



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 20 April 2021**

**Commencing at 6.00pm**

**Council Chambers  
Hopetoun Community Centre**

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held at the Council Chambers, Hopetoun Community Centre on Tuesday, 20 April 2021 – commencing at 6.00pm.

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

The Presiding Member declared the meeting open at 6.02pm.

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

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

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

APOLOGIES: Cr Sue Leighton

ON LEAVE OF ABSENCE:

Nil.

ABSENT:

Nil.

MEMBER OF THE PUBLIC:

Mr Ken Norman  
Mr Robert Suness  
Mr Larry Baker

**3. Announcements by the Presiding Member**

Nil.

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

Nil.

**5. Public Question Time**

**1. Ken Norman**

Q1 In February 2021, Mark McGowan announced there would be a cap of \$199 for Regional area flights up to 1000km from Perth. Has the Council started investigating having passenger flights at Ravensthorpe Airport through REX or another airline or should he start investigating this.

*Through the Shire President the CEO advised he had already been in discussions with both REX and Virgin in relation to passenger flights at Ravensthorpe. Both companies were open to this possibility however were reviewing their current obligations prior to making a decision. The Shire will be conducting further discussions with these companies.*

## **2 Robert Suness**

Q2 It was Mr Suness's understanding Wavecrest only received a planning and building approval to build a undercover carpark and storage area why is it being used as a drive through bottle shop.

*Through the Shire President the CEO advised it is an undercover carpark and storage area and the approval to sell alcohol from this area had to be sought through the Department of Liquor and Gaming. It was not something that Shire had any control over. If they had received this approval they would be able to use it as a drive through.*

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

Nil.

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

Nil.

## **8. Disclosures of Interest**

81 Cr Major signed a declaration in relation to Item 17.2.1.

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

Nature of Interest – Impartiality. Cr Major's wife is the Manager of the Ravensthorpe Community Resource Centre which is applying for the funding in this Item.



**9. Confirmation of Minutes of Previous Meetings Held 16 March 2021**

**9.1 Ordinary Council Meeting Minutes 16 March 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 Mudie**

**Seconded: Cr Major**

**Res: 31/21**

**Decision:**

**That the Minutes of the Ordinary Meeting of Council held at Munglinup Community Centre on Tuesday, 16 March 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)**

- Cr Dunlop advised he had attended the Ravensthorpe Historical Society Meeting.

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

Nil.

### **Cr Ian Goldfinch**

Nil.

### **Cr Sue Leighton**

Nil.

### **Cr Thomas Major**

- 23 March 2021 – Attended a meeting of Medallions Metal and provided a brief overview of this meeting.

### **Cr Mark Mudie**

Nil.

### **Cr Graham Richardson**

Nil.

**13 Office of the Chief Executive Officer**

**13.1 ANZAC Day – G12 Civic Receptions and Ceremonial Functions Amendment**

<b>File Reference:</b>	<b>CM.PO.1</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 April 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Revised Policy – G12 Section 5 – Civic Receptions and Ceremonial Functions – ANZAC Day (Attachment Purple)</b>
<b>Previous Reference:</b>	<b>Ordinary Council Meeting 17 November 2020 – Item 13.1 – 2020 Delegated Authority Report and 2020 Policy Manual Reconfirmation (Attachment Jade)</b>

**Summary:**

This report recommends Council consider and endorse a revised policy – G12 Section 5 – Civic Ceremonial Functions – ANZAC Day.

**Background:**

At the 21 July 2020 Ordinary Council Meeting the majority of Council's policies were reviewed and updated. Upon internal review it has been identified that policy – G12 Section 5 – Civic Ceremonial Functions – ANZAC Day should be revised.

A summary of the proposed policy amendments is detailed below;

**G12 Section 5 – Civic Ceremonial Functions – ANZAC Day**

- Inclusion of support to the Ravensthorpe Returned and Services League (RSL) or a Community Organisation by way of an annual \$500 donation to cover costs of coordinating catering and refreshments for this community event.

**Comment:**

The Shire of Ravensthorpe is of the understanding that no current Returned and Services League (RSL) is operating. By including a Community Group within this Policy would allow for the \$500 donation to be provided to a Community Group who officially undertakes the arrangements of hold this community event. It should be noted this donation will only be made to one group deemed by the Shire as the official community organiser and not to multiple groups who may be holding an event on the day. The decision for this donation to be at the discretion of the Chief Executive Officer.

**Consultation:**

Elected Members.  
Executive Team.

**Statutory Environment:**

Nil.

**Policy Implications:**

As detailed above.

**Financial Implications:**

Appropriate Annual Budget Allocation required.

**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 (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 Belli**

**Seconded: Cr Richardson**

**Res: 32/21**

**Decision:**

**That Council;**

**Adopts the revised Policy G12 Section 5 – Civic Ceremonial Functions – ANZAC Day to include the identification of an official Community Group which undertakes an ANZAC Day event.**

**Voting Requirements: Simple Majority**

**Carried: 6/0**

### **13.2 Adoption of Model Code of Conduct for Council Members, Committee Members and Candidates, Adoption of Complaints Form and Appointment of Complaints Officer**

<b>File Reference:</b>	<b>CM.PO.1</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Manager Governance and Compliance</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>23 March 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Attachment 1 - Existing Council Policy “G1 Code of Conduct for Council Members &amp; Committee Members”.</b> <b>Attachment 2 – Proposed new Council Policy “G1 Code of Conduct for Council Members, Committee Members and Candidates”.</b> <b>Attachment 3 – Proposed approved form for complaints about alleged breaches of behaviour under the Code. (Attachment Peach)</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **Summary:**

Council to revoke the existing Council Policy “G1 Code of Conduct for Council Members & Committee Members”, adopt the Model Code of Conduct for Council Members, Committee Members and Candidates, appoint an officer to be the Shire’s Complaints Officer and determine the approved form for complaints about alleged breaches of behaviour under the Code.

#### **Background:**

The *Local Government Act 1995* (Act) was amended in 2019 to insert a requirement for local governments to adopt a Code of Conduct for Council Members, Committee Members and Candidates (in elections) that incorporates the model code prescribed in Regulations. The Local Government (Model Code of Conduct) Regulations 2021 (Regulations) came into effect on 3 February 2021.

The Regulations prescribe a Model Code of Conduct (model code) which must be adopted by local governments. Clause 11(3) of the model code requires a local government to authorise one or more persons to receive complaints and withdrawals of complaints of breach of the model code.

It is proposed that Council adopts the model code. A copy of the model code is attached as Attachment 2. A local government can include additional behaviours in its code of conduct provided these are consistent with the model code. It is not proposed that additional behaviours be added as the model code satisfies the requirements of the Act and Regulations, without imposing additional obligations on Councillors.

In adopting the model code for Council Members, Committee Members and Candidates it will be necessary for Council to revoke G1 Code of Conduct for Council Members & Committee Members”. (Attachment 1) in order to avoid having two codes of conduct that apply to Elected Members.

The model code requires a local government to authorise one or more persons to receive complaints and withdrawals of complaints of breach of the model code. The Chief Executive Officer is the Shire’s existing Complaints Officer. It is proposed that this officer be authorised to receive complaints and withdrawals of complaints of breach of the model code.

The Department of Local Government, Sport and Cultural Industries has produced a model form for complaints. This form, which has been altered solely by making reference to the Shire of Ravensthorpe, is attached as Attachment 3 and is recommended for adoption by Council.

**Consultation:**

Executive Management Team.  
Council.

**Statutory Environment:**

Section 5.104(1) of the Act requires a local government to adopt a code of conduct to be observed by Council Members, Committee Members and Candidates that incorporates the model code within three months of the commencement of regulations prescribing the model code. The regulations prescribing the model code commenced on 3 February 2021.

Clause 11(3) of the model code requires a local government to authorise one or more persons to receive complaints and withdrawals of complaints of breach of the model code.

In terms of revoking Council Policy “G1 Code of Conduct for Council Members & Committee Members”, Section 2.7(2)(b) of the Act prescribes one of the roles of Council as being to determine the local government’s policies.

Clause 11(2)(a) of Schedule 1 of the Local Government (Model Code of Conduct) Regulations 2021 requires each local government to approve the form for complaints.

**Policy Implications:**

Changes are detailed in the body of this report.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Richardson****Seconded: Cr Mudie****Res: 33/21****Decision:****That Council;**

1. In accordance with Section 2.7(2)(b) of the *Local Government Act 1995*, revokes Council Policy “G1 Code of Conduct for Council Members & Committee Members” as detailed in Attachment 1;
2. In accordance with Section 5.104(1) of the *Local Government Act 1995*, adopts the Code of Conduct for Council Members, Committee Members and Candidates as detailed in Attachment 2;
3. In accordance with clause 11(3) of its Code of Conduct for Council Members, Committee Members and Candidates, authorises the Chief Executive Officer to receive complaints and withdrawals of complaints of breach of the code; and
4. In accordance with Clause 11(2)(a) of Schedule 1 of the Local Government (Model Code of Conduct) Regulations 2021, adopts the form as detailed in Attachment 3, as the approved form for complaints about alleged breaches of behaviour under the Code.

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



### **13.3 Ravensthorpe Bush Fire Advisory Committee (BFAC) Annual General Meeting (AGM) and Nominations of Members**

**File Reference:** ES.ME.1  
**Location:** Shire of Ravensthorpe  
**Applicant:** Ravensthorpe Bush Fire Advisory Committee  
**Author:** Community Emergency Services Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 13 April 2021  
**Disclosure of Interest:** Nil  
**Attachments:** BFAC AGM Minutes – 15 March 2021  
(Attachment Brown)  
**Previous Reference:** Nil

#### **Summary:**

Under the Terms of Reference for the Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC) Council is required to consider the nominations put forward by the BFAC at its Annual General Meeting (AGM) held on 15 March 2021.

#### **Background:**

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

#### **Comment:**

The BFAC recommendations are in the main procedural matters and are recommended to be supported by Council.

#### **Consultation:**

Chief Executive Officer.  
Shire of Ravensthorpe Community Emergency Services Officer.  
Bush Fire Advisory Committee (BFAC).

#### **Statutory Environment:**

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

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

#### **Policy Implications:**

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

#### **Financial Implications:**

Nil.

#### **Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (3)
Risk Impact / Consequence	Low (3)
Risk Rating (Prior to Treatment or Control)	Low (3)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (3)

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Belli**

**Res: 34/21**

**Decision:**

**That Council:**

1. Note the Minutes of Bush Fire Advisory Committee (BFAC) Annual General Meeting (AGM) meeting held on 15 March 2021 as being received.
2. Endorse Mr Peter Nankervis (Hopetoun VFES) and Mr Greg Stover (Shire Ranger) as Fire Control Officer's as Permit Issuing Officer's only.
3. Endorse the personnel elected into the nominated Fire Control Officer positions as per the Ravensthorpe BFAC AGM minutes 15 March 2021.

**Voting Requirements: Simple Majority**

**Carried: 6/0**

### **13.4 Ravensthorpe Bush Fire Advisory Committee (BFAC) Minutes and Shire of Ravensthorpe 2021/2022 Fire Break Notice**

**File Reference:** ES.ME.1  
**Location:** Shire of Ravensthorpe  
**Applicant:** Bush Fire Advisory Committee  
**Author:** Community Emergency Services Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 13 April 2021  
**Disclosure of Interest:** Nil  
**Attachments:**  
1. BFAC Minutes – March 2021  
2. Draft – Shire of Ravensthorpe Fire Break Notice 2021/22 (Attachment Mustard)  
**Previous Reference:** Nil

#### **Summary:**

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

1. The Minutes of the BFAC meeting held on 15 March 2021 are to be received;
2. The recommendations of the BFAC of 15 March 2021; and
3. Consideration and endorsement of the Shire of Ravensthorpe 2021/2022 Fire Break Notice.

#### **Background:**

In addition to receiving the minutes of the BFAC of 15 March 2021 Council is to consider;

#### Decommissioning of DFES Fleet

The Department of Fire and Emergency Services (DFES) has been in the process in updating its fleet to meet its firefighting needs and requirements of the future and as such, since 2018 all new builds and replacement builds seized whilst Future Fleet carried out review of all the various fleet types.

Both East Ravensthorpe and North Ravensthorpe are two brigades within the Shire without any ESL funded appliance. There have been several business cases and submissions to DFES for the both brigades to be placed on a build program to obtain a primary appliance, which has been hampered in any response or commitment due to the Fleet Review process.

Whilst there has been appliance recently being replaced/upgraded around the State these trucks pending on the age and quality of the appliance either becomes part of the Hi-Fire Season Fleet or decommissioned. Due to the State Disposal Policy replacement/decommissioned appliances cannot be purchased locally by farmers or realigned to another brigade that lacking in resources due the appliance reaching its end of life, even with minimal kilometres on the clock. Appliances need to be sent back to Perth, decommissioned and sold off via auction as per the policy.

There is a need for the Shire to develop a position point to support our Bushfire Brigades for decommissioned appliances to be retained and life extended to provide an appliance to those brigades still waiting for an appliance, like East and North Ravensthorpe Brigades. Provide the opportunity for local farmers to purchase decommissioned appliance locally so it does not take away a resource district that can utilised as a farmer response unit.

The BFAC put forward the following action item;

*A letter to be sent and to be discussed ROAC;*

- 1) *To extend life span of current fleet to be redeployed in shortfall areas, until new builds are made available.*
- 2) *Option for decommissioned fleet to be tendered locally, before leaving the area.*

#### Shire of Ravensthorpe 2021/22 Fire Break Notice

The 2021/22 Fire Break Notice to be updated with the following;

- 1) Properties will be required to be compliant to the Fire Break Notice by the 14 October 2021.
- 2) Properties that are non-compliant will not be provided with warning notice and additional 14 days to comply.
- 3) Properties that are non-compliant will be issued a \$250.00 infringement and additional 7 days to rectify, before contractors are sent in by the Shire.

#### **Comment:**

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

#### **Consultation:**

Bush Fire Advisory Committee.

Shire of Ravensthorpe Community Emergency Services Officer.

Chief Executive Officer.

#### **Statutory Environment:**

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

#### **Policy Implications:**

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

#### **Financial Implications:**

Nil.

#### **Strategic Implications:**

Nil.

#### **Sustainability Implications:**

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

#### **Risk Implications:**

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (3)
Risk Impact / Consequence	Low (3)
Risk Rating (Prior to Treatment or Control)	Low (3)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (3)

**Risk Matrix:**

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

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

Moved: Cr Major

Seconded: Cr Goldfinch

Recommendation:

That Council:

1. Receive the minutes from the Bush Fire Advisory Committee (BFAC) meeting held on 15 March 2021;
2. Support the option to extend the service life of end of life appliance and allow local farmers the opportunity to purchase decommissioned appliance locally before fleet is disposed via the State Disposal Policy;
3. Endorse the Shire of Ravensthorpe 2020/21 Fire Break Notice as detailed in Attachment 3; and
4. Note the request for a Flame Thrower in item 9.2 to be included in the Shire of Ravensthorpe 2021/22 annual budget.

Cr Goldfinch proposed the following amendment.

Moved: Cr Goldfinch

Seconded: Cr Richardson

1. Receive the minutes from the Bush Fire Advisory Committee (BFAC) meeting held on 15 March 2021;
2. Support the option to extend the service life of end of life appliance and allow local farmers the opportunity to purchase decommissioned appliance locally before fleet is disposed via the State Disposal Policy;
3. That the Ravensthorpe Shire ask the BFAC meeting to consider the 2021/22 Firebreak Notice compliance area be North and South of the Bureau of Meteorology weather boundary as depicted in the Harvey Ban map and that, all areas North of that line, Compliance date be 30 October. All areas South of that line, compliance date be 14 November. That all fire breaks at 14 January with firebreak growth over 300mm be maintained to 100mm to remain compliant.
4. Note the request for a Flame Thrower in item 9.2 to be included in the Shire of Ravensthorpe 2021/22 annual budget.
5. That all roads reserves in Krystal Park and Steerdale Estate be used as Area Fire breaks and maintained at 100mm during the compliance period.

Voting Requirements: Simple Majority

Lost: 1/5

Cr Belli provided the following foreshadowed motion.

1. Receive the minutes from the Bush Fire Advisory Committee (BFAC) meeting held on 15 March 2021;
2. Support the option to extend the service life of end of life appliance and allow local farmers the opportunity to purchase decommissioned appliance locally before fleet is disposed via the State Disposal Policy;
3. Endorse the Shire of Ravensthorpe 2020/21 Fire Break Notice as detailed in Attachment 3; to include a revised date of 28 October 2021 for compliance.
4. Note the request for a Flame Thrower in item 9.2 to be included in the Shire of Ravensthorpe 2021/22 annual budget.

**Moved: Cr Dunlop**

**Seconded: Cr Richardson**

**Res: 35/21**

**Decision:**

1. **Receive the minutes from the Bush Fire Advisory Committee (BFAC) meeting held on 15 March 2021;**
2. **Support the option to extend the service life of end of life appliance and allow local farmers the opportunity to purchase decommissioned appliance locally before fleet is disposed via the State Disposal Policy;**
3. **Endorse the Shire of Ravensthorpe 2020/21 Fire Break Notice as detailed in Attachment 3; to include a revised date of 28 October 2021 for compliance.**
4. **Note the request for a Flame Thrower in item 9.2 to be included in the Shire of Ravensthorpe 2021/22 annual budget.**

**Voting Requirements: Simple Majority**

**Carried: 3/3**

**Presiding member declared as carried.**

Note: Recommendation changed to include revised compliance date of 28 October 2021.

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

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

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

#### **Summary:**

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

#### **Background:**

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

#### **Comment:**

The March 2021 Monthly Financial Reports are presented for review.

#### **Consultation:**

Chief Executive Officer.

#### **Statutory Environment:**

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

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

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

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

#### **Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Richardson**

**Res: 36/21**

**Decision:**

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

**Voting Requirements: Simple Majority**

**Carried: 6/0**



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

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Acting Senior Finance Officer  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 6 April 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 31 March 2021  
Credit Card Transactions to 1 March 2021  
Creditors List of Accounts Paid March 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 01/03/2021 to 31/03/2021;

**2020/2021**

Month	Cheques	EFT Payments	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	32,246	1,089,988	72,966	5,765	0	1,200,963	256,870
Aug	24,281	361,337	159,976	7,275	0	553,410	247,790
Sep	9,832	467,211	92,158	6,744	0	575,945	275,691
Oct	16,876	501,519	57,600	9,242	0	585,238	320,530
Nov	16,962	392,384	52,143	14,580	0	476,069	282,980
Dec	23,113	653,814	48,957	9,277	0	735,161	406,756
Jan	22,049	734,100	49,423	14,350	0	819,922	286,767
Feb	20,017	549,348	153,414	14,941	0	737,720	305,573
Mar	19,933	1,158,435	100,237	10,795	0	1,289,401	304,685
Apr							
May							
Jun							
<b>Total</b>	<b>185,849</b>	<b>5,908,137</b>	<b>786,873</b>	<b>92,970</b>	<b>0</b>	<b>6,973,829</b>	<b>2,687,644</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

**Comment:**

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

**Consultation:**

Director Corporate and Community Services.

**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 Belli**

**Seconded: Cr Mudie**

**Res: 37/21**

**Decision:**

**That Council endorse:**

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

**Voting Requirements: Simple Majority**

**Carried: 6/0**

**File Reference:** GR.RE.2  
**Location:** Shire of Ravensthorpe  
**Applicant:** Nil  
**Author:** Director Corporate and Community Services  
**Authorising Officer:** Chief Executive Officer  
**Date:** 24 March 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Statement of Budget Review – 21 March 2021  
(Attachment Blue)  
**Previous Reference:** Nil

**Summary:**

This item is the statutory half yearly budget review and gives an indication and projection of the end of year financial position as at the review date. Based on current revenue and expenditure analysis and review of capital projects Council is projected to forecast a budgeted carry forward of a small surplus of \$218,838 as at 30 June 2021.

**Background:**

Under Regulation 33A (1) the local government is required to carry out a review of the annual budget between 1 January and 31 March each year, with Regulation 33 (2A)(a) stipulating that the span of the review is the period beginning on 1 July and ending no earlier than 31 December in that financial year.

This statutory budget review was undertaken by the Director of Corporate and Community Services for the period ending 21 March 2020. The timing of this review was impacted by the 11 March 2021 signing date of the 30 June 2020 Annual Financials, which were required to confirm the carried forward balance in comparison to the 2020/2021 Budget carried forward estimate. The attached Budget Review Summary Report details the review undertaken and the results are hereby submitted to be received by Council.

**Comment:**

The projections contained within the reports are based on estimates to the best of the knowledge of staff, which has involved a process of considering current account balances, forecasted expenditures, current budgets and the materiality of any changes. These estimates do not guarantee that the 2020/2021 projected results will match the end of year result as there are many external influences that can have a bearing on Council's capacity or expenditure timing between now and 30 June 2021.

It has been a difficult period for the Shire to navigate around the various impacts of COVID, which included a rates freeze, whilst still undertaking a vast array of projects on top of increased governance and reporting requirements and business as usual. That said we are still in the fortunate position of conservatively predicting a \$218,838 surplus which could be utilised toward the final retirement of a balloon payment debt on loan 138D in 2021/2022.

In a macro sense the major impacts have been the loss of income in Education and Welfare from our Childcare Services, which was impacted by the COVID response policies of providing free childcare, whilst being compensated at 50% of our government subsidy rate at a particular date. The free childcare caused a spike in numbers, increasing staff ratio requirements, however local governments were not eligible for any job keeper subsidies to make up the shortfall. When the COVID incentives for free childcare ended and government subsidies returned to normal, we noticed a drop in numbers which didn't allow us to capitalise on the potential increase in revenue. We have also noticed that our age demographic of children in care is heavily weighted to new babies, which are required to operate at a 1 to 4 ratio, instead of 1 to 5 for toddlers or 1 to 10 for pre-kindies, which has also been restrictive in recovering to break even. That said, the spike in mining activity has increased passenger movements through the airport that has generated sufficient addition revenues in the

Transport Program to offset the losses in childcare revenue. We have also recorded additional Recreation and Culture revenue in response to the announcement of Round Two Commonwealth funding for the Local Roads and Community Infrastructure grants which will be spent on various additional projects.

On the expenditure side the major impacts were within Law and Order where additional bushfire mitigation works became available because of increased funding compared to budget, so there is no net impact here on the budget bottom line.

### Significant Operating Budget Amendments >\$10,000

#### Favourable

\$100,000	Correct recognition of carried forward Grants Commission Springdale Road Bridge allocation (Offset with MRWA Grant)
\$20,000	Additional GVROC return on withdrawal
\$90,000	Additional Bushfire Mitigation Activity funding than expected (offset with expenditure)
\$15,000	Additional event hire income than expected
\$383,035	Round 2 Local Roads and Community Infrastructure grant
\$430,000	Additional airport revenue from increased passenger movements
\$30,000	New community contributions to the tourism promotion program
\$17,000	Additional Administrative income from LGIS wages insurance adjustment
\$18,000	Proceeds from the sale of 17 Budjan Street Munglinup
\$38,000	Deferred GRV revaluation expenses to 2021/2022 by Landgate
\$30,000	Savings from Hopetoun Ranger vacancy and partial costing adjustment for Senior Ranger to Ravensthorpe
\$13,000	Savings in Little Barrens employee costs from lower staff hours
\$52,000	Savings in The Cub House employee costs from lower staff hours
\$76,000	Savings in Works Administration and Support wages and superannuation
\$48,400	Correction of costing for EBA incentive payments to respective salary cost centres
\$75,000	Savings in Fuel prices

#### Unfavourable

\$200,000	Lower income from The Cub House childcare from lower numbers and COVID limitations on revenue
\$220,000	Lower income from Little Barrens childcare from lower numbers and COVID limitations on revenue
\$100,000	Adjustment downwards of MRWA Grant recognised as a Grants Commission grant (offset with Grant Commission Grant)
\$17,350	Net effect of deferred \$24,150 airport lighting grant replaced by \$4,000 Wildlife Management Plan grant and \$2800 CCTV grant
\$17,000	Lower diesel fuel rebate from lower fuel expenditure
\$90,000	Additional Bushfire Mitigation Activity expenditure (offset with grant income)
\$13,000	Correction of budget for CESO vehicle lease expenditure
\$43,000	Correction of budget for Senior Ranger full costings to Ravensthorpe
\$19,000	Additional back claim of Health Services Contract expenditure from 2019/2020
\$12,000	Additional expenditure on internal fitout of Ravensthorpe Aged Care accommodation for staff and contractor purposes
\$25,000	LRCI Round 2 additional expenditure on Die Back and Noxious Weed control
\$25,000	Additional expenditure on Hopetoun Community Centre electricity \$14,000 from solar system fault and Telephones \$11,000 from additional usage and line hardware costs
\$12,000	Additional costs of airport operations as a result of additional activity
\$45,000	Additional costs of airport passenger services as a result of additional numbers
\$18,500	Additional Wildlife Management Plan \$8,800, Aero Manual Upgrade \$3,700 and Compliance with new Aviation Legislation \$6,000

\$30,000	Additional Visitor Servicing Upgrade
\$28,000	Higher than predicted Works superannuation expenses budget correction
\$30,000	Additional Plant Parts & Repairs from generally larger repair requirements
\$143,000	Building staff for grant projects and temporary staff
\$20,000	Additional advertising expenditure from greater volume of tenders
\$83,000	Administration additional staff resource requirements

#### Additional Capital Expenditure

\$15,000	New Fire Station Land Matters – East Ravensthorpe BFB (Land Donation Rod Daw)
\$47,600	Final Defects Liability clearance payment for Ravensthorpe Regional Landfill completed 2017
\$35,000	LRCI Round 2 Munglinup enclosed verandah for Gym activity
\$260,000	LRCI Round 2 Munglinup Bowling Green 4 Rinks
\$45,000	Airport Tug additional money required for a \$55K purchase of appropriate replacement
\$17,000	LRCI Round 2 Hopetoun Visitor Information Boards expansion for tourism promotion
\$32,035	LRCI Round 2 Munglinup upgrade of Rest Bay
\$14,000	LRCI Round 2 Munglinup Water Catchment Dam upgrade
\$10,000	Compactus Units for Ravensthorpe Administration Building
\$18,000	Transfer to Building Reserve of sale proceeds from 17 Budjan Street Munglinup.
\$10,000	Hopetoun Community Centre – Floor Polisher
\$10,000	Ravensthorpe Recreation Centre – Floor Polisher

#### **Consultation:**

Executive Team.

Responsible Officers.

#### **Statutory Environment:**

Regulation 33A. Local Government (Financial Management) Regulations 1996:

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review. *\*Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

The proposed budget revisions identify an end of year forecast surplus of \$218,838.

#### **Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Richardson**

**Seconded: Cr Mudie**

**Res: 38/21**

**Decision:**

**That Council:**

1. Adopt the statutory half yearly budget review, as presented, for the period ended 21 March 2021 and endorse amending the budget and line items according to the attached review schedule for a forecast surplus of \$218,838.
2. Request the Chief Executive Officer to forward the results of the statutory budget review to the Department of Local Government Sport and Cultural Industries within 30 days of the adoption of this budget review.

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

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

### **15.1 Planning Application P21-06 – Proposed Oversized Outbuilding (Shed) and Variation to Building Envelope at Lot 127 (101) Cambewarra Drive, Hopetoun**

**File Reference:** P21-06  
**Location:** Lot 127 (101) Cambewarra Drive, Hopetoun  
**Applicant:** L Goddard on behalf of J W Goddard  
**Author:** Planning Services  
**Authorising Officer:** Director Technical Services  
**Date:** 12 April 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Plans (Attachment Green)  
**Previous Reference:** Nil

#### **Summary:**

Council to consider Development Application P21-06 for an oversized Outbuilding (Shed) and a variation to the Building Envelope at Lot 127 (101) Cambewarra Drive, Hopetoun.

#### **Background:**

Shire of Ravensthorpe received Development Application P21-06 for an oversized Outbuilding (Shed) and a variation to the Building Envelope at Lot 127 (101) Cambewarra Drive, Hopetoun on 25 February 2021. The application was subsequently advertised to adjoining landowners between 26 February 2021 and 15 March 2021 due to the overall size of the proposed Outbuilding with no objections being received.

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

#### **Comment:**

##### Background:

Lot 127 (101) Cambewarra Drive, Hopetoun is zoned Rural Residential with a lot size of 16,000 square metres. A single dwelling is constructed on the property.

##### Assessment:

The proposal calls for an Outbuilding of 240 square metres in size, with a wall height of 4.5 metres and a ridge height of 5.38 metres. The proposal exceeds the maximum site area for Outbuildings in the Rural Residential area of 200 square metres for properties of less than 2 hectares in size.

Due to this variations, the application was advertised to adjoining landowners between 26 February 2021 and 15 March 2021 with no comments or objections being received.

Given the lack of objections, and the relatively minor nature of the variation proposed (40 square metres), the recommendation of the planning officer is to approve the proposal.

##### Response to Applicants Justification:

The applicant has not provided any justification for the large size of the Outbuilding.

#### **Consultation:**

The application was referred to adjoining landowners between landowners between 26 February 2021 and 15 March 2021 with no comments or objections being received.



**Statutory Environment:**

Local Planning Scheme No. 6.

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

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

**Policy Implications:**

None.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Richardson**

**Res: 39/21**

**Decision:**

**That Development Application P21-06 for an Oversized Outbuilding (Shed) at Lot 127 (101) Cambewarra Drive, Hopetoun be approved subject to the following conditions:**

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

**And the following advice notes:**

- 1. THIS IS NOT A BUILDING PERMIT. An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe prior to any works commencing on-site.**

- 2. The development is to comply with the *Building Code of Australia, Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.**
- 3. It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.**
- 4. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Ravensthorpe will take no responsibility for incorrectly located buildings.**
- 5. A separate planning approval from the Shire of Ravensthorpe is required for the keeping of stock and/or animals on the property.**
- 6. A licence from the Department of Water and Environmental Regulation (DWER) may be required to install a water bore on-site. Consultation should occur with the DWER for further information in this regard.**

**Voting Requirements: Simple Majority**

**Carried: 6/0**

**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**

**17.1.1 Mural – 500 Veal Street, Hopetoun**

Cr Belli requested the Council discuss and resolve on the support for a request of a Mural to be located at 500 Veal Street, Hopetoun by the Hopetoun Volunteer Fire and Emergency Services WA building.

**Moved: Cr Belli**

**Seconded: Cr Richardson**

**Res: 40/21**

**Decision:**

**That Council discuss and resolve a request of a Mural to be located at 500 Veal Street, Hopetoun by the Hopetoun Volunteer Fire and Emergency Services WA building.**

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

**Moved: Cr Belli**

**Seconded: Cr Richardson**

**Res: 41/21**

**Decision:**

**Council approve the concept artwork and installation of the mural, subject to meeting any required building and planning requirement and a documented maintenance agreement between Hopetoun Volunteer Fire and Emergency Services and the Shire be entered into.**

**Voting Requirements: Simple Majority**

**Carried: 6/0**

**17.2 Officers**

The CEO requested a late item be heard by Council regarding Library Contracts – Ravensthorpe and Hopetoun Community Resources Centre Agenda Item and Attachments tabled at the meeting.

**Moved: Cr Belli**

**Seconded: Cr Mudie**

**Res: 42/21**

**Decision:**

**That Council accept Item 17.2.1 Library Contracts – Ravensthorpe and Hopetoun Community Resources Centre being heard and dealt with.**

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

### **17.2.1 Library Contracts – Ravensthorpe and Hopetoun Community Resources Centres (CRC's)**

<b>File Reference:</b>	<b>CS.LI.5</b>
<b>Location:</b>	<b>Ravensthorpe and Hopetoun</b>
<b>Applicant:</b>	<b>Ravensthorpe CRC and Hopetoun CRC</b>
<b>Author:</b>	<b>Director Corporate and Community Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 April 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Correspondence 15 March 2021 Ravensthorpe CRC; 31 March 2021 Hopetoun CRC; Draft Contract for the Provision of Services – Library and Customer Services (Attachment Pink)</b>
<b>Previous Reference:</b>	<b>OCM 15 November 2018</b>

#### **Summary:**

The current 3 year service contracts for Library Services in Ravensthorpe and Hopetoun expire on 30 June 2021. This item recommends that the contracts be renewed for a further 3 years.

#### **Background:**

Library Services have been successfully provided through our Community Resource Centres in Ravensthorpe and Hopetoun for many years and this is well received by the community. Three year agreements have been preferred which has enabled a level of budget certainty for the Resource Centres that are heavily reliant on planned grant funding.

#### **Comment:**

The service level agreements set out a number of core services that ensure the quality of library services offered is maintained at a high standard, which includes a minimum average public access time of 1,440 hours per annum.

Both library services are seeking funding of \$50,000 per annum which is estimated to cover about two thirds of their respective library program costs, which appears to be a good value proposition for the community.

#### **Consultation:**

Community Resource Centre Managers Ravensthorpe and Hopetoun.  
Chief Executive Officer.

#### **Statutory Environment:**

*Local Government Act 1995.*

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

The cost of providing library services is contained in the draft budget and will commit the shire to funding for the following three years.

Hopetoun and Ravensthorpe have sought funding of \$50,000 per annum for 2021/2022 with annual CPI increments for Year 2 and Year 3 of the agreement.

#### **Strategic Implications:**

Theme 3 – Adequate services and infrastructure to cater for the community.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations
- **Economic:** There are no known significant economic considerations
- **Social:** Assists in the social fabric and learning of the community

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Mudie**

**Seconded: Cr Belli**

**Res: 43/21**

**Decision:**

**That Council:**

1. Approve the contracts for the provision of Library and Customer Services for the Ravensthorpe Community Resource Centre Incorporated and the Hopetoun Community Resource Centre Incorporated for a term of three years commencing 1 July 2021 for the sum of \$50,000 each plus CPI increases for the two subsequent years;
2. Authorise the Chief Executive Officer and the Shire President to execute the respective contracts under common seal.

**Voting Requirements: Simple Majority**

**Carried: 6/0**

**18. Matters Behind Closed Doors**

**Moved: Cr Goldfinch**

**Seconded: Cr Richardson**

**Res: 44/21**

**Decision:**

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

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

**Voting Requirements: Simple Majority**

**Carried: 6/0**

**18.1 Tender Sale of Land by Public Tender 79 (Lot 74) – Morgans Street, Ravensthorpe**

**File Reference: A651**  
**Location: 79 (Lot 74) – Morgans Street, Ravensthorpe**  
**Applicant: Nil**  
**Author: Manager Governance and Compliance**  
**Authorising Officer: Chief Executive Officer**  
**Date: 1 April 2021**  
**Disclosure of Interest: Yes – Direct Financial Interest – Natalie Bell – Project Manager – Shire of Ravensthorpe**  
**Attachments: Confidential Attachment 1 – Request for Tender Document  
Confidential Attachment 2 – Tender Submission  
(Attachment Orange)**  
**Previous Reference: OCM 16/02/21 – Item 13.4 – Proposed Sale of Land by Public Tender 79 (Lot 74) – Morgans Street, Ravensthorpe**

**Moved: Cr Goldfinch**

**Seconded: Cr Richardson**

**Res: 45/21**

**Decision:**

**That Council;**

1. **Accepts the Tender submitted by NBM Project Management Pty Ltd (ABN 87 217204513) as the most advantageous Tender to form a Contract of sale for 79 (Lot 74) Morgans Street, Ravensthorpe;**
2. **In accordance with section 9.49A of the *Local Government Act 1995* authorises the Chief Executive Officer and Shire President to sign the contract of sale documentation;**
3. **By an Absolute Majority decision grants Delegated Authority to the Chief Executive Officer to action the subsequent land dealings as they relate to 79 (Lot 74) Morgans Street, Ravensthorpe (excluding any formal approvals that are to be considered by Council); and**
4. **Notes the sale of land proceeds for 79 (Lot 74) Morgans Street, Ravensthorpe will be fully transferred to the Building Reserve.**

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

**18.2 Confidential - RFT 10-2020/21 – Tender for Bushfire Mitigation Activities**

**File Reference:** CA.TE.1  
**Location:** Various Locations  
**Applicant:** N/A  
**Author:** Bushfire Risk Mitigation Coordinator  
**Authorising Officer:** Chief Executive Officer  
**Date:** 14 April 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Request for Tender Specifications – RFT 10-2020/21  
(Attachment A)  
Tender Evaluation Matrix (Attachment B)  
(Attachment Black)  
**Previous Reference:** Nil

**Moved: Cr Dunlop** **Seconded: Cr Major** **Res: 46/21**

**Decision:**

**That Council;**

1. **Accepts the Tender submitted by Finebrand Pty Ltd as Trustee for The Guy Badger Family Trust, Trading as “The Arbor Guy” (ABN 21 497 061 582) as the most advantageous Tender to form a Contract for Bushfire Mitigation Activities (RFT 10- 2020/21) as detailed in their submission; and**
2. **By Absolute Majority decision delegates the formation and execution of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.**

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

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

**Moved: Cr Major** **Seconded: Cr Richardson** **Res: 47/21**

**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**

**19. Closure of Meeting**

The Presiding Member declared the meeting closed at 6.58pm.

These minutes were confirmed at the meeting of 18 May 2021.

