEST MAINTENANCE FEES - MAY & JUNE 2021	1		40.00
INV 004	10/08/2021	Ravensthorpe Hopetoun Future Fund	BANKWEST MAINTENANCE FEES - MAY & JUNE 2021		40.00	

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EFT13861	10/09/2021	Ravensthorpe Mechanical Services	TYRE REPAIRS TORO MOWER - RA3331	1		130.50
INV 40048	23/08/2021	Ravensthorpe Mechanical Services	TYRE REPAIRS TORO MOWER - RA3331		130.50	
EFT13862	10/09/2021	Red Television Productions	FILMING OF 3 X TOURISM PROMOTION 15 SECOND TVCS, INCLUDING FREE-TO-AIR TV AND DUBSAT FEES	1		4,400.00
INV 1759	27/06/2021	Red Television Productions	FILMING OF 3 X TOURISM PROMOTION 15 SECOND TVCS, INCLUDING FREE-TO-AIR TV AND DUBSAT FEES		4,400.00	
EFT13863	10/09/2021	Replas Plastics	2 X KIMBERLEY (KS2400) SEATS 2400MM GNAGARA, PURPLE SLATS AND BLACK LEGS, IN GROUND	1		2,314.03
INV 10101	13/07/2021	Replas Plastics	2 X KIMBERLEY (KS2400) SEATS 2400MM GNAGARA, PURPLE SLATS AND BLACK LEGS, IN GROUND		2,314.03	
EFT13864	10/09/2021	Shire of Ravensthorpe Social Club	Payroll deductions	1		105.00
INV DEDUCT06/09/2021		Shire of Ravensthorpe Social Club	Payroll deductions		105.00	
EFT13865	10/09/2021	Telstra	TIM / SMS SERVICE 26/07/2021 - 24/08/2021	1		445.57
INV T311 - 2322/08/2021		Telstra	SATELLITE PHONES TO 21 SEPTEMBER 2021		135.00	
INV T311 - 1325/08/2021		Telstra	TIM / SMS SERVICE 26/07/2021 - 24/08/2021		310.57	
EFT13866	10/09/2021	Toll Transport Pty Ltd	FREIGHT CHARGES - JASON SIGNS & CORSIGN	1		44.22
INV 0499-S3029/08/2021		Toll Transport Pty Ltd	FREIGHT CHARGES - JASON SIGNS & CORSIGN		44.22	
EFT13867	16/09/2021	Albany Lock and Security	200 X SALTO FOBS	1		2,330.00
INV 24185	31/08/2021	Albany Lock and Security	200 X SALTO FOBS		2,330.00	
EFT13868	16/09/2021	Anthony Maras	REFUND OF DOT OVERCHARGE	1		29.70
INV T1916	16/09/2021	Anthony Maras	REFUND OF DOT OVERCHARGE	1	29.70	
EFT13869	16/09/2021	Australia Post	POSTAGE CHARGES - JULY 2021	1		119.29
INV 1010871303/09/2021		Australia Post	POSTAGE CHARGES - JULY 2021		119.29	
EFT13870	16/09/2021	BP Australia Pty Ltd	BP FUEL CARD - AUGUST 2021	1		3,933.81