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

Date: 18 May 2021



# ATTACHMENT



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 16 March 2021**

**Commencing at 6.00pm**

**Munglinup Community Centre**

# SHIRE OF RAVENSTHORPE

Agenda for the Ordinary Meeting of Council to be held at the Munglinup Community Centre on Tuesday, 16 March 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 Julianne Belli	(Deputy Shire President)
	Cr Ian Goldfinch	
	Cr Sue Leighton	
	Cr Thomas Major	
	Cr Mark Mudie	
STAFF:	Gavin Pollock	(Chief Executive Officer)
	Graham Steel	(Director Technical Services)
	Mark Ridgwell	(Manager Governance and Compliance)
	Kim Bransby	(Executive Assistant)
APOLOGIES:	Cr Graham Richardson	
	Les Mainwaring	(Director Corporate and Community Services)

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

**3. Announcements by the Presiding Member**

Nil.

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

Nil.

**5. Public Question Time**

Nil.

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

Nil.

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

7.1 Request for leave of absence from Cr Mudie from 20 March 2021 to 28 March 2021.

**Moved: Cr Mudie**

**Seconded: Cr Leighton**

**Res: 15/21**

**Decision:**

**That the Council approve Cr Mudie's application for leave of absence from the Ravensthorpe Shire Council from 20 March 2021 to 28 March 2021.**

**Voting Requirements: Simple Majority**

**Carried: 6/0**

## **8. Disclosures of Interest**

8.1 Gavin Pollock – Chief Executive Officer undertook a declaration of interest to item 18.1.

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

Nature of Interest – CEO Review – Performance Review.

## **9. Confirmation of Minutes of Previous Meetings Held 16 February 2021**

**9.1 Ordinary Council Meeting Minutes 16 February 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 Mudie**

**Seconded: Cr Goldfinch**

**Res: 16/21**

**Decision:**

**That the Minutes of the Ordinary Meeting of Council held in Ravensthorpe Recreation Centre, Council Chambers on Tuesday, 16 February 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
- Munglilup Community Group Delegate - Cr Leighton  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - Cr Leighton
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie

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

## **12. Reports from Councillors**

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

Nil.

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

Nil.

### **Cr Ian Goldfinch**

- Saturday, 6 March 2021 – Ravensthorpe Historical Society – General Meeting. (Minutes Attached)

### **Cr Sue Leighton**

- Thursday, 18 February 2021 – Munglinup Community Group Meeting. (Minutes Attached)
- Cr Leighton advised Council the 50<sup>th</sup> anniversary of the Fitzgerald Biosphere Community Collective is coming up in the next few weeks.

### **Cr Thomas Major**

- Monday, 15 March 2021 – attended the Bushfire Advisory Committee Meeting.

### **Cr Mark Mudie**

Nil.

### **Cr Graham Richardson**

Nil.

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

### **13.1 Munglinup Synthetic Bowling Green – CSRFF Application**

**File Reference:** GS.RE.13  
**Location:** Shire of Ravensthorpe  
**Applicant:** Project Manager  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 2 March 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

#### **Summary:**

Council is requested to consider endorsing the Chief Executive Officer to submit a funding application to the Department of Local Government, Sport & Cultural Industries (DLGSCI) under the Community Sporting & Recreation Facilities Fund (CSRFF) – Small Grants for one third funding towards the installation of a synthetic bowling green at the Munglinup Community Sports Centre.

#### **Background:**

The existing bowling green was constructed approximately 16 years ago from lawn. It is currently in a state of disrepair due to the water requirements and is on the verge of contributing to many safety issues. With limited watering capacity due to the Shire's drought declared status, lawn coverage is minimal and in patches. Bowlers travel from Hopetoun, Ravensthorpe and Esperance to play in a pennant's competition between October and April, usually the driest times of the year. Munglinup Community Group have requested that the Shire consider laying synthetic lawn to enhance the safety of users, whilst also being water efficient.

DLGSCI administers the CSRFF program, with the purpose of providing State Government financial assistance to Local Government Authorities and local community groups (up to one third of the total capital cost), to develop well-planned facilities for sport and recreation.

In order to assist with the evaluation of submissions and to ensure projects are viable and appropriate, DLGSCI has developed "Key Principles of Facility Provision". Accordingly, each submission is to be assessed against those criteria.

Under the provision, Local Government Authorities are required to rate and prioritise submissions using the following guide:

RATE	DESCRIPTION
A	Well planned and needed by the municipality
B	Well planned and needed by the applicant
C	Needed by the municipality, more planning required
D	Needed by the applicant, more planning required
E	Idea has merit, more preliminary work needed
F	Not recommended

Each Local Government Authority is required to assess and prioritise the applications before forwarding all documentation to the Goldfields Office of the DLGSCI no later than Wednesday 31 March 2021.

Applications will be evaluated and ranked by relevant State Sporting Associations and the CSRFF Assessment Panel, prior to the outcome being announced by the Minister for Sport and Recreation. Funds for successful applications will become available mid 2021.



One (1) application was received for the current Small Grants round, being the Shire of Ravensthorpe – Munglinup Synthetic Bowling Green.

**Comment:**

Recent consultation with Munglinup Community Group (MCG) and surrounding bowlers in the region confirms the need for a water efficient bowling green. There are no other bowling greens in Munglinup to locally support the 35 members of the MCG, which is a 30% increase in members compared to two years ago. The nearest bowling green is located 80km away (one way) in Ravensthorpe. Munglinup Men's Health group have expressed an interest to commence social bowls however the bowling green is not in a condition to cope with the additional use.

If the funding submission to DLGSCI is successful, DLGSCI will only allocate funding towards eligible project items that meet the DLGSCI priorities and objectives. The funding from DLGSCI is one third of the cost for these identified items, not one third of the total project cost and the Shire is required to commit the matching two thirds to DLGSCI's one third.

Applicants have the opportunity to seek a Development Bonus based on criteria including Geographical Location, Sustainability, Co-location and Increased Participation. If successful with the Development Bonus request, there is the potential to receive up to 50% of eligible item costs, however it is necessary for the applicant to confirm two thirds of total project costs, in the event the Development Bonus is not awarded.

**Consultation:**

Munglinup Community Group.  
Elected Members.  
Executive Management Team.  
A/ Regional Manager – Goldfields, DLGSCI.  
Bowls WA.

**Statutory Environment:**

*Local Government Act 1995.*

**Policy Implications:**

Shire of Ravensthorpe Purchasing and Asset Management Policies.

**Financial Implications:**

Council is required to allocate a contribution towards this Project in the 2021/22 financial year. Development Bonus' are typically oversubscribed and therefore funds are limited. The MCG have confirmed a commitment of \$5,000 and the Shire has allocated \$125,755 towards this Project. A contribution of \$60,000 is to be sought from the State Government CSRFF program, being less than the maximum contribution eligible.

**Strategic Implications:**

This Project and grant application align with the Shire's Strategic Community Plan 2014-2024 as follows:

- Theme 3 – Adequate services and infrastructure to cater for the community.  
Outcome 3.5 – Provision and maintenance of recreation and community resources.  
Strategy 3.5.1 - Maintaining and improving recreational and community resource facilities in the Shire.

**Sustainability Implications:**

- **Environmental:** Water efficiency will be achieved due to the bowling green being synthetic.
- **Economic:** There are no known significant economic considerations.

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

### Risk Implications

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

### Risk Matrix:

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

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

**Moved: Cr Leighton**

**Seconded: Cr Major**

**Res: 17/21**

### Decision:

### That Council:

1. Endorse a small grant application seeking \$60,000 (ex GST) under the Community Sporting & Recreation Facilities Fund for the Munglinup Synthetic Bowling Green Project;
2. Rank the Munglinup Synthetic Bowling Green Project as “A – Well planned and needed by municipality”; and
3. Confirm a budget allocation of \$125,755 (ex GST) towards the Munglinup Synthetic Bowling Green Project in 2021/22.

**Voting Requirements: Simple Majority**

**Carried: 6/0**

## 13.2 Local Government Ordinary Elections 2021 and the Appointment of the Western Australian Electoral Commission

<b>File Reference:</b>	<b>GV.EL.3</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Manager Governance &amp; Compliance</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>8 March 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Correspondence from the Western Australian Electoral Commission (Attachment Green)</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary:**

The Shire is in receipt of correspondence from the Western Australian Electoral Commissioner requesting a Council decision on the method by which it will conduct the 2021 Shire of Ravensthorpe Local Government Election. If the Council wishes to conduct the election as a postal ballot, and use the services of the Commission it will need to formally resolve to do so in accordance with Sections 4.20(4) and 4.61(2) of the *Local Government Act 1995*.

### **Background:**

On the 4<sup>th</sup> January 2021 the Shire received correspondence from the Western Australian Electoral Commissioner enquiring if the Shire wished for the Commission to conduct the 2021 election on its behalf as well as confirming the method of election (In Person or Postal Voting). A copy of the letter is provided in Attachment Green.

Three Councillor positions have a term expiring on 16 October 2021, subsequent to the election, and the formation of the new Council, there will be the elections held separately on the appointment of a Shire President and Deputy Shire President.

### **Comment:**

The use of the Commission to provide a postal ballot is the most commonly used option for local governments, and is the method used by the Shire for numerous years. At the 2019 Ordinary Elections the voter turnout was 53.19% well in excess of the State-wide average participation rate of 29.1%.

### **Consultation:**

Elected Members.  
Executive Team.

### **Statutory Environment:**

The *Local Government Act 1995* stipulates that Council must seek the written agreement of the Western Australian Electoral Commission prior to conducting the Ordinary Elections, and the condition placed on this agreement is that the Elections are conducted by the postal voting method.

### **Policy Implications:**

There are no Policy Implications to this report.

### **Financial Implications:**

The notional budget allocation for the 2021/2022 budget as indicated by the WA Electoral Commission is \$15,230 (inc GST), and includes the \$230 option of Australia Post Priority Service.

**Strategic Implications:**

There are no Strategic Implications.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** The use of a postal ballot is proven to provide for a substantially larger participation level in elections than in-person, and therefore provides for a greater involvement by the community in the affairs of local government.

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Voting Requirements:**

Absolute Majority.

**Moved: Cr Mudie**

**Seconded: Cr Goldfinch**

**Res: 16/21**

**Decision:**

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

- 1. Declares that, pursuant to Section 4.20(4) of the *Local Government Act (1995)* the Electoral Commissioner will be responsible for the conduct of the Shire of Ravensthorpe's 2021 Ordinary Election together with any other elections or polls which may be required;**
- 2. Resolves, in accordance with Section 4.61(2) of the *Local Government Act 1995* that the method of conducting the Shire's 2021 Ordinary Election will be as a postal election; and**
- 3. Endorse the allocation of funds in the 2021/22 annual budget to undertake the Shire of Ravensthorpe's 2021 Ordinary Postal Election.**

**Voting Requirements: Simple Majority**

**Carried: 6/0**

Unconfirmed

### 13.3 Lease Renewal – Bureau of Meteorology – Hopetoun Automatic Weather Station

**File Reference:** CP.LO.1  
**Location:** Part Reserve 41371 – Hopetoun and Ravensthorpe Road, Ravensthorpe  
**Applicant:** Bureau of Meteorology (Commonwealth of Australia)  
**Author:** Manager Governance and Compliance  
**Authorising Officer:** Chief Executive Officer  
**Date:** 8 March 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Proposed Lease (Attachment Black)  
**Previous Reference:** N/A

**Summary:**

This report recommends Council consider authorising the Chief Executive Officer to be granted Delegated Authority to review, negotiate and enter into a renewal of lease with the Bureau of Meteorology for a portion of land adjacent to the Hopetoun Golf Course and situated on Crown Reserve 41371, Hopetoun Lot 630 issued under Management Order to the Shire of Ravensthorpe for the purpose of Recreation – Golf Course and Meteorological Station.

**Background:**

The initial lease that commenced on 22 August 1997 for a twenty one (21) year period, this lease expired 21 August 2018 and has been operating on a monthly periodic lease thereafter.

On the 16 February 2021 the Bureau of Meteorology confirmed their requirements to establish a longer term agreement with the Shire of Ravensthorpe.

A full copy of the proposed lease is provided in Attachment Black. A summary of the lease is outlined below and do not vary in scope or intent from the terms of the previous lease.

<b>Item</b> 1	<b>Lessor (Landlord):</b> Name: Address:	Shire of Ravensthorpe of P.O. Box 43, Ravensthorpe WA 6346
2	<b>Lessee<sup>1</sup> (Tenant):</b> Name: Address:	Commonwealth of Australia through Bureau of Meteorology of GPO Box 1289, Melbourne, Vic 3001
3	<b>Land:</b>	Crown Reserve 41371, Hopetoun Lot 630 issued under Management Order to the Shire of Ravensthorpe for the purpose of Recreation – Golf Course and Meteorological Station.
4	<b>Commencement Date:</b>	1 April 2021
5	<b>Termination Date</b>	31 March 2031
6	<b>Term:</b>	10 years
7	<b>Option/s:</b>	1 x 5 years + 1 x 5 years
8	<b>Lease Fee:</b>	\$1.00 per annum (+ GST)
9	<b>Lease Reviews:</b>	CPI

<sup>1</sup> Amended from Agenda to Lessee

10	<b>Amount of Public Risk Insurance:</b>	\$10,000,000
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**Comment:**

The Chief Executive Officer has commenced a process of reviewing and addressing all historically outstanding leases and licences as part of the Shire of Ravensthorpe legal portfolio. The formalisation of this lease arrangement is an important outcome for this process.

**Consultation:**

Elected Members.  
Executive Team.  
Bureau of Meteorology.

**Statutory Environment:**

Regulation 30 of the Local Government (Functions and General) Regulations 1996 states;

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act if the land is disposed of to a body, whether incorporated or not —
  - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
  - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions.

**Policy Implications:**

Council Policy “G7 - Common Seal and Document Signing Authority” outlines the authority to undertake land transaction processes by affixing the Common Seal.

**Financial Implications:**

There are no ongoing costs related to this agreement.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** There are numerous environmental benefits of having a localised Automatic Weather Station within the Hopetoun town site.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known social considerations.

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Goldfinch**

**Seconded: Cr Belli**

**Res: 1921**

**Decision:**

**That Council;**

1. **Grants Delegated Authority to the Chief Executive Officer to review, negotiate and enter into a lease with the Commonwealth Government (Bureau of Meteorology) for a portion of land located on Crown Reserve 41371, Hopetoun Lot 630 issued under Management Order for the purpose of ‘Golf Course and Meteorological Station’; and**
2. **Authorises the President and Chief Executive Officer to affix the Common Seal to the lease with the Commonwealth Government (Bureau of Meteorology) for a portion of land, being Crown Reserve 41371, Hopetoun Lot 630, subject to the Western Australian Minister for Lands consent.**

**Voting Requirements: Absolute Majority**

**Carried: 6/0**



### 13.4 2020 Compliance Audit Report

<b>File Reference:</b>	<b>GR AU.1</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Manager Governance and Compliance</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 March 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Compliance Audit Return 2021 (Attachment Pink)</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **Summary:**

This report seeks Audit Committee endorsement that recommends the adoption of the Local Government Compliance Audit Return for the period 1 January 2020 to 31 December 2020.

#### **Background:**

Section 7.13(i) of the *Local Government Act 1995* requires that each local government completes a Compliance Audit Return for each calendar year for the period 1 January to 31 December.

The document is provided by the Department of Local Government, Sport and Cultural Industries (DLGSCI) in a prescribed manner and is designed to be a tool of self-assessment by local governments allowing identification of areas where compliance has been met or is not applicable for that particular year. It also provides guidance for improvement in instances of non-compliance.

The Compliance Audit Return for 2019 includes 104 compliance questions (95 last year), which requires Yes or No answers, however where an item has not occurred during the calendar year a response of not applicable (N/A) is provided. The areas of compliance this year have focused on commercial enterprises by local governments, delegation of powers, disclosures of interest, disposal of property, elections, finance, integrated planning and reporting, employees, official conduct optional questions and tenders for providing goods and services.

The 2020 return has been completed in good faith to the best of available records and the knowledge of senior officers.

After the Compliance Audit return has been presented to Council, a certified copy of the return, signed by President and Chief Executive Officer, along with the relevant section of the minutes and any additional information detailing the contents of the return are to be submitted to the DLGSCI by 31 March of each year.

#### **Consultation:**

Executive Management Team.

#### **Statutory Environment:**

Section 7.13 *Local Government Act 1995*

Regulations 14 & 15 *Local Government (Audit) Regulations 1996*.

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Leighton**

**Res: 20/21**

**Decision:**

**That Council;**

1. Adopt the Compliance Audit Return 2020 for the period 1 January 2020 to 31 December 2020.
2. Request the Chief Executive Officer to forward the Compliance Audit Return 2020 to the Department of Local Government, Sport and Cultural Industries once certified by the Shire President and Chief Executive Officer.

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

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

### **14.1 Monthly Financial Report – 28 February 2021**

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

#### **Summary:**

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

#### **Background:**

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

#### **Comment:**

The February 2021 Monthly Financial Reports are presented for review.

#### **Consultation:**

Chief Executive Officer.

#### **Statutory Environment:**

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

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

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

#### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

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

#### **Sustainability Implications:**

- **Environmental:** 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 February flow from it. An effect February be positive, negative or a deviation from the expected and February 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 Belli**

**Res: 21/21**

**Decision:**

**That Council receive the 28 February 2021 Monthly Financial Reports as presented.**

**Voting Requirements: Simple Majority**

**Carried: 6/0**

## 14.2 Schedule of Account Payments – February 2021

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Acting Senior Finance Officer  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 03 March 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 28 February 2021  
 Credit Card Transactions to 01 February 2021  
 Creditors List of Accounts Paid February 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 01/02/2021 to 28/02/2021.

#### 2020/2021

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	32,246	1,089,988	72,966	5,765	0	1,200,963	256,870
Aug	24,281	361,337	159,976	7,275	0	553,410	247,790
Sep	9,832	467,211	92,158	6,744	0	575,945	275,691
Oct	16,876	501,519	57,600	9,242	0	585,238	320,530
Nov	16,962	392,384	52,143	14,580	0	476,069	282,980
Dec	23,113	653,814	48,957	9,277	0	735,161	406,756
Jan	22,049	734,100	49,423	14,350	0	819,922	286,767
Feb	20,017	549,348	153,414	14,941	0	737,720	305,573
Mar							
Apr							
May							
Jun							
<b>Total</b>	<b>165,916</b>	<b>4,749,702</b>	<b>686,636</b>	<b>82,175</b>	<b>0</b>	<b>5,684,429</b>	<b>2,382,958</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

### Comment:

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

### Consultation:

Director Corporate and Community Services.

### Statutory Environment:

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 22/21**

**Decision:**

**That Council endorse:**

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

**Voting Requirements: Simple Majority**

**Carried: 6/0**

Unconfirmed

### 14.3 2019-2020 Annual Financial Report and General Meeting of Electors

<b>File Reference:</b>	<b>FM.AU.1</b>
<b>Location:</b>	<b>Nil</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Director Corporate and Community Services</b>
<b>Authorising Officer</b>	<b>Chief Financial Officer</b>
<b>Date:</b>	<b>10 March 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Attachment A – Annual Financial Statements 30 June 2020</b> <b>Attachment B – OAG Audit Opinion 30 June 2020</b> <b>Attachment C – Final Management Letter 30 June 2020</b> <b>(Attachment White)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

In accordance with section 7.12A(3) of the *Local Government Act 1995*, Council is required to examine the Auditors report for the year ending 30 June 2020 and is to determine if any matters raised by the Auditors require action to be taken.

A copy of the Auditors Report and the Annual Financial Report for the year ending 30 June 2020 is presented for adoption.

Council is required to set a date for the Annual General Meeting of Electors within 56 days of adopting the annual financial statements.

#### **Background:**

This is the third year where the audit process has involved the Office of the Auditor General (OAG), in conjunction with Lincolns, and given that the previous audit sign off was 11 December 2019, we were looking forward to another December sign off to allow the timely arrangement of the annual electors meeting.

State Legislation passed in November 2020 had a retrospective effect on financial statement results for June 2020, therefore audit finalisations were held up causing a back log for the OAG. Unfortunately Ravensthorpe was in a group of Councils that had to wait for sign off in the following year, hence March 2021.

#### **Comment:**

The OAG, in conjunction with contracted auditors, Lincolns, have completed the annual audit for the year ending 30 June 2020.

They refer to the audit plan where they identified areas for potential for increased audit risk and their planned responses in the audit.

The following presents their audit findings in these areas of risk and the audit outcomes.

#### Grant Funding and Other Revenue

- Significant grant revenue was agreed to third party documentation.
- Audit included additional analysis of new revenue allocation following implementation of AASB 15 Revenue from Contracts with Customers and AASB 1058 Income for Not For Profit Entities. This also impacted on the recognition and disclosure of Contracts with Customers liabilities on first time recognition.
- Risk of fraud in the revenue cycle was also considered including testing of key controls and analytical review Audit procedures undertaken rebutted the risk of fraud to an acceptable level.
- We also reviewed related party transactions. The financial statements adequately disclose related party transactions for Councillors and Key Management Personnel.



### Rates

- Audit work included the following:
- Rateable values agreed to the Valuer General rates.
- We checked control procedures for the transfer of rates from Valuer General to Internal Software system.
- Testing of rates notices was undertaken both on a sample basis and analytically.
- Results supported the rate revenue and financial statement disclosures.

### Expenses

Our audit of expenses included testing of key financial controls over the recognition of expenses, vouching significant expenses and analytical reviews.

Expenditure as disclosed in the financial statements is materially correct.

### Payroll/Provisions

Audit sampling tested pay-run to the following:

- Employee awards
- Employee contracts
- Check calculation of superannuation and tax
- Check authority to deduct salary sacrifice
- Check the control procedures in payroll department in line with internal policies
- Our audit of provisions included reviewing the reasonableness of assumptions used to calculate annual leave and long service leave
- Analytical review

Results of audit procedures indicate employee costs are materially correct and disclosed correctly in the financial statements.

### Management's monitoring of the control environment

We reviewed council minutes for the following:

- Process for reviewing internal control procedures including evidence of periodic review of policy manual
- Management's implementation and monitoring of new control procedures
- Management's implementation and monitoring for amending current control procedures

We are satisfied that management is applying effective controls and that Council are aware of the control environment.

### Management Override of Controls

Audit processes were undertaken to:

- Sample test and judgementally review general journals
- Understand and test the adequacy and effectiveness of division of duties
- Controls testing
- Substantive procedures

Sufficient audit evidence was obtained to support the view that controls are operating effectively.

### Fixed Assets

- Council did not undertake any revaluation process in the 2020 financial year
- Financial statements and disclosures were amended in accordance with revised financial Management Regulation 17A and AASB 16 Leases. This primarily involved;
- The reversal of any previously vested land against Asset Revaluation Reserve
- Amending Property Plant and Equipment carrying value to a cost basis
- Adding disclosure notes regarding right of Use assets

### COVID 19 Impact

We have reviewed Councils assessment of the possible financial impact of Covid-19. The overall impact was assessed as not having a material effect on the financial statements.

Specifically we considered;

- Revenue and expenditure impact
- Asset carrying values
- Receivables

#### Significant Adverse Trends

Following Office of the Auditor General guidelines, the following significant adverse trends occurred and will be reported within the audit report;

- The Operating Surplus Ratio has been below the DLGSCI standard for the past 3 years

It is recognised that the Operating Surplus Ratio is significantly impacted by the non-recognition of capital grants as Shire revenue together with the recent significant increase in depreciation expense as a result of the recognition of infrastructure asset valuations in 2019.

In accordance with the Local government Act, the general meeting of electors is to be held on a day no later than 56 days after Council has adopted the Annual Financial Report, therefore Council is required to hold the annual meeting of electors no later than Tuesday 11 May 2020.

The Audit Committee, which comprises all of Council, is to meet with the auditor during each financial year with such meetings able to be held via teleconference. The Chief Executive Officer arranged an audit exit interview for the audit committee with OAG and Lincolns on the 09 March 2020 via teleconference to discuss the 2019/20 audit findings.

*The Audit Committee recommend to Council that;*

- (1) The 2019/2020 Annual Financial Statements and auditors report for the year ended 30 June 2020 be accepted.*
- (2) The annual report be provided to the Community, 2 weeks' prior to the Annual General Meeting of Electors.*
- (3) Council set the 2019/2020 Annual General Meeting of Electors within 56 days of the acceptance of the 2019/20 annual financial statements, in April 2021.*

#### **Consultation:**

All Councillors  
Executive Team  
Lincolns  
Office of the Auditor General

#### **Statutory Environment:**

*Local Government Act 1995 – Part 6 Financial Management; and Local Government (Financial Management) Regulations 1996*

- Defines the processes and procedures that apply to the recording and reporting of financial matters.

*Local Government Act 1995 – Part 7 Audit; and Local Government (Audit) Regulations 1996*

- Defines the audit of the financial accounts of local governments, including the conduct of audits.

-

*Local Government Act 1995*

7.12A. Duties of local government with respect to audits

- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
  - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those matters.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Leighton**

**Seconded: Cr Major**

**Res: 23/21**

**Decision:**

**That Council endorse;**

- 1. The 2019/2020 Annual Financial Report for the year ended 30 June 2020, including the auditor's report be accepted.**
- 2. The annual report be provided to the Community, 2 weeks' prior to the Annual General Meeting of Electors.**
- 3. Setting the 2019/2020 Annual General Meeting of Electors be held on Tuesday 4 May 2021 in the Ravensthorpe Recreation Centre at 6:00 pm.**

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

Unconfirmed

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

### **15.1 Planning Application P20-38 – Proposed Single Dwelling, Outbuilding (Shed), Retaining Walls and Associated Works at Lot 140 (125) Reynolds Street, Hopetoun**

**File Reference:** P20-38  
**Location:** Lot 140 (125) Reynolds Street, Hopetoun  
**Applicant:** G R & L M Hay  
**Author:** Shire of Ravensthorpe Planning Consultant  
**Authorising Officer:** Director Technical Services  
**Date:** 8 March 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Attachment A – Plans (Attachment Orange)  
**Previous Reference:** Nil

#### **Summary:**

For Council to consider Development Application P20-38 for a Single Dwelling, Outbuilding (Shed), Retaining Walls and associated works at Lot 140 (125) Reynolds Street, Hopetoun.

#### **Background:**

Shire of Ravensthorpe received Development Application P20-38 for an Outbuilding (Shed) at Lot 140 (125) Reynolds Street, Hopetoun on 3 November 2020. Upon notifying the applicants that the Shire is unable to accept applications for Outbuildings on vacant residential zoned properties without a Dwelling being part of the same application, already approved or already constructed Shire officers were further advised that house plans were being drawn up and would be submitted as well.

The house plans were received on 21 January 2021.

Due to a number of variations to the provisions of the *Residential Design Codes* and Local Planning Policy: Outbuildings (namely to overlooking criteria and maximum site area for Outbuildings), the application was referred to adjoining landowners between 21 January 2021 and 5 February 2021 with no comments or objections being received.

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

#### **Comment:**

##### **Background:**

Lot 140 (125) Reynolds Street, Hopetoun is zoned Residential R10/20 with a lot size of 1012 square metres. The property was developed as a single dwelling, but this dwelling was demolished.

##### **Assessment:**

The only variations to the *Residential Design Codes* are in regards to the overlooking and privacy criteria.

A 6 metre cone of vision setback applies for major openings to habitable rooms where the floor level is more than 0.5 metres above natural ground level. In this instance a setback of 5.077 metres is proposed to the north-eastern neighbour.

A 7.5 metre cone of vision setback applies for outdoor unenclosed active habitable areas, such as decks, verandahs, etc, where the floor level is more than 0.5 metres above natural ground level. In this instance a setback of 5.077 metres is proposed to the north-eastern neighbour and a 1.5 metre setback is proposed to the south-western neighbour.

More significantly the proposal calls for an Outbuilding (Shed) with dimensions 9 by 12 metres for a total size of 108 square metres, a wall height of 2.8 metres and a ridge height of 3.59 metres located 3 metres from the side boundary and 4.8 from the and rear boundaries.

A variation is proposed to the maximum site area for Outbuildings with 60 square metres being the permitted maximum, and 108 metres being proposed.

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

1. The visibility of the proposed outbuilding(s) as viewed from a street, public space or neighbouring property;
2. The need for removal of any native vegetation or major trees;
3. Comments from affected neighbours/landowners;
4. Preservation of useable on site open space areas;
5. The ability for the outbuilding(s) to be screened by existing or proposed landscaping;
6. Whether support for the application will set an undesirable precedent for similar sized surrounding lots;
7. The impact of the development on streetscape and the character of the area;
8. The objectives of the zone;
9. All relevant general matters as set out in Clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2); and
10. Any other matter considered relevant by the Council.

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

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

It is noted that if the Single House was proposed separately from the Outbuilding, the Single House could have been determined under delegated authority. However as the Single House and Outbuilding are part of the one application, that the variations to Local Planning Policy: Outbuildings requires the entire application to be put before Council.

As the proposal is for a significant variation to the provisions of Local Planning Policy: Outbuilding. Impact on adjoining properties will be mitigated by the low height of the Outbuilding, as well as the extended setbacks to the boundaries with adjoining properties. The size of the Outbuilding is out of character with other properties in the locality, however it is acknowledged that there is a demand for larger Outbuildings.

It is the position of Planning Officers that the proposal should be approved subject to conditions.

**Response to Applicants Justification:**

The applicant has not provided any justification for the large size of the Outbuilding.

**Consultation:**

The application was referred to adjoining landowners between 21 January 2021 and 5 February 2021 with no comments or objections being received.

**Statutory Environment:**

Local Planning Scheme No. 6.

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

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

**Policy Implications:**

Nil.

**Financial Implications:**

Application fees totalling \$855.94 were received as part of this application.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Major**

**Seconded: Cr Leighton**

**Res: 24/21**

**Decision:**

**That Development Application P20-38 for a Single Dwelling, Outbuilding (Shed), Retaining Walls and associated works at Lot 140 (125) Reynolds Street, Hopetoun be approved subject to the following conditions:**

1. Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application.
2. The land and buildings the subject of this approval shall be used for the purposes of a Dwelling only and for no other purpose unless otherwise approved in accordance with the provisions of Local Planning Scheme No. 6 (refer below definition as extracted from the Residential Design Codes).
  - Dwelling – A building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.
3. During construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).
4. The approved outbuilding(s) shall be used for purposes incidental and ancillary to the enjoyment of the dwelling on the land only, and shall not be used for human habitation, commercial or industrial uses without the express written permission of the Shire of Ravensthorpe.
5. All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Ravensthorpe.
6. Vehicle parking, manoeuvring and circulation areas shall be suitably constructed, sealed (two coat, asphalt, concrete or brick pavers), drained and thereafter maintained.
7. A minimum of two (2) car parking bays are to be provided on-site in accordance with the requirements of Australian Standard AS2890.1:2004 Parking Facilities – Off-street Car Parking.
8. The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Ravensthorpe.



9. The approved development must be connected to a reticulated water supply provided by a licensed water provider.
10. Before the approved development is occupied, the property must be connected to the reticulated sewerage system or effluent disposal system to the satisfaction of the Shire of Ravensthorpe (Health Services).
11. The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.
12. The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.
13. All fencing shall be in accordance with Shire of Ravensthorpe Local Planning Policy: Fencing.
14. The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.
15. Earthworks are to be in accordance with AS 3798 Guidelines on earthworks for commercial and residential developments.
16. All retaining walls, earthworks and/or associated drainage shall be undertaken in accordance plans and specifications certified by a qualified Engineer as being consistent with standard engineering practices, as approved by the Shire of Ravensthorpe (Building Services/Asset Management Division).

And the following advice notes:

1. THIS IS NOT A BUILDING PERMIT. An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe prior to any works commencing on-site.
2. The development is to comply with the *Building Code of Australia, Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.
3. It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.
4. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Ravensthorpe will take no responsibility for incorrectly located buildings.
5. The Shire of Ravensthorpe strongly recommends that the vehicle parking, manoeuvring and circulation areas be suitably constructed, sealed (asphalt, concrete or brickpavers), drained and thereafter maintained to facilitate access to the property and Outbuilding (Shed).
6. The Department of Water and Environment Regulation has prepared dust control guidelines for development sites, which outline the procedures for the preparation of dust management plans. Further information on the guidelines can be obtained from the Department of Water and Environment and Regulation's website [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au) under air quality publications.

**7. The approved development is required to comply with the following legislation (as amended from time to time):**

- ***Health (Miscellaneous Provisions) Act 1911.***
- ***Sewerage (Lighting, Ventilation & Construction) Regulations 1971.***
- ***Health Act (Laundries and Bathrooms) Regulations 1971.***

**Voting Requirements: Simple Majority**

**Carried: 5/1**

Unconfirmed

## 15.2 Planning Application for an Oversized Outbuilding (Shed) at Lot 243 (18) Boronia Street, Hopetoun.

**File Reference:** P20-40  
**Location:** Lot 243 (18) Boronia Street, Hopetoun  
**Applicant:** P S & L T Bower  
**Author:** Shire of Ravensthorpe Planning Consultant  
**Authorising Officer:** Director Technical Services  
**Date:** 8 March 2021  
**Disclosure of Interest:** Nil  
**Attachments:** Attachment A – Plans (Attachment Brown)  
**Previous Reference:** Nil

### **Summary:**

For Council to consider Development Application P20-40 for an oversized Outbuilding (Shed) at Lot 243 (18) Boronia Street, Hopetoun.

### **Background:**

Shire of Ravensthorpe received Development Application P20-40 for an Outbuilding (Shed) at Lot 243 (18) Boronia Street, Hopetoun on 26 November 2020.

The application was advertised to adjoining landowners between 28 November 2020 and 11 December 2020 with no comments or objections being received.

Due to the size of the proposed Outbuilding, the application is referred to Council for determination in accordance with provisions of Local Planning Policy: Outbuildings.

### **Comment:**

#### Background:

Lot 243 (18) Boronia Street, Hopetoun is zoned Rural Residential with a lot size of 11501 square metres. The property is currently developed with a Single House.

#### Assessment:

The proposal calls for an Outbuilding of 224 square metres in size, with a wall height of 4.2 metres and a ridge height of 5.56 metres. The proposal exceeds the maximum site area for Outbuildings in the Rural Residential of 200 square metres for properties of less than 2 hectares in size as well as the maximum ridge height of 4.5 metres.

Due to these variations, the application was advertised to adjoining landowners between 28 November 2020 and 11 December 2020 with no comments or objections being received.

Given the lack of objections, and the relatively minor nature of the variation proposed (24 square metres, and 6cm in height), the recommendation of the planning officers is to approve the proposal.

#### Response to Applicants Justification:

No justification has been provided by the applicant.

### **Consultation:**

The application was publicly advertised between 28 November 2020 and 11 December 2020 with no comments or objections being received.

**Statutory Environment:**

Local Planning Scheme No. 6.

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

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

**Policy Implications:**

Nil.

**Financial Implications:**

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

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

Consequence 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 Leighton**

**Seconded: Cr Mudie**

**Res: 25/21**

**Decision:**

**That Development Application P20-40 for an oversized Outbuilding (Shed) at Lot 243 (18) Boronia Street, Hopetoun be approved subject to the following conditions:**

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

**And the following advice notes:**

1. **THIS IS NOT A BUILDING PERMIT.** An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe prior to any works commencing on-site.
2. The development is to comply with the *Building Code of Australia, Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.
3. It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.
4. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Ravensthorpe will take no responsibility for incorrectly located buildings.
5. A separate planning approval from the Shire of Ravensthorpe is required for the keeping of stock and/or animals on the property.
6. A licence from the Department of Water and Environmental Regulation (DWER) may be required to install a water bore on-site. Consultation should occur with the DWER for further information in this regard.

**Voting Requirements: Simple Majority**

**Carried: 6/0**

Unconfirmed

### 15.3 Planning Application for a Single Dwelling, Retaining Wall and Associated Works at Lot 73 (29) Templetonia Drive, Hopetoun

<b>File Reference:</b>	<b>P21-02</b>
<b>Location:</b>	<b>Lot 73 (29) Templetonia Drive, Hopetoun</b>
<b>Applicant:</b>	<b>Passivhaus Perth on behalf of I &amp; K Raszyk</b>
<b>Author:</b>	<b>Shire of Ravensthorpe Planning Consultant</b>
<b>Authorising Officer</b>	<b>Director Technical Services</b>
<b>Date:</b>	<b>8 March 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Attachment A – Plans Attachment B – Objection Attachment C – Further Objection Attachment D – Support Letter (Attachment Blue)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

For Council to consider Development Application P21-02 for a Single Dwelling, Retaining Walls and associated works at Lot 73 (29) Templetonia Drive, Hopetoun.

#### **Background:**

Shire of Ravensthorpe received Development Application P21-02 for a Single Dwelling, Retaining Walls and associated works at Lot 73 (29) Templetonia Drive, Hopetoun on 20 January 2021.

The application was subsequently advertised to the adjoining landowners for 21 days between 20 January 2021 and 11 February 2021 for variations to the side setback and overlooking criteria of the *Residential Design Codes*. A single objection was received as a result.

The text of the objection (with identifying details removed) was subsequently provided to the applicant, who responded with amended plans.

Upon reviewing the amended plans, the objector indicated that they wished to maintain their objection to the proposal and subsequently the application has been referred to Council for determination.

#### **Comment:**

##### Background:

Lot 73 (29) Templetonia Drive, Hopetoun is zoned Residential R10/20 with a lot size of 675 square metres. The property is currently undeveloped.

##### Assessment:

The only variations to the *Residential Design Codes* are in regards to the side boundary setback, the overlooking and privacy criteria and the open space criteria.

A 1.5 metre side boundary setback applies to the proposed dwelling. A 0.7 metre (700 millimetre) setback is proposed to the south-eastern boundary, and a 0 metre (nil) setback is proposed to the north-western boundary.

A 7.5 metre cone of vision setback applies for unenclosed outdoor habitable areas, such as the proposed covered deck, where the floor level is more than 0.5 metres above natural ground level. In this instance a setback of 6.542 metres is proposed to the south-eastern neighbour, and a nil setback is proposed to the north-western neighbour.

Amended plans were provided by the applicant on 23 February 2021 which include a 1.6 metre high framed obscured glass privacy screen blocks views from the rear deck onto adjoining Lot 72 (27) Templetonia Drive, and which result in the development comply with the overlooking and privacy criteria under the *Residential Design Codes*. The side setback and associated walls were modified with the setback extended from 0.7 metres (700 millimetres) to 1.1 metres (1100 millimetres) to comply with the deemed-to-comply criteria under the *Residential Design Codes*.

A requirement for 50% of the site to be kept as open space applies in the Residential R20 zone. As the property is 675 square metres in size, this would equate to 332.5 square metres of open space. Close examination of the definitions of the *Residential Design Codes* indicates that decks, verandas and similar structures with a floor level more than 0.5 metres (500 millimetres) above natural ground level do not count towards open space characters. As such with a building footprint area of 300.057 square metres, plus a 75.2 square metre covered and elevated deck, for a total of 375.257 square metres the proposal does not comply with the open space requirements.

Given that the building is heavily focused towards the north-western side of the property, and is now compliant with the overlooking and privacy criteria and side setback requirements of the *Residential Design Codes*. It is the recommendation of Planning Officers that the proposal should be approved subject to conditions.

**Response to Applicants Justification:**

The letter of justification was submitted with the original application and has not been modified to reflect the revised plans.

There is some confusion regarding the justification as to whether some of the justification refers to the desires of the adjoining landowner, or of the owner of the property.

**Consultation:**

The application was advertised to the adjoining landowners for 21 days between 20 January 2021 and 11 February 2021 for variations to the side setback and overlooking criteria of the *Residential Design Codes*. A single objection was received as a result.

The grounds of objection are as follows:

Objection:	Planning Comments:
The overly high wall height and length presents considerable building bulk and is very imposing when viewed from our property below the proposed house.	Noted. Planning Officers acknowledge that the design of the proposed house, combined with the topography between the two properties, will cause impact on the objectors property.
The proposal reduces access to sunlight and ventilation for our property, which is located below and on the south side of the proposed house.	Noted. The original plans were likely to cause non-compliance with overshadowing requirements due to the proximity of the proposed building to the boundary and the topography between the two sites which was not indicated on the overshadowing diagrams provided. With the increased setback provided on the amended plans, the proposal will comply with the maximum 25% overshadowing for properties zoned R25 or less under the <i>Residential Design Codes</i> . Planning Officers acknowledge that there will still be some impact on solar access. Impact on ventilation is difficult to establishment largely due to a lack of information and



Objection:	Planning Comments:
	controls for access to ventilation, it is assumed there will be some impact however it is unknown to what degree.
The raised deck area does not meet the definition of open space.	Noted. The definition of open space under the <i>Residential Design Codes</i> becomes very complicated in cases like this. Under normal circumstances decks, verandahs and patios that are unenclosed on at least two sides are counted towards open space, unless they have a floor level more than 0.5 metres above natural ground level which is the case with this proposal for the rear deck only

In regards to the objector's requests for the floor and/or ground level to be dropped, this request was provided to the applicant who have declined to make such changes. Unfortunately the Shire of Ravensthorpe does not possess the ability to force such changes.

**Statutory Environment:**

Local Planning Scheme No. 6.

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

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

**Policy Implications:**

Nil.

**Financial Implications:**

Application fees totalling \$1,905.00 were received as part of this application.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

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

**Risk Implications:**

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

**Risk Matrix:**

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

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

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 26/21**

**Decision:**

**That Development Application P21-02 for a Single Dwelling, Retaining Walls and associated works at Lot 73 (29) Templetonia Drive, Hopetoun be approved subject to the following conditions:**

- 1. Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application.**
- 2. The land and buildings the subject of this approval shall be used for the purposes of a Dwelling only and for no other purpose unless otherwise approved in accordance with the provisions of Local Planning Scheme No. 6 (refer below definition as extracted from the Residential Design Codes).**
  - Dwelling – A building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.**
- 3. During construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).**
- 4. All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Ravensthorpe.**
- 5. Vehicle parking, manoeuvring and circulation areas shall be suitably constructed, sealed (two coat, asphalt, concrete or brick pavers), drained and thereafter maintained.**

6. **A minimum of two (2) car parking bays are to be provided on-site in accordance with the requirements of Australian Standard AS2890.1:2004 Parking Facilities – Off-street Car Parking.**
7. **The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Ravensthorpe.**
8. **The approved development must be connected to a reticulated water supply provided by a licensed water provider.**
9. **Before the approved development is occupied, the property must be connected to the mains sewer for the Hopetoun Townsite to the satisfaction of the Shire of Ravensthorpe (Health Services).**
10. **The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.**
11. **The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.**
12. **All fencing shall be in accordance with Shire of Ravensthorpe Local Planning Policy: Fencing.**
13. **The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.**
14. **Earthworks are to be in accordance with AS 3798 Guidelines on earthworks for commercial and residential developments.**
15. **All retaining walls, earthworks and/or associated drainage shall be undertaken in accordance plans and specifications certified by a qualified Engineer as being consistent with standard engineering practices, as approved by the Shire of Ravensthorpe (Building Services/Asset Management Division).**

**And the following advice notes:**

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

can be obtained from the Department of Water and Environment and Regulation's website [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au) under air quality publications.

6. The approved development is required to comply with the following legislation (as amended from time to time):
- *Health (Miscellaneous Provisions) Act 1911.*
  - *Sewerage (Lighting, Ventilation & Construction) Regulations 1971.*
  - *Health Act (Laundries and Bathrooms) Regulations 1971.*

Voting Requirements: Simple Majority

Carried: 6/0

Unconfirmed

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

Nil.

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

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

**17.1 Elected Members**

Nil.

**17.2 Officers**

Nil.

**18. Matters Behind Closed Doors**

**Moved: Cr Mudie**

**Seconded: Cr Goldfinch**

**Res: 27/21**

**Decision:**

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

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

**Voting Requirements: Simple Majority**

**Carried: 6/0**

Graham Steel, Mark Ridgwell and Kim Bransby left the meeting at 6.14pm and did not return to the meeting.

**18.1 Confidential - Chief Executive Officer Annual Performance Review 2021**

<b>File Reference:</b>	<b>PL.ES.172</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Chief Executive Officer</b>
<b>Author:</b>	<b>Dr Shayne Silcox - Consultant</b>
<b>Authorising Officer</b>	<b>Shire President</b>
<b>Date:</b>	<b>17 March 2021</b>
<b>Disclosure of Interest:</b>	<b>Chief Executive Officer</b>
<b>Attachments:</b>	<b>Consultant Report (Strategic Leadership Consulting) (Attachment Peach)</b>
<b>Previous Reference:</b>	<b>Nil</b>

Gavin Pollock left the meeting at 6.27pm.

Gavin Pollock returned to the meeting at 6.49pm.

**Moved: Cr Belli**

**Seconded: Cr Mudie**

**Res: 28/21**

**Decision:**

**That Council;**

- 1. Notes that Mr. Pollock’s 2020-2021 Annual Performance Review as Chief Executive Officer for the Shire of Ravensthorpe has been undertaken;**
- 2. Endorses Mr. Pollock’s overall rating of ‘Exceeds Performance Expectations’;**
- 3. Endorses Recommendations 1, 2, 4, 5, 6, 7 and 8 as set out in the Confidential Consultants Report;**
- 4. Endorses Recommendation 3 with the changing of point (G) and inclusion of point (H) as agreed with the Mr Pollock;**
- 5. Endorses Mr. Pollock’s Performance Criteria for the 2021/22 appraisal period as outlined in the confidential Consultant Report; including the agreed change to Section 4;**
- 6. As per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 18, endorses the review of the Chief Executive Officer. (by Absolute Majority);**
- 7. As per Division 3 of the Local Government (Administration) Regulations, Schedule 2 clause 19, direct the President of the Shire of Ravensthorpe to notify the CEO of the results of this performance review and Councils decision; and,**
- 8. Endorse the Chief Executive Officer engaging Strategic Leadership Consulting to undertake the CEO’s performance review in 2022.**
- 9. Schedules the next review of the Chief Executive Officer’s performance to be commenced by 17 February 2022 and completed by the March 2022 Ordinary Meeting of Council.**

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

**18.2 Confidential Item – RFT 07-2020/21 – Tender for RCP Supply, Fabrication and Delivery of Structural Timber Frame**

<b>File Reference:</b>	<b>CA.TE.1</b>
<b>Location:</b>	<b>57-65 Morgans Street, Ravensthorpe</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Project Manager</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>5 March 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Request for Tender Specifications – RFT 07-2020/21 (Attachment A) Tender Evaluation Matrix (Attachment B) (Attachment Jade)</b>
<b>Previous Reference:</b>	<b>Nil</b>

**Moved: Cr Goldfinch**

**Seconded: Cr Major**

**Res: 29/21**

**Decision:**

**That Council;**

1. **Accepts the Tender submitted by Timberbuilt Australia Pty Ltd (ABN 83 644 548 372) as the most preferred Tender to form a Contract for the Supply, fabrication and delivery of the RCP Structural Frame (RFT 07 – 2020/21) as detailed in their submission; and**
2. **By Absolute Majority decision delegates the formation and execution of the Contract of service engagement to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.**

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

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

**Moved: Cr Major**

**Seconded: Cr Leighton**

**Res: 30/21**

**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**

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

The Presiding Member declared the meeting closed at 7.16pm

**ATTACHMENT**



## G12 Civic Receptions and Ceremonial Functions

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### Policy Objective

To fulfil its civic objectives the Shire will deliver a range of civic and ceremonial functions, as well as other functions and events as the need arises.

These events and functions foster positive relationships between the community and the Shire, connect the community in celebration, recognise and celebrate individual and community achievements, and promote community spirit.

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### Policy

The Shire supports events that mark significant days of celebration or commemoration including Australia Day, WA Day, ANZAC Day and Remembrance Day.

#### 1. CIVIC RECEPTIONS

- 1.1 The Shire may host Civic Receptions to celebrate local milestone events, recognise an achievement of substantial significance or to recognise notable visitors to the District.
- 1.2 The Shire President in accordance with clause 1.1 of this policy is to determine the guest list within the Annual Budget allocation. Invitations to such events are to be extended to:
  - (a) Representatives of stakeholders and contributors relevant to the purpose of the Civic Reception;
  - (b) Honorary Freemen of the Shire;
  - (c) Sitting Councillors and partners where appropriate;
  - (d) Chief Executive Officer, Directors and partners where appropriate; and
  - (e) where determined by the Chief Executive Officer as appropriate, employees who are active in contributing to relevant strategic objectives.

#### 2. VOLUNTEER RECOGNITION EVENTS

- 2.1 The Shire hosts periodic events to recognise the valuable contribution that volunteers make in delivering service and support within our community.
- 2.2 Volunteer recognition events shall be designed within the parameters of characteristics specific to the volunteering group and appropriate budget allocations.

#### 3. CITIZENSHIP CEREMONIES

- 3.1 The Shire hosts Citizenship Ceremonies to fulfil the local government obligations established under the *Australian Citizenship Act 2007*.
- 3.2 The Shire will schedule to host Citizenship Ceremonies on an as required basis.
- 3.3 The official guest list is to be determined by the Shire President and the Chief Executive Officer.

3.4 Catering is to be appropriate to the timing and size of the ceremony.

#### **4. AUSTRALIA DAY CELEBRATIONS**

The Shire is committed to celebrating Australia Day each year and will do so in an inclusive and respectful manner.

#### **5. ANZAC DAY**

The Shire will support the Ravensthorpe Returned and Services Leagues (RSL) or a Community Group official identified by the Chief Executive Officer to undertake suitable arrangements for the annual community ANZAC Day Service by way of an annual \$500 donation to cover costs of coordinating catering and refreshments for this community event.

#### **6. REMEMBRANCE DAY**

The Shire recognises this national day of commemoration and supports the Ravensthorpe Returned and Services Leagues (RSL) in any Remembrance Day Ceremonies conducted.

#### **7. WA DAY**

The Shire acknowledges WA Day as a day to reflect and celebrate all things great about Western Australia people, lifestyle, culture and potential.

#### **8. MINISTERIAL VISITS**

The Shire may host visits to the District by State and Federal Government Ministers to ensure that the Shire's profile is enhanced and that appropriate focus is provided to the Shire's strategic objectives. Invitations to these functions to be authorised by the Shire President in consultation with Councillors and the Chief Executive Officer.

#### **9. SCHOOL VISITS**

9.1 The Shire may facilitate and host tours of the Ravensthorpe Administration Office by school groups or other interested parties to increase knowledge and understanding of the role of local government.

9.2 Such tours/visits should not negatively impact on the operations of the Shire.

#### **10. STAFF CHRISTMAS RECOGNITION EVENT**

10.1 The Shire will host a Staff Christmas Recognition Event to celebrate Christmas and recognise the efforts and contributions of staff throughout the preceding 12 months.

10.2 The Chief Executive Officer shall determine an appropriate format for the annual Staff Christmas Recognition Event within the annual budget allocation.

10.3 The guest list for the Staff Christmas Recognition Event is restricted to members of staff directly employed by the Shire and sitting Councillors. Immediate family members of employees and Councillors are welcome to attend this function.

## 11. FLORAL TRIBUTES

- 11.1 The Shire acknowledges that memorial ceremonies are an important part of our culture and contribute to our national identity.
- 11.2 The Shire may lay floral tributes at any memorial ceremonies at the discretion of the Shire President.
- 11.3 Floral tributes should be placed by the Shire President or the Shire President's representative at the commemoration on behalf of the Shire's community.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Appropriate Annual Budget Allocations							
<b>Legislation:</b>	Commonwealth - <i>Australian Citizenship Act 2007</i>						
<b>Industry:</b>							
<b>Organisational:</b>	Council Policy – G18 – Recognition of Volunteers Council Policy – G19 – Honorary Freeman of the Shire						
Document Management:							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Four Yearly	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					
2.							

**ATTACHMENT**

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



## GOVERNANCE

### G1 Code of Conduct for Council Members & Committee Members

#### Policy Objective

To provide a guide that identifies minimum standards of ethical and professional behaviour for Councillors.

#### Policy

The Code of Conduct provides Councillors and Committee Members in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the *Local Government Act 1995* and regulations which incorporates four fundamental aims to result in:-

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Councillors and Committee Members. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

#### Statutory Environment

The Code of Conduct observes statutory requirements of the *Local Government Act 1995* (s5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

#### Rules of Conduct

Councillors acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*.

### 1. Roles

#### 1.1 Role of Council Member

The primary role of Councillors is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Councillor's public life.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



The Role of Council Members as set out in s2.10 of the *Local Government Act 1995* follows:

*“A Councillor —*

- (a) Represents the interests of electors, ratepayers and residents of the district;*
- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government’s decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law.”*

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Councillors activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government’s finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents’ concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level; and
- having an awareness of the statutory obligations imposed on Councillors and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

### **1.2 Role of Employees**

The role of employees is determined by the functions of the Chief Executive Officer as set out in s5.41 of the *Local Government Act 1995*:

*“The Chief Executive Officer’s functions are to —*

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to s.5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the Chief Executive Officer.*

### 1.3 Role of Council

The role of the Council is in accordance with s2.7 of the *Local Government Act 1995*:

*"(1) The council —*

- (a) directs and controls the local government's affairs; and*  
*(b) is responsible for the performance of the local government's functions.*

*(2) without limiting subsection (1), the council is to —*

- (a) oversee the allocation of the local government's finances and resources; and*  
*(b) determine the local government's policies."*

## 2. Principles affecting the employment of employees by the Shire

The following principles, set out in section 5.40 of the Act, apply to the employment of the Shire's employees:

- "(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 the Shire 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."*

## 3. Relationships between Council Members and Employees

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and employees have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Councillors need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions; and
- refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### 4. Conflict and Disclosure of Interest

#### 4.1 Conflict of Interest

- (a) Councillors and Committee Members will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Councillors and Committee Members will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (c) Councillors and Committee Members who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

#### 4.2 Financial Interest

Councillors and Committee Members will adopt the principles of disclosure of financial interest as contained within the *Local Government Act 1995*.

#### 4.3 Disclosure of Interest

*Definition :*

*In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 –*

*“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- (a) A person who is Councillor or Committee Member and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest –
  - (i) in a written notice given to the Chief Executive Officer before the meeting; or
  - (ii) at the meeting immediately before the matter is discussed.
- (b) A requirement described under item (a) exclude an interest referred to in s5.60 of the *Local Government Act 1995*.
- (c) A person is excused from a requirement made under item (a) to disclose the nature of an interest if -
  - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or



# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



- (ii) the person's failure to disclose occurs 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 discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (d) If a person who is a Councillor or Committee Member makes a disclosure in a written notice given to the Chief Executive Officer before a meeting to comply with requirements of item (a), then -
  - (i) before the meeting the Chief Executive Officer is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (e) If -
  - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (c)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (d)(ii), a notice disclosing the nature 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.

## 5. Personal Benefit

### 5.1 Use of Confidential Information

Councillors and Committee Members will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

### 5.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Ravensthorpe upon its creation unless otherwise agreed by separate contract.

### 5.3 Improper or Undue Influence

Councillors and Committee Members will not take advantage of their position to improperly influence other Councillors or Committee Members in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### 5.4 Gifts

#### *Definitions :*

*In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -*

*“activity involving a local government discretion” means an activity -*

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

*“gift” has the meaning given to that term in S 5.82(4) except that it does not include -*

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

*“notifiable gift”, in relation to a person who is an employee, means -*

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

*“*

*prohibited gift”, in relation to a person who is an employee, means -*

- (a) a gift worth \$300 or more; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (a) A person who is an elected member is to refrain from accepting a prohibited gift from a person who -
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an elected member and who accepts a notifiable gift from a person who -
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the Chief Executive Officer, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include;
  - (i) the name of the person who gave the gift; and
  - (ii) the date on which the gift was accepted; and
  - (iii) a description, and the estimated value, of the gift; and
  - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



- (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
  - (i) a description; and
  - (ii) the estimated value; and
  - (iii) the date of acceptance, of each other gift accepted within the 6 month period.
- (d) The Chief Executive Officer is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in s5.74(1) of the *Local Government Act 1995*) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the Chief Executive Officer, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the Shire of Ravensthorpe.

## 6. Conduct of Councillors and Committee Members

### 6.1 Personal Behaviour

- (a) Councillors and Committee Members will:
  - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
  - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
  - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Ravensthorpe and the community;
  - (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
  - (v) always act in accordance with their obligation of fidelity to the Shire of Ravensthorpe.
- (b) Councillors will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### 6.2 Honesty and Integrity

Council Members and Committee Members will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer; and
- (c) be frank and honest in their official dealing with each other.

### 6.3 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media that relate to the Shire of Ravensthorpe, its Staff or Council and Committee Members, have the potential to be made public, whether intended or not.
- (b) Council Member comments which become public and breach the Local Government (Rules of Conduct) Regulations 2007 may constitute a breach of the *Local Government Act 1995* and may be referred for investigation.

### 6.4 Performance of Duties

Councillors and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Councillors and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

### 6.5 Compliance with Lawful Orders

- (a) Councillors and Committee Members will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up and if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Councillors and Committee Members will give effect to the lawful policies of the Shire, whether or not they agree with or approve of them.

### 6.6 Administrative and Management Practices

Councillors and Committee Members will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

# SHIRE OF RAVENSTHORPE

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### 6.7 Corporate Obligations

- (a) Standard of Dress - Councillors and Committee Members are expected to comply with neat and responsible dress standards at all times. Accordingly:
- (i) Councillors and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
  - (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individuals.
- (b) Communication and Public Relations
- (i) All aspects of communication by employees (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
  - (ii) As a representative of the community, Councillors and Committee Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Councillors and Committee Members should acknowledge that:
    - as a member of the Council or Committee there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
    - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
    - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council; and
    - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
  - (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

### 6.8 Appointments to Committees

As part of their representative role Councillors are often asked to represent the Council on external organisations. It is important that Councillors:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### 7. Dealing with Shire Property

#### 7.1 Use of Local Government Resources

Councillors and Committee Members will:

- (a) be scrupulously honest in their use of the Shire's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Shire's resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Shire's resources (including the services of Shire employees) for private purposes unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

#### 7.2 Travelling and Sustenance Expenses

Councillors and Committee Members will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Shire in accordance with Shire's policy and the provisions of the *Local Government Act 1995*.

#### 7.3 Access to Information

- (a) Employees will ensure that Councillors and Committee Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Councillors and Committee Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

### 8. Review and Acknowledgement of the Code of Conduct

The Shire of Ravensthorpe Code of Conduct is to be reviewed at least annually by the Chief Executive Officer and prior to the biennial Shire elections. It is during the review process that Councillors and Committee Members will be advised of any changes or amendments that have been made or are proposed. If any amendments are made a new acknowledgement statement will need to be signed by all Councillors acknowledging the amendments.

I, \_\_\_\_\_ have read and understood the content of this document as being the Shire of Ravensthorpe Code of Conduct for all Councillors and Committee Members to adhere and promote.

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

# SHIRE OF RAVENSTHORPE

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Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
Compliance Calendar (July) [Review of Policy]							
Compliance Calendar (Monthly) [Public Registers]							
<b>Legislation:</b>	s. 5.103(1) [Codes of Conduct] of the <i>Local Government Act 1995</i> r34B. [Codes of conduct about gifts] of the Local Government (Administration) Regulations 1996 r34C. [Codes of conduct about disclosing interests affecting impartiality] of the Local Government (Administration) Regulations 1996 Local Government (Rules of Conduct) Regulations 2007 <i>Corruption, Crime and Misconduct Act 2003</i> <i>Public Interest Disclosure Act 2003</i>						
<b>Industry:</b>	Department of Local Government: Sport and Cultural Industries Guideline No. 12 Elected Member Relationships with Developers  WA Local Government Association – Model Code of Conduct						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2021	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM 19/11/19 – Item 13.4	Amended policy to separate Council Members from Employees					
2.	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.					

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



## GOVERNANCE

### G1 Code of Conduct for Council Members, Committee Members and Candidates

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#### Policy Objective

Adoption of a Code of Conduct for Council Members, Committee Members and Candidates in compliance with the Local Government (Model Code of Conduct) Regulations 2021.

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#### Policy

#### Division 1 — Preliminary provisions

##### 1. Citation

This is the *Shire of Ravensthorpe's Code of Conduct for Council Members, Committee Members and Candidates*.

##### 2. Terms used

(1) In this code —

**Act** means the *Local Government Act 1995*;

**candidate** means a candidate for election as a council member;

**complaint** means a complaint made under clause 11(1);

**publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

#### Division 2 — General principles

##### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

##### 4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and



# SHIRE OF RAVENSTHORPE

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- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

### 5. Relationship with others

- (1) A council member, committee member or candidate should —
  - (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

### 6. Accountability

- A council member or committee member should —
- (a) base decisions on relevant and factually correct information; and
  - (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
  - (c) read all agenda papers given to them in relation to council or committee meetings; and
  - (d) be open and accountable to, and represent, the community in the district.

## Division 3 — Behaviour

### 7. Overview of Division

- This Division sets out —
- (a) requirements relating to the behaviour of council members, committee members and candidates; and
  - (b) the mechanism for dealing with alleged breaches of those requirements.

### 8. Personal integrity

- (1) A council member, committee member or candidate —
  - (a) must ensure that their use of social media and other forms of communication complies with this code; and
  - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
  - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
  - (b) must comply with all policies, procedures and resolutions of the local government.

### 9. Relationship with others

- A council member, committee member or candidate —
- (a) must not bully or harass another person in any way; and
  - (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
  - (c) must not use offensive or derogatory language when referring to another person; and
  - (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and

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- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

### 10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

### 11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

### 12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.

# SHIRE OF RAVENSTHORPE

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- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### 13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### 14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

### 15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

### Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

### 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

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## POLICY MANUAL 2020 / 2021



### 17. Misuse of local government resources

(1) In this clause —

**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

**resources of a local government** includes —

- (a) local government property; and
- (b) services provided, or paid for, by a local government.

(2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

### 18. Securing personal advantage or disadvantaging others

(1) A council member must not make improper use of their office —

- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
- (b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

### 19. Prohibition against involvement in administration

(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

### 20. Relationship with local government employees

(1) In this clause —

**local government employee** means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
- (c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

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(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

### 21. Disclosure of information

(1) In this clause —

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non-confidential document** means a document that is not a confidential document.

(2) A council member must not disclose information that the council member —

- (a) derived from a confidential document; or
- (b) acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subclause (2) does not prevent a council member from disclosing information —

- (a) at a closed meeting; or
- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

### 22. Disclosure of interests

(1) In this clause —

**interest** —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

# SHIRE OF RAVENSTHORPE

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(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

- (a) that they had an interest in the matter; or
- (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

(5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —

- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
- (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) Subclause (7) applies in relation to an interest if —

- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
- (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

### 23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

I, \_\_\_\_\_ have read and understood the content of this document as being the Shire of Ravensthorpe Code of Conduct for Council Members, Committee Members and Candidates to adhere and promote.

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

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Compliance Calendar (July) [Review of Policy] Compliance Calendar (Monthly) [Public Registers]							
<b>Legislation:</b>	Local Government (Model Code of Conduct) Regulations 2021 <i>Corruption, Crime and Misconduct Act 2003</i> <i>Public Interest Disclosure Act 2003</i>						
<b>Industry:</b>	Department of Local Government: Sport and Cultural Industries Guideline No. 12 Elected Member Relationships with Developers  WA Local Government Association – Model Code of Conduct						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2023	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM 19/11/19 – Item 13.4		Amended policy to separate Council Members from Employees				
2.	OCM 21/07/20 – Item 13.2		2020 - Comprehensive policy register review.				
3.	OCM 20/04/21 - Item XX.X		Adoption of Model Code of Conduct as a result of Local Government (Model Code of Conduct) Regulations 2021.				



## Complaint About Alleged Breach Form - Code of conduct for council members, committee members and candidates

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

- NOTE:** A complaint about an alleged breach must be made —
- (a) in writing in the form approved by the local government
  - (b) to an authorised person
  - (c) within one month after the occurrence of the alleged breach.

### Name of person who is making the complaint:

Name:

\_\_\_\_\_

Given Name(s)

\_\_\_\_\_

Family Name

### Contact details of person making the complaint:

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

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

### Name of the local government (city, town, shire) concerned:

### Name of council member, committee member, candidate alleged to have committed the breach:



**State the full details of the alleged breach. Attach any supporting evidence to your complaint form.**

**Date of alleged breach:**

\_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**SIGNED:**

**Complainant's signature:** .....

**Date of signing:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**Received by Authorised Officer**

**Authorised Officer's Name:** .....

**Authorised Officer's Signature:** .....

**Date received:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer being, Gavin Pollock, Chief Executive Officer within one month after the occurrence of the alleged breach.

By Mail:  
Gavin Pollock  
Chief Executive Officer  
PO Box 43  
Ravensthorpe, WA 6346

By Email:  
[ceo@ravensthorpe.wa.gov.au](mailto:ceo@ravensthorpe.wa.gov.au)

# ATTACHMENT



**Shire of Ravensthorpe**

**Bush Fire Advisory Committee**

**AGM MINUTES**

**Meeting held on Monday 15<sup>th</sup> March 2021 at the**

**Ravensthorpe Entertainment Centre**

**AGM MINUTES**  
**Monday 15 March 2021 at 5pm**  
**Ravensthorpe Entertainment Centre**

The Chairperson declared meeting opened at 1710hrs

**1. ATTENDANCE**

Mr Keith Rowe	Chairperson / Cocanarup BFB
Mr Rod Daw	Chief Bush Fire Control Officer
Mr Gavin Gibson	Deputy Chief Bush Fire Control Officer
Mr Bernard Fetherstonhaugh	Deputy Chief Bush Fire Control Officer
Mr Rain Duncan	West River BFB
Mr Paul Bell	Jerdacuttup BFB
Mr Gary Webster	Ravensthorpe VFRS
Mr Luke Webster	Cocanarup BFB
Mr Andy Daw	East Ravensthorpe BFB
Mr Andrew Chambers	North Ravensthorpe BFB
Cr Tom Major	SoR Councillor representative
Mr Gavin Pollock	SoR Chief Executive Officer
Mr Mark Ridgewell	SoR Manager Governance & Compliance
Mr Ashley Peczka	SoR Community Emergency Services Officer
Mr Mal Grant	SoR Bushfire Risk Planning Coordinator
Mr Derek Jones	DFES A/District Officer - Fitzgerald

**2. APOLOGIES**

Mr Brett Kershaw	West River BFB
Mr Stott Redman	Hopetoun Rural BFB
Mr Kye Chambers	North Ravensthorpe BFB
Mr Courtney Foulds	Hopetoun Rural BFB
Mr Stephen Petersen	DFES District Officer - Esperance

**3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Gary Webster**

**Seconded: Mr Rian Duncan**

**The minutes of the AGM Bushfire Advisory Committee held on Tuesday 10 March 2020 to be confirmed as a true and correct record of proceedings.**

**Carried**

**4. BUSINESS ARISING FROM MINUTES**

Nil

At 1712hrs, Chairperson Mr Keith Rowe declared all positions to be vacant and handed over the Chairperson role to Mr Gavin Pollock to be the returning officer.

**5. ELECTION OF CHAIRMAN**

Mr Rodney Daw nominated Mr Keith Rowe. 2<sup>nd</sup> by Mr Gary Webster  
Mr Keith Rowe was elected unopposed

**6. ELECTION OF DEPUTY CHAIRMAN**

Mr Rodney Daw nominated Mr Bernard Fetherstonhaugh. 2<sup>nd</sup> by Mr Keith Rowe

Mr Bernard Fetherstonhaugh was elected unopposed

**7. ELECTION OF CHIEF BUSH FIRE CONTROL OFFICER**

Mr Paul Bell nominated Mr Rod Daw. 2<sup>nd</sup> by Mr Keith Rowe

Mr Rod Daw was elected unopposed

**8. ELECTION OF DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS**

**Deputy #1**

Mr Rod Daw nominated Mr Gavin Gibson. 2<sup>nd</sup> by Mr Paul Bell

Mr Gavin Gibson was elected unopposed

**Deputy #2**

Mr Rodney Daw nominated Mr Bernard Fetherstonhaugh. 2<sup>nd</sup> by Mr Gary Webster

Mr Bernard Fetherstonhaugh was elected unopposed

**9. NOMINATION FIRE WEATHER OFFICERS**

The following were nominated as Fire Weather Officers

Mr Rodney Daw

Mr Gavin Gibson

Mr Bernard Fetherstonhaugh

Mr Andrew Chambers

Mr Peter Kuiper

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Luke Webster**

**Seconded: Cr Tom Major**

**All nominees elected as Fire Weather Officers.**

**Carried**

**10. CONFIRMATION OF ELECTED OF FIRE CONTROL OFFICERS**

Mr Ashley Peczka advises the following nomination have been received for Fire Control Officer;

- Mr Peter Nankervis - Hopetoun VFES (permit issuing officer only)

Mr Barnes Fetherstonhaugh advised Mr Andrew Bott (Munglinup BFB) does not wish to continue on as a Fire Control Officer.

Remaining Fire Control Officer as per the attached 2021/22 Fire Control Officer List

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Gary Webster**

**Seconded: Cr Tom Major**

**1) Accept nomination of Mr Peter Nankervis (Hopetoun VFES) as Fire Control Officers with restricted powers to Permit Issuing Officer for the Hopetoun & surrounding Rural Residential Properties**

**2) To endorsed all Fire Control Officers as per the attached 2021/22 list**

**Carried**



**SHIRE OF RAVENSTHORPE  
2021/22 FIRE CONTROL OFFICERS**

<b>NAME</b>	<b>POSITION</b>	<b>BRIGADE</b>	<b>RADIO CALL SIGN</b>
Rod Daw	CBFCO	Bandalup BFB	6GR / Ravey Chief
Gavin Gibson	DCBFCO	Munglinup BFB	Mungy Base / Mungy 1
Bernard Fetherstonhaugh	DCBFCO	Munglinup BFB	Nth Mungy Base / Mungy 2
Luke Webster	FCO	Cocanarup BFB	Cocanarup 1
Gary Webster	FCO/Capt.	Cocanarup BFB	Cocanarup 2
Keith Rowe	FCO	Cocanarup BFB	Cocanarup 3
Andrew Daw	FCO/Capt.	East Ravensthorpe BFB	East Ravey 1
Devon Burton	FCO	East Ravensthorpe BFB	East Ravey 2
Malcom Grant	FCO/BRPC	East Ravensthorpe BFB	East Ravey 3
Stott Redman	FCO/Capt.	Hopetoun Rural BFB	Hopetoun Rural 1
Courtney Foulds	FCO	Hopetoun Rural BFB	Hopetoun Rural 2
Andrew Venning	Permit Officer	Hopetoun Rural BFB	
Peter Nankervis	Permit Officer	Hopetoun VFES	
Paul Bell	FCO/Capt.	Jerdacuttup BFB	SE Jerdy Base / Jerdy 1
Doug Bray	FCO	Jerdacuttup BFB	Jerdy Base / Jerdy 2
James Mollet	FCO	Jerdacuttup BFB	Jerdy 3
Brad Clarke	FCO	Mt Short BFB	Mt Short 1
Peter Belli	FCO	Mt Short BFB	Mt Short 2
Richard Norrish	FCO	Mt Short BFB	Mt Short 3
Gavin Gibson	DCBFCO	Munglinup BFB	Mungy Base / Mungy 1
Bernard Fetherstonhaugh	DCBFCO	Munglinup BFB	Nth Mungy Base / Mungy 2
Ben Liddle	FCO	Munglinup BFB	Mungy 3
Andrew Chambers	FCO	North Ravey BFB	Nth Ravey 1
Reece Laycock	FCO/Capt.	North Ravey BFB	Nth Ravey 2
Kye Chambers	FCO	North Ravey BFB	Nth Ravey 3
Chad Tuckett	FCO	North Ravey BFB	Nth Ravey 4
Peter Kuiper	FCO/Capt.	West River BFB	West River 1
Brett Kershaw	FCO	West River BFB	West River 2
Mark Mudie	FCO	West River BFB	West River 3
Rian Duncan	FCO	West River BFB	West River Base / West River 4
Ash Peczka	CESO	Ravensthorpe Shire	Ravey CESM
Michaela Pritchard	Permit Officer	Ravensthorpe Shire	Shire Ranger 1
Greg Stover	Permit Officer	Ravensthorpe Shire	Shire Ranger 2

**11. NOMINATION FOR DUAL FIRE CONTROL OFFICERS TO NEIGHBOURING LOCAL GOVERNMENTS**

- **Esperance Shire**

Mr Rodney Daw nominated Mr Gavin Gibson and Mr Bernard Fetherstonhaugh. Seconded by Mr Keith Rowe.  
Positions elected unopposed.

- **Jerramungup Shire**

Mr Andrew Chambers nominated Mr Peter Kershaw and Mr Brett Kershaw. Seconded by Mr Rian Duncan.  
Positions elected unopposed.

- **Lake Grace Shire**

Mr Rodney Daw nominated Mr Andrew Chambers and Mr Chad Tuckett. Seconded by Mr Gary Webster.  
Positions elected unopposed.

At 1725hrs, Returning Officer Mr Gavin Pollock congratulated all recipients and handed the meeting to the incoming Chairperson Mr Keith Rowe.

Mr Keith Rowe also congratulated newly elected Fire Control Officers and thanked departing Mr Andrew Bott for his time and service.

**12. General Business**

Nil

**Closure of Meeting**

The Chairperson closed the meeting at 1727hrs

Next Meeting: Tuesday 15 March 2022

# ATTACHMENT





**Shire of Ravensthorpe  
Bush Fire Advisory Committee**

**MINUTES**

**Meeting held on Monday 15 March 2021  
at the Ravensthorpe Entertainment Centre**

**SHIRE OF RAVENSTHORPE  
BUSHFIRE ADVISORY COMMITTEE MEETING  
MONDAY 15 MARCH 2021  
VENUE: RAVENSTHORPE ENTERTAINMENT CENTRE**

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.**

The Chairperson declared the meeting opened at 1727hrs.