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INV 1170840931/08/2021		BP Australia Pty Ltd	BP FUEL CARD - AUGUST 2021		3,933.81	
EFT13871	16/09/2021	Bunnings	PAINT AND FITTINGS FOR HOPETOUN SPORTS PAVILION UNDERCROFT	1		957.99
INV 2022/009-24/08/2021		Bunnings	CHAIN AND FITTINGS - CHAIN GATE AT 2 MILE IN FRONT OF THE TOILET BLOCK		48.45	
INV 2022/00824/08/2021		Bunnings	PACKING CRATES FOR STAFF MOVE FROM 4 DAW ST TO 41 KINGSMILL ST		218.94	
INV 2022/99824/08/2021		Bunnings	MATRIX FENCE EXTENSION KIT, MOULDED CORNERS, GALVANISED PINS & FENCE EXTENSION CLIPS		237.80	
INV 2063/009303/09/2021		Bunnings	PAINT AND FITTINGS FOR HOPETOUN SPORTS PAVILION UNDERCROFT		452.80	
EFT13872	16/09/2021	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE	1		374.00
INV 94169	03/09/2021	City of Albany	1 X CERTIFICATE OF DESIGN COMPLIANCE		374.00	
EFT13873	16/09/2021	Cleanaway Pty Ltd	RUBBISH COLLECTION - AUGUST 2021	1		20,205.76
INV 2164434731/08/2021		Cleanaway Pty Ltd	RUBBISH COLLECTION - AUGUST 2021		20,205.76	
EFT13874	16/09/2021	Dawry's Bottlo PTY LTD	REFRESHMENTS	1		627.38
INV 203170	14/09/2021	Dawry's Bottlo PTY LTD	REFRESHMENTS		627.38	
EFT13875	16/09/2021	HW & Associates	QS SERVICES FOR RCP - TENDER ANALYSIS AND REPORT	1		6,281.00
INV 0055	27/08/2021	HW & Associates	PRE TENDER ESTIMATE - PROVISION OF QS SERVICES		1,650.00	
INV 0058	27/08/2021	HW & Associates	QS SERVICES FOR RCP - TENDER ANALYSIS AND REPORT		2,750.00	
INV 0060	01/09/2021	HW & Associates	QS SITE VISIT - 14/06/2021		1,881.00	
EFT13876	16/09/2021	Hopetoun Community Resource Centre	PROVISION OF LIBRARY SERVICES AS PER 2021-24 AGREEMENT - Q1 2021/2022	1		13,897.10
INV 1172	05/08/2021	Hopetoun Community Resource Centre	PROVISION OF LIBRARY SERVICES AS PER 2021-24 AGREEMENT - Q1 2021/2022		13,750.00	
INV REFUND15/09/2021		Hopetoun Community Resource Centre	REFUND OF DUPLICATE INVOICE PAYMENT - INVOICE #3814		147.10	

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EFT13877	16/09/2021	Hopetoun Progress Association Inc	SHIRE FUNDING FOR AGED CARE UNIT MANAGEMENT - QUARTER 1 2021/22	1		3,750.00
INV 1034	06/09/2021	Hopetoun Progress Association Inc	SHIRE FUNDING FOR AGED CARE UNIT MANAGEMENT - QUARTER 1 2021/22		3,750.00	
EFT13878	16/09/2021	LG Assist ANZ	JOB ADVERTISEMENT - ENGINEERING TECHINCAL OFFICER	1		330.00
INV 40074	01/09/2021	LG Assist ANZ	JOB ADVERTISEMENT - ENGINEERING TECHINCAL OFFICER		330.00	
EFT13879	16/09/2021	Lo-Go Appointments	CONTRACT SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 28/08/2021	1		1,729.27
INV 424364	31/08/2021	Lo-Go Appointments			1,729.27	
EFT13880	16/09/2021	Local Government Professionals Australia WA	IGNITE MANAGEMENT PROGRAM- MICHAELA PRITCHARD	1		3,050.00
INV 31465	03/09/2021	Local Government Professionals Australia WA	IGNITE MANAGEMENT PROGRAM- MICHAELA PRITCHARD		3,050.00	
EFT13881	16/09/2021	Marketforce	JOB ADVERTISEMENT - MANAGER GOVERNANCE AND COMPLIANCE POSITION - 07/08/2021 AND 14/08/2021	1		15,970.06
INV 37601	01/07/2021	Marketforce	EARLY SETTLEMENT DISCOUNT FOR JUNE INVOICES - 39400 & 39401		-414.64	
INV 40269	25/08/2021	Marketforce	ADVERTISING - AGO WILDFLOWER FEATURE - SATURDAY WEST AUSTRALIAN 14/08/2021		3,300.00	
INV 40271	25/08/2021	Marketforce	ADVERTISING - TENDER 02-2021/22 - BUSHFIRE MITIGATION ACTIVITIES (MAF) ROUND 1		738.05	
INV 40272	25/08/2021	Marketforce	JOB ADVERTISMENT - PLANT OPERATOR / LABOURER - WEST AUSTRALIAN - 14/08/2021 AND 21/08/2021		2,429.02	
INV 40270	25/08/2021	Marketforce	JOB ADVERTISEMENT - MANAGER GOVERNANCE AND COMPLIANCE POSITION - 07/08/2021 AND 14/08/2021		9,917.63	
EFT13882	16/09/2021	Matthews Smash Repairs	INSURANCE EXCESS FOR 1GUV793 - CLAIM NO. 6082875	1		500.00
INV 12210/2	09/07/2021	Matthews Smash Repairs	INSURANCE EXCESS FOR 1GUV793 - CLAIM NO. 6082875		500.00	
EFT13883	16/09/2021	Meridian Agencies (Weistermann Family Trust)	VARIOUS STATIONARY	1		1,326.78
INV 1577	01/09/2021	Meridian Agencies (Weistermann Family Trust)	SHEET PROTECTORS, STAPLE REMOVERS, TUBECLIP BASE		431.91	

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INV 1578	01/09/2021	Meridian Agencies (Weistermann Family Trust)	VARIOUS STATIONARY		754.97	
INV 1579	01/09/2021	Meridian Agencies (Weistermann Family Trust)	10 X A4 BLACK DOCUMENT FRAMES		139.90	
EFT13884	16/09/2021	Nutrien Ag Solutions Ravensthorpe	VARIOUS CHEMICALS	1		3,707.44
INV 9052248403/08/2021		Nutrien Ag Solutions Ravensthorpe	2 x KLEEN LP GAS 45KG BOTTLES - 27A CARLISLE STREET		310.20	
INV 9052248303/08/2021		Nutrien Ag Solutions Ravensthorpe	2 x KLEEN LP GAS 45KG BOTTLES		310.20	
INV 9053768026/08/2021		Nutrien Ag Solutions Ravensthorpe	VARIOUS CHEMICALS		2,640.00	
INV 9054047330/08/2021		Nutrien Ag Solutions Ravensthorpe	2 X 20L ROUNDUP ULTRA MAX		447.04	
EFT13885	16/09/2021	R And R Heavy Diesel Services	500HR SERVICE - RA3762	1		1,473.07
INV 5048	01/09/2021	R And R Heavy Diesel Services	500HR SERVICE - RA3762		1,473.07	
EFT13886	16/09/2021	Ravensthorpe Agencies	1 X METSULFURON 500GM	1		36.30
INV 05765	25/08/2021	Ravensthorpe Agencies	1 X METSULFURON 500GM		36.30	
EFT13887	16/09/2021	Ravensthorpe Mechanical Services	40,000KM SERVICE - RA222	1		603.16
INV 40024	19/08/2021	Ravensthorpe Mechanical Services	40,000KM SERVICE - RA222		603.16	
EFT13888	16/09/2021	Seek Limited	JOB ADVERTISEMENT - ENGINEERING TECHNICAL OFFICER	1		324.50
INV 9780509701/09/2021		Seek Limited	JOB ADVERTISEMENT - ENGINEERING TECHNICAL OFFICER		324.50	
EFT13889	16/09/2021	WCP Civil	ASPHALT PATCH REPLACEMENT - TAMARINE ROAD INTERSECTION	1		7,628.91
INV 25499	25/08/2021	WCP Civil	ASPHALT PATCH REPLACEMENT - TAMARINE ROAD INTERSECTION		7,628.91	
EFT13890	16/09/2021	WesTrac	VARIOUS PARTS FOR CATERPILLAR BULLDOZERS	1		1,219.25
INV PI 61656006/09/2021		WesTrac	VARIOUS PARTS FOR CATERPILLAR BULLDOZERS		1,070.95	
INV PI 61656006/09/2021		WesTrac	6 X PART NUMBER 1U-3202 TIP - CATERPILLAR D6R BULLDOZER		148.30	

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EFT13891	20/09/2021	ABC Trust T/As Green Planet Grass	SUPPLY AND INSTALL PORTION OF BLOCK WALLS & PLINTHS - MUNGLINUP BOWLING GREEN	1		15,000.00
INV 1769	26/08/2021	ABC Trust T/As Green Planet Grass	SUPPLY AND INSTALL PORTION OF BLOCK WALLS & PLINTHS - MUNGLINUP BOWLING GREEN		15,000.00	
EFT13892	20/09/2021	Australian Taxation Office (ATO)	BAS RETURN AUGUST 2021	1		17,861.00
INV BAS AUC20/09/2021		Australian Taxation Office (ATO)	BAS RETURN AUGUST 2021		17,861.00	
EFT13893	20/09/2021	It Vision Australia Pty Ltd	RENEWAL SYNERGY SOFT & UNIVERSE ANNUAL LICENSE FEES TO 30 JUNE 2020	1		40,532.31
INV 35453	01/07/2021	It Vision Australia Pty Ltd	RENEWAL SYNERGY SOFT & UNIVERSE ANNUAL LICENSE FEES TO 30 JUNE 2020		40,532.31	
EFT13894	20/09/2021	Lloydey's Power Services	RAVENSTHORPE DEPOT - PARKS & GARDENS SHED LIGHTING INSTALLATION	1		648.45
INV 0749	26/08/2021	Lloydey's Power Services	RAVENSTHORPE DEPOT - PARKS & GARDENS SHED LIGHTING INSTALLATION		648.45	
DD5925.1	06/09/2021	Aware Super	Superannuation contributions	1		10,089.01
INV SUPER	06/09/2021	Aware Super	Superannuation contributions	1	10,089.01	
DD5925.2	06/09/2021	ANZ Smart Choice Super	Superannuation contributions	1		140.45
INV SUPER	06/09/2021	ANZ Smart Choice Super	Superannuation contributions	1	140.45	
DD5925.3	06/09/2021	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		706.88
INV SUPER	06/09/2021	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	574.34	
INV DEDUCT06/09/2021		The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	132.54	
DD5925.4	06/09/2021	Colonial First State	Payroll deductions	1		1,055.84
INV SUPER	06/09/2021	Colonial First State	Superannuation contributions	1	699.84	
INV DEDUCT06/09/2021		Colonial First State	Payroll deductions	1	356.00	
DD5925.5	06/09/2021	IOOF Employer Super	Superannuation contributions	1		262.18
INV SUPER	06/09/2021	IOOF Employer Super	Superannuation contributions	1	262.18	