*A 1 minute silence was observed in memory of Malcom Tilbrook (North Ravensthorpe BFB), who passed 11 February 2021.*

*The committee would also like to acknowledge to passing of respected volunteers Mr John Gordon (Bandalup BFB) and Mr Wes Daw (Bandalup BFB).*

**2. ATTENDANCE**

Mr Keith Rowe	Chairperson / Cocanarup BFB
Mr Rod Daw	Chief Bush Fire Control Officer
Mr Gavin Gibson	Deputy Chief Bush Fire Control Officer
Mr Bernard Fetherstonhaugh	Deputy Chief Bush Fire Control Officer
Mr Rain Duncan	West River BFB
Mr Paul Bell	Jerdacuttup BFB
Mr Gary Webster	Ravensthorpe VFRS
Mr Luke Webster	Cocanarup BFB
Mr Andy Daw	East Ravensthorpe BFB
Mr Andrew Chambers	North Ravensthorpe BFB
Cr Tom Major	SoR Councillor representative
Mr Gavin Pollock	SoR Chief Executive Officer
Mr Mark Ridgewell	SoR Manager Governance & Compliance
Mr Ashley Peczka	SoR Community Emergency Services Officer
Mr Malcom Grant	SoR Bushfire Risk Planning Coordinator
Mr Derek Jones	DFES A/District Officer - Fitzgerald

**3. APOLOGIES**

Mr Brett Kershaw	West River BFB
Mr Stott Redman	Hopetoun Rural BFB
Mr Kye Chambers	North Ravensthorpe BFB
Mr Courtney Foulds	Hopetoun Rural BFB
Mr Stephen Petersen	DFES District Officer - Esperance

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Rod Daw**

**Seconded: Mr Andy Daw**

**The minutes of the Bushfire Advisory Committee held on Tuesday 15 September 2020 to be confirmed as a true and correct record of proceedings.**

**Carried**

**5. BUSINESS ARISING FROM MINUTES**

5.1 Shire Radio – Mr Keith Rowe asked if this has been resolved. Mr Ashley Peczka advised the Shire has obtained 7 Mid Band radios, currently being serviced by Esperance Comms and waiting for a quote to be provided for radios to be installed.

- 5.2 Campfires Masons & Starvation Bay – Mr Keith Rowe based on previous meeting conversation was there any further thoughts. Mr Gavin Pollock advised there will be crews working at Mason soon, Gavin has visited Mason’s and seen fire pits under the Melaleuca’s, resemblance of campfires without a concrete ring and concrete rings being moved with hot embers remaining. Mr Andy Daw questioned if there was a motion to council to have fire pits pinned to the ground, a general conversation on topic was undertaken by the committee. The Shire to pin concrete rings and to secure them in their designated locations.
- 5.3 Tyres trial in Esperance – Mr Barnes Fetherstonhaugh asked if there is any further news from this. Mr Derek Jones advised there were 4x aspect of the Esperance Trials; 1) Super Singles, a defiant improver on the operating of appliances. DFES now working with Dept of Transport, for additional approvals to get tyres onto many appliances as possible. 2) Central Inflation worked on standard tyres not really required for super singles. 3) Reprogramming computer chip alone had minimal benefits 4) Removal of DPF in conjunction with the remapping provided additional power to the appliance. Modifications have an approx. cost up to \$20,000. DFES will now review the feedback and produce a report to the FES Commissioner.
- 5.4 Disposal of fleet – Mr Barnes Fetherstonhaugh asked if there are any changes in being able to purchase decommissioned fleet locally rather than it going back to Perth. Mr Ashley Peczka advised DFES hands are tied until State Government review and amends their State Disposal Policy. Mr Derek Jones advised there is momentum from the Bushfire Operations Committee (BOC) for change, but is hampered by the Dept of Treasury.

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Bernard Fetherstonhaugh                      Seconded: Mr Andrew Chambers**  
**A letter to be sent and to be discussed ROAC;**

- 1) To extend life span of current fleet to be redeployed in shortfall areas, until new builds are made available.**
- 2) Option for decommissioned fleet to be tendered locally, before leaving the area.**

**Carried**

**6. CORRESPONDENCE**

- 6.1 General Circular 24/2021 – Retirement of IBFF and BFF Products
- 6.2 General Circular 36/2021 – Bush Firefighting Training Product Release V2.0
- 6.2a Bushfire Training Products V2.0 information sheet
- 6.3 Operational Circular 02/2021 – Emergency Services Radio Network Information
- 6.4 Operational Circular 13/2021 – Earthmoving Equipment Management Improvements
- 6.5 Correspondence out – Hopetoun Rural Appliance
- 6.6 Correspondence out – Fire Break Meeting Outcomes

**7. OFFICERS REPORT (Written copy to be provided at the meeting)**

**7.1 CBFCO Report**

- As tabled

## **7.2 PWS Report**

- Nil report provided
- Mr Ash Peczka mentioned the following staff movements; a Ranger has replaced Mal Grant's previous position. No news on Jack Cosgroves replacement. Paul Cory has announced he is leaving for Kangaroo Island and the Jacup ranger is also heading back to South Australia. From the Esperance office there is a new person that has commenced in Rob Block's role and Dave Turnbull's replacement is yet to be announced.

## **7.3 CESO Report**

- Assisting Mal Grant in his understanding of the MAF program
- UCL Land vest with the Shire is being identified for suitable locations for the proposed Hopetoun Rural Shed
- WA BFB Tank Recovery Grant Funding for a 150,000lt tank for North Ravensthorpe was unsuccessful due to the North Ravensthorpe not having a facility to attach the tank to. Round 2 has recently closed which allowed LG's to identify strategic locations for Water Tanks. Shire has resubmitted North Ravensthorpe proposal as well as applying to strategic 200,000lt tanks to be placed in Gravel Pits along Fitzgerald Rd, Moir Rd, Springdale Rd, Nindilbillup Rd and Melaleuca Rd.
- Changes within the DFES GS Region and Shire
- Meetings have been hold with various community members regarding the Fire Break Notice

## **7.4 DFES Report**

- The region has been experiencing a mild year. Ravensthorpe Shire has received its share of Lightning Strikes.
- Region has provided 2x deployments to assist at the Red Gully Fire and Wooroloo Fires.
- Region to soon be liaising with the various CBFCO's to review curing rates
- There is a trail of Farmer Response training in the Upper Great Southern region with positive feedback
- Working with the Shire in its effort to secure a long term replacement appliance for Hopetoun Rural, until a replacement vehicle is built.

## **8. BFAC ITEMS SUBMITTED**

### **8.1 - Fire Break Notice**

Mr Gavin Pollock advised a couple of meetings were held with various community members in regards to the current fire break notice, with the following concerns raised;

- Availability of contractors to complete works on time
- Landowner/occupiers are waiting to receive a warning letter before any works are carried out, leaving it for the last minute.
- The current warning process is very time consuming to administer.
- Landowner/occupiers still think that they had to complete their firebreak requirements once.
- Due to the seasonal conditions, Landowner/occupiers who had completed their firebreaks by the due date were still getting warning notice for non-compliance few weeks later.

The main issue from those who contacted the Shire to appeal/discuss either their warning notice or infringement was the confusion in regards to the warning process. Even though the system is in place to take into account the coastal weather system, but the process needs to be kept simple and easy to understand.

A Discussion was held by the committee and was generally agreed to remove the initial warning process and limit the reliance of landowners waiting for inspections to be complete before they carried out required works. The committee encourages the Shire to continue its hard stance with non-compliant properties.

**OFFICER & COMMITTEE DECISION**

**Moved: Mr Andy Daw**

**Seconded: Mr Andrew Chambers**

**The 2021/22 Fire Break Notice to be updated with the following;**

- 1) Properties will be required to be compliant to the Fire Break Notice by the 14 October 2021.**
- 2) Properties that are non-compliant will not be provided with warning notice and additional 14 days to comply.**
- 3) Properties that are non-compliant will be issued a \$250.00 infringement and additional 7 days to rectify, before contractors are sent in by the Shire.**

**8.2 - Round 2 MAF Treatment Schedule**

Mr Mal Grant advised the committee that the Shire was successful in being able to utilise leftover funds from round 1, rather than send it back to DFES which goes back into consolidated state revenue. Additional treatments have been identified with the view to carry out burn prep works.

**8.3 - Mitigation Burning**

Mr Mal Grant has identified priority areas for prescribed burning for hazard reduction activities to be carried out in Autumn/Spring period, as well as Furies Fortnight.

**8.4 - Fleet Servicing Schedule**

Mr Ashley Peczka presented a schedule to the Committee for Ravensthorpe Bush Fire fleet to be serviced. Trucks will be allocated a week with the service provider to allow for parts to be ordered in, but it preferred if issues/faults be raised to the provider before the truck service date. No concerns were raised from the Committee with dates or vehicle roster.

**8.5 - Training Calender**

Mr Ashley Peczka advised the committee, as per correspondence Intro to Bushfire training is no longer available. The committee previously, agreeing to update the Shire's minimum training policy for volunteers to now complete Bushfire Safety Awareness and Fire Fighting Skills.

The following courses to be held between July-October 2021;

- Bushfire Safety Awareness (1.5 days)
- Firefighting Skills (1.5-2 days)
- Ground Controller (0.5 day)
- Provide First Aid (1 day)
- Seasonal Worker (3 hour)

## 9. GENERAL BUSINESS

### 9.1 - Debrief 2020/21 Fire season:

- Mr Mal Grant noticed during the morning briefing session, especially when assistance from out of the Shire has arrived, Rod as CBFCO does not have any identifying clothing of that rank for the Shire. Mal presented to both Rod as CBFCO, Gavin and Barnes as DCBFCO each with shirts embroidered with their rank.
- Mr Keith Rowe mentioned the forward deployment of Water Bombers have been a great moved, in which needs to be continued. Mr Gavin Gibson advised PWS is now looking at utilise Kirchner's private airstrip on Melaleuca Rd, as a strategic water bomber strip between Ravensthorpe and Esperance.
- Mr Andy Daw a dedicated trailer (i.e. service trailer) fitted out with spare truck tyres on rims, to replace flat tyres on the fire ground would be handy or provide each fast fill trailer with one spare tyre and rim. Could

### 9.2 - Flame Thrower

Rod asked if there is any further progression with the Shire to purchase a flame thrower. Mr Gavin Pollock advised No, but had the following concerns to be clarified in operating a flame thrower;

- a) Is there any training involved and any liability issues?
- b) What is the cost and can it be purchased via ESL?
- c) Where will it be house?

Mr Mal Grant advised there is No nationally accredited training, DBCA does not have a training package and DFES are in the process in developing their own Operating Procedure. It is common sense training from his previous employment with DBCA, where he was responsible in showing operators driving techniques to avoid damage and injury, how to operate and what not to do before any burning operations with the flame thrower. Cost is approx \$12,000.00 from South West Fire. Mr Derek Jones mentioned there is a possibility it could be purchased via ESL as a special purchase.

Mr Barnes Fetherstonhaugh asked if it could be housed at the Shire depot? Mr Gavin Pollock advised that would defeat the purpose, if the depot is lock and you cannot gain access to grab the unit when needed. It would be better suited housed at a brigade shed.

Mr Mark Ridgewell advised the committee there is a budget item submission for Council to consider for the 2021/22 financial period.

### 9.3 - Firemapper

Mr Gavin Gibson asked Derek if Firemapper is being utilised by DFES? Mr Derek Jones advised both DFES and PWS are utilising Avenza, which has both a paid and free version available for download. Avenza provides the ability to provide a QR code for volunteers to scan and have maps uploaded straight to their phones, ipads, etc. Derek is currently writing a proposal for standardisation of mapping products across all fire agencies.

#### **9.4 - Mitigation Busy Bee**

Mr Mal Grant mentioned to the committee on Wednesday, 24 March there will be mitigation busy bee with the various sports club to assist in picking up sticks surrounding the day care centre for burning.

#### **10. MEETING CLOSED**

The Chairperson closed the meeting at 2015hrs

Next Meeting: Tuesday 14 September 2021

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*Shire of*  
**RAVENSTHORPE**  
**FIRE BREAK NOTICE**  
**2021/2022**

**FIRST AND  
FINAL NOTICE**

First and Final notice has been served to all landowner/occupiers within the Shire of Ravensthorpe, who have the legal responsibilities to prepare their properties to reduce the risk of outbreak and spread of fires.

**These are your legal requirements.**

**Please read carefully and retain for future reference.**

This notice sets out the actions that you must take to prepare your property for the fire season. As a measure for preventing the spread or extension of a bush fire which may occur, all owners and occupiers of the land within the Shire's district are required before the **Wednesday, 14 October 2021**; to clear firebreaks or to take measures in accordance with this Notice and **maintain those firebreaks and measures in accordance with this Notice up to and including Friday, 22 April 2022.**

It is the responsibility of ALL landowners/occupiers within the Shire of Ravensthorpe to read and fully understand their requirements mentioned within this Notice.

This Notice constitutes the Shire of Ravensthorpe Fire Break Notice and is issued under *Section 33(1) Bush Fires Act 1954.*

**FOR ALL FIRE & EMERGENCIES  
000**

**HARVEST BAN HOTLINE  
08 9839 0035**

**TO REGISTER FOR SMS ALERTS  
08 9839 0000**

**BUSHFIRE EMERGENCY  
UHF CHANNEL 5**



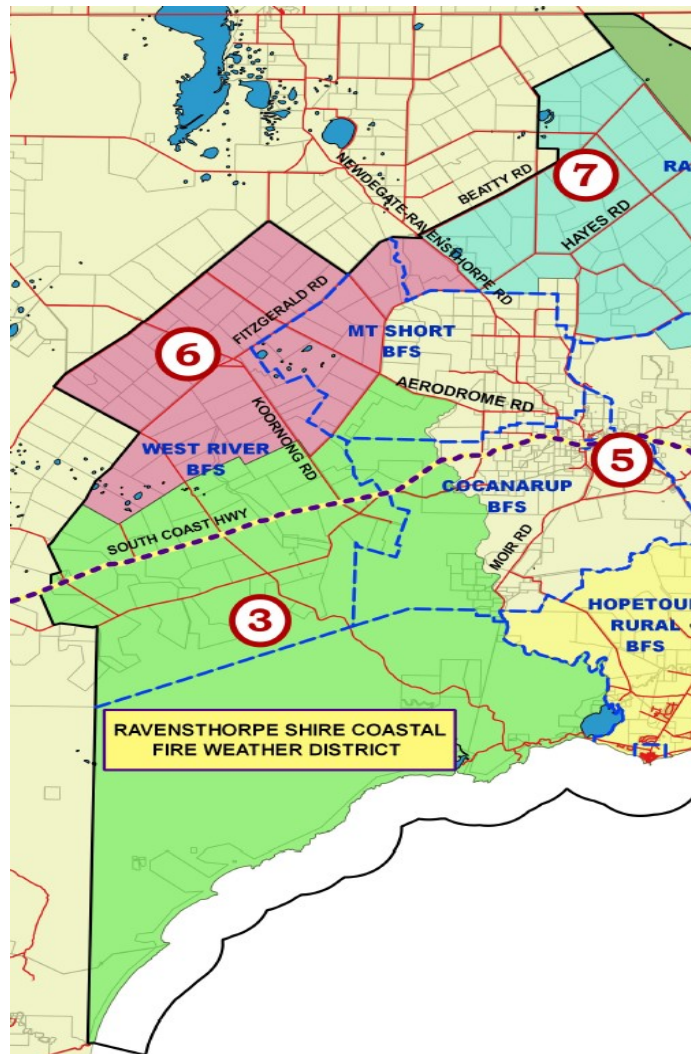


# SHIRE OF RAVENSTHORPE

## HARVEST BAN AREAS



ABC  
Local Radio



## HARVEST & VEHICLE MOVEMENT BAN / FIRE BAN INFORMATION

All Harvest & Vehicle Movement Bans and Fire Bans will be communicated via the Shire's SMS system, Harvest Ban Hotline (Ph: 08 9839 0035) or on ABC local radio 558AM / 837AM at the following times; 10:05am, 12:35pm and 2:05pm weekdays, 12:35pm and 2:05pm weekends.

If you are a farmer or a contractor and would like to receive notification by SMS of Harvest and Vehicle Movement Ban direct to your mobile phone contact the Shire Office during office hours on 08 9839 0000.



## 1. RESTRICTED & PROHIBITED BURNING TIMES

The Shire of Ravensthorpe has gazetted the following datelines for its Restricted Burning Times (RBT) & Prohibited Burning Times (PBT).

ALL AREA'S - SHIRE OF RAVENSTHORPE	
1 <sup>ST</sup> July - 31 <sup>ST</sup> October 2021	Restricted Burning Time, Permits required
1 <sup>ST</sup> November - 31 <sup>ST</sup> January	<b>PROHIBITED BURNING</b>
1 <sup>ST</sup> February - 30 <sup>TH</sup> June 2022	Restricted Burning Time, Permits required

Pending on seasonal factors, above datelines can be changed or extended as permitted under the Bush Fires Act 1954. Any changes will be published in local newsletter, public notice board, Shire's SMS service and website.

- Burning is **PROHIBITED** on the following Public Holiday dates, within the Restricted Burning Time;
  - \* Queens Birthday: 27 September 2021
  - \* Labour Day: 7 March 2022
  - \* Easter: 15 - 18 April 2022
  - \* Anzac Day: 25 April 2022
- Burning is **PROHIBITED** on Sundays, except between 1 March to 19 September every year.

## 2. OTHER IMPORTANT DATES

1 September 2021	Applications for individual Bushfire Management Plan - <b>Last Day!</b>
1 October 2021	Applications for Variation to the Fire Control Notice - <b>Last Day!</b>
13 October 2021	<b>Last Day!</b> for your property to be compliant to this notice
14-16 October 2021	<b>FIRE BREAK INSPECTION</b> Date for when properties will undergo their initial inspection for compliance to this Notice
14 October 2021 - 27 April 2022	<b>FIRE BREAK COMPLIANCE PERIOD</b> Properties must be maintained to the requirements of this Fire Break Notice.

**ARE YOU  
BUSHFIRE  
READY?**



### 3. BURNING REQUIREMENTS

Pursuant to *Section 18, Bush Fires Act 1954* all landowner/occupiers, before setting fire to bush or burning off within the Shire during the Restricted Burning period, MUST obey the following conditions:

- Obtain a Fire Permit from an endorsed Fire Control Officer for the Shire of Ravensthorpe (see contacts on back of pamphlet);
- Fire Permits are automatically deemed **invalid** on days where the Fire Danger Rating issued by the Bureau of Meteorology is forecast "Very High" or above;
- **It is the Permit Holder's responsibility to read ALL conditions outlined on the front and rear of the permit;**
- A Fire Control Officer has the authority under the Bush Fires Act to halt any activity or operation that they deem as hazardous or likely to start a fire; and
- Failure to comply with requirements of any permit to burn may incur penalties as defined in the Bush Fires Act and/or Regulations 1954.

From the **31 May - 31 August every year** Fire Permits for burning under 0.1Ha in size is not required, but landowner/occupier MUST obey the following conditions:

- Burn area must have a 3m wide **bare earth firebreak\*** surrounding it;
- Someone shall be in attendance at all times;
- Inform your neighbours, prior to lighting;
- Piles for burning can not be greater than 2 metre<sup>2</sup> in diameter and 1 metre in height;
- For rural small holdings and rural residential lots to have a fire unit carrying a minimum of 400lt present at all times; and
- For town site blocks to have a hose connected to running water that can reach the whole burn area.

*Remember your fire, your responsibility!*

### 4. CAMPING & COOKING FIRES

Pursuant to *Section 25(1a) Bushfires Act 1954*, the lighting of fires in the open air in the Shire of Ravensthorpe for the purpose of camping, and cooking is prohibited during the Prohibited Burning Time, except in the Starvation and Masons Bay Camping areas.

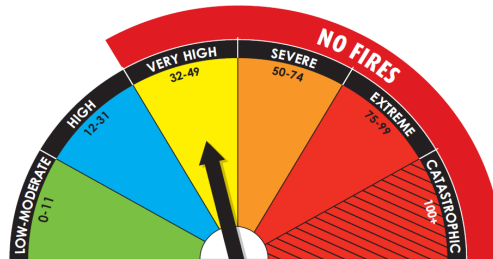
Lighting of fires in the open air in the Shire of Ravensthorpe, for the purpose of camping and cooking, is permitted during the period 30 April to 19 September, without a permit to burn.

All open fires are to be contained within a cement ring or designated fire areas, ie barbecue.

All fires must be extinguished when left unattended - Penalties apply.



## FIRE DANGER RATING INFORMATION



Fire Danger Rating	What Should I do?
<b>CATASTROPHIC</b>	<p><b>YOU NEED TO ACT NOW:</b></p> <ul style="list-style-type: none"> <li>• Put your survival first and leave bushfire risk areas night before or early in the day - this is your best option.</li> <li>• Act immediately - do not wait and see:                             <ul style="list-style-type: none"> <li>* Leave now.</li> <li>* Avoid forested areas, thick bush or long, dry grass.</li> <li>* Take shelter if you cannot leave.</li> </ul> </li> </ul>
<b>EXTREME</b>	<p><b>YOU NEED TO GET READY TO ACT:</b></p> <ul style="list-style-type: none"> <li>• Only stay with your property if you are prepared to the highest level. This means your home needs to have been constructed to bushfire protection level e.g. enclosed eaves, covers over external air conditioners, metal fly screens, tec.</li> <li>• You must be well prepared and able to actively defend your home if a fire starts. This means you have the right equipment and resources to put out fires around your home e.g. enough water supply, petrol/diesel portable pump, generator, protective clothing, etc.</li> <li>• If you are not prepared to the highest level, leaving bushfire risk areas early in the day is your safest option.</li> </ul>
<b>SEVERE</b>	
<b>VERY HIGH</b>	<p><b>YOU NEED TO BE AWARE:</b></p> <ul style="list-style-type: none"> <li>• Well prepared homes that are actively defended can provide safety. This means you have the right equipment and resources to put out fires around your home e.g. enough water supply petrol/diesel portable pump, generator, protective clothing, etc.</li> </ul>
<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Check your bushfire survival plan.</li> <li>• Monitor conditions.</li> <li>• Action may be required.</li> <li>• Leave if necessary.</li> </ul>
<b>LOW-MODERATE</b>	



## EMERGENCY ALERTS & BUSHFIRE WARNINGS



ADVICE

### **BE AWARE AND KEEP UP TO DATE:**

A fire has started nearby but there is no immediate threat to lives or homes.

Bushfire Advice Alerts are broadcasted via ABC Radio at 11am and 4pm unless situation changes.



WATCH  
AND ACT

### **THERE IS A POSSIBLE THREAT TO LIVES AND HOMES:**

A fire is approaching and conditions are changing. Put your bushfire survival plan into action! You need to leave early or get ready to defend

Bushfire Watch & Act are broadcasted via ABC Radio every two hours unless the situation changes



EMERGENCY  
WARNING

### **YOU ARE IN DANGER & NEED TO TAKE IMMEDIATE ACTION TO SURVIVE:**

The fire is out of control and moving very fast. If the way is clear leave immediately for your safer place and take your survival kit with you. If you are unable to leave, you need to get ready to take shelter in your home and actively defend it.

Bushfire Emergency Warning are broadcasted via ABC Radio every hour unless the situation changes. Emergency alerts will be sent to mobile phones and landlines within the effected area.



ALL CLEAR

### **TAKE CARE TO AVOID ANY DANGERS AND KEEP UP TO DATE:**

Remain vigilant in case the situation changes, the danger has passed and the fire is under control. Firefighters will still be patrolling and mopping up on the fire ground.



**Stay alert when a bushfire starts!  
Do not wait and see, this can be deadly.**

## 5. TOWN SITE: RESIDENTIAL, INDUSTRIAL & COMMERCIAL AREAS

(please refer to the definition section of this notice for words marked with '\*')

Applies to all land zoned within the town sites of Fitzgerald, Hopetoun, Jerdacuttup, Munglinup & Ravensthorpe, you must:

- a. Where the area of land is 3,000m<sup>2</sup> or less;
  - i. Reduce **fire fuel\*** from the whole of land such that fuel loads are maintained to a maximum of **2 tonnes per hectare\***. Isolated trees and managed shrubs may generally be retained.
- b. Where the area of land exceeds 3,000m<sup>2</sup>;
  - i. Establish and maintain an **Asset Protection Zone\*** around all habitable buildings;
  - ii. Grassed areas (dry or reticulated) to be maintained to a maximum height of 100mm; and
  - iii. A 3 metre wide **bare earth firebreak\*** shall be constructed and maintained inside ALL external boundaries where practicable. Located around fuel storage tanks, sheds, gas cylinders and within 6 metres of haystacks (see diagram 5.1). Haystacks cannot be situated on the external boundary.
- c. Where a **Bushfire Management Plan\*** which relates to the property has been adopted by Council, clear firebreaks and take measures in accordance with that **Bushfire Management Plan\*** as an alternative to the standard requirements listed in this Notice.
- d. Where the land has been cleared for the purpose of development and the land remains vacant it must be maintained in that cleared state.

**NOTE:** Where any conditions listed in Requirements 5a and 5b are physically impractical on a property, the Shire may approve a **Variation\*** in place of the standard requirement (refer to section 13 of this Notice).

**Diagram 5.1;**  
3 metre wide Bare Earth  
Fire Break.





## 6. RURAL AREAS

*(please refer to the definition section of this notice for words marked with '\*')*

Applies to all land zoned as Rural, you must:

- a. Any rural land abutting or adjacent to land zoned as Rural Residential, Urban, industrial or Commercial must have a 3 metre wide **bare earth firebreak\*** constructed and maintained inside ALL external boundaries. Breaks should also have a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access (refer to diagram 6.1); or,
- b. Any Rural Land, Rural Conservation, Rural Small Holdings less than 100Ha:
  - i. Areas of unmanaged pasture or grassland must have a 3 metre wide **bare earth firebreak\*** constructed and maintained inside ALL external boundaries. (refer to diagram 5.1);
  - ii. Breaks to provide a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access. (refer to diagram 6.1); and,
  - iii. Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, that can provide unrestricted access to emergency service vehicles (refer to Section 14: Driveways)
- c. A 3 metre wide **bare earth firebreak\*** shall be located around fuel storage tanks, sheds, gas cylinders and within 6 metres of haystacks. Haystacks cannot be situated on the external boundary.

**Diagram 6.1;**

3 metre wide Bare Earth  
Fire Break with 5 metre  
vertical clearance





## 7. RURAL RESIDENTIAL:

*(please refer to the definition section of this notice for words marked with '\*')*

Applies to all land zoned Rural Residential which includes areas known as Blue-Vista, Dunns Swamp, Krystal Park, Lakes Entrance, Seaview Estate, Steeredale Estate and Whale Bay Estate, you must:

- a. Clear either a 3 metre wide **bare earth firebreak\*** or a 3 metre wide mulched/slashed fire break immediately inside on ALL external boundaries. Breaks should also have a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access. (refer to diagram 6.1 & diagram 7.1);
- b. Parkland clearing must be carried out in all open paddocks and along the boundary of the property. Clearing means that all dead vegetation and **flammable material\*** (excluding approved crops, pasture areas and living tress/shrubs) are removed;
- c. Unmanaged pasture and grasslands must be maintained to height no greater than 100 millimetres (refer to diagram 7.2);
- d. A 3 metre wide **bare earth firebreak\*** shall be located around fuel storage tanks, sheds, gas cylinders and within 6 metres of haystacks. Haystacks cannot be situated on the external boundary;
- e. Establish and maintain a Low Fuel Zone (parkland cleared) 1 metre wide, around Power Infrastructure e.g. Metre Box, Poles and Underground Power Domes;
- f. Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, that can provide unrestricted access to emergency service vehicles; (refer to Section 14: Driveways for more details);
- g. Properties to establish & maintain a **Asset Protection Zone\*** around all habitable buildings (refer to Section 10: Asset Protection Zone); and

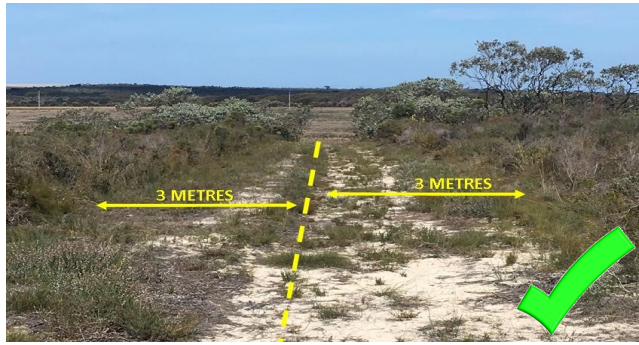


h. Where a **Bushfire Management Plan\*** which relates to the property has been adopted by Council, clear firebreaks and take measures in accordance with that Bushfire Management Plan as an alternative to the standard requirement listed in this Notice.

**NOTE:** Where any conditions listed in Requirement 7a, 7b and 7f are impractical for site-specific, topographical or environmental reasons on a property, the Shire may approve a **Bushfire Management Plan\*** or **Variation\*** in place of the standard requirement (refer to section 13 of this Notice).



**Diagram 7.1;**  
3 metre mulched  
firebreaks



**Diagram 7.2;**  
Unmanaged pasture /  
grassland maintained  
no greater than 10cm



## 8. PLANTATIONS:

(please refer to the definition section of this notice for words marked with '\*')

All Plantations MUST;

- a. Maintain a 15 metre wide **bare earth firebreak\*** inside all external boundaries with a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access; and,
- b. Have an approved **Bushfire Management Plan\*** with the Shire of Ravensthorpe; or
- c. Plantations are to abide by the Guidelines for Plantation Fire Protection developed by the Department of Fire & Emergency Services.

## 9. USE OF ENGINES, VEHICLES, PLANT OR MACHINERY LIKELY TO CAUSE BUSH FIRE:

The Shire's Fire Control Officer is of the opinion that harvesting machines, headers, stubble mulchers, hay bailers and track raking/chaining, other than clover harvesters, are likely to cause a bush fire, or would be conducive to the spread of a bush fire, during the prohibited and restricted burning times.

Accordingly, the Shire of Ravensthorpe hereby prohibits pursuant to *Regulation 38A(1) Bush Fires Regulation 1954* the following:

- a. The use of harvesting machines, headers, stubble mulchers hay bailers and track raking/chaining, other than clover harvesters, during the prohibited and restricted burning times unless, in the paddock being harvested/mulched/raked or adjacent to the entrance of the paddock being harvested/mulched/raked, there are sufficient mobile fire fighting units, or;
- b. A minimum of 400lt fire fighting water must be available per harvesting machine, header, stubble mulchers, hay bailers, track raking/chaining operating within the same paddock.

Note: Shire of Ravensthorpe advises all primary producers and their workers should be registered to the Shire's Harvest Ban SMS system prior to operating any engines, vehicles, plant or machinery during the prohibited and restricted periods to receive Harvest & Vehicle Movement Ban alerts.



[www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)



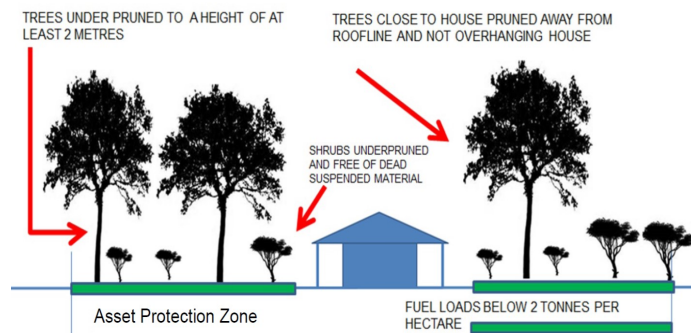
Providing you with information and community warnings about emergencies, Fire Danger Ratings and declared Total Fire Bans

Alerts and warnings about fires, floods, storms, earthquakes, cyclones, hazardous material incidents and more

## 10. ASSET PROTECTION ZONE (APZ)

Asset Protection Zone (formally Building Protection Zone) is a low fuel area immediately surrounding a building. These requirements are designed to reduce the fire's intensity and minimise the likelihood of flame contact with buildings. APZ gives more protection to families should a fire threaten suddenly and they cannot leave:

- a. The width of an APZ is to be a minimum of 20m, increasing by 10m per 10 degree in slope and located within the boundaries of the lot on which the building is situated;
- b. Fine fuels are to be reduced to and maintained at **two tonnes per hectare\***;
- c. All grasses within the APZ are to be maintained to a height no greater than 100mm;
- d. Trees (>5m in height) at maturity should be a minimum of 6 metres from the building, branches should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground, canopies should be at least 5 metres apart and coverage should be less than 15%;
- e. Shrubs (0.5m to 5m in height) should not be located under trees or within 3m of buildings or planted in clumps of >5 metres square in area;
- f. Ground covers (<0.5m in height) can be planted under trees but must be maintained to remove dead material and any part within 2 metres of a building;
- g. Firewood piles to be stored in a safe distance away from buildings and no greater than 1m in height; and,
- h. Fences and sheds within the APZ are constructed using non-combustible materials (e.g. iron, brick, limestone).



*Imagery of an 20 metre Asset Protection Zone*

**FIRE MITIGATION AND PREPAREDNESS  
IS A SHARED RESPONSIBILITY**

## 11. CONTRACTOR LIST

Below is a list of local contractors, in no specific order, available for landowners/occupiers to choose from and to engage with to assist in preparing your property.

HOPETOUN BASED	
Belli Mini Earthworks - Greg Belli	0427 027 003
Southern Mulching Services - Lindsay Freegard	0407 443 244
Fitzgerald Contracting - Scott Lawry	0434 023 868
Hopetoun Slashing Services - Kevin Hallam	0429 049 114
Hopetoun Tree Services - Scott Munday	0499 768 251
Indiji Flora - Tim Nolan	0408 919 213
KD Roy Contracting - Keith Roy	0412 435 459
Venos Dingo Service - Andrew Venning	0427 383 522
RAVENSTHORPE BASED	
GD Walker - Gary Walker	0429 155 351
GE & JJ Fairhead - Geoff Fairhead	0429 389 023
I & K Dickinson - Ian Dickinson	0428 381 259
Ravensthorpe Bulk Haulage - Wayne Daw	0427 381 497
RE & EE Colvin - Ron Colvin	0428 381 180
Tanya's Gardening & Lawnmowing Service	0447 319 178

### **PLEASE NOTE:**

The Shire of Ravensthorpe accepts no responsibility either implied or inferred for any works carried out by the above contractors. The engagement of a contractor is between the landowner/occupier and the contractor; therefore the landowner/occupiers is the legal identity responsible in making sure contractors carry out the required works in accordance to this notice.



## 12. NON COMPLIANCE

Pursuant to *Section 33(3)(4)(5) Bushfires Act 1954*, failure to comply to the requirements mentioned within this notice, by the required compliance dates will result in the following:

a. An Infringement Notice:

a \$250.00 infringement will be issued to the landowner for non-compliance to this Notice. Landowner/occupiers will have 7 calendar days for the property to be compliant to this notice. Failure to comply to this notice will result in; and,

b. An Works Order:

Shire will engage an available contractor on your behalf and authorise the contractor to enter the property to carry out the required works in accordance with this Fire Break Notice.

**Note: Landowner/occupiers will NOT be provided with a warning notice for non-compliance to this Notice. Additionally, Landowner/occupiers will NOT be provided an additional 14 calendar days to comply.**

Landowner/occupiers issued with an Infringement Notice will have 28 days to arrange payment with the Shire, otherwise infringement notices may be referred to Department of Justice Fines Enforcement Registry for follow up payment, which can lead to the suspension of your Drivers Licence.

A Works Order can be issued at anytime throughout the compliance period, for properties not maintained to the requirements within the Fire Break Notice. As such the Shire of Ravensthorpe will recover ALL cost incurred against the landowner as permissible under the *Bush Fires Act 1954*.

INFRINGEMENT	PENALTY
s33: Failure of owner or occupier of land to comply with a notice (Fire Break Notice)	\$250.00
S25: Offences relating to lighting of fires in the open air. (campfires, etc. during prohibited and restricted burning period)	\$250.00
s24E: Offences relating to fires in the open air during a Total Fire Ban.	\$1,000.00
s18: Offences relating burning to the bush. (Burning without a fire permit)	\$250.00
r15B: Failure to comply with conditions of a fire permit.	\$250.00
r38A(3): Operating or using engines, vehicles plant or machinery contrary to notice or direction. (Harvest & Vehicle Movement Ban)	\$500.00



### 13. APPLICATION TO VARY REQUEST

*(please refer to the definition section of this notice for words marked with '\*')*

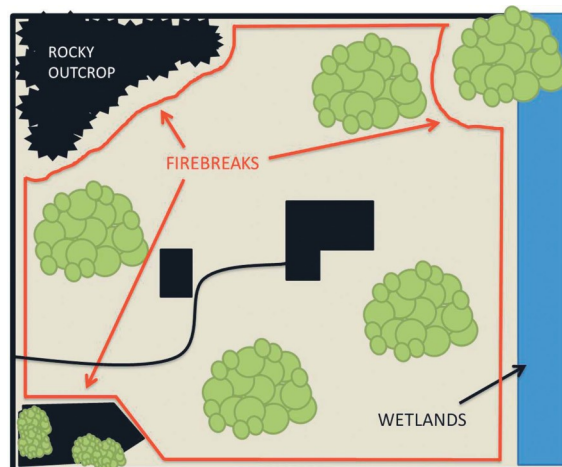
(a) **Variations:**

If it is impracticable for any reason to clear firebreaks or to take measures in accordance with this Notice, you may apply to the Shire in writing before the **1 October** each year for permission to provide firebreaks in alternative locations or take alternative measures to prevent the outbreak or spread of a bush fire. If permission is not granted in writing by the Shire, you shall comply with the requirements of this Notice.