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DD5925.6	06/09/2021	Hesta Superannuation	Payroll deductions	1		757.45
INV SUPER	06/09/2021	Hesta Superannuation	Superannuation contributions	1	557.45	
INV DEDUCT	06/09/2021	Hesta Superannuation	Payroll deductions	1	200.00	
DD5925.7	06/09/2021	Australian Super Pty Ltd	Superannuation contributions	1		360.68
INV SUPER	06/09/2021	Australian Super Pty Ltd	Superannuation contributions	1	360.68	
DD5925.8	06/09/2021	Hostplus Superannuation	Superannuation contributions	1		628.23
INV SUPER	06/09/2021	Hostplus Superannuation	Superannuation contributions	1	628.23	
DD5925.9	06/09/2021	Intrust Superannuation	Superannuation contributions	1		95.23
INV SUPER	06/09/2021	Intrust Superannuation	Superannuation contributions	1	95.23	
DD5932.1	06/09/2021	Aware Super	Superannuation contributions	1		559.04
INV SUPER	15/09/2021	Aware Super	Superannuation contributions	1	559.04	
DD5932.2	15/09/2021	WA Local Government Super Plan	Payroll deductions	1		186.35
INV DEDUCT	15/09/2021	WA Local Government Super Plan	Payroll deductions	1	37.27	
INV DEDUCT	15/09/2021	WA Local Government Super Plan	Payroll deductions	1	149.08	
DD5939.1	20/09/2021	Aware Super	Superannuation contributions	1		8,880.85
INV SUPER	20/09/2021	Aware Super	Superannuation contributions	1	8,880.85	
DD5939.2	20/09/2021	ANZ Smart Choice Super	Superannuation contributions	1		140.45
INV SUPER	20/09/2021	ANZ Smart Choice Super	Superannuation contributions	1	140.45	
DD5939.3	20/09/2021	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		706.88
INV SUPER	20/09/2021	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	574.34	
INV DEDUCT	20/09/2021	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	132.54	
DD5939.4	20/09/2021	Colonial First State	Payroll deductions	1		1,055.84

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INV SUPER	20/09/2021	Colonial First State	Superannuation contributions	1	699.84	
INV DEDUCT	20/09/2021	Colonial First State	Payroll deductions	1	356.00	
DD5939.5	20/09/2021	IIOF Employer Super	Superannuation contributions	1		94.68
INV SUPER	20/09/2021	IIOF Employer Super	Superannuation contributions	1	94.68	
DD5939.6	20/09/2021	Hesta Superannuation	Payroll deductions	1		889.22
INV SUPER	20/09/2021	Hesta Superannuation	Superannuation contributions	1	689.22	
INV DEDUCT	20/09/2021	Hesta Superannuation	Payroll deductions	1	200.00	
DD5939.7	20/09/2021	Australian Super Pty Ltd	Superannuation contributions	1		293.45
INV SUPER	20/09/2021	Australian Super Pty Ltd	Superannuation contributions	1	293.45	
DD5939.8	20/09/2021	Hostplus Superannuation	Superannuation contributions	1		542.83
INV SUPER	20/09/2021	Hostplus Superannuation	Superannuation contributions	1	542.83	
DD5939.9	20/09/2021	Intrust Superannuation	Superannuation contributions	1		167.56
INV SUPER	20/09/2021	Intrust Superannuation	Superannuation contributions	1	167.56	
DD5955.1	30/09/2021	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - SEPTEMBER 2021	1		27,282.70
INV SEPT 2023	30/09/2021	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - SEPTEMBER 2021	1	27,282.70	
DD5955.2	30/09/2021	Synergy	PAYMENT BY AUTHORITY - SEPTEMBER 2021	1		4,575.50
INV SEPT 2023	30/09/2021	Synergy	PAYMENT BY AUTHORITY - SEPTEMBER 2021	1	4,575.50	
DD5955.3	30/09/2021	Water Corporation	PAYMENT BY AUTHORITY - SEPTEMBER 2021	1		256.05
INV SEPT 2023	30/09/2021	Water Corporation	PAYMENT BY AUTHORITY - SEPTEMBER 2021	1	256.05	
DD5955.4	15/09/2021	SG Fleet	LEASE RENTALS SEPTEMBER 2021	1		13,496.72
INV AUSG003	15/09/2021	SG Fleet	LEASE RENTALS SEPTEMBER 2021	1	13,496.72	

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DD5955.5	01/09/2021	Westnet Pty Ltd	PAYMENT BY AUTHORITY - SEPTEMBER 2021	1		248.19
INV SEPT 2020	01/09/2021	Westnet Pty Ltd	PAYMENT BY AUTHORITY - SEPTEMBER 2021	1	248.19	
DD5955.6	27/09/2021	Westnet Pty Ltd	PAYMENT BY AUTHORITY - BUSINESS PRO EMAIL 5 23/08/2021 - 23/09/2021	1		18.50
INV 1283504511	09/2021	Westnet Pty Ltd	PAYMENT BY AUTHORITY - BUSINESS PRO EMAIL 5 23/08/2021 - 23/09/2021	1	18.50	
DD5955.7	30/09/2021	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS SEPTEMBER 2021	1		40,840.65
INV SEPT 20230	09/2021	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS SEPTEMBER 2021	1	40,840.65	
DD5956.1	21/09/2021	BANKWEST Corporate Mastercard	AUGUST 2021 STATEMENT	1		10,135.98
INV AUG 20221	09/2021	BANKWEST Corporate Mastercard	AUGUST 2021 STATEMENT	1	10,135.98	
DD5925.10	06/09/2021	MOBI Superannuation	Superannuation contributions	1		237.21
INV SUPER	06/09/2021	MOBI Superannuation	Superannuation contributions	1	237.21	
DD5925.11	06/09/2021	Sun Super	Superannuation contributions	1		264.00
INV SUPER	06/09/2021	Sun Super	Superannuation contributions	1	264.00	
DD5925.12	06/09/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,015.94
INV SUPER	06/09/2021	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,095.66	
INV DEDUCT06	09/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	550.00	
INV DEDUCT06	09/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	370.28	
DD5925.13	06/09/2021	C-Bus Super	Superannuation contributions	1		593.03
INV SUPER	06/09/2021	C-Bus Super	Superannuation contributions	1	593.03	
DD5925.14	06/09/2021	AMG Universal Superannuation Fund	Superannuation contributions	1		105.54
INV SUPER	06/09/2021	AMG Universal Superannuation Fund	Superannuation contributions	1	105.54	
DD5925.15	06/09/2021	WA Local Government Super Plan	Payroll deductions	1		2,942.97