The requirement for an **Asset Protection Zone\*** may be varied by Council on application. Where it is not practical for an existing dwelling to provide a 20 metre **Asset Protection Zone\*** a landowner may apply for a variation to the Firebreak Notice. In considering any such request regard will be given to;

- (i) The topography of the site or privacy issues;
- (ii) Potential environmental impacts; and,
- (iii) Provision of alternative low or managed fuel zones.

The Shire may approve variations to the Asset Protection Zone for a period not more than 5 years.



EXAMPLE OF A FIREBREAK VARIATION

(b) **Bushfire Management Plan:**

As an alternative to lodging a request for a variation, a landowner may have a site-specific **Bushfire Management Plan\*** prepared by a **Bushfire Planning Practitioner\*** that fully complies with the requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7) and associated Guidelines. This **Bushfire Management Plan\*** is to be approved by the Shire of Ravensthorpe.

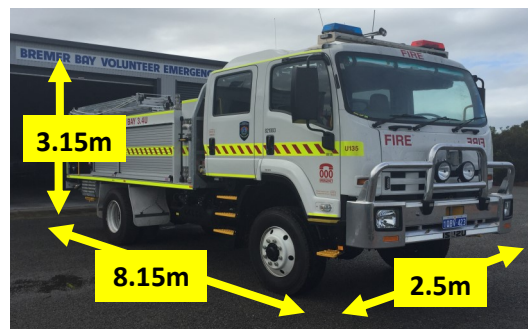
Proposals for a **Bushfire Management Plan\*** (BMP) must be provided to the Shire no later than **1 September** for permission to provide alternative fire mitigation measures on the land;:

- (i) If a BMP has been approved by the Shire, it will thereafter replace and totally extinguish the landowner's obligations to otherwise implement the standard regulations as described in the Fire Regulation Notice, appropriate to the zoning of the property; or,
- (ii) If a BMP has not been approved then the standard Regulations must be implemented by the due dates.

**Note:** A number of properties developed since 2015 will have an adopted BMP as part of their existing planning approval.

## 14. DRIVE WAYS

Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, that can provide unrestricted access to emergency service vehicles gaining entrance and trans-versing your property during an emergency.





## 15. DEFINITIONS

- (a) **Asset Protection Zone;** refer to Section 10
- (b) **Bare Earth Fire Breaks;** A strip of land that has been cleared of all trees, bushes, grasses and any other object or thing or flammable vegetation material leaving clear bare mineral earth - Achievable by ploughing, grading or early spraying.
- (c) **Bushfire Management Plan (BMP);** is a document that sets out short, medium and long-term risk management strategies for the life of the development. It is to be prepared by an accredited Bushfire Planning Practitioner in accordance with the requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7) and associated Guidelines.
- (d) **Bushfire Planning Practitioner;** A person who holds Level Two or Level Three accreditation under the Western Australia Bushfire Accreditation Framework.
- (e) **Flammable Material;** Any material that is easily ignited, capable of burning and of carrying a fire.
- (f) **Tonnes per Hectare:**
- 2 tonnes per hectare = 200 grams (2 handfuls) **fire fuel** per square metre
  - 8 tonnes per hectare = 800 grams (8 handfuls) **fire fuel** per square metre



*Pictured: The recommended level of leaf litter for 1 square metre within the Asset Protection Zone. As a guide this equates to 2 heaped hand fulls of leaf litter spread evenly over 1 square metre.*

(g) **Fire Fuel:** Any combustible material, dead or alive, in isolation or clusters or aggregation with other combustible materials that, in the opinion of an authorised officer of the Shire of Ravensthorpe, is likely to fuel a bushfire. Including but not limited to:

- Heavy leaf litter on the ground, dead leaves in gutters, fallen branches and any combustible vegetation in clusters. Of particular concern are combustible materials suspended off the ground;
- All dry grasses exceeding a height of 100mm; and,
- Any tree within the APZ or branch of a tree that may fall onto a building which in the opinion of an authorised officer of the Shire of Ravensthorpe constitutes an unacceptable fire risk.

It does not include;

- Vegetable gardens, tended lawns, landscaped gardens (including deciduous or ornamental planted trees), isolated planted shrubs, established natural or planted trees that, in the opinion of an authorised officer of the Shire of Ravensthorpe, do not constitute an unacceptable fire risk;
- Well compacted dead vegetative material e.g. mulch, that in the opinion of an authorised officer of the Shire of Ravensthorpe does not constitute an unacceptable fire risk.



## **BECOME A EMERGENCY SERVICES VOLUNTEER TODAY!**

“Our communities are served by dedicated group of emergency services volunteers, who require your help today!

There is a role to suit everyone and training is available.”



Contact the Community Emergency Services Officer at the Shire of Ravensthorpe  
on 08 9839 0000 for more details or how to join.

**REAR COVER PAGE**

**FIRE CONTROL OFFICER CONTACT DETAILS**

<b>FOR ALL FIRE &amp; EMERGENCIES</b>		<b>000</b>	
<b>SHIRE OF RAVENSTHORPE</b>		<b>08 9839 0000</b>	
<b>HARVEST BAN HOTLINE</b>		<b>08 9839 0035</b>	
Chief Bush Fire Control Officer - Rod Daw		0429 396 010	
Community Emergency Services Officer - Ashley Peczka		0438 498 221	
Shire Ranger*		0427 264 377 0438 815 629	
COCANARUP BFS	Luke Webster M: 0427 381 454	MUNGLINUP BFS	Gavin Gibson M: 0427 751 062
	Keith Rowe M: 0428 381 231		Barnes Fetherstonhaugh M: 0427 751 089
EAST RAVEY BFS	Andy Daw M: 0429 396 031	NORTH RAVENSTHORPE BFS	Ben Liddle M: 0474 159 364
	Devon Burton M: 0408 144 117		Andy Chambers M: 0429 380 084
	Mal Grant M: 0499 351 155		Reece Laycock M: 0438 838 007
HOPETOON RURAL BFS	Stott Redman M: 0429 351 475	WEST RIVER BFS	Kye Chambers M: 0427 380 084
	Courtney Foulds M: 0423 819 270		Chad Tuckett M: 0429 109 591
	Andrew Venning* M: 0427 383 552		Peter Kuiper M: 0428 357 043
JERDACUTTUP BFS	Paul Bell M: 0429 075 118	HOPY VFES	Brett Kershaw M: 0427 356 053
	Doug Bray M: 0429 396 026		Mark Mudie M: 0428 356 064
	James Mollet M: 0429 396 035		Rian Duncan M: 0428 324 400
MT SHORT BFS	Brad Clarke M: 0427 381 082	RAVY VFRS	Peter Nankervis* M: 0491 065 025
	Peter Belli M: 0427 381 122		Gary Webster M: 0427 381 114
	Richard Norrish M: 0427 507 561		

\*Fire Permit Issuing Officer only



**ATTACHMENT**

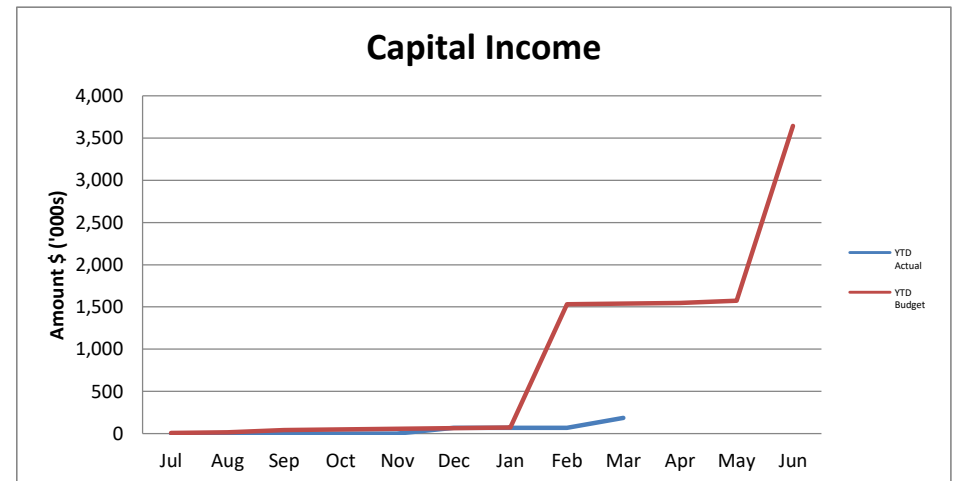
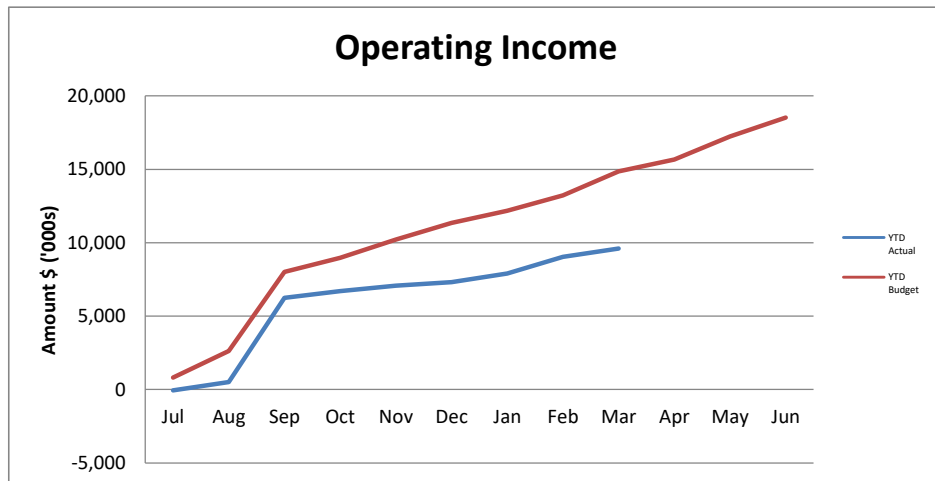
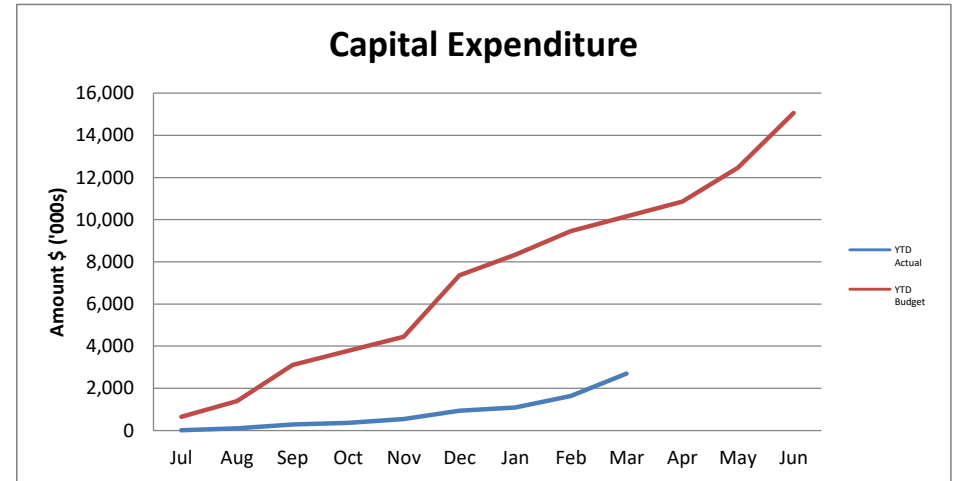
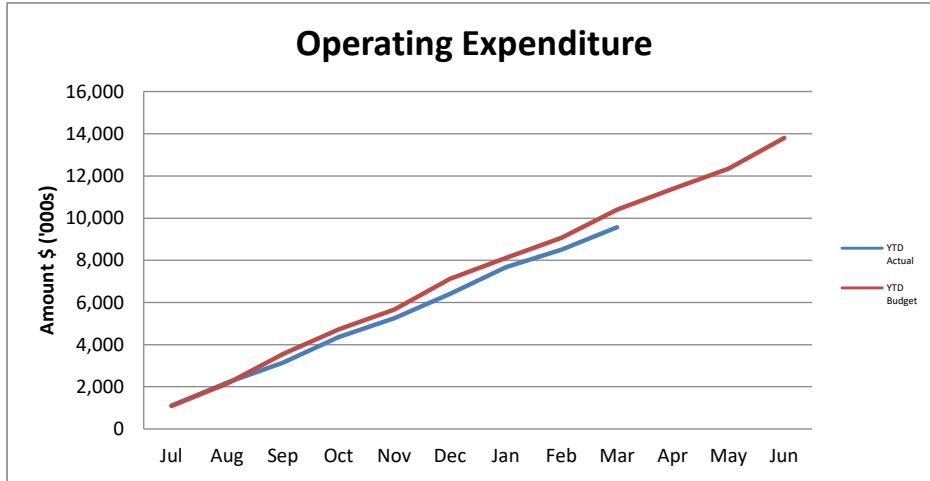


**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2021**

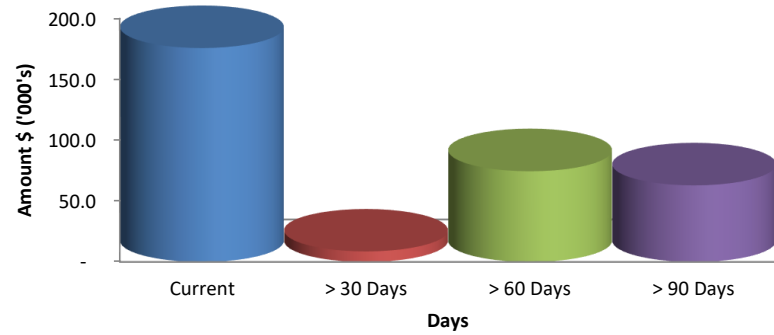
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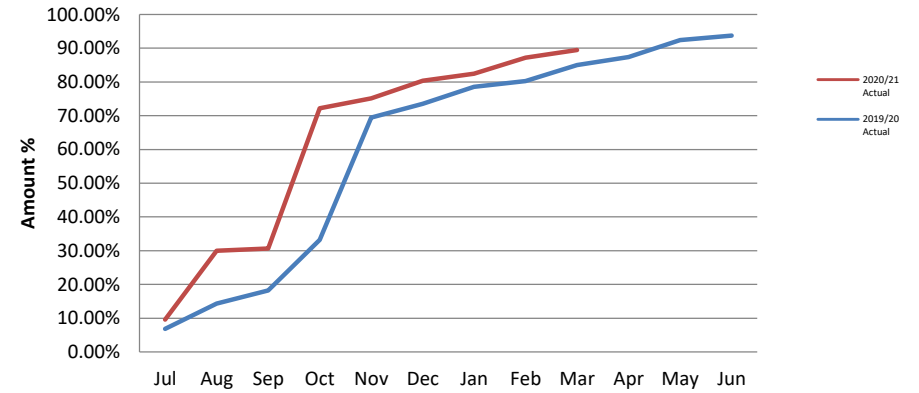
# Income and Expenditure Graphs to 31 March 2021



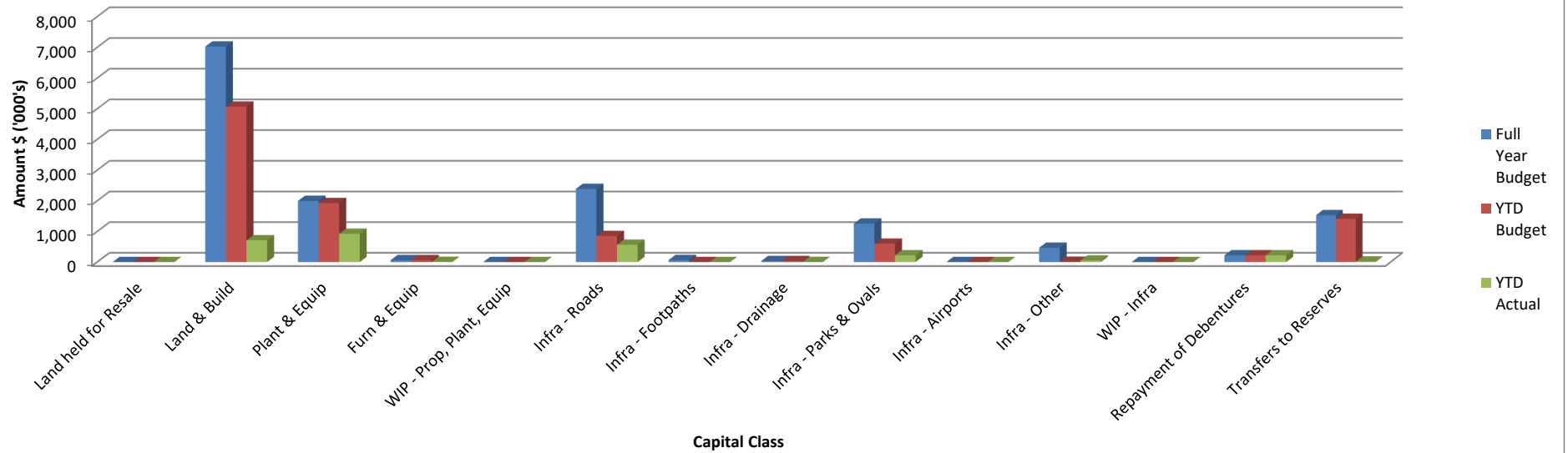
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



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

	NOTE	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	MARCH 2021 Y-T-D Budget \$	MARCH 2021 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>								
<b>Revenues/Sources</b>								
Governance		20,000	20,000	14,994	38,941	23,947	259.71%	
General Purpose Funding		1,049,356	1,049,356	806,143	907,173	101,030	112.53%	▲
Law, Order, Public Safety		377,790	377,790	339,749	410,909	71,160	120.94%	
Health		15,500	15,500	11,639	5,200	(6,439)	44.68%	
Education and Welfare		1,264,965	1,264,965	973,617	514,030	(459,587)	52.80%	▲
Housing		5,200	5,200	3,897	3,800	(97)	97.51%	
Community Amenities		954,474	954,474	915,681	649,007	(266,674)	70.88%	▲
Recreation and Culture		7,268,967	7,268,967	5,456,720	1,087,687	(4,369,033)	19.93%	▲
Transport		2,299,852	2,299,852	1,209,305	965,420	(243,885)	79.83%	▲
Economic Services		341,468	341,468	328,035	349,188	21,153	106.45%	
Other Property and Services		470,345	470,345	353,663	218,749	(134,914)	61.85%	▲
		<u>14,067,917</u>	<u>14,067,917</u>	<u>10,413,443</u>	<u>5,150,104</u>	<u>(5,263,339)</u>	<u>49.46%</u>	
<b>(Expenses)/(Applications)</b>								
Governance		(965,894)	(965,894)	(664,432)	(671,744)	(7,312)	(101.10%)	
General Purpose Funding		(297,378)	(297,378)	(218,914)	(186,578)	32,336	(85.23%)	
Law, Order, Public Safety		(859,619)	(859,619)	(661,764)	(789,849)	(128,085)	(119.36%)	▲
Health		(325,386)	(325,386)	(247,879)	(205,075)	42,804	(82.73%)	
Education and Welfare		(1,082,697)	(1,082,697)	(817,435)	(714,585)	102,850	(87.42%)	▲
Housing		(251,223)	(251,223)	(193,565)	(164,104)	29,461	(84.78%)	
Community Amenities		(1,644,078)	(1,644,078)	(1,233,413)	(1,120,302)	113,111	(90.83%)	▲
Recreation & Culture		(1,962,721)	(1,962,721)	(1,476,841)	(1,363,287)	113,554	(92.31%)	▲
Transport		(5,209,942)	(5,209,942)	(3,950,083)	(3,615,907)	334,176	(91.54%)	▲
Economic Services		(709,314)	(709,314)	(502,943)	(285,158)	217,785	(56.70%)	▲
Other Property and Services		(494,993)	(494,993)	(439,957)	(444,675)	(4,718)	(101.07%)	
		<u>(13,803,245)</u>	<u>(13,803,245)</u>	<u>(10,407,226)</u>	<u>(9,561,264)</u>	<u>845,962</u>	<u>(91.87%)</u>	
<b>Net Operating Result Excluding Rates</b>		<b>264,672</b>	<b>264,672</b>	<b>6,217</b>	<b>(4,411,160)</b>	<b>(4,417,377)</b>	<b>(70953.20%)</b>	
<b>Adjustments for Non-Cash</b>								
<b>(Revenue) and Expenditure</b>								
(Profit)/Loss on Asset Disposals	2	177,500	177,500	177,753	62,817	(114,936)	(35.34%)	▲
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0	0.00%	
Rounding		0	0	0	0	0	0.00%	
Depreciation on Assets		4,902,716	4,902,716	3,683,678	3,540,587	(143,091)	(96.12%)	▲
<b>Capital Revenue and (Expenditure)</b>								
Purchase of Land and Buildings	1	(7,024,071)	(7,024,071)	(5,065,868)	(709,725)	4,356,143	(14.01%)	▲
Purchase of Furniture & Equipment	1	(61,600)	(61,600)	(61,600)	(5,129)	56,471	(8.33%)	
Purchase of Plant & Equipment	1	(1,996,000)	(1,996,000)	(1,922,247)	(865,192)	1,057,055	(45.01%)	▲
Purchase of WIP - PP & E	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(2,387,022)	(2,387,022)	(848,690)	(562,696)	285,994	(66.30%)	▲
Purchase of Infrastructure Assets - Footpaths	1	(63,250)	(63,250)	0	0	0	0.00%	
Purchase of Infrastructure Assets - Drainage	1	(30,000)	(30,000)	(30,000)	(626)	29,374	(2.09%)	
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,254,217)	(1,254,217)	(596,358)	(220,138)	376,220	(36.91%)	▲
Purchase of Infrastructure Assets - Airports	1	(32,200)	(32,200)	0	14,749	14,749	0.00%	
Purchase of Infrastructure Assets - Other	1	(464,360)	(464,360)	(7,020)	(47,598)	(40,578)	(678.03%)	
Proceeds from Disposal of Assets	2	393,500	393,500	88,994	185,876	96,882	(208.86%)	
Repayment of Leases	2	(121,000)	(121,000)	(90,753)	0	0	0.00%	
Repayment of Debentures	3	(218,282)	(218,282)	(218,278)	(218,283)	(5)	(100.00%)	
Transfers to Restricted Assets (Reserves)	4	(1,530,000)	(1,530,000)	(1,410,000)	(13,566)	1,396,434	(0.96%)	
Transfers from Restricted Asset (Reserves)	4	3,249,410	3,249,410	1,450,000	0	(1,450,000)	0.00%	
Net Current Assets July 1 B/Fwd	5	1,753,623	1,753,623	1,753,623	1,753,623	0	(100.00%)	
Net Current Assets Year End/To date	5	<u>0</u>	<u>14,118</u>	<u>1,362,654</u>	<u>2,903,623</u>	<u>1,540,969</u>	<u>(213.09%)</u>	
<b>Amount Raised from Rates</b>		<b><u>(4,440,581)</u></b>	<b><u>(4,454,699)</u></b>	<b><u>(4,453,203)</u></b>	<b><u>(4,400,085)</u></b>	<b><u>53,118</u></b>	<b><u>98.81%</u></b>	

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

**Material Variances Symbol**

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



## Purpose

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

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

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

## REPORTABLE OPERATING REVENUE VARIATIONS

### **03 - General Purpose**

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

### **04 - Governance**

Variance relates to return of GVROC funding

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

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

### **07 - Health**

Timing Issue, Budget is spread out equally through the year, however the main income payments are annual fees that have been raised in December. Revenue received for the tipsites is below forecast.

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

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

### **10 - Community Amenities**

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

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

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

### **12 - Transport**

An increase in flights arriving at the Airport and associated income provides a higher than forecast revenue for Aerodromes. However Roads to Recovery revenue has not yet been received as per YTD budget with this revenue expected next quarter. Timing issue with MRWA Grant

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

Works for the Galaxy temporary road construction not yet started and as such, no income to be recovered yet.

## REPORTABLE OPERATING EXPENSE VARIATIONS

### **03 - General Purpose**

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

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

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

### **07 - Health**

Invoice for Medical Support to the Doctors Surgeries has not yet been received as budgeted. Invoices for Health Contracted Services to City of Albany have not yet been received for payment.

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

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

The DCP funded project for the Hopetoun Senior Citizens Centre has not yet commenced as budgeted.

### **09 - Housing**

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

### **13 - Economic Services**

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

## REPORTABLE NON-CASH VARIATIONS

## REPORTABLE CAPITAL EXPENSE VARIATIONS

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

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

## REPORTABLE CAPITAL INCOME VARIATIONS



**SHIRE OF RAVENSTHORPE  
FOR THE PERIOD ENDED 31 MARCH 2021**

**BUDGET AMENDMENTS**

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

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

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

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 31 MARCH 2021

	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	MARCH 2021 Actual \$
<b>1. ACQUISITION OF ASSETS</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program</u></b>				
<b>Governance</b>				
<u>Members of Council</u>				
New Council Chairs X 14	0	0	0	0
<b>Law, Order &amp; Public Safety</b>				
<u>Fire Prevention &amp; Control</u>				
Land Sub-Division Fire Station - East	0	0	0	0
Water Bomber Tank Upgrade	2,000	2,000	0	7,244
Hopetoun Rural Bushfire Shed	0	0	0	0
<u>Animal Control</u>				
Construct Animal Holding Pen - Hopetoun	10,000	10,000	10,000	0
<b>Health</b>				
<u>Doctors &amp; Other Health</u>				
Surgery Equipment Replacement	12,000	12,000	12,000	2,015
Surgery Upgrade Ravensthorpe	21,573	21,573	21,572	21,757
20/21 Purchase Toyota Hilux - Doctor	55,000	55,000	55,000	0
Surgery Upgrade - Hopetoun	11,677	11,677	11,676	10,275
<b>Education &amp; Welfare</b>				
<u>Child Care Centres</u>				
Little Barrens - Cot And Kindy Room Furniture	6,500	6,500	6,500	1,883
Little Barrens - Painting (Lrci Funded)	10,000	10,000	0	0
Little Barrens - Playground Upgrade	100,000	100,000	0	0
Cub House - Playground Upgrade	80,000	80,000	0	0
<b>Housing</b>				
<u>Staff Housing</u>				
30 Kingsmill Street, Ravensthorpe	40,000	40,000	0	61,087
<b>Community Amenities</b>				
<u>Sanitation - Household Refuse</u>				
Munglinup Waste Site Improvements	9,360	9,360	7,020	0
Ravensthorpe Regional Landfill	250,000	250,000	0	47,598
<u>Sewerage</u>				
2019/20 Purchase Plant - Sewerage Fencing	10,500	10,500	10,500	0
Sewerage Trailer And Genset	12,000	12,000	12,000	11,835
<u>Other Community Amenities</u>				
Two Mile Ablution Block - Hopetoun (Dcp)	68,200	68,200	68,200	10,000
<b>Recreation and Culture</b>				
<u>Public Halls &amp; Civic Centres</u>				
Herbarium At Ravensthorpe Hall	0	0	0	0
<u>Other Recreation &amp; Sport</u>				
Hopetoun Sports Pavilion - Timber Sealing	20,400	20,400	0	313
Hopetoun Sports Pavilion, Repair Doors,	258,000	258,000	0	11,550
Ravensthorpe Rec Centre -	114,149	114,149	114,149	462
Ravensthorpe Rec Centre - Hot Water System	25,000	25,000	25,000	0
Skate Park Shade And Seating (Dcp Funded)	8,000	8,000	0	0
Basketball Hoops Near Skatepark Hopetoun	15,000	15,000	0	0
Dual Irrigation - Hopetoun Oval (Dcp And Dsr)	282,425	282,425	0	207,788
Maitland Street Park Playground Upgrade (Dcp)	45,000	45,000	0	0
Mcculloch Park Playground Upgrade -	108,642	108,642	0	12,350
20/21 Purchase Toyota Hilux P&G - Team	45,000	45,000	45,000	0
20/21 Purchase Toyota Hilux P&G - Hopetoun	45,000	45,000	45,000	0
20/21 Purchase Case Tractor P&G	90,000	90,000	90,000	0
20/21 Purchase Toro Zero Turn Mower P&G -	6,000	6,000	6,000	0
Single Cab Tip Truck	120,000	120,000	120,000	0
20/21 Purchase Water Tank/Trailer P&G -	10,000	10,000	10,000	9,067

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 31 MARCH 2021

	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	MARCH 2021 Actual \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program (Continued)</u></b>				
<b>Recreation and Culture (Continued)</b>				
<i>Other Culture</i>				
Ravensthorpe Museum	4,500	4,500	4,500	691
Rcp Architect Services	250,000	250,000	187,497	136,341
Rcp Consultants Services	237,064	237,064	177,795	114,984
Rcp Project Management	54,118	54,118	40,581	33,040
Rcp Building Construction (& Builders)	3,928,005	3,928,005	2,945,997	148,861
Rcp Project Fees And Charges	41,822	41,822	31,365	400
Rcp Demolition	100,000	100,000	74,997	45,030
Rcp Contingency	1,435,163	1,435,163	1,076,364	0
Rcp Utility Services (External Services)	234,900	234,900	176,175	9,167
Rcp Landscaping And Playground	614,250	614,250	460,683	0
Rcp Public Art	0	0	0	0
Rcp Carpark	180,900	180,900	135,675	0
<b>Transport</b>				
<i>Construction - Roads, Bridges, Depots</i>				
<b>Roads Construction Council</b>				
Four Mile Carpark - Construct New Parking	21,500	21,500	21,500	22,511
Tamarine Road Patch And Seal Repairs (Lrci)	75,000	75,000	75,000	3,209
Mills Road Construction	0	0	0	0
Mallee Road Construction	271,320	271,320	0	175,276
Cowel Road Floodway Sealing (Lrci Funded)	14,000	14,000	10,494	0
Fitzgerald Road Floodway Sealing (Lrci)	38,000	38,000	28,494	626
Gravel Pit Reinstatement	30,000	30,000	30,000	0
Gravel Pit Development	20,000	20,000	20,000	0
<b>Roads Mrwa V Of G Constr</b>				
Hamersley Drive Slk 6.0 To End Of Shire	154,000	154,000	0	2,659
Jerdacuttup Road Slk 5.2 To 10	216,300	216,300	216,300	0
Springdale Road Slk 4 To 5.66	100,000	100,000	100,000	19,810
Hamersley Drive Bitumen Reseal (Rrg)	0	0	0	0
<b>Roads To Recovery Construction</b>				
West River Road Gravel Resheet Slk 10.65 To	346,902	346,902	346,902	238,604
<b>Footpath Construction</b>				
Hosking Street - Concrete Footpath	30,000	30,000	0	0
Cambewarra Drive Pavement Overlay	33,250	33,250	0	0
<b>Bridges Construction</b>				
Jerdacuttup River Bridge - Springdale Road	1,100,000	1,100,000	0	100,000
<b>Purchase Land - Roadworks And Depots</b>				
Purchase Depot Block - 1 Moir Road	100,000	100,000	100,000	82,491
<b>Purchase Land &amp; Buildings - Roadworks</b>				
Ravensthorpe Depot Office Refit	40,000	40,000	0	0
Hopetoun Depot Mechanic Workshop And	12,000	12,000	0	10,607
<b>Purchase Furniture &amp; Equipment - Roads</b>				
Depot Office And Workshop Improvements	7,000	7,000	7,000	1,231
Street Furniture - Hopetoun (Dcp Funded)	10,500	10,500	10,500	0
<b>Road Plant Purchases</b>				
20/21 Purchase Grader	370,000	370,000	370,000	388,330
20/21 Purchase Prime Mover	300,000	300,000	300,000	262,753
20/21 Purchase Side Tipper	160,000	160,000	160,000	0
20/21 Purchase Road Broom	5,000	5,000	5,000	0
Multi Tyre Roller	160,000	160,000	160,000	172,899
14.6M Tri Axle Low Loader	200,000	200,000	200,000	0
<b>Aerodromes</b>				
20/21 Purchase Toro Mower With Canopy -	35,000	35,000	35,000	0
Airport Tug	10,000	10,000	10,000	0
Airport Lighting Upgrade	32,200	32,200	0	0
Runway Reseal	0	0	0	(14,749)
<b>Transport Facilities</b>				
Hopetoun Standpipe Upgrade	12,500	12,500	12,500	15,322

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 31 MARCH 2021

1. ACQUISITION OF ASSETS (Continued)	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	MARCH 2021 Actual \$
The following assets have been acquired during the period under review:				
<b><u>By Program (Continued)</u></b>				
<b>Economic Services</b>				
<i>Tourism</i>				
Illuminating Silo Art Work (Dcp Funded)	25,000	25,000	0	0
<b>Other Property &amp; Services</b>				
<i>Works</i>				
20/21 Purchase Flat Bed Truck - Bmo	75,000	75,000	56,250	0
20/21 Purchase Toyota Hilux Sign Ute	45,000	45,000	33,750	0
20/21 Purchase Toyota Hilux Maint Grader 1	45,000	45,000	33,750	0
20/21 Purchase Toyota Hilux Maint Grader 2	45,000	45,000	33,750	0
20/21 Purchase Toyota Hilux Leading Hand	45,000	45,000	33,750	0
20/21 Purchase Toyota Hilux Dozer Operator	40,000	40,000	29,997	0
<i>Administration</i>				
20/21 Purchase Toyota Fortuna - Dccs	55,000	55,000	55,000	0
Computer Upgrades	9,600	9,600	9,600	0
Office Furniture And Painting	10,000	10,000	10,000	0
Administration Office Photocopier	6,000	6,000	6,000	0
Records Sea Container	5,500	5,500	0	5,426
	<u>13,312,720</u>	<u>13,312,720</u>	<u>8,531,783</u>	<u>2,398,375</u>
<b><u>By Class</u></b>				
Land	100,000	100,000	100,000	82,491
Buildings	6,924,071	6,924,071	4,965,868	627,233
Furniture & Equipment	61,600	61,600	61,600	5,129
Plant & Equipment	1,996,000	1,996,000	1,922,247	865,192
Infrastructure - Roads	2,387,022	2,387,022	848,690	562,696
Infrastructure - Footpaths	63,250	63,250	0	0
Infrastructure - Drainage	30,000	30,000	30,000	626
Infrastructure - Parks & Ovals	1,254,217	1,254,217	596,358	220,138
Infrastructure - Airports	32,200	32,200	0	(14,749)
Infrastructure - Other	464,360	464,360	7,020	47,598
	<u>13,312,720</u>	<u>13,312,720</u>	<u>8,531,783</u>	<u>2,396,354</u>

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 31 MARCH 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)	
			2020/21 Adopted Budget	2020/21 YTD Actual	2020/21 Adopted Budget	2020/21 YTD Actual	2020/21 Adopted Budget	2020/21 YTD Actual
			\$	\$	\$	\$	\$	\$
<b>Health</b>								
Toyota Hilux SRS	P711B	P711B	35,000		20,000		(15,000)	0
<b>Law &amp; Order</b>								
Ford Ranger Super Cab (CBFCO)	P643	P643	0	8,762	0	0.00	0	(8,762)
<b>Other Sport &amp; Recreation</b>								
Toyota Hilux - Ravy	P678A	P678A	32,000		15,000		(17,000)	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000		15,000		(17,000)	0
Tractor - Parks & Gardens	P642	P642	35,000		20,000		(15,000)	0
Zero Turn Mower - Hopetoun	NA	NA	0		1,000		1,000	0
Water Tank/Trailer - Hopetoun	NA	P173A	0		0		0	0
<b>Transport</b>								
Komatsu GD565 Grader	P706	P706	145,000	135,856.72	80,000	98,000.00	(65,000)	(37,857)
DAF Prime Mover	P630	P580	35,000	34,287.39	40,000	18,181.82	5,000	(16,106)
Haulpro Side Tipper	P611	P577	30,000		40,000		10,000	0
Bomag Smooth Drum Roller	P569A	P569A	0		0		0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0		30,000		30,000	0
Multi Tyre Roller	P609	P570	18,000	18,586.56	15,000	18,000.00	(3,000)	(587)
Sewell Road Broom	NA	P572	0		500		500	0
Toro GM360 2wd with Canopy	P670	P670	13,000		5,000		(8,000)	0
<b>Administration</b>								
Toyota Fortuna (DCCS)	P701B	P701B	42,000		20,000		(22,000)	0
<b>Public Works Overheads</b>								
Mitsubishi Ute (BMO)	P632A	P632A	12,000		15,000		3,000	0
Toyota Kluger	P683B	P683B	0	51,199.64	0	51,693.92	0	494
Toyota Hilux (Sign Ute)	AP715	P654	27,000		15,000		(12,000)	0
Toyota Hilux (Maint Grader 1)	P699A	P699A	28,000		15,000		(13,000)	0
Toyota Hilux (Maint Grader 2)	P700B	P700B	29,000		15,000		(14,000)	0
Toyota Hilux (Leading Hand)	P677B	P677B	29,000		17,000		(12,000)	0
Toyota Hilux (Dozer Operator)	P691A	P691A	29,000		15,000		(14,000)	0
			571,000.00	248,692.26	393,500.00	185,875.74	(177,500.00)	(62,816.52)

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2020/21 Adopted Budget	2020/21 YTD Actual	2020/21 Adopted Budget	2020/21 YTD Actual	2020/21 Adopted Budget	2020/21 YTD Actual
			\$	\$	\$	\$	\$	\$
<b>Plant &amp; Equipment</b>								
Toyota Hilux SRS	P711B	P711B	35,000	0	20,000	0	(15,000)	0
Ford Ranger Super Cab (CBFCO)	P643	P643	0	8,762	0	0	0	(8,762)
Toyota Hilux - Ravy	P678A	P678A	32,000	0	15,000	0	(17,000)	0
Toyota Hilux - Hopetoun	P705A	P705A	32,000	0	15,000	0	(17,000)	0
Tractor - Parks & Gardens	P642	P642	35,000	0	20,000	0	(15,000)	0
Zero Turn Mower - Hopetoun	NA	NA	0	0	1,000	0	1,000	0
Water Tank/Trailer - Hopetoun	NA	P173A	0	0	0	0	0	0
Komatsu GD565 Grader	P706	P706	145,000	0	80,000	0	(65,000)	(37,857)
DAF Prime Mover	P630	P580	35,000	0	40,000	0	5,000	(16,106)
Haulpro Side Tipper	P611	P577	30,000	135,857	40,000	98,000	10,000	0
Bomag Smooth Drum Roller	P569A	P569A	0	34,287	0	18,182	0	0
14.6m Tri Axle Low Loader S/T	P556	P556	0	0	30,000	0	30,000	0
Multi Tyre Roller	P609	P570	18,000	0	15,000	0	(3,000)	(587)
Sewell Road Broom	NA	P572	0	0	500	0	500	0
Toro GM360 2wd with Canopy	P670	P670	13,000	18,587	5,000	18,000	(8,000)	0
Toyota Fortuna (DCCS)	P701B	P701B	42,000	0	20,000	0	(22,000)	0
Mitsubishi Ute (BMO)	P632A	P632A	12,000	0	15,000	0	3,000	0
Toyota Kluger	P683B	P683B	0	51,200	0	51,694	0	494
Toyota Hilux (Sign Ute)	AP715	P654	27,000	0	15,000	0	(12,000)	0
Toyota Hilux (Maint Grader 1)	P699A	P699A	28,000	0	15,000	0	(13,000)	0
Toyota Hilux (Maint Grader 2)	P700B	P700B	29,000	0	15,000	0	(14,000)	0
Toyota Hilux (Leading Hand)	P677B	P677B	29,000	0	17,000	0	(12,000)	0
Toyota Hilux (Dozer Operator)	P691A	P691A	29,000	0	15,000	0	(14,000)	0
			571,000.00	248,692.26	393,500.00	185,875.74	(177,500)	(62,816.52)

**Summary**

Profit on Asset Disposals	49,500	494.28
Loss on Asset Disposals	(227,000)	(63,310.80)
	<u>(177,500)</u>	<u>(62,816.52)</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 31 MARCH 2021

## 3. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-20	Principal Repayments		Principal Outstanding		Interest Repayments	
		2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<b>Housing</b>							
Loan 145 Staff Housing	190,080	35,888	35,888	154,192	154,192	6,186	4,307
Loan 147 Other Housing	222,334	17,016	17,016	205,318	205,318	7,886	7,000
<b>Recreation and Culture</b>							
Loan 146 Hopetoun Community Centre	298,392	14,091	14,091	284,301	284,301	11,080	8,430
<b>Transport</b>							
Loan 138D Town Street	262,694	30,559	30,559	232,135	232,135	18,961	12,087
Loan 144 Town Street	107,876	52,611	52,612	55,265	55,264	7,251	4,281
Loan 143B Refinance	170,227	32,140	32,140	138,087	138,087	5,540	3,857
Loan 138E Refinance	232,966	35,977	35,977	196,989	196,989	7,828	5,582
	1,484,569	218,282	218,283	1,266,287	1,266,286	64,732	45,544

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

All other loan repayments were financed by general purpose revenue.