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT06/09/2021		WA Local Government Super Plan	Payroll deductions	1	578.61	
INV DEDUCT06/09/2021		WA Local Government Super Plan	Payroll deductions	1	202.96	
INV DEDUCT06/09/2021		WA Local Government Super Plan	Payroll deductions	1	1,252.88	
INV DEDUCT06/09/2021		WA Local Government Super Plan	Payroll deductions	1	284.87	
INV DEDUCT06/09/2021		WA Local Government Super Plan	Payroll deductions	1	74.54	
INV DEDUCT06/09/2021		WA Local Government Super Plan	Payroll deductions	1	298.15	
INV DEDUCT06/09/2021		WA Local Government Super Plan	Payroll deductions	1	50.19	
INV DEDUCT06/09/2021		WA Local Government Super Plan	Payroll deductions	1	200.77	
DD5925.16	06/09/2021	BUSSQ	Superannuation contributions	1		474.43
INV DEDUCT06/09/2021		BUSSQ	Payroll deductions	1	118.61	
INV SUPER	06/09/2021	BUSSQ	Superannuation contributions	1	355.82	
DD5925.17	06/09/2021	MLC Superannuation	Superannuation contributions	1		393.92
INV SUPER	06/09/2021	MLC Superannuation	Superannuation contributions	1	393.92	
DD5925.18	06/09/2021	BT Super for Life	Superannuation contributions	1		249.41
INV SUPER	06/09/2021	BT Super for Life	Superannuation contributions	1	249.41	
DD5925.19	06/09/2021	Care Super Pty Ltd	Superannuation contributions	1		199.13
INV SUPER	06/09/2021	Care Super Pty Ltd	Superannuation contributions	1	199.13	
DD5925.20	06/09/2021	MLC MasterKey Business Super	Superannuation contributions	1		596.27
INV SUPER	06/09/2021	MLC MasterKey Business Super	Superannuation contributions	1	596.27	
DD5925.21	06/09/2021	BT Super	Superannuation contributions	1		917.59
INV SUPER	06/09/2021	BT Super	Superannuation contributions	1	917.59	
DD5925.22	06/09/2021	Rest Superannuation	Superannuation contributions	1		479.67

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INV SUPER	06/09/2021	Rest Superannuation	Superannuation contributions	1	479.67	
DD5939.10	20/09/2021	MOBI Superannuation	Superannuation contributions	1		237.21
INV SUPER	20/09/2021	MOBI Superannuation	Superannuation contributions	1	237.21	
DD5939.11	20/09/2021	Sun Super	Superannuation contributions	1		263.34
INV SUPER	20/09/2021	Sun Super	Superannuation contributions	1	263.34	
DD5939.12	20/09/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,110.32
INV SUPER	20/09/2021	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,187.45	
INV DEDUCT	20/09/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	550.00	
INV DEDUCT	20/09/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	372.87	
DD5939.13	20/09/2021	C-Bus Super	Superannuation contributions	1		593.03
INV SUPER	20/09/2021	C-Bus Super	Superannuation contributions	1	593.03	
DD5939.14	20/09/2021	WA Local Government Super Plan	Payroll deductions	1		2,549.19
INV DEDUCT	20/09/2021	WA Local Government Super Plan	Payroll deductions	1	578.61	
INV DEDUCT	20/09/2021	WA Local Government Super Plan	Payroll deductions	1	199.53	
INV DEDUCT	20/09/2021	WA Local Government Super Plan	Payroll deductions	1	1,234.40	
INV DEDUCT	20/09/2021	WA Local Government Super Plan	Payroll deductions	1	285.69	
INV DEDUCT	20/09/2021	WA Local Government Super Plan	Payroll deductions	1	50.19	
INV DEDUCT	20/09/2021	WA Local Government Super Plan	Payroll deductions	1	200.77	
DD5939.15	20/09/2021	BT Super for Life	Superannuation contributions	1		383.49
INV DEDUCT	20/09/2021	BT Super for Life	Payroll deductions	1	138.37	
INV SUPER	20/09/2021	BT Super for Life	Superannuation contributions	1	245.12	
DD5939.16	20/09/2021	BUSSQ	Superannuation contributions	1		474.43

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INV DEDUCT	20/09/2021	BUSSQ	Payroll deductions	1	118.61	
INV SUPER	20/09/2021	BUSSQ	Superannuation contributions	1	355.82	
DD5939.17	20/09/2021	MLC Superannuation	Superannuation contributions	1		393.92
INV SUPER	20/09/2021	MLC Superannuation	Superannuation contributions	1	393.92	
DD5939.18	20/09/2021	Care Super Pty Ltd	Superannuation contributions	1		195.70
INV SUPER	20/09/2021	Care Super Pty Ltd	Superannuation contributions	1	195.70	
DD5939.19	20/09/2021	MLC MasterKey Business Super	Superannuation contributions	1		587.66
INV SUPER	20/09/2021	MLC MasterKey Business Super	Superannuation contributions	1	587.66	
DD5939.20	20/09/2021	BT Super	Superannuation contributions	1		1,141.56
INV SUPER	20/09/2021	BT Super	Superannuation contributions	1	1,141.56	
DD5939.21	20/09/2021	Rest Superannuation	Superannuation contributions	1		641.25
INV SUPER	20/09/2021	Rest Superannuation	Superannuation contributions	1	641.25	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Municipal Bank Account	534,804.10
TOTAL		534,804.10