## (b) Lease Repayments

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

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



## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 31 MARCH 2021

	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant Reserve</b>		
Opening Balance	900,487	900,487
Amount Set Aside / Transfer to Reserve	957,835	3,543
Amount Used / Transfer from Reserve	<u>(1,569,500)</u>	<u>0</u>
	<u>288,822</u>	<u>904,030</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	12,201	12,201
Amount Set Aside / Transfer to Reserve	106	48
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>12,307</u>	<u>12,249</u>
<b>(c) Building Reserve</b>		
Opening Balance	1,386,509	1,386,509
Amount Set Aside / Transfer to Reserve	462,065	5,455
Amount Used / Transfer from Reserve	<u>(1,630,000)</u>	<u>0</u>
	<u>218,574</u>	<u>1,391,964</u>
<b>(d) Road &amp; Footpath Reserve</b>		
Opening Balance	395,961	395,961
Amount Set Aside / Transfer to Reserve	103,445	1,558
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>499,406</u>	<u>397,519</u>
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	44,909	44,909
Amount Set Aside / Transfer to Reserve	391	177
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>45,300</u>	<u>45,086</u>
<b>(f) UHF Repeater Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>
<b>(g) Airport Reserve</b>		
Opening Balance	379,993	379,993
Amount Set Aside / Transfer to Reserve	3,306	1,495
Amount Used / Transfer from Reserve	<u>(18,050)</u>	<u>0</u>
	<u>365,249</u>	<u>381,488</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	285,162	285,162
Amount Set Aside / Transfer to Reserve	2,481	1,122
Amount Used / Transfer from Reserve	<u>(31,860)</u>	<u>0</u>
	<u>255,783</u>	<u>286,284</u>

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 31 MARCH 2021

	2020/21 Adopted Budget \$	2020/21 YTD Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>(i) State Barrier Fence Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(j) Leave Reserve</b>		
Opening Balance	42,686	42,686
Amount Set Aside / Transfer to Reserve	371	168
Amount Used / Transfer from Reserve	0	0
	<u>43,057</u>	<u>42,854</u>
<b>Total Cash Backed Reserves</b>	<u><b>1,728,498</b></u>	<u><b>3,461,474</b></u>

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

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

Plant Reserve	957,835	3,543
Emergency Farm Water Reserve	106	48
Building Reserve	462,065	5,455
Road & Footpath Reserve	103,445	1,558
Swimming Pool Upgrade Reserve	391	177
UHF Repeater Reserve	0	0
Airport Reserve	3,306	1,495
Waste & Sewerage Reserve	2,481	1,122
State Barrier Fence Reserve	0	0
Leave Reserve	371	168
	<u><b>1,530,000</b></u>	<u><b>13,566</b></u>

**Transfers from Reserves**

Plant Reserve	(1,569,500)	0
Emergency Farm Water Reserve	0	0
Building Reserve	(1,630,000)	0
Road & Footpath Reserve	0	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	(18,050)	0
Waste & Sewerage Reserve	(31,860)	0
State Barrier Fence Reserve	0	0
Leave Reserve	0	0
	<u><b>(3,249,410)</b></u>	<u><b>0</b></u>
<b>Total Transfer to/(from) Reserves</b>	<u><b>(1,719,410)</b></u>	<u><b>13,566</b></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 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.

**UHF Repeater Reserve**

Used in 2016/17 for upgraded diplexer on UHF Radio Repeaters in Hopetoun and Munglinup.

**Airport Reserve**

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

**Waste and Sewerage Reserve**

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

**State Barrier Fence Reserve**

To be used for the extension of the State Barrier Fence from Ravensthorpe to Esperance

**Leave Reserve**

To be used to fund long service leave and non-current annual leave requirements

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 31 MARCH 2021

	2019/20 B/Fwd Per 2020/21 Budget \$	2019/20 B/Fwd Per Financial Report \$	MARCH 2021 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	(588,322)	931,537	987,712
Cash - Restricted Unspent Grants	177,845	77,100	1,331,116
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	3,413,771	3,447,908	3,461,474
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	210,163	307,463	536,617
Sundry Debtors	246,994	205,584	322,093
Provision for Doubtful Debts	0	0	0
Gst Receivable	182,324	183,358	121,136
Accrued Income/Payments In Advance	3,711,625	1,432,345	9,416
Payments in Advance	0	0	0
Inventories	2,704	2,358	2,358
	<u>7,357,104</u>	<u>6,587,653</u>	<u>6,771,922</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(701,563)	(740,128)	(131,941)
Accrued Interest On Loans	(23,701)	(20,889)	0
Accrued Salaries & Wages	(54,808)	(8,618)	0
Income In Advance	0	(345,384)	(31,000)
Gst Payable	(31,316)	(21,813)	(35,363)
Payroll Creditors	(59,697)	(101,279)	(75,251)
Accrued Expenses	(872,533)	(21,668)	(20,574)
PAYG Liability	0	0	0
Right of Use Assets - Current	(98,617)	(121,001)	(121,001)
Trust	0	0	0
Other Payables	(24,489)	(126,343)	(112,696)
Current Employee Benefits Provision	(377,707)	(437,159)	(437,159)
Current Loan Liability	0	(218,282)	0
	<u>(2,244,431)</u>	<u>(2,162,564)</u>	<u>(964,985)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>5,112,673</b>	<b>4,425,089</b>	<b>5,806,937</b>
Less: Cash - Reserves - Restricted	(3,413,771)	(3,447,908)	(3,461,474)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Movements Associated with Change in Accounting Standards	(177,845)		
Add Back : Component of Leave Liability not Required to be Funded	377,707	437,159	437,159
Add Back : Current Loan Liability	0	218,282	0
ADD: Current Portion of Lease Liability	98,617	121,001	121,001
Adjustment for Trust Transactions Within Muni	60	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>1,997,441</u></b>	<b><u>1,753,623</u></b>	<b><u>2,903,623</u></b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2021

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2020/21 Rate Revenue \$	2020/21 Interim Rates \$	2020/21 Back Rates \$	2020/21 Total Revenue \$	2020/21 Budget \$
<b>General Rate</b>								
GRV Residential	0.117165	781	10,959,706	1,284,094			1,284,094	1,284,094
GRV Commercial	0.131567	33	1,382,612	181,906	6,773	2,794	191,473	181,906
GRV industrial	0.154430	35	512,772	79,187			79,187	79,187
GRV - Transient & Short Stay Accom	0.314867	2	852,800	268,519			268,519	268,519
UV - Mining	0.083600	63	2,400,257	200,661	(1,785)		198,876	200,662
UV - Other	0.008139	329	244,266,000	1,988,081	(922)		1,987,159	1,988,081
Non-Rateable							0	0
<b>Sub-Totals</b>		1,243	260,374,147	4,002,448	4,066	2,794	4,009,308	4,002,449
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV Residential	870.00	374	1,079,820	325,380		0	325,380	325,380
GRV Commercial	870.00	9	44,740	7,830		0	7,830	7,830
GRV Industrial	870.00	12	45,268	10,440		0	10,440	10,440
GRV - Transient & Short Stay Accom	850.00	0	0	0		0	0	0
UV - Mining	320.00	55	80,050	17,600		0	17,600	17,600
UV - Other	850.00	100	5,605,530	85,000		0	85,000	85,000
<b>Sub-Totals</b>		550	6,855,408	446,250	0	0	446,250	446,250
				4,448,698			<b>4,455,558</b>	<b>4,448,699</b>
Back Rates								1,000
Interim Rates								5,000
<b>Total Amount Raised From Rates</b>							<b>4,455,558</b>	<b>4,454,699</b>
Ex Gratia Rates		check after rates raised					49,234	49,234
<b>Total Rates</b>							<b>4,504,792</b>	<b>4,503,933</b>

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

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

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

**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 31 MARCH 2021**

**7. TRUST FUNDS**

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

## SHIRE OF RAVENSTHORPE

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

FOR THE PERIOD ENDED 31 MARCH 2021

## 8. OPERATING STATEMENT BY PROGRAM

	MARCH 2021 Actual \$	2020/21 Adopted Budget \$	2019/20 Actual \$
<b>OPERATING REVENUES</b>			
Governance	38,941	20,000	26,350
General Purpose Funding	5,362,731	5,504,055	6,580,771
Law, Order, Public Safety	410,909	377,790	478,161
Health	5,200	15,500	16,559
Education and Welfare	514,030	1,264,965	471,343
Housing	3,800	5,200	5,400
Community Amenities	649,007	954,474	674,353
Recreation and Culture	1,087,687	7,268,967	129,075
Transport	965,420	2,299,852	2,443,487
Economic Services	349,188	341,468	247,208
Other Property and Services	218,749	470,345	140,247
<b>TOTAL OPERATING REVENUE</b>	<b>9,605,662</b>	<b>18,522,616</b>	<b>11,212,952</b>
<b>OPERATING EXPENSES</b>			
Governance	(671,744)	(965,894)	(776,593)
General Purpose Funding	(186,578)	(297,378)	(259,153)
Law, Order, Public Safety	(789,849)	(859,619)	(1,060,659)
Health	(205,075)	(325,386)	(307,973)
Education and Welfare	(714,585)	(1,082,697)	(818,705)
Housing	(164,104)	(251,223)	(247,111)
Community Amenities	(1,120,302)	(1,644,078)	(1,329,532)
Recreation & Culture	(1,363,287)	(1,962,721)	(1,617,964)
Transport	(3,615,907)	(5,209,942)	(5,214,045)
Economic Services	(285,158)	(709,314)	(710,441)
Other Property and Services	(444,675)	(494,993)	(903,844)
<b>TOTAL OPERATING EXPENSE</b>	<b>(9,561,264)</b>	<b>(13,803,245)</b>	<b>(13,246,019)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>44,398</b>	<b>4,719,371</b>	<b>(2,033,066)</b>

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

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

	<b>MARCH 2021 Actual \$</b>	<b>2020/21 Adopted Budget \$</b>	<b>2019/20 Actual \$</b>
<b>OPERATING REVENUES</b>			
Rates	4,504,694	4,503,933	4,481,702
Operating Grants, Subsidies and Contributions	1,665,755	2,011,246	4,154,628
Non-Operating Grants, Subsidies and Contributions	1,293,332	9,166,318	884,405
Fees and Charges	1,583,107	2,137,072	1,151,610
Service Charges	0	0	0
Interest Earnings	49,140	78,300	103,065
Profit on Asset Disposals	494	49,500	23,036
Proceeds on Disposal of Assets	185,876	393,500	279,800
Realisation on Disposal of Assets	(185,876)	(393,500)	(279,800)
Other Revenue	509,140	576,247	414,508
<b>TOTAL OPERATING REVENUE</b>	<b>9,605,662</b>	<b>18,522,616</b>	<b>11,212,954</b>
<b>OPERATING EXPENSES</b>			
Employee Costs	(3,108,797)	(4,261,814)	(3,867,559)
Materials and Contracts	(2,122,465)	(3,519,666)	(3,780,377)
Utility Charges	(168,545)	(219,758)	(236,160)
Depreciation on Non-Current Assets	(3,540,587)	(4,902,716)	(4,588,500)
Interest Expenses	(45,543)	(90,968)	(102,827)
Insurance Expenses	(322,740)	(225,393)	(223,390)
Loss on Asset Disposals	(63,311)	(227,000)	(95,046)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(189,275)	(355,930)	(352,160)
<b>TOTAL OPERATING EXPENSE</b>	<b>(9,561,263)</b>	<b>(13,803,245)</b>	<b>(13,246,019)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>44,399</u></b>	<b><u>4,719,371</u></b>	<b><u>(2,033,065)</u></b>



**SHIRE OF RAVENSTHORPE**

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

**FOR THE PERIOD ENDED 31 MARCH 2021**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>MARCH 2021 Actual \$</b>	<b>2019/20 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	5,780,302	4,456,545
Trade and Other Receivables	989,263	2,128,749
Inventories	2,358	2,358
<b>TOTAL CURRENT ASSETS</b>	<u>6,771,923</u>	<u>6,587,652</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	11,931	11,931
Inventories	0	0
Property, Plant and Equipment	33,513,607	33,277,373
Infrastructure	121,724,050	123,297,754
<b>TOTAL NON-CURRENT ASSETS</b>	<u>155,249,588</u>	<u>156,587,058</u>
<b>TOTAL ASSETS</b>	<u>162,021,511</u>	<u>163,174,710</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	406,826	1,386,120
Right of Use Asset	121,001	121,001
Long Term Borrowings	0	218,282
Provisions	437,159	437,159
<b>TOTAL CURRENT LIABILITIES</b>	<u>964,986</u>	<u>2,162,562</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	1,266,287	1,266,287
Right of Use Assets	825,493	825,493
Provisions	81,660	81,660
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>2,173,440</u>	<u>2,173,440</u>
<b>TOTAL LIABILITIES</b>	<u>3,138,426</u>	<u>4,336,002</u>
<b>NET ASSETS</b>	<u>158,883,085</u>	<u>158,838,708</u>
Retained Surplus	37,513,021	37,482,190
Reserves - Cash Backed	3,461,474	3,447,908
Revaluation Surplus	117,908,609	117,908,609
<b>TOTAL EQUITY</b>	<u>158,883,085</u>	<u>158,838,707</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2021

10. FINANCIAL RATIOS

	2021 YTD	2020	2019	2018
Current Ratio	3.75	1.78	3.01	1.64
Operating Surplus Ratio	(0.20)	(0.49)	3.29	(0.24)

The above ratios are calculated as follows:

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

**ATTACHMENT**



**2020/2021**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	32,246	1,089,988	72,966	5,765	0	1,200,963	256,870
Aug	24,821	361,337	159,976	7,275	0	553,410	247,790
Sep	9,832	467,211	92,158	6,744	0	575,945	275,691
Oct	16,876	501,519	57,600	9,242	0	585,238	320,530
Nov	16,962	392,384	52,143	14,580	0	476,069	282,980
Dec	23,113	653,814	48,957	9,277	0	735,161	406,756
Jan	22,049	734,100	49,423	14,350	0	819,922	286,767
Feb	20,017	549,348	153,414	14,941	0	737,720	305,573
Mar	19,933	1,158,435	100,237	10,795	0	1,289,401	304,685
Apr						0	
May						0	
Jun						0	
<b>Total</b>	<b>185,849</b>	<b>5,908,137</b>	<b>786,873</b>	<b>92,970</b>	<b>0</b>	<b>6,973,829</b>	<b>2,687,644</b>
<b>19/20</b>	<b>197,977</b>	<b>8,450,678</b>	<b>997,212</b>	<b>102,791</b>	<b>6,319</b>	<b>9,754,977</b>	<b>3,174,082</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

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

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



Date: 09/04/2021  
 Time: 3:33:17PM

**Shire of Ravensthorpe**  
**Creditor Payments March 2021**

USER: Finance Officer Tempo  
 PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
457	04/03/2021	Horizon Power	46 ALAN ROSE DRIVE HOPETOUN 19/12/2020 - 18/02/2021	1		3,348.63
INV 125308	19/02/2021	Horizon Power	46 ALAN ROSE DRIVE HOPETOUN 19/12/2020 - 18/02/2021		3,348.63	
458	12/03/2021	Telstra	TELSTRA ACCOUNT 11 JAN - 10 FEB 2021	1		12,649.34
INV K521117518	02/2021	Telstra	TELSTRA ACCOUNT 11 JAN - 10 FEB 2021		12,275.11	
INV T311 23522	02/2021	Telstra	SATELLITE PHONE 22/02 - 21/03/2021		135.50	
INV K623268924	02/2021	Telstra	TELEPHONE CHARGES TO 16 FEB - LITTLE BARRENS		238.73	
459	17/03/2021	Horizon Power	STREET LAMPS HOPETOUN - 01/02 - 28/02/2021	1		3,889.45
INV 136499	05/03/2021	Horizon Power	STREET LAMPS HOPETOUN - 01/02 - 28/02/2021		3,646.52	
INV 142028	08/03/2021	Horizon Power	2 TUBADA DRIVE MUNGLINUP 08/01/2021 - 05/03/2021		242.93	
460	17/03/2021	Telstra	SMS CHARGES AND LATE PAYMENT FEE 25/02/2021 - 24/03/2021	1		16.73
INV T311 13725	02/2021	Telstra	SMS CHARGES AND LATE PAYMENT FEE 25/02/2021 - 24/03/2021		16.73	
461	26/03/2021	Water Corporation	WATER CHARGES FOR 57 MORGANS ST, RAVENSTHORPE (VACANT LAND)	1		29.24
INV 9007746802	03/2021	Water Corporation	WATER CHARGES FOR 57 MORGANS ST, RAVENSTHORPE (VACANT LAND)		29.24	
1045	01/03/2021	1 - BANK FEES	OBB RECORD FEE	1		17.90
1045	01/03/2021	1 - BANK FEES	MAINTENANCE FEE	1		60.00
1045	01/03/2021	1 - BANK FEES	ELECTRONIC TRANSACTION FEE	1		5.00
1045	01/03/2021	1 - BANK FEES	BPAY CREDIT CARD MERCHANT FEE	1		39.74
1045	01/03/2021	1 - BANK FEES	BPAY TRANSACTION FEE	1		264.75
1045	03/03/2021	1 - BANK FEES	CBA MERCHANTFEE	1		439.89

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1045	03/03/2021	1 - BANK FEES	CBA MERCHANT FEE	1		77.14
1045	31/03/2021	1 - BANK FEES	LINE OF CREDIT FEE	1		1,500.00
EFT12874	04/03/2021	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY FEBRUARY 2021	1		2,289.03
INV 73446	05/02/2021	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY FEBRUARY 2021		830.50	
INV 73494	12/02/2021	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY FEBRUARY 2021		1,458.53	
EFT12875	04/03/2021	Airport Security Pty Ltd	ASIC CARD - TRINA HENDERSON	1		220.00
INV 11786	23/02/2021	Airport Security Pty Ltd	ASIC CARD - TRINA HENDERSON		220.00	
EFT12876	04/03/2021	Ashley Aichner	HALL HIRE	1		400.00
INV T1771	04/03/2021	Ashley Aichner	HALL HIRE	1	400.00	
EFT12877	04/03/2021	Best Office Systems	PRINTER READINGS FOR 20/01 - 20/02/2021 - RAVENSTHORPE OFFICE	1		1,288.92
INV 584191	23/02/2021	Best Office Systems	PRINTER READING FOR 20/01/2021 - 20/02/2021 - HOPETOUN OFFICE		280.11	
INV 584328	25/02/2021	Best Office Systems	PRINTER READINGS FOR 20/01 - 20/02/2021 - RAVENSTHORPE OFFICE		1,008.81	
EFT12878	04/03/2021	Bunnings	VARIOUS PARTS AND FITTINGS - LITTLE BARRENS, DRS SURGERY, ADMIN BUILDING	1		175.71
INV 2022/00920	20/02/2021	Bunnings	VARIOUS PARTS AND FITTINGS - LITTLE BARRENS, DRS SURGERY, ADMIN BUILDING		175.71	
EFT12879	04/03/2021	City of Albany	BUILDING SERVICES CERT OF DESIGN COMPLIANCE - PROPOSED CARPORT	1		187.00
INV 91808	22/02/2021	City of Albany	BUILDING SERVICES CERT OF DESIGN COMPLIANCE - PROPOSED CARPORT		187.00	
EFT12880	04/03/2021	Community Spirit Newspaper Inc	ADVERTISING - TENDER 08 - 2020/21 FLOATER ROAD REALIGNMENT & INTERSECTION UPGRADES	1		360.00
INV 24161	25/02/2021	Community Spirit Newspaper Inc	ADVERTISING - TENDER 08 - 2020/21 FLOATER ROAD REALIGNMENT & INTERSECTION UPGRADES		180.00	
INV 24158	25/02/2021	Community Spirit Newspaper Inc	ADVERTISING - COMMUNITY DEVELOPMENT FUNDING ROUND 2021/2022		180.00	



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EFT12881	04/03/2021	Department of Fire and Emergency Services (Previously FESA)	ESL QTR 3 20/2021	1		47,850.24
INV 151863	19/02/2021	Department of Fire and Emergency Services (Previously FESA)	ESL QTR 3 20/2021		47,850.24	
EFT12882	04/03/2021	Esperance Branch AMPOL Australia Petroleum PTY LTD	SHORT PAYMENT OF FEB INVOICE 3431702	1		0.31
INV 3431702S28/02/2021		Esperance Branch AMPOL Australia Petroleum PTY LTD	SHORT PAYMENT OF FEB INVOICE 3431702		0.31	
EFT12883	04/03/2021	Freight Lines Group	FREIGHT CHARGES - FULTON HOGAN	1		749.09
INV 96384	19/02/2021	Freight Lines Group	FREIGHT CHARGES - FULTON HOGAN		461.87	
INV 96816	24/02/2021	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS		287.22	
EFT12884	04/03/2021	Grants Empire	CHILDCARE SUSTAINABILITY GRANT APPLICATION - LITTLE BARRENS PAYMENT 1 OF 2	1		924.00
INV 1965	06/02/2021	Grants Empire	CHILDCARE SUSTAINABILITY GRANT APPLICATION - LITTLE BARRENS PAYMENT 1 OF 2		462.00	
INV 1972	20/02/2021	Grants Empire	CHILDCARE SUSTAINABILITY GRANT APPLICATION - THE CUB HOUSE PAYMENT 2 OF 2		462.00	
EFT12885	04/03/2021	Hopetoun Tyres & Batteries	1000R EHD TUBE ROLLER X 2 - TYRE REPAIRS	1		3,262.05
INV 0289	01/01/2021	Hopetoun Tyres & Batteries	1000R EHD TUBE ROLLER X 2 - TYRE REPAIRS		1,256.75	
INV 0290	01/01/2021	Hopetoun Tyres & Batteries	SUPPLY AND FIT 4 NEW 265/65R17 ON 101 RA, FORTUNA		1,232.00	
INV 0327	11/01/2021	Hopetoun Tyres & Batteries	TYRE & FITTING 8.25R20 - HOPETOUN RURAL FIRE TRUCK		773.30	
EFT12886	04/03/2021	Inglewood Products Group	PROGRESS PAYMENT - MILLING AND SEASONING	1		44,000.00
INV 77659	25/02/2021	Inglewood Products Group	PROGRESS PAYMENT - MILLING AND SEASONING		44,000.00	
EFT12887	04/03/2021	Jessica Hendriks	REIMBURSEMENT - PRE-EMPLOYMENT MEDICAL (ROCKINGHAM CITY FAMILY PRACTISE )- JESSICA HENDRIKS	1		253.00
INV 223116	25/02/2021	Jessica Hendriks	REIMBURSEMENT - PRE-EMPLOYMENT MEDICAL (ROCKINGHAM CITY FAMILY PRACTISE )- JESSICA HENDRIKS		253.00	

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EFT12888	04/03/2021	Kleenwest Distributors	BIN LINER 240LTR SAMSON, DEGREASER, BROOM, MOP AND SANITARY BIN	1		580.97
INV 54993	24/02/2021	Kleenwest Distributors	BIN LINER 240LTR SAMSON, DEGREASER, BROOM, MOP AND SANITARY BIN		580.97	
EFT12889	04/03/2021	Lawry's Electrical Solutions	INSPECT AND FIX ELECTRICAL CABINET AT TOWN FIRE TANK PUMPS	1		1,259.50
INV 1833	19/02/2021	Lawry's Electrical Solutions	INSPECT AND FIX ELECTRICAL CABINET AT TOWN FIRE TANK PUMPS		1,259.50	
EFT12890	04/03/2021	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL, DRUG SCREEN & AUDIOMETRY DEAN KEEFE	1		445.50
INV 46939	25/02/2021	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL, DRUG SCREEN & AUDIOMETRY DEAN KEEFE		445.50	
EFT12891	04/03/2021	Lloydey's Power Services	INSTALL 2 DOUBLE POWER POINTS AT REC CENTRE STORE ROOM FOR NBN INSTALLATION	1		281.09
INV 0596	22/02/2021	Lloydey's Power Services	INSTALL 2 DOUBLE POWER POINTS AT REC CENTRE STORE ROOM FOR NBN INSTALLATION		281.09	
EFT12892	04/03/2021	Lo-Go Appointments	TEMPORARY LSL COVER - HELEN DOUGLAS - W/E 20/02/2021	1		3,835.99
INV 423117	23/02/2021	Lo-Go Appointments	TEMPORARY LSL COVER - HELEN DOUGLAS - W/E 20/02/2021		2,106.72	
INV 423116	23/02/2021	Lo-Go Appointments	CONTRACT ADMINISTRATION- ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 20/02/2021		1,729.27	
EFT12893	04/03/2021	Modus Australia	20% DEPOSIT ON YARRA-1 CUSTOM TOILET BUILDING - STARVATION BAY	1		5,155.26
INV 9429	16/02/2021	Modus Australia	20% DEPOSIT ON YARRA-1 CUSTOM TOILET BUILDING - STARVATION BAY		5,155.26	
EFT12894	04/03/2021	Nikolai Sovndahl	GYM FOB REFUND	1		20.00
INV T1695	25/02/2021	Nikolai Sovndahl	GYM FOB REFUND	1	20.00	
EFT12895	04/03/2021	Peter Hobbs Architects	HOPETOUN SPORTS OVAL - SCHEMATIC DESIGN	1		6,600.00
INV 368	19/02/2021	Peter Hobbs Architects	HOPETOUN SPORTS OVAL - SCHEMATIC DESIGN		6,600.00	

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EFT12896	04/03/2021	Ravensthorpe Building Supplies	MOP HEAD FOR CONTRACTOR AND KEY CUTTING - ANTHONY MARAS	1		134.90
INV 6848	22/02/2021	Ravensthorpe Building Supplies	MOP HEAD FOR CONTRACTOR AND KEY CUTTING - ANTHONY MARAS		58.35	
INV 6858	23/02/2021	Ravensthorpe Building Supplies	3 X BIN TIDIES - ANTHONY MARAS		54.00	
INV 6907	24/02/2021	Ravensthorpe Building Supplies	SELLEYS NO MORE GAPS, GAL NUT AND MISC - ANTHONY MARAS		22.55	
EFT12897	04/03/2021	Robert Belgrave	CAT TRAP BOND	1		50.00
INV T1803	04/03/2021	Robert Belgrave	CAT TRAP BOND	1	50.00	
EFT12898	04/03/2021	Roselea Trading	Hopetoun Gym Rent	1		638.45
INV RENT	03/03/2021	Roselea Trading	Hopetoun Gym Rent		488.34	
INV RATES	03/03/2021	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT12899	04/03/2021	Tanya's Gardening & Lawn Mowing Service	CATEGORY 3 WORKS A503 LOT 135 (89) SPENCE STREET, RAVENSTHORPE	1		300.00
INV 72	25/02/2021	Tanya's Gardening & Lawn Mowing Service	CATEGORY 3 WORKS A503 LOT 135 (89) SPENCE STREET, RAVENSTHORPE		300.00	
EFT12900	04/03/2021	Toll Transport Pty Ltd	FREIGHT CHARGES - TUTT BRYANT, GURADIAN PRINT	1		51.28
INV 0476-S3021/02/2021		Toll Transport Pty Ltd	FREIGHT CHARGES - TUTT BRYANT, GURADIAN PRINT		51.28	
EFT12901	04/03/2021	WA Reticulation Supplies	GARDEN FITTINGS - STAR ORBIT 12 STATION OUTDOOR, SOLENOID AND TORO	1		540.06
INV L2646	25/02/2021	WA Reticulation Supplies	GARDEN FITTINGS - STAR ORBIT 12 STATION OUTDOOR, SOLENOID AND TORO		540.06	
EFT12902	04/03/2021	WINC Australia Pty Ltd	NET49718833 - VARIOUS CONSUMABLES - THE CUB HOUSE	1		214.52
INV 9035119009/02/2021		WINC Australia Pty Ltd	NET49543676 BLACK & GOLD CORNFLOUR - THE CUB HOUSE		9.69	
INV 9035130110/02/2021		WINC Australia Pty Ltd	NET49718833 - VARIOUS CONSUMABLES - THE CUB HOUSE		120.93	
INV 9035212217/02/2021		WINC Australia Pty Ltd	NET49757899 WHITEBOARD MARKER - LITTLE BARRENS		11.95	

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INV 9035256322/02/2021		WINC Australia Pty Ltd	NET49855993 VARIOUS SUPPLIES - LITTLE BARRENS		71.95	
EFT12903	08/03/2021	Truck Centre WA Pty Ltd	PURCHASE OF MACK TRIDENT 6X4 PRIME MOVER DAY CAB 535HP	1		269,028.80
INV RO1131104/03/2021		Truck Centre WA Pty Ltd	PURCHASE OF MACK TRIDENT 6X4 PRIME MOVER DAY CAB 535HP		269,028.80	
EFT12904	12/03/2021	4 Rivers Plumbing Gas & Civil Contracting	REPLACE GAS REGULATOR AT THE CUB HOUSE CHILD CARE CENTRE - RAVENSTHORPE	1		799.70
INV 5875	02/03/2021	4 Rivers Plumbing Gas & Civil Contracting	REPLACE GAS REGULATOR AT THE CUB HOUSE CHILD CARE CENTRE - RAVENSTHORPE		441.10	
INV 5881	04/03/2021	4 Rivers Plumbing Gas & Civil Contracting	SUPPLY AND INSTALL PIPE WORK FOR THE RETIC CUT IN FOR THE HOPETOUN OVAL.		358.60	
EFT12905	12/03/2021	ABCO Products PTY LTD	5L CLEANMAX BEANCLEAN AIR FRESHENER/CLEANER	1		469.21
INV 668650	18/02/2021	ABCO Products PTY LTD	5L CLEANMAX BEANCLEAN AIR FRESHENER/CLEANER		469.21	
EFT12906	12/03/2021	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY TO FEB 28	1		1,435.50
INV 73543	25/02/2021	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY TO 19 FEB		319.00	
INV 73770	28/02/2021	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY TO FEB 28		1,116.50	
EFT12907	12/03/2021	Aerodrome Management Services Pty Ltd	WINDSOCK WHITE - 900MM 271GSM MOS COMPLIANT AND POSTAGE	1		532.00
INV 4349	04/03/2021	Aerodrome Management Services Pty Ltd	WINDSOCK WHITE - 900MM 271GSM MOS COMPLIANT AND POSTAGE		532.00	
EFT12908	12/03/2021	Aqua Shades	4M X 4M SHADE SAIL OF FULL WIRE (4MM) CONFIGURATION IN THE COLOR ROYAL BLUE	1		1,146.00
INV 2107	26/10/2020	Aqua Shades	3 X WIRE STRAPS FOR SHADE SAIL		66.00	
INV 2108	26/10/2020	Aqua Shades	4M X 4M SHADE SAIL OF FULL WIRE (4MM) CONFIGURATION IN THE COLOR ROYAL BLUE		1,080.00	
EFT12909	12/03/2021	Australian Government Child Support Agency	Payroll deductions	1		690.24
INV DEDUCT08/03/2021		Australian Government Child Support Agency	Payroll deductions		690.24	
EFT12910	12/03/2021	Cleanaway Pty Ltd	COLLECTION OF LITTER FROM BINS AT STARVATION BAY CAMPSITE FEBRUARY 2021	1		957.00

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INV 2161709628/02/2021		Cleanaway Pty Ltd	COLLECTION OF LITTER FROM BINS AT MASONS BAY - FEBRUARY 2021		429.00	
INV 2161709528/02/2021		Cleanaway Pty Ltd	COLLECTION OF LITTER FROM BINS AT STARVATION BAY CAMPSITE FEBRUARY 2021		528.00	
EFT12911	12/03/2021	Cutting Edges Equipment Parts Pty Ltd	25 X GRADER BLADE CURV (RED) 2133 X 203 X 16 X9H (5/8") - 20 RECEIVED	1		2,337.06
INV 3297688	26/02/2021	Cutting Edges Equipment Parts Pty Ltd	25 X GRADER BLADE CURV (RED) 2133 X 203 X 16 X9H (5/8") - 20 RECEIVED		2,337.06	
EFT12912	12/03/2021	Cynthia Gordon	GYM BOND REFUND	1		20.00
INV T1338	04/03/2021	Cynthia Gordon	GYM BOND REFUND	1	20.00	
EFT12913	12/03/2021	Dene Bingham	REIMBURSEMENT - UNIFORMS HASLAMAS AND BIRDSNEST	1		458.70
INV 2502202125/02/2021		Dene Bingham	REIMBURSEMENT - UNIFORMS HASLAMAS AND BIRDSNEST		458.70	
EFT12914	12/03/2021	Dynasty Embroidery	UNIFORMS FOR OUTSIDE CREW	1		569.58
INV 18529	03/03/2021	Dynasty Embroidery	UNIFORMS FOR OUTSIDE CREW		569.58	
EFT12915	12/03/2021	Esperance Communications	REPLACEMENT CELL-FI & INSTALLATION FOR HOPETOUN RURAL TRUCK	1		1,146.00
INV 5077126	23/02/2021	Esperance Communications	REPLACEMENT CELL-FI & INSTALLATION FOR HOPETOUN RURAL TRUCK		1,146.00	
EFT12916	12/03/2021	Great Southern Bio Logic Pty Ltd	ANALYSIS OF TWO (2) POTENTIAL ASBESTOS SAMPLES FROM GREEN HAVEN TOURIST PARK	1		165.00
INV 646	02/03/2021	Great Southern Bio Logic Pty Ltd	ANALYSIS OF TWO (2) POTENTIAL ASBESTOS SAMPLES FROM GREEN HAVEN TOURIST PARK		165.00	
EFT12917	12/03/2021	Greg Stover	REIMBURSEMENT - PRE-EMPLOYMENT MEDICAL (BRECKEN HEALTH)	1		491.00
INV 0803202109/03/2021		Greg Stover	REIMBURSEMENT - PRE-EMPLOYMENT MEDICAL (BRECKEN HEALTH)		314.60	
INV 0803202109/03/2021		Greg Stover	REIMBURSEMENT - WORK CLOBBER WORK BOOTS		176.40	
EFT12918	12/03/2021	Hopetoun Men In Sheds Incorporated	WEEKEND TRANSFER STATION ATTENDANTS FEBRUARY 2021	1		800.00

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INV 302	28/02/2021	Hopetoun Men In Sheds Incorporated	WEEKEND TRANSFER STATION ATTENDANTS FEBRUARY 2021		800.00	
EFT12919	12/03/2021	J&K Hopkins	WORKSTATIONS X2 AND MOBILE DRAWERS X 2	1		3,914.00
INV 271645	19/02/2021	J&K Hopkins	WORKSTATIONS X2 AND MOBILE DRAWERS X 2		3,914.00	
EFT12920	12/03/2021	Jason Sign Makers	DELINEATOR PLAE RED ALUMINIUM, H PLATE HYDRANT, LATTICE ALI STRIP, REFLECTIVE TAPE	1		1,704.62
INV 216949	02/03/2021	Jason Sign Makers	DELINEATOR PLAE RED ALUMINIUM, H PLATE HYDRANT, LATTICE ALI STRIP, REFLECTIVE TAPE		1,704.62	
EFT12921	12/03/2021	Kieren and Beverley Blount	REIMBURSEMENT - POLICE CLEARANCES FOR CAMP HOSTS HAMERSLEY INLET	1		111.60
INV 131031	25/02/2021	Kieren and Beverley Blount	REIMBURSEMENT - POLICE CLEARANCES FOR CAMP HOSTS HAMERSLEY INLET		111.60	
EFT12922	12/03/2021	Landgate	GROSS RENTAL VALUATIONS 03/10/2020 - 05/02/2021	1		134.65
INV 362680	23/02/2021	Landgate	GROSS RENTAL VALUATIONS 03/10/2020 - 05/02/2021		94.05	
INV 362776	24/02/2021	Landgate	LAND ENQUIRY SEARCH FEES 16/01 - 16/02/2021		40.60	
EFT12923	12/03/2021	Lo-Go Appointments	TEMPORARY LSL COVER - HELEN DOUGLAS - FINANCE W/E 27/02/2021	1		3,835.99
INV 423144	02/03/2021	Lo-Go Appointments	ADMINISTRATION SERVICES- ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 27/02/2021		1,729.27	
INV 423145	02/03/2021	Lo-Go Appointments	TEMPORARY LSL COVER - HELEN DOUGLAS - FINANCE W/E 27/02/2021		2,106.72	
EFT12924	12/03/2021	Madden Rural	MATERIAL FOR PATIO BUILT AT AIRPORT	1		1,051.27
INV 11525	03/02/2021	Madden Rural	MATERIAL FOR PATIO BUILT AT AIRPORT		1,051.27	
EFT12925	12/03/2021	Marketforce	TENDER RFT 07-2020/21 SUPPLY , FABRICATION AND DELIVERY TO SITE OF COMPLETE STRUCTURAL FRAME	1		1,888.87
INV 37445	23/02/2021	Marketforce	ADVERTISING - TENDER 08 - 2021/22 - FLOATER ROAD REALIGNMENT & INTERSECTION UPGRADES		994.81	
INV 37444	23/02/2021	Marketforce	TENDER RFT 07-2020/21 SUPPLY , FABRICATION AND DELIVERY TO SITE OF COMPLETE STRUCTURAL FRAME		1,005.51	

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INV 36408	02/03/2021	Marketforce	CREDIT NOTE FOR EARLY PAYMENT OF INVOICES 37040, 37041 AND 37042		-111.45	
EFT12926	12/03/2021	Matthews Smash Repairs	INSURANCE EXCESS (RA222) - CLAIM NO: 6056764	1		500.01
INV 12076/2	05/03/2021	Matthews Smash Repairs	INSURANCE EXCESS (RA222) - CLAIM NO: 6056764		500.01	
EFT12927	12/03/2021	Melissa Pollock	REIMBURSEMENT - VARIOUS FITTINGS AMD MISC FOR AIRPORT AND LITTLE BARRENS	1		119.28
INV 2022/007306/03/2021	06/03/2021	Melissa Pollock	REIMBURSEMENT - VARIOUS FITTINGS AMD MISC FOR AIRPORT AND LITTLE BARRENS		119.28	
EFT12928	12/03/2021	Mills Corporation Pty Ltd	BUILDING ASSISTANT - ANTHONY MARAS 30/01/2021 - 26/02/2021	1		18,769.30
INV 16754	02/03/2021	Mills Corporation Pty Ltd	BUILDING ASSISTANT - ANTHONY MARAS 30/01/2021 - 26/02/2021		18,769.30	
EFT12929	12/03/2021	Newground Water Services	HOPETOUN OVALS IRRIGATION DESIGN AND INSTALL - CLAIM 1	1		142,760.97
INV 1000559	28/02/2021	Newground Water Services	HOPETOUN OVALS IRRIGATION DESIGN AND INSTALL - CLAIM 1		130,379.92	
INV 1000560	28/02/2021	Newground Water Services	VARIATION - HOPETOUN OVALS IRRIGATION DESIGN AND INSTALL		12,381.05	
EFT12930	12/03/2021	Nutrien Ag Solutions Ravensthorpe	METSULFURON 600WG 1KG	1		320.10
INV 9042005317/02/2021	17/02/2021	Nutrien Ag Solutions Ravensthorpe	GAS BOTTLE FOR HOPETOUN COMMUNITY CENTRE		155.10	
INV 9041973817/02/2021	17/02/2021	Nutrien Ag Solutions Ravensthorpe	METSULFURON 600WG 1KG		165.00	
EFT12931	12/03/2021	Ocean Beach Refrigeration & Air Conditioning	EMERGENCY CALL OUT - AIRCONDITIONER UNIT AT THE HOPETOUN COMMUNITY CENTRE HALL	1		1,354.91
INV 2606	23/02/2021	Ocean Beach Refrigeration & Air Conditioning	EMERGENCY CALL OUT - AIRCONDITIONER UNIT AT THE HOPETOUN COMMUNITY CENTRE HALL		1,354.91	
EFT12932	12/03/2021	Peter Hobbs Architects	SITE VISIT - PETER HOBBS, PATRICK BEALE AND DANIEL GIUFFRE- CULTURAL PRECINCT 24 - 26 FEB	1		10,560.00
INV 371	28/02/2021	Peter Hobbs Architects	SITE VISIT - PETER HOBBS, PATRICK BEALE AND DANIEL GIUFFRE- CULTURAL PRECINCT 24 - 26 FEB		10,560.00	
EFT12933	12/03/2021	Powerplant Motorcycles	CHAINS FOR STIHL CHAIN SAWS X 6	1		198.00

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INV 1145120	22/02/2021	Powerplant Motorcycles	CHAINS FOR STIHL CHAIN SAWS X 6		198.00	
EFT12934	12/03/2021	R And R Heavy Diesel Services	CARRY OUT 20000KM SERVICE OF MACK TRIDENT PRIME MOVER RA-3871	1		4,745.46
INV 4670	26/02/2021	R And R Heavy Diesel Services	HOPETOUN RURAL 2.4B 'B' MAJOR SERVICE - 1CUB 568		1,731.46	
INV 4656	01/03/2021	R And R Heavy Diesel Services	120, 000KM SERVICE ON RA 137		983.61	
INV 4657	02/03/2021	R And R Heavy Diesel Services	CARRY OUT 20000KM SERVICE OF MACK TRIDENT PRIME MOVER RA-3871		2,030.39	
EFT12935	12/03/2021	Ravensthorpe Building Supplies	GORILLA BLACK TAPE, KWIK GRIP AND MASKING TAPE - ANTHONY MARAS	1		124.20
INV 6783	19/02/2021	Ravensthorpe Building Supplies	DOWEL AND BULLET HEAD NAILS - ANTHONY MARAS		11.30	
INV 6780	19/02/2021	Ravensthorpe Building Supplies	GORILLA BLACK TAPE, KWIK GRIP AND MASKING TAPE - ANTHONY MARAS		48.80	
INV 6849	22/02/2021	Ravensthorpe Building Supplies	U BOLT, MUDGUARD WASHER - ANTHONY MARAS		10.40	
INV 6844	22/02/2021	Ravensthorpe Building Supplies	REDLINE WALL BRUSH - ANTHONY MARAS		7.90	
INV 6927	25/02/2021	Ravensthorpe Building Supplies	WALL BRUSH AND PAINT - ANTHONY MARAS		45.80	
EFT12936	12/03/2021	Ravensthorpe Bulk Haulage	HIRE OF SEMI WATER TANKER CARTING TO MALLEE ROAD	1		12,362.63
INV 2169	28/02/2021	Ravensthorpe Bulk Haulage	HIRE OF SEMI WATER TANKER CARTING TO MALLEE ROAD		12,362.63	
EFT12937	12/03/2021	Ravensthorpe Community Resource Centre	LIBRARY & CUSTOMER SERVICES - Q4 MARCH - JUNE 2021	1		13,369.94
INV 2458	02/03/2021	Ravensthorpe Community Resource Centre	LIBRARY & CUSTOMER SERVICES - Q4 MARCH - JUNE 2021		13,369.94	
EFT12938	12/03/2021	Ravensthorpe Historical Society	VISITORS CENTRE SUBSIDY	1		5,000.00
INV SUBSIDY	02/03/2021	Ravensthorpe Historical Society	VISITORS CENTRE SUBSIDY		5,000.00	
EFT12939	12/03/2021	Resolve Group Pty Ltd	BCA COMPLIANCE CONSULTANCY SERVICES AND CERTIFICATION SERVICES	1		935.00
INV 107189.2	28/02/2021	Resolve Group Pty Ltd	BCA COMPLIANCE CONSULTANCY SERVICES AND CERTIFICATION SERVICES		935.00	



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EFT12940	12/03/2021	Seek Limited	ADVERTISEMENT - PLANT OPERATOR / LABOURER	1		302.50
INV 9735174804/03/2021		Seek Limited	ADVERTISEMENT - PLANT OPERATOR / LABOURER		302.50	
EFT12941	12/03/2021	Shire of Ravensthorpe Social Club	Payroll deductions	1		135.00
INV DEDUCT08/03/2021		Shire of Ravensthorpe Social Club	Payroll deductions		135.00	
EFT12942	12/03/2021	Stantec Australia Pty Ltd	MECHANICAL, HYDRAULIC, ELECTRICAL ENGINEERING AND ACOUSTICS PROGRESS PAYMENT	1		6,402.00
INV 1863257 27/02/2021		Stantec Australia Pty Ltd	MECHANICAL, HYDRAULIC, ELECTRICAL ENGINEERING AND ACOUSTICS PROGRESS PAYMENT		6,402.00	
EFT12943	12/03/2021	Terence Jan Dyszel	TRAVEL EXPENSESTO SUMMERLIN AUDIOLOGY WEST PERTH	1		735.84
INV 0103202101/03/2021		Terence Jan Dyszel	TRAVEL EXPENSESTO SUMMERLIN AUDIOLOGY WEST PERTH		735.84	
EFT12944	12/03/2021	The Roast N Grill Cafe	CATERING MORNING TEA & LUNCH STAFF DEVELOPMENT DAY 26/2/21	1		467.50
INV 33	26/02/2021	The Roast N Grill Cafe	CATERING MORNING TEA & LUNCH STAFF DEVELOPMENT DAY 26/2/21		467.50	
EFT12945	12/03/2021	Tyrepower Esperance	WHEEL ALIGNMENT RA137	1		80.00
INV 113473	02/03/2021	Tyrepower Esperance	WHEEL ALIGNMENT RA137		80.00	
EFT12946	12/03/2021	WA Rangers Association Inc.	WARA MEMBERSHIP- MICHAELA PRITCHARD EXPIRY 31/12/2023	1		120.00
INV 20	22/02/2021	WA Rangers Association Inc.	WARA MEMBERSHIP- MICHAELA PRITCHARD EXPIRY 31/12/2023		120.00	
EFT12947	12/03/2021	WA Reticulation Supplies	RETIC FITTINGS AS PER QUOTE L2932 - FOR 30 KINGSMILL ST	1		440.80
INV L2932	04/03/2021	WA Reticulation Supplies	RETIC FITTINGS AS PER QUOTE L2932 - FOR 30 KINGSMILL ST		440.80	
EFT12948	17/03/2021	4 Rivers Plumbing Gas & Civil Contracting	ACCESS CHAMBER #7 INSTALL NEW MANHOLE LID AND ACCESS #10 TOP UP WITH GRAVEL AND COMPACT	1		1,551.00
INV 5888	11/03/2021	4 Rivers Plumbing Gas & Civil Contracting	ACCESS CHAMBER #7 INSTALL NEW MANHOLE LID AND ACCESS #10 TOP UP WITH GRAVEL AND COMPACT		1,551.00	

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EFT12949	17/03/2021	Bills Doors & Servicing	REPLACE MICRO HEAD SENSOR ON THE RAVENSTHORPE ADMIN OFFICE AUTO DOOR	1		1,865.21
INV 415	05/03/2021	Bills Doors & Servicing	SERVICE OF THE 2 x ADMIN OFFICES AUTO DOORS AND HOPETOUN SNR CITZ		660.00	
INV 419	12/03/2021	Bills Doors & Servicing	REPLACE MICRO HEAD SENSOR ON THE RAVENSTHORPE ADMIN OFFICE AUTO DOOR		1,205.21	
EFT12950	17/03/2021	Cleanaway Pty Ltd	RUBBISH COLLECTION FOR FEBRUARY 2021	1		20,012.23
INV 2161883928/02/2021		Cleanaway Pty Ltd	RUBBISH COLLECTION FOR FEBRUARY 2021		20,012.23	
EFT12951	17/03/2021	Community Spirit Newspaper Inc	ADVERTISING - PUBLIC NOTICE - SEEKING PUBLIC COMMENT - INTEGRATED PLANNING SUITE	1		540.00
INV 24187	11/03/2021	Community Spirit Newspaper Inc	ADVERTISING - PUBLIC NOTICE - SEEKING PUBLIC COMMENT - INTEGRATED PLANNING SUITE		180.00	
INV 24186	11/03/2021	Community Spirit Newspaper Inc	ADVERTISING - PLANT OPERATOR / LABOURER POSITION		180.00	
INV 24184	11/03/2021	Community Spirit Newspaper Inc	ADVERTISING - PUBLIC TENDER - USED PLANT AND OFFICE EQUIPMENT		180.00	
EFT12952	17/03/2021	David Kerr	TRAVEL EXPENSES - MEDICAL APPOINTMENT IN PERTH	1		95.53
INV 1603202116/03/2021		David Kerr	TRAVEL EXPENSES - MEDICAL APPOINTMENT IN PERTH		95.53	
EFT12953	17/03/2021	Department of Local Government, Sport and Cultural Industries	RETURN OF UNSPENT BENS FUNDS	1		1,086.80
INV R102760308/03/2021		Department of Local Government, Sport and Cultural Industries	RETURN OF UNSPENT BENS FUNDS		1,086.80	
EFT12954	17/03/2021	Department of Transport (Shire Licensing)	CHANGE OF PLATE FROM RA 3828 TO 1HDY750	1		28.60
INV 1165823612/03/2021		Department of Transport (Shire Licensing)	CHANGE OF PLATE FROM RA 3828 TO 1HDY750		28.60	
EFT12955	17/03/2021	Eline Fencing Pty Ltd	WHITE TRADITIONAL STRAIGHT TOP PICKET PANELS - MCCULLOCH PARK	1		13,585.00
INV 1708	10/03/2021	Eline Fencing Pty Ltd	WHITE TRADITIONAL STRAIGHT TOP PICKET PANELS - MCCULLOCH PARK		13,585.00	
EFT12956	17/03/2021	Esperance Motor Group trading as Esperance Toyota	30,000 SERVICE RA 3837	1		423.93

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INV JC14034312/03/2021		Esperance Motor Group trading as Esperance Toyota	30,000 SERVICE RA 3837		423.93	
EFT12957	17/03/2021	Fitness Solutions WA	VARIOUS EQUIPMENT FOR HOPETOUN GYM	1		4,405.00
INV 0450	01/03/2021	Fitness Solutions WA	VARIOUS EQUIPMENT FOR HOPETOUN GYM		4,405.00	
EFT12958	17/03/2021	Freight Lines Group	FREIGHT CHARGES - CUTTING EDGES	1		304.11
INV 97520	28/02/2021	Freight Lines Group	FREIGHT CHARGES - CUTTING EDGES		304.11	
EFT12959	17/03/2021	Geofabrics Australasia	2 X 3M BY 200M ROLLS OF BIDIM FILTER CLOTH - TAMARINE ROAD	1		1,386.00
INV CD20211.05/03/2021		Geofabrics Australasia	2 X 3M BY 200M ROLLS OF BIDIM FILTER CLOTH - TAMARINE ROAD		1,386.00	
EFT12960	17/03/2021	Hopetoun Motel And Chalets	ACCOMMODATION FOR EHO 8-10 MARCH 2021 - KELLEE WISE	1		330.00
INV 08/03/20208/03/2021		Hopetoun Motel And Chalets	ACCOMMODATION FOR EHO 8-10 MARCH 2021 - KELLEE WISE		330.00	
EFT12961	17/03/2021	Hopetoun Plumbing and Gas	AIRPORT KITCHENETTE PLUMBING AND BILLI INSTALL	1		1,050.50
INV 543	09/03/2021	Hopetoun Plumbing and Gas	AIRPORT KITCHENETTE PLUMBING AND BILLI INSTALL		693.00	
INV 544	09/03/2021	Hopetoun Plumbing and Gas	INSTALL PLUMBING IN HOPETOUN DEPOT UPGRADE		203.50	
INV 545	09/03/2021	Hopetoun Plumbing and Gas	UNBLOCK TOILETS AT WEST BEACH TOILETS		154.00	
EFT12962	17/03/2021	Jennifer Pauline Davidson	Rates refund for assessment A1634 56 ACACIA DRIVE HOPETOUN 6348	1		792.00
INV A1634	16/03/2021	Jennifer Pauline Davidson	Rates refund for assessment A1634 56 ACACIA DRIVE HOPETOUN 6348		792.00	
EFT12963	17/03/2021	Jerramungup Electrical	TRAVEL, INSTALL 4 P POINT FOR PROJECTOR AND AIRCON UNIT @ TOWN HALL, SAT TV @ 29 DUNN ST	1		864.55
INV 2184	02/03/2021	Jerramungup Electrical	TRAVEL, INSTALL 4 P POINT FOR PROJECTOR AND AIRCON UNIT @ TOWN HALL, SAT TV @ 29 DUNN ST		864.55	
EFT12964	17/03/2021	Komatsu Australia PTY LTD	PURCHASE KOMATSU GD655_7 MOTOR GRADER AND TRADE KOMATSU GD555-5 MOTOR GRADER	1		319,363.00

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INV 6037872	23/02/2021	Komatsu Australia PTY LTD	PURCHASE KOMATSU GD655_7 MOTOR GRADER AND TRADE KOMATSU GD555-5 MOTOR GRADER		319,363.00	
EFT12965	17/03/2021	LG Assist ANZ	ADVERTISING - MANAGER GOVERNANCE AND COMPLIANCE	1		330.00
INV 3125	10/03/2021	LG Assist ANZ	ADVERTISING - MANAGER GOVERNANCE AND COMPLIANCE		330.00	
EFT12966	17/03/2021	Lawry's Electrical Solutions	INSTALL NEW SWITCH INTO THE BBQ AT THE HOPETOUN FORESHORE	1		794.75
INV 1838	10/03/2021	Lawry's Electrical Solutions	HIRE OF GENERATOR AND TRAILER FOR POWER OUTAGE THURSDAY 6TH AUGUST 2020		390.50	
INV 1839	10/03/2021	Lawry's Electrical Solutions	INSTALL NEW SWITCH INTO THE BBQ AT THE HOPETOUN FORESHORE		404.25	
EFT12967	17/03/2021	Lloydey's Power Services	INSTALL FAN IN UNISEX TOILET - RAVENSTHORPE SHIRE OFFICE	1		589.16
INV 0611	08/03/2021	Lloydey's Power Services	INSTALL FAN IN UNISEX TOILET - RAVENSTHORPE SHIRE OFFICE		589.16	
EFT12968	17/03/2021	Lo-Go Appointments	CONTRACT ADMINISTRATION SERVICES - ANNE ALLISON - W/W 06/03/2021	1		3,414.65
INV 423184	09/03/2021	Lo-Go Appointments	TEMPORARY LSL COVER - HELEN DOUGLAS - FINANCE W/E 06/03/2021		1,685.38	
INV 423183	09/03/2021	Lo-Go Appointments	CONTRACT ADMINISTRATION SERVICES - ANNE ALLISON - W/W 06/03/2021		1,729.27	
EFT12969	17/03/2021	Mark Collins	GYM FOB REFUND MARK COLLINS	1		20.00
INV T1584	16/03/2021	Mark Collins	GYM FOB REFUND MARK COLLINS	1	20.00	
EFT12970	17/03/2021	McLeods Barristers & Solicitors	PROFESSIONAL FEES - SALE OF LOT 64 (17) BUDJAN STREET, MUNGLINUP AND LANDGATE TITLE SEARCH	1		1,126.70
INV 117920	26/02/2021	McLeods Barristers & Solicitors	PROFESSIONAL FEES - SALE OF LOT 64 (17) BUDJAN STREET, MUNGLINUP AND LANDGATE TITLE SEARCH		1,126.70	
EFT12971	17/03/2021	Medtech Healthcare Pty Ltd	SITE SUPPORT FOR MEDICAL CENTRES FOR PERIOD 02MARCH - 01 APRIL 2021	1		110.00
INV 053345	01/03/2021	Medtech Healthcare Pty Ltd	SITE SUPPORT FOR MEDICAL CENTRES FOR PERIOD 02MARCH - 01 APRIL 2021		110.00	

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EFT12972	17/03/2021	Meridian Agencies (Weistermann Family Trust)	TUBECLIPS, POST IT NOTES, PENS, USB, TAPE, TAB DIVIDERS, LABELS	1		731.89
INV 1182	08/03/2021	Meridian Agencies (Weistermann Family Trust)	TUBECLIPS, POST IT NOTES, PENS, USB, TAPE, TAB DIVIDERS, LABELS		731.89	
EFT12973	17/03/2021	Navsdron Pty Ltd	FINAL ADJUSTMENTS TO ANNUAL FINANCIAL STATEMENTS	1		275.00
INV 243	02/03/2021	Navsdron Pty Ltd	FINAL ADJUSTMENTS TO ANNUAL FINANCIAL STATEMENTS		275.00	
EFT12974	17/03/2021	PLAN E	LANDSCAPE DEVELOPMENT (100% COMPLETE)	1		8,118.00
INV 10339	28/02/2021	PLAN E	LANDSCAPE DEVELOPMENT (100% COMPLETE)		8,118.00	
EFT12975	17/03/2021	Perfect Computer Solutions Pty Ltd	LICENCE FOR ADOBE ACROBAT STANDARD 2020 FOR ADMINISTRATION OFFICER	1		505.00
INV 26320	12/03/2021	Perfect Computer Solutions Pty Ltd	LICENCE FOR ADOBE ACROBAT STANDARD 2020 FOR ADMINISTRATION OFFICER		505.00	
EFT12976	17/03/2021	Powerplant Motorcycles	2 X STIHL 18 LITRE BACK PACK MANUAL SPRAYER	1		408.00
INV I143036	10/12/2020	Powerplant Motorcycles	2 X STIHL 18 LITRE BACK PACK MANUAL SPRAYER		408.00	
EFT12977	17/03/2021	R And R Heavy Diesel Services	REPLACE DRUM CUSHION RUBBERS, BONNET STAY AND DRUM SCRAPERS SPIRAL WRAP HYDRAULIC HOSES RA285	1		10,291.57
INV 4674	09/03/2021	R And R Heavy Diesel Services	FIT NEW AIR FITTINGS REPLACE HYDRAULIC HOSES 1TTG 558		1,777.70	
INV 4673	09/03/2021	R And R Heavy Diesel Services	CARRY OUT 200,000 KM LOGBOOK SERVICE - RA 3508		1,683.06	
INV 4672	09/03/2021	R And R Heavy Diesel Services	CARRY OUT 500HR SERVICE - RA 3579		2,355.83	
INV 4689	11/03/2021	R And R Heavy Diesel Services	CARRY OUT 165,000KM SERVICE RA 225		330.25	
INV 4690	11/03/2021	R And R Heavy Diesel Services	REPLACE DRUM CUSHION RUBBERS, BONNET STAY AND DRUM SCRAPERS SPIRAL WRAP HYDRAULIC HOSES RA285		4,144.73	
EFT12978	17/03/2021	Ravensthorpe Building Supplies	SAMSUNG 40L 1000W STAINLESS STEEL MICROWAVE AND WOK	1		1,482.80
INV 6525	15/02/2021	Ravensthorpe Building Supplies	CLEANING GEAR FOR 3 X UNITS AT 29 DUNN ST		296.40	

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INV 7222	08/03/2021	Ravensthorpe Building Supplies	GAP FILLER, WALL BRUSH, SCRAPER - ANTHONY MARAS		16.65	
INV 7251	09/03/2021	Ravensthorpe Building Supplies	BOLTS AND DURAGAL ANGLE STARVATION AND MASONS BAY - ANTHONY MARAS		87.50	
INV 7267	09/03/2021	Ravensthorpe Building Supplies	PAINT BRUSH AND JUG MEASURING OIL - ANTHONY MARAS		13.50	
INV 7250	09/03/2021	Ravensthorpe Building Supplies	RAPIDSET CEMENT, SAFETY GLASSES, WALL BRUSH AND WATERBASED BONDALL - A MARAS		365.75	
INV 7252	10/03/2021	Ravensthorpe Building Supplies	15 X WILLOW WATER JUGS NO TAP 2.5L		300.00	
INV 7356	12/03/2021	Ravensthorpe Building Supplies	SAMSUNG 40L 1000W STAINLESS STEEL MICROWAVE AND WOK		403.00	
EFT12979	17/03/2021	Seek Limited	ADVERTISING - MANAGER GOVERNANCE AND COMPLIANCE	1		324.50
INV 9736506210/03/2021		Seek Limited	ADVERTISING - MANAGER GOVERNANCE AND COMPLIANCE		324.50	
EFT12980	17/03/2021	Signs Plus	NAME BADGE - ELIZA, CLAUDIA AND SHARYN	1		51.50
INV 161971	26/02/2021	Signs Plus	NAME BADGE - ELIZA, CLAUDIA AND SHARYN		51.50	
EFT12981	17/03/2021	Stantec Australia Pty Ltd	REDESIGN OF FLOATER ROAD DEVIATION (SHIRE SECTION) - PROGRESS CHARGE	1		8,910.00
INV 1863497	05/03/2021	Stantec Australia Pty Ltd	REDESIGN OF FLOATER ROAD DEVIATION (SHIRE SECTION) - PROGRESS CHARGE		8,910.00	
EFT12982	17/03/2021	Toll Transport Pty Ltd	FREIGHT CHARGES - JASON SIGNS AND STODDARTS	1		295.00
INV 0478-S3007/03/2021		Toll Transport Pty Ltd	FREIGHT CHARGES - JASON SIGNS AND STODDARTS		295.00	
EFT12983	17/03/2021	Vanguard Distribution	BROCHURE DISTRIBUTION AND WAREHOUSING FEBRUARY 2021	1		89.43
INV 28982	04/03/2021	Vanguard Distribution	BROCHURE DISTRIBUTION AND WAREHOUSING FEBRUARY 2021		89.43	
EFT12984	22/03/2021	Australian Taxation Office (ATO)	BAS RETURN FEBRUARY 2021	1		45,883.00
INV BAS FEB28/02/2021		Australian Taxation Office (ATO)	BAS RETURN FEBRUARY 2021		45,883.00	

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EFT12985	26/03/2021	35 Degrees South	FEATURE AND CONTOUR SURVEY OF SHIRE DEPOT EXPANSION AREA AND SURROUNDS	1		3,740.00
INV 4343	16/03/2021	35 Degrees South	FEATURE AND CONTOUR SURVEY OF SHIRE DEPOT EXPANSION AREA AND SURROUNDS		3,740.00	
EFT12986	26/03/2021	4 Rivers Plumbing Gas & Civil Contracting	SHORTFALL IN INVOICE PAYMENT EFT 12836	1		0.50
INV 5854	18/02/2021	4 Rivers Plumbing Gas & Civil Contracting	SHORTFALL IN INVOICE PAYMENT EFT 12836		0.50	
EFT12987	26/03/2021	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY TO 05 MARCH	1		120.00
INV 74315	11/03/2021	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY TO 05 MARCH		120.00	
EFT12988	26/03/2021	Adre Ceronio	REFUND OF CHILD CARE FEES IN CREDIT - ADRE CERONIO	1		114.72
INV 1503202115/03/2021		Adre Ceronio	REFUND OF CHILD CARE FEES IN CREDIT - ADRE CERONIO		114.72	
EFT12989	26/03/2021	Aerodrome Management Services Pty Ltd	GABLE 3000MM L 500MM H WHITE AND FREIGHT CHARGES	1		10,021.00
INV 04404	18/03/2021	Aerodrome Management Services Pty Ltd	GABLE 3000MM L 500MM H WHITE AND FREIGHT CHARGES		10,021.00	
EFT12990	26/03/2021	Ashleigh Stevenson	REIMBURSEMENT FOR MEALS AND TRAVEL EXPENSES FOR DOT TRAINING IN PERTH	1		1,011.91
INV 1903202119/03/2021		Ashleigh Stevenson	REIMBURSEMENT FOR MEALS AND TRAVEL EXPENSES FOR DOT TRAINING IN PERTH		1,011.91	
EFT12991	26/03/2021	Aussie Wide Carpet Cleaning	CLEANING OF CARPETS AT HCC	1		1,424.50
INV 0032	15/03/2021	Aussie Wide Carpet Cleaning	CLEANING OF CARPETS AT HCC		1,424.50	
EFT12992	26/03/2021	Australia Post	POSTAGE CHARGES - FEBRUARY 2021	1		300.70
INV 1010384203/03/2021		Australia Post	POSTAGE CHARGES - FEBRUARY 2021		300.70	
EFT12993	26/03/2021	Australian Government Child Support Agency	Payroll deductions	1		690.24
INV DEDUCT22/03/2021		Australian Government Child Support Agency	Payroll deductions		690.24	
EFT12994	26/03/2021	BP Australia Pty Ltd	BP FUEL CARD FEBRUARY 2021	1		3,412.02

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INV 1147271228/02/2021		BP Australia Pty Ltd	BP FUEL CARD FEBRUARY 2021		3,412.02	
EFT12995	26/03/2021	Best Office Systems	TRAVEL TO RAVENSTHORPE TO REPAIR PRINTER - PRINTER JAMMING - MYLAR STRIP BLOCKED	1		99.00
INV 583594	11/02/2021	Best Office Systems	TRAVEL TO RAVENSTHORPE TO REPAIR PRINTER - PRINTER JAMMING - MYLAR STRIP BLOCKED		99.00	
EFT12996	26/03/2021	Building and Construction Industry Training Fund	PROJECT 1184574 LOT 54 HOUSE 279 HOPETOUN - RAVENSTHORPE ROAD	1		729.25
INV 93296-NC08/03/2021		Building and Construction Industry Training Fund	PROJECT1184572 LOT753 HOPETOUN -RAVENSTHORPE ROAD		71.75	
INV 93298-T408/03/2021		Building and Construction Industry Training Fund	PROJECT 1184574 LOT 54 HOUSE 279 HOPETOUN - RAVENSTHORPE ROAD		445.75	
INV 93300-Y008/03/2021		Building and Construction Industry Training Fund	PROJECT 1184576 LOT 1289 HOUSE 279 STH COAST HWY, RAVENSTHORPE		211.75	
EFT12997	26/03/2021	Cast-tech Group T/a Rebus Restrooms	REST ROOMS AT TWO MILE - DEPOSIT PAYABLE ON SIGNED CONTRACT	1		11,000.00
INV 1247	19/03/2021	Cast-tech Group T/a Rebus Restrooms	REST ROOMS AT TWO MILE - DEPOSIT PAYABLE ON SIGNED CONTRACT		11,000.00	
EFT12998	26/03/2021	Chefmaster Australia	SHREDDER BIN BAGS FOR ADMIN OFFICE	1		255.69
INV 0004728115/03/2021		Chefmaster Australia	SHREDDER BIN BAGS FOR ADMIN OFFICE		255.69	
EFT12999	26/03/2021	Choices Flooring Esperance	SUPPLY AND INSTALL VINYL TO PASSAGES, KITCHEN AND DINING AT DOCTORS HOUSE.	1		5,356.20
INV 303227	18/03/2021	Choices Flooring Esperance	SUPPLY AND INSTALL VINYL TO PASSAGES, KITCHEN AND DINING AT DOCTORS HOUSE.		5,356.20	
EFT13000	26/03/2021	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE FOR FEBRUARY 2021	1		1,875.76
INV BWR02/217/03/2021		Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE FOR FEBRUARY 2021		1,875.76	
EFT13001	26/03/2021	Department of Transport (Shire Licensing)	LICENCE AND MOTOR INJURY INSURANCE POLICY - RA142	1		273.65
INV 1164900809/03/2021		Department of Transport (Shire Licensing)	PLATE REMAKE FOR RA682		39.30	
INV 1164899409/03/2021		Department of Transport (Shire Licensing)	CHANGE OF PLATE FROM 1HFF141 TO RA682		17.30	



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INV 1164906609/03/2021		Department of Transport (Shire Licensing)	LICENCE AND MOTOR INJURY INSURANCE POLICY - RA142		193.05	
INV 1167381518/03/2021		Department of Transport (Shire Licensing)	LICENCE FEE - TANDEM TRAILER FOR THE TRASH PUMP		24.00	
EFT13002	26/03/2021	Department of Water and Environment Regulation	WATER TREATMENT FACILITY ANNUAL LICENSE FEE	1		1,282.27
INV W-L8078/15/03/2021		Department of Water and Environment Regulation	WATER TREATMENT FACILITY ANNUAL LICENSE FEE		1,282.27	
EFT13003	26/03/2021	Forest Products Commission	WEIGH CHARGES JAN/FEB SOUTH WEST HAULAGE	1		88.00
INV 1004838	17/03/2021	Forest Products Commission	WEIGH CHARGES JAN/FEB SOUTH WEST HAULAGE		88.00	
EFT13004	26/03/2021	Fulton Hogan	EZSTREET POTHOLE REPAIR MIX JERDACUTTUP RD AND HAMERSLEY DRIVE	1		3,478.20
INV 1496525816/03/2021		Fulton Hogan	EZSTREET POTHOLE REPAIR MIX JERDACUTTUP RD AND HAMERSLEY DRIVE		3,478.20	
EFT13005	26/03/2021	Jerramungup Electrical	POWERPOINT DISCONNECTION - LIGHTS AND POWERPOINT RELOCATION AND DATA CABLE	1		1,994.06
INV 2214	17/03/2021	Jerramungup Electrical	POWERPOINT DISCONNECTION - LIGHTS AND POWERPOINT RELOCATION AND DATA CABLE		1,994.06	
EFT13006	26/03/2021	Ken Hoveler	REIMBURSEMENT - MRI AND TRAVEL - GREAT SOUTHERN RADIOLOGY	1		511.00
INV REIMBU05/03/2021		Ken Hoveler	REIMBURSEMENT - MRI AND TRAVEL - GREAT SOUTHERN RADIOLOGY		511.00	
EFT13007	26/03/2021	Kindyhub Pty Ltd	MONTHLY SUBSCRIPTION - MARCH 2021- LITTLE BARRENS	1		73.70
INV KH1721413/03/2021		Kindyhub Pty Ltd	MONTHLY SUBSCRIPTION - MARCH 2021- LITTLE BARRENS		55.00	
INV KH1721313/03/2021		Kindyhub Pty Ltd	MONTHLY SUBSCRIPTION - MARCH 2021 THE CUB HOUSE		18.70	
EFT13008	26/03/2021	Landgate	LAND ENQUIRY SEARCH FEES FEBRUARY 2021	1		186.90
INV 1079239	02/03/2021	Landgate	LAND ENQUIRY SEARCH FEES FEBRUARY 2021		186.90	
EFT13009	26/03/2021	Les Mainwaring	REIMBURSEMENT - CPA AUSTRALIA MEMBERSHIP 2021	1		720.00
INV 1915587211/12/2020		Les Mainwaring	REIMBURSEMENT - CPA AUSTRALIA MEMBERSHIP 2021		720.00	

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EFT13010	26/03/2021	Lloydey's Power Services	REPLACE BROKEN LIGHT & FAN SWITCH FOR TOILET AT 5 DAW ST	1		118.36
INV 0616	17/03/2021	Lloydey's Power Services	REPLACE BROKEN LIGHT & FAN SWITCH FOR TOILET AT 5 DAW ST		118.36	
EFT13011	26/03/2021	Lo-Go Appointments	TEMPORARY LSL COVER - HELEN DOUGLAS - FINANCE W/E 13 MARCH 21	1		3,835.99
INV 423225	16/03/2021	Lo-Go Appointments	CONTRACT ADMINISTRATION - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 13/03/2021		1,729.27	
INV 423226	16/03/2021	Lo-Go Appointments	TEMPORARY LSL COVER - HELEN DOUGLAS - FINANCE W/E 13 MARCH 21		2,106.72	
EFT13012	26/03/2021	Matthews Smash Repairs	INSURANCE EXCESS (RA3871) - CLAIM 6065063	1		500.01
INV 12085/2	16/03/2021	Matthews Smash Repairs	INSURANCE EXCESS (RA3871) - CLAIM 6065063		500.01	
EFT13013	26/03/2021	McLeods Barristers & Solicitors	LEGAL SERVICES - FREEDOM OF INFORMATION FOR ACCESS TO DOCUMENTS ADVICE	1		5,549.89
INV 117919	26/02/2021	McLeods Barristers & Solicitors	LEGAL SERVICES FOR PURCHASE OF LOTS 449,450,451,452 & 453 SPENCE STREET, RAVENSTHORPE		1,309.54	
INV 117784	26/02/2021	McLeods Barristers & Solicitors	LEGAL SERVICES - FREEDOM OF INFORMATION FOR ACCESS TO DOCUMENTS ADVICE		4,240.35	
EFT13014	26/03/2021	Natalie Bell	MEALS AND PARKING - PERTH	1		189.97
INV 2203202122/03/2021		Natalie Bell			189.97	
EFT13015	26/03/2021	Paint Industries Pty Ltd	HYDRANT WHITE PAINT 1LT	1		454.32
INV 62865	18/03/2021	Paint Industries Pty Ltd			454.32	
EFT13016	26/03/2021	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES MARCH 2021	1		637.50
INV 26322	18/03/2021	Perfect Computer Solutions Pty Ltd	IT SUPPORT COSTS FOR ADMINISTRATION OFFICES MARCH 2021		637.50	
EFT13017	26/03/2021	Ravensthorpe Agencies	AD BLUE 1000L AND CEMENT 500KG	1		1,243.00
INV 03015	08/03/2021	Ravensthorpe Agencies	AD BLUE 1000L AND CEMENT 500KG		1,243.00	

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EFT13018	26/03/2021	Ravensthorpe Building Supplies	REBATED DOORS FOR JERDACUTTUP TOWN HALL	1		2,368.00
INV 7404	13/03/2021	Ravensthorpe Building Supplies	SCREWS T/PINE CHEMSHIELD - ANTHONY MARAS		8.60	
INV 7487	16/03/2021	Ravensthorpe Building Supplies	REBATED DOORS FOR JERDACUTTUP TOWN HALL		1,528.30	
INV 6331	16/03/2021	Ravensthorpe Building Supplies	MAKITA BLOWER KIT, VAX POWER VACUUM CLEANER AND REFILLS		633.90	
INV 7481	16/03/2021	Ravensthorpe Building Supplies	EDGING ROUND HARDWOOD AND STEEL GALV BUTTON - ANTHONY MARAS		55.65	
INV 7487	16/03/2021	Ravensthorpe Building Supplies	NETA GARDEN HOSE AND GARDENA HOSE JOINER - ANTHONY MARAS		50.40	
INV 7563	18/03/2021	Ravensthorpe Building Supplies	BULK KEY TAGS		62.50	
INV 7733	22/03/2021	Ravensthorpe Building Supplies	WASHER FLAT, G8, TURBO BUILDERS BOG - ANTHONY MARAS		23.05	
INV 7767	23/03/2021	Ravensthorpe Building Supplies	BRACKET ANGLE - ANTHONY MARAS		5.60	
EFT13019	26/03/2021	Ravensthorpe Wildflower Show Inc.	GRANT EXPENDITURE FOR ANNE RICK - BOTANIST	1		1,000.00
INV 2003202120	03/2021	Ravensthorpe Wildflower Show Inc.	GRANT EXPENDITURE FOR ANNE RICK - BOTANIST		1,000.00	
EFT13020	26/03/2021	Ryan Mouton	REFUND ON CANCELLED GYM MEMBERSHIP FROM 11/01/2021 - 29/03/2021	1		68.95
INV 1703202117	03/2021	Ryan Mouton	REFUND ON CANCELLED GYM MEMBERSHIP FROM 11/01/2021 - 29/03/2021		68.95	
EFT13021	26/03/2021	Seek Limited	ADVERTISEMENT - CLEANER - CASUAL	1		280.50
INV 9737904616	03/2021	Seek Limited	ADVERTISEMENT - CLEANER - CASUAL		280.50	
EFT13022	26/03/2021	Shire of Esperance	PLANNING SERVICES FOR JANUARY AND FEBRUARY 2021	1		3,388.00
INV 77613	16/03/2021	Shire of Esperance	PLANNING SERVICES FOR JANUARY AND FEBRUARY 2021		3,388.00	
EFT13023	26/03/2021	Shire of Ravensthorpe Social Club	Payroll deductions	1		130.00
INV DEDUCT22	03/2021	Shire of Ravensthorpe Social Club	Payroll deductions		130.00	
EFT13024	26/03/2021	Siearra Cronin	CAT TRAP BOND REFUND	1		50.00

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INV T1810	19/03/2021	Siearra Cronin	CAT TRAP BOND REFUND	1	50.00	
EFT13025	26/03/2021	Sigma Chemicals	HYDROCHLORIC ACID, DRUMS, PALLETTS, CHLORINE, SODIUM BICARBONATE	1		1,201.86
INV 500332	09/03/2021	Sigma Chemicals	CREDIT ON 2 x PALLET AND 8 x DRUM POLY		-396.00	
INV 146720/011	11/03/2021	Sigma Chemicals	HYDROCHLORIC ACID, DRUMS, PALLETTS, CHLORINE, SODIUM BICARBONATE		1,597.86	
EFT13026	26/03/2021	Toll Transport Pty Ltd	FREIGHT CHARGES - DYNASTY EMBROIDERY AND GEOFABRICS	1		301.63
INV 0479-S30	14/03/2021	Toll Transport Pty Ltd	FREIGHT CHARGES - DYNASTY EMBROIDERY AND GEOFABRICS		301.63	
EFT13027	26/03/2021	WINC Australia Pty Ltd	NET49929500 VARIOUS CONSUMABLES - LITTLE BARRENS	1		1,052.53
INV 9035404809	03/2021	WINC Australia Pty Ltd	NET49929500 VARIOUS CONSUMABLES - LITTLE BARRENS		627.07	
INV 9035398509	03/2021	WINC Australia Pty Ltd	NET49913164 VARIOUS CONSUMABLES - THE CUB HOUSE		221.19	
INV 9035396709	03/2021	WINC Australia Pty Ltd	NET49929500 BLACK MESH BACK OPERATOR CHAIR - LITTLE BARRENS		153.46	
INV 9035405510	03/2021	WINC Australia Pty Ltd	NET49913164 - CLOTH CLEANERS - THE CUB HOUSE		25.11	
INV 9035494618	03/2021	WINC Australia Pty Ltd	NET49543676 BROOM HOLDER - THE CUB HOUSE		25.70	
EFT13028	26/03/2021	Work Health Professionals	FULL AUDIOMETRIC TESTING - EVELYN HOUGHTON	1		313.50
INV 4204013416	03/2021	Work Health Professionals	FULL AUDIOMETRIC TESTING - EVELYN HOUGHTON		313.50	
DD5678.1	08/03/2021	Aware Super	Superannuation contributions	1		9,839.08
INV SUPER	08/03/2021	Aware Super	Superannuation contributions	1	9,839.08	
DD5678.2	08/03/2021	ANZ Smart Choice Super	Superannuation contributions	1		250.39
INV SUPER	08/03/2021	ANZ Smart Choice Super	Superannuation contributions	1	250.39	
DD5678.3	08/03/2021	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		672.87
INV SUPER	08/03/2021	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	542.64	

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INV DEDUCT	08/03/2021	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	130.23	
DD5678.4	08/03/2021	GuildSuper	Superannuation contributions	1		193.71
INV SUPER	08/03/2021	GuildSuper	Superannuation contributions	1	193.71	
DD5678.5	08/03/2021	Colonial First State	Payroll deductions	1		1,147.52
INV SUPER	08/03/2021	Colonial First State	Superannuation contributions	1	676.52	
INV DEDUCT	08/03/2021	Colonial First State	Payroll deductions	1	471.00	
DD5678.6	08/03/2021	IOOF Employer Super	Superannuation contributions	1		275.93
INV SUPER	08/03/2021	IOOF Employer Super	Superannuation contributions	1	275.93	
DD5678.7	08/03/2021	Hesta Superannuation	Superannuation contributions	1		404.20
INV SUPER	08/03/2021	Hesta Superannuation	Superannuation contributions	1	404.20	
DD5678.8	08/03/2021	Australian Super Pty Ltd	Superannuation contributions	1		389.48
INV SUPER	08/03/2021	Australian Super Pty Ltd	Superannuation contributions	1	389.48	
DD5678.9	08/03/2021	Hostplus Superannuation	Superannuation contributions	1		276.17
INV SUPER	08/03/2021	Hostplus Superannuation	Superannuation contributions	1	276.17	
DD5694.1	22/03/2021	Aware Super	Superannuation contributions	1		9,868.90
INV SUPER	22/03/2021	Aware Super	Superannuation contributions	1	9,868.90	
DD5694.2	22/03/2021	BUSSQ	Payroll deductions	1		453.49
INV SUPER	22/03/2021	BUSSQ	Superannuation contributions	1	337.21	
INV DEDUCT	22/03/2021	BUSSQ	Payroll deductions	1	116.28	
DD5694.3	22/03/2021	ANZ Smart Choice Super	Superannuation contributions	1		193.71
INV SUPER	22/03/2021	ANZ Smart Choice Super	Superannuation contributions	1	193.71	

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DD5694.4	22/03/2021	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1		672.87
INV SUPER	22/03/2021	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	542.64	
INV DEDUCT	22/03/2021	The Trustee for The Dyer Super Fund (R Dyer)	Payroll deductions	1	130.23	
DD5694.5	22/03/2021	GuildSuper	Superannuation contributions	1		193.71
INV SUPER	22/03/2021	GuildSuper	Superannuation contributions	1	193.71	
DD5694.6	22/03/2021	Colonial First State	Payroll deductions	1		1,147.52
INV SUPER	22/03/2021	Colonial First State	Superannuation contributions	1	676.52	
INV DEDUCT	22/03/2021	Colonial First State	Payroll deductions	1	471.00	
DD5694.7	22/03/2021	IOOF Employer Super	Superannuation contributions	1		228.20
INV SUPER	22/03/2021	IOOF Employer Super	Superannuation contributions	1	228.20	
DD5694.8	22/03/2021	Australian Super Pty Ltd	Superannuation contributions	1		269.49
INV SUPER	22/03/2021	Australian Super Pty Ltd	Superannuation contributions	1	269.49	
DD5694.9	22/03/2021	Hostplus Superannuation	Superannuation contributions	1		319.77
INV SUPER	22/03/2021	Hostplus Superannuation	Superannuation contributions	1	319.77	
DD5700.1	08/03/2021	Australian Super Pty Ltd	Superannuation contributions	1		132.36
INV SUPER	22/03/2021	Australian Super Pty Ltd	Superannuation contributions	1	132.36	
DD5707.1	23/03/2021	BANKWEST Corporate Mastercard	FEBRUARY 2021 STATEMENT	1		10,795.28
INV FEB 2021	23/03/2021	BANKWEST Corporate Mastercard	FEBRUARY 2021 STATEMENT	1	10,795.28	
DD5713.1	31/03/2021	Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY MARCH 2021	1		27,728.95
INV MARCH	31/03/2021	Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY MARCH 2021	1	27,728.95	
DD5713.2	31/03/2021	Synergy	PAYMENT BY AUTHORITY MARCH 2021	1		2,377.53
INV	31/03/2021	Synergy	PAYMENT BY AUTHORITY MARCH 2021	1	2,377.53	

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DD5713.3	31/03/2021	Water Corporation	PAYMENT BY AUTHORITY MARCH 2021	1		13,214.42
INV MARCH	31/03/2021	Water Corporation	PAYMENT BY AUTHORITY MARCH 2021	1	13,214.42	
DD5713.4	15/03/2021	SG Fleet	LEASE RENTAL PAYMENTS BY AUTHORITY MARCH 2021	1		13,496.72
INV AUSG00215/03/2021		SG Fleet	LEASE RENTAL PAYMENTS BY AUTHORITY MARCH 2021	1	13,496.72	
DD5713.5	01/03/2021	Westnet Pty Ltd	PAYMENT BY AUTHORITY MARCH 2021	1		174.58
INV 1249502601/03/2021		Westnet Pty Ltd	PAYMENT BY AUTHORITY MARCH 2021	1	174.58	
DD5713.6	30/03/2021	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS MARCH 2021	1		12,172.18
INV MARCH	30/03/2021	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS MARCH 2021	1	12,172.18	
DD5713.7	31/03/2021	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS PAYMENTS MARCH 2021	1		28,668.47
INV MARCH	31/03/2021	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS PAYMENTS MARCH 2021	1	28,668.47	
DD5678.10	08/03/2021	MOBI Superannuation	Superannuation contributions	1		260.18
INV SUPER	08/03/2021	MOBI Superannuation	Superannuation contributions	1	260.18	
DD5678.11	08/03/2021	Sun Super	Superannuation contributions	1		120.13
INV SUPER	08/03/2021	Sun Super	Superannuation contributions	1	120.13	
DD5678.12	08/03/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,269.68
INV SUPER	08/03/2021	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	1,859.11	
INV DEDUCT08/03/2021		Australian Superannuation (Formally Westscheme)	Payroll deductions	1	1,050.00	
INV DEDUCT08/03/2021		Australian Superannuation (Formally Westscheme)	Payroll deductions	1	360.57	
DD5678.13	08/03/2021	WA Local Government Super Plan	Payroll deductions	1		2,999.71
INV DEDUCT08/03/2021		WA Local Government Super Plan	Payroll deductions	1	360.00	
INV DEDUCT08/03/2021		WA Local Government Super Plan	Payroll deductions	1	195.61	
INV DEDUCT08/03/2021		WA Local Government Super Plan	Payroll deductions	1	1,055.66	

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INV DEDUCT08/03/2021		WA Local Government Super Plan	Payroll deductions	1	302.81	
INV DEDUCT08/03/2021		WA Local Government Super Plan	Payroll deductions	1	334.62	
INV DEDUCT08/03/2021		WA Local Government Super Plan	Payroll deductions	1	351.35	
INV DEDUCT08/03/2021		WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT08/03/2021		WA Local Government Super Plan	Payroll deductions	1	292.31	
INV DEDUCT08/03/2021		WA Local Government Super Plan	Payroll deductions	1	34.27	
DD5678.14	08/03/2021	MLC MasterKey Business Super	Superannuation contributions	1		650.40
INV DEDUCT08/03/2021		MLC MasterKey Business Super	Payroll deductions	1	67.03	
INV SUPER	08/03/2021	MLC MasterKey Business Super	Superannuation contributions	1	583.37	
DD5678.15	08/03/2021	MLC Superannuation	Superannuation contributions	1		55.24
INV SUPER	08/03/2021	MLC Superannuation	Superannuation contributions	1	55.24	
DD5678.16	08/03/2021	BUSSQ	Superannuation contributions	1		453.49
INV DEDUCT08/03/2021		BUSSQ	Payroll deductions	1	116.28	
INV SUPER	08/03/2021	BUSSQ	Superannuation contributions	1	337.21	
DD5678.17	08/03/2021	BT Super for Life	Superannuation contributions	1		619.94
INV SUPER	08/03/2021	BT Super for Life	Superannuation contributions	1	619.94	
DD5678.18	08/03/2021	Care Super Pty Ltd	Superannuation contributions	1		174.94
INV SUPER	08/03/2021	Care Super Pty Ltd	Superannuation contributions	1	174.94	
DD5678.19	08/03/2021	BT Super	Superannuation contributions	1		594.65
INV SUPER	08/03/2021	BT Super	Superannuation contributions	1	594.65	
DD5678.20	08/03/2021	Rest Superannuation	Superannuation contributions	1		509.33
INV SUPER	08/03/2021	Rest Superannuation	Superannuation contributions	1	509.33	



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DD5694.10	22/03/2021	MOBI Superannuation	Superannuation contributions	1		236.19
INV SUPER	22/03/2021	MOBI Superannuation	Superannuation contributions	1	236.19	
DD5694.11	22/03/2021	Sun Super	Superannuation contributions	1		136.67
INV SUPER	22/03/2021	Sun Super	Superannuation contributions	1	136.67	
DD5694.12	22/03/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,283.35
INV SUPER	22/03/2021	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	1,868.80	
INV DEDUCT	22/03/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	1,050.00	
INV DEDUCT	22/03/2021	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	364.55	
DD5694.13	22/03/2021	WA Local Government Super Plan	Payroll deductions	1		3,074.15
INV DEDUCT	22/03/2021	WA Local Government Super Plan	Payroll deductions	1	360.00	
INV DEDUCT	22/03/2021	WA Local Government Super Plan	Payroll deductions	1	192.25	
INV DEDUCT	22/03/2021	WA Local Government Super Plan	Payroll deductions	1	1,244.84	
INV DEDUCT	22/03/2021	WA Local Government Super Plan	Payroll deductions	1	304.02	
INV DEDUCT	22/03/2021	WA Local Government Super Plan	Payroll deductions	1	340.47	
INV DEDUCT	22/03/2021	WA Local Government Super Plan	Payroll deductions	1	232.91	
INV DEDUCT	22/03/2021	WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT	22/03/2021	WA Local Government Super Plan	Payroll deductions	1	292.31	
INV DEDUCT	22/03/2021	WA Local Government Super Plan	Payroll deductions	1	34.27	
DD5694.14	22/03/2021	MLC MasterKey Business Super	Superannuation contributions	1		686.68
INV DEDUCT	22/03/2021	MLC MasterKey Business Super	Payroll deductions	1	65.89	
INV SUPER	22/03/2021	MLC MasterKey Business Super	Superannuation contributions	1	620.79	
DD5694.15	22/03/2021	MLC Superannuation	Superannuation contributions	1		55.24
INV SUPER	22/03/2021	MLC Superannuation	Superannuation contributions	1	55.24	

Date: 09/04/2021  
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**Shire of Ravensthorpe  
 Creditor Payments March 2021**

USER: Finance Officer Tempo  
 PAGE: 28

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD5694.16	22/03/2021	BT Super for Life	Superannuation contributions	1		666.42
INV SUPER	22/03/2021	BT Super for Life	Superannuation contributions	1	666.42	
DD5694.17	22/03/2021	Care Super Pty Ltd	Superannuation contributions	1		174.94
INV SUPER	22/03/2021	Care Super Pty Ltd	Superannuation contributions	1	174.94	
DD5694.18	22/03/2021	Hesta Superannuation	Superannuation contributions	1		545.47
INV SUPER	22/03/2021	Hesta Superannuation	Superannuation contributions	1	545.47	
DD5694.19	22/03/2021	BT Super	Superannuation contributions	1		661.79
INV SUPER	22/03/2021	BT Super	Superannuation contributions	1	661.79	
DD5694.20	22/03/2021	Rest Superannuation	Superannuation contributions	1		509.33
INV SUPER	22/03/2021	Rest Superannuation	Superannuation contributions	1	509.33	

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	Municipal Bank Account	<b>1,336,068.02</b>
<b>TOTAL</b>		<b>1,336,068.02</b>

**02 Feb 2021 - 01 Mar 2021  
Business Credit Card - Gavin Pollock**

Date	Payment to	Description	Amount	GST
8/02/2021	Airsafe	Dangerous Goods and Awareness training - Tavia Bedford	\$ 80.00	\$ -
8/02/2021	Nisbets Australia	Hopetoun Community Centre Kitchen Equipment ( Budget Item)	\$ 1,695.21	\$ 154.11
8/02/2021	Kitchen Warehouse	Hopetoun Community Centre Kitchen Equipment ( Budget Item)	\$ 1,174.15	\$ 106.74
9/02/2021	Zippy Group	Hire of 3 Tonne Truck to transport furniture	\$ 481.00	\$ 43.73
10/02/2021	Vibe Subiaco	CEO - Accommodation and meals 10/02 - 11/02/2021	\$ 978.05	\$ 88.91
10/02/2021	Zippy Group	Hire fees - bond on hire truck	\$ 550.00	\$ -
11/02/2021	Subiaco Hotel	Meals and refreshments	\$ 107.00	\$ 9.73
12/02/2021	Zippy Group	Bond refund on hire truck less fee for kms travelled	-\$ 317.25	\$ -
12/02/2021	City of Subiaco	CEO - Parking 12/02/2021	\$ 8.80	\$ 0.80
12/02/2021	Vibe Subiaco	Refund on Accommodation 12/02/2021	-\$ 225.15	-\$ 20.47
17/02/2021	FE Daw & Son	Morning tea supplies	\$ 46.72	\$ 4.25
17/02/2021	Ravensthorpe Hotel	Council dinner and refreshments 16/02/2021	\$ 262.80	\$ 23.89
18/02/2021	Esperance Visitors Centre	Accommodation for Architects - Cultural Precinct 24/02/2021	\$ 375.00	\$ 34.09
18/02/2021	Munglinup Community Hall	Meals and refreshments	\$ 252.40	\$ 22.95
20/02/2021	Ravensthorpe Building Supplies	Compost - 41 Kingsmill St	\$ 99.50	\$ 9.05
20/02/2021	FE Daw & Son, Ravensthorpe	Newspaper and morning tea	\$ 155.18	\$ 12.29
20/02/2021	Ravensthorpe Agencies	Rodent control - Tomcat Blocks Green	\$ 162.00	\$ 14.73
25/02/2021	Ravensthorpe Hotel	Meals and Refreshments - Architects visit	\$ 626.80	\$ 56.98
<b>Total Purchases for G. Pollock</b>			<b>\$ 6,512.21</b>	<b>\$ 561.77</b>

\*GST F

\*GST F

\*\* Some GST F Items

**Business Credit Card - Leslie Mainwaring**

Date	Payment to	Description	Amount	GST
4/02/2021	Illion Australia Pty Ltd	Telstra Account Hopetoun - not transferred to main account	\$ 758.87	\$ 68.99
16/02/2021	Ravensthorpe Hotel	Council meeting refreshments	\$ 56.80	\$ 5.16
16/02/2021	Ink Station	Toner for Photocopier - Little Barrens	\$ 175.02	\$ 15.91
23/02/2021	Paypal - Headsets	Wireless headsets compatible with telephone system	\$ 492.25	\$ 44.75
<b>Total Purchases for L. Mainwaring</b>			<b>\$ 1,482.94</b>	<b>\$ 134.81</b>

**Business Credit Card - Graham Steel**

Date	Payment to	Description	Amount	GST
30/01/2021	Spotlight Albany	Cookware and Manchester for 29 Dunn St and Admin Building	\$ 361.00	\$ 32.82
31/01/2021	Lower King Store	Diesel fuel - RA137	\$ 47.00	\$ 4.27
8/02/2021	Spotlight Albany	3 x Shower curtains and fittings, tea towels for 29 Dunn St Units	\$ 89.80	\$ 8.16
17/02/2021	SQ Colourfarm	Bereavement cards	\$ 15.00	\$ 1.36
18/02/2021	Officeworks	Projector for Council Chambers, Ravensthorpe	\$ 974.95	\$ 86.27
20/02/2021	Microscale Industries	Personal Use - in error. Amount refunded to Shire 18/03/2021	\$ 72.61	\$ 6.60
22/02/2021	Bunnings Esperance	Keylocks x 2 - Shire Admin Building	\$ 70.00	\$ 6.36
<b>Total Purchases for G. Steel</b>			<b>\$ 1,630.36</b>	<b>\$ 145.85</b>

\*Some GST F Items

**Business Credit Card - Ashley Peczka**

Date	Payment to	Description	Amount	GST
1/02/2021	Munglinup Roadhouse	Diesel fuel - Munglinup Fire Truck 1GAR 599	\$ 384.00	\$ 34.91
13/02/2021	Albany Irrigation & Drilling	Pipe fittings - Bush Fire Brigades	\$ 196.60	\$ 17.87
<b>Total Purchases for A. Peczka</b>			<b>\$ 580.60</b>	<b>\$ 52.78</b>

**Business Credit Card - Evelyn Houghton**

Date	Payment to	Description	Amount	GST
11/02/2021	The Reject Shop	Plastic Cutlery - The Cub House	\$ 6.00	\$ 0.55
15/02/2021	Hopetoun IGA	Milk - Little Barrens	\$ 17.12	\$ -
16/02/2021	Department of Communities	Temporary Fee Waiver - Little Barrens	\$ 112.00	\$ -
20/02/2021	The Reject Shop	Hopping Mat and Coloured Cutlery - Little Barrens	\$ 20.00	\$ 1.82
20/02/2021	Bunnings Esperance	Curtain Hooks and accessories - The Cub House	\$ 47.20	\$ 4.29
20/02/2021	Red Dot	Tongs and Salad Bowl - Little Barrens	\$ 16.00	\$ 1.45
22/02/2021	FE Daw & Sons, Ravensthorpe	Baby wipes - The Cub House	\$ 23.66	\$ 2.15
<b>Total Purchases for E. Houghton</b>			<b>\$ 241.98</b>	<b>\$ 10.26</b>

\*GST F

\*GST N

**Business Credit Card - Russell Dyer**

Date	Payment to	Description	Amount	GST
10/02/2021	Ravensthorpe Building Supplies	Brass valve ball and galvanised hexagon nipple	\$ 14.80	\$ 1.35
10/02/2021	Ravensthorpe Agencies	Hose clamp, adaptor and coupler	\$ 79.00	\$ 7.18
15/02/2021	Ravensthorpe Agencies	Camlock adaptor, dust cap and brass gate valve	\$ 81.29	\$ 7.39
16/02/2021	FE Daw and Sons, Ravensthorpe	Supplies for Tool box meeting	\$ 37.23	\$ -
22/02/2021	REPCO	T Blades x 2 - RA 3860	\$ 90.00	\$ 8.18
24/02/2021	Ravensthorpe Building Supplies	Occy strap, connector hose, tap adaptor, coupling hose and lubricant	\$ 42.73	\$ 3.88

\*GST F

<b>Total Purchases for R. Dyer</b>	<b>\$ 345.05</b>	<b>\$ 27.98</b>
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**Business Credit Card - Miscellaneous Fees and Charges Bankwest**

Date	Payment to	Description	Amount	GST
28/02/2021	Bankwest	Fees on Billing account	\$ 2.14	

<b>Total fees and charges</b>	<b>\$ 2.14</b>	<b>0.00</b>
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<b>Total Bankwest Corporate Mastercard Statement</b>	<b>\$ 10,795.28</b>	<b>\$ 933.46</b>
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**Business Debit Card - Les Mainwaring**

Date	Payment to	Description	Amount	Amount

<b>Closing Balance for Debit Card - Les Mainwaring</b>	<b>\$ -</b>	<b>\$ -</b>
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# ATTACHMENT

**SHIRE OF RAVENSTHORPE  
BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 21ST MARCH 2021**

**LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

**TABLE OF CONTENTS**

Statement of Budget Review by Nature or Type	2
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Note 3 Net Current Funding Position	6
Note 4 Budget Amendments	8

**SHIRE OF RAVENSTHORPE**  
**STATEMENT OF BUDGET REVIEW**  
**(NATURE OR TYPE)**  
**FOR THE PERIOD ENDED 21ST MARCH 2021**

	Budget v Actual		Predicted		
	Annual Budget (a)	YTD Actual (b)	Budget Review Variance Permanent (d)	Year End (a)+(c)+(d)	
	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>					
Net current assets at start of financial year surplus/(deficit)	1,739,505	2,112,293	372,788	2,112,293	▲
<b>Revenue from operating activities (excluding rates)</b>					
Rate Revenue other than revenue raised from General Rates	49,234	49,234	0	49,234	
Operating grants, subsidies and contributions	2,011,246	1,618,187	478,685	2,489,931	▲
Profit on asset disposals	49,500	494	0	49,500	
Fees and charges	2,137,072	1,481,114	16,000	2,153,072	▲
Interest earnings	78,300	47,111	(10,000)	68,300	▼
Other revenue	576,247	527,335	17,000	593,247	▲
	4,901,599	3,723,475	501,685	5,403,284	
<b>Expenditure from operating activities</b>					
Employee costs	(4,287,386)	(3,065,052)	(45,600)	(4,332,986)	▲
Materials and contracts	(3,494,094)	(2,063,418)	(156,035)	(3,650,129)	▲
Utility charges	(219,758)	(152,018)	(21,000)	(240,758)	▲
Depreciation on non-current assets	(4,902,716)	(3,136,239)	0	(4,902,716)	
Interest expenses	(90,968)	(29,473)	0	(90,968)	
Insurance expenses	(225,393)	(322,740)	0	(225,393)	
Loss on asset disposals	(227,000)	(9,349)	0	(227,000)	
Other expenditure	(355,930)	(186,051)	12,400	(343,530)	▼
	(13,803,245)	(8,964,340)	(210,235)	(14,013,480)	
Non-cash amounts excluded from operating activities	5,080,216	3,145,093	0	5,080,216	
<b>Amount attributable to operating activities</b>	(2,081,925)	16,522	664,238	(1,417,687)	
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	9,166,318	1,293,332	23,000	9,189,318	▲
Purchase property, plant and equipment	(9,081,671)	(1,023,488)	(115,000)	(9,196,671)	▲
Purchase and construction of infrastructure-roads	(4,231,049)	(1,798,058)	(335,400)	(4,566,449)	▲
Proceeds from disposal of assets	393,500	185,876	0	393,500	
<b>Amount attributable to investing activities</b>	(3,752,902)	(1,342,338)	(427,400)	(4,180,302)	
<b>FINANCING ACTIVITIES</b>					
Transfers from cash backed reserves (restricted assets)	3,249,410	1,964,669	0	3,249,410	
Repayment of debentures	(218,282)	(209,799)	0	(218,282)	
Principal elements of finance lease payments	(121,000)	0	0	(121,000)	
Transfers to cash backed reserves (restricted assets)	(1,530,000)	(1,998,806)	(18,000)	(1,548,000)	▲
<b>Amount attributable to financing activities</b>	1,380,128	(243,936)	(18,000)	1,362,128	
<b>Budget deficiency before general rates</b>	(4,454,699)	(1,569,752)	218,838	(4,235,861)	
<b>Estimated amount to be raised from general rates</b>	4,454,699	4,448,699	0	4,454,699	
<b>Closing funding surplus/(deficit)</b>	<b>0</b>	<b>2,878,947</b>	<b>218,838</b>	<b>218,838</b>	<b>▲</b>



**SHIRE OF RAVENSTHORPE**  
**STATEMENT OF BUDGET REVIEW**  
**(STATUTORY REPORTING PROGRAM)**  
**FOR THE PERIOD ENDED 21ST MARCH 2021**

	Budget v Actual		Predicted		Material Variance
	Adopted Annual Budget (a)	YTD Actual (b)	Budget Review Variance Permanent (d)	Year End (a)+(c)+(d)	
Note	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>					
Net current assets at start of financial year surplus/(deficit)	1,739,505	2,112,293	372,788	2,112,293	▲
<b>Revenue from operating activities (excluding rates)</b>					
Governance	20,000	0	20,000	40,000	▲
General purpose funding	1,049,356	811,819	90,000	1,139,356	▲
Law, order, public safety	377,790	407,571	90,000	467,790	▲
Health	15,500	5,200	0	15,500	
Education and welfare	1,084,965	395,862	(425,000)	659,965	▼
Housing	5,200	3,800	0	5,200	
Community amenities	704,474	648,488	(1,000)	703,474	▼
Recreation and culture	474,001	352,952	398,035	872,036	▲
Transport	358,500	656,519	304,650	663,150	▲
Economic services	341,468	185,534	30,000	371,468	▲
Other property and services	470,345	255,731	13,000	483,345	▲
	4,901,599	3,723,475	519,685	5,421,284	
<b>Expenditure from operating activities</b>					
Governance	(965,894)	(620,438)	0	(965,894)	
General purpose funding	(297,378)	(163,568)	42,500	(254,878)	▲
Law, order, public safety	(859,619)	(718,717)	(131,000)	(990,619)	▼
Health	(325,386)	(196,156)	(14,000)	(339,386)	▼
Education and welfare	(1,082,697)	(697,013)	58,000	(1,024,697)	▲
Housing	(251,223)	(142,555)	(7,000)	(258,223)	▼
Community amenities	(1,644,078)	(1,061,822)	9,965	(1,634,113)	▲
Recreation and culture	(1,962,721)	(1,269,747)	(17,600)	(1,980,321)	▼
Transport	(5,209,942)	(3,272,075)	(86,500)	(5,296,442)	▼
Economic services	(709,314)	(262,278)	(41,000)	(750,314)	▼
Other property and services	(494,993)	(559,971)	(41,600)	(536,593)	▼
	(13,803,245)	(8,964,340)	(228,235)	(14,031,480)	
Non-cash amounts excluded from operating activities	5,080,216	3,145,093	0	5,080,216	
<b>Amount attributable to operating activities</b>	(2,081,925)	16,522	664,238	(1,417,687)	
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	9,166,318	1,293,332	23,000	9,189,318	▲
Purchase property, plant and equipment	(9,081,671)	(1,023,488)	(115,000)	(9,196,671)	▼
Purchase and construction of infrastructure - roads	(4,231,049)	(1,798,058)	(335,400)	(4,566,449)	▼
Proceeds from disposal of assets	393,500	185,876	0	393,500	
<b>Amount attributable to investing activities</b>	(3,752,902)	(1,342,338)	(427,400)	(4,180,302)	
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	10 (218,282)	(209,799)	0	(218,282)	
Principal elements of finance lease payments	(121,000)	0	0	(121,000)	
Transfers to cash backed reserves (restricted assets)	9 (1,530,000)	(1,998,806)	(18,000)	(1,548,000)	▼
Transfers from cash backed reserves (restricted assets)	9 3,249,410	1,964,669	0	3,249,410	
<b>Amount attributable to financing activities</b>	1,380,128	(243,936)	(18,000)	1,362,128	
<b>Budget deficiency before general rates</b>	(4,454,699)	(1,569,752)	218,838	(4,235,861)	
<b>Estimated amount to be raised from general rates</b>	4,454,699	4,448,699	0	4,454,699	
<b>Closing Funding Surplus(Deficit)</b>	2 0	2,878,947	218,838	218,838	▲

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**FOR THE PERIOD ENDED 21ST MARCH 2021**

**1. BASIS OF PREPARATION**

The budget review report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget review report are presented below and have been consistently applied unless stated otherwise.

The report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**CRITICAL ACCOUNTING ESTIMATES**

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

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

**2020-21 ACTUAL BALANCES**

Balances shown in this budget review report as 2020-21 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

**ROUNDING OFF FIGURES**

All figures shown in this budget review report are rounded to the nearest dollar.

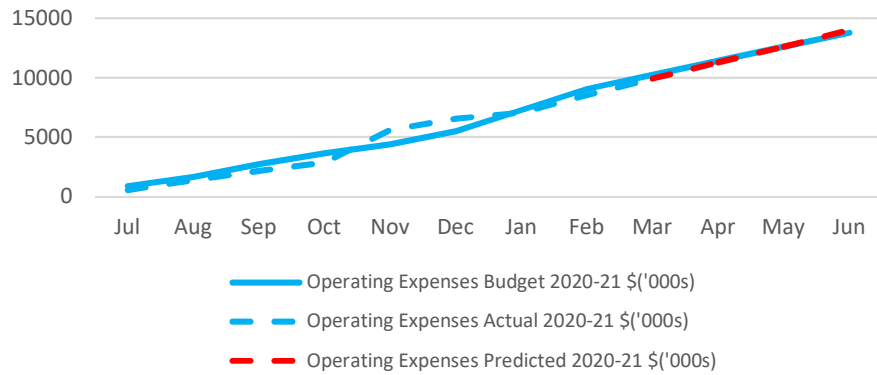
**BUDGET COMPARATIVE FIGURES**

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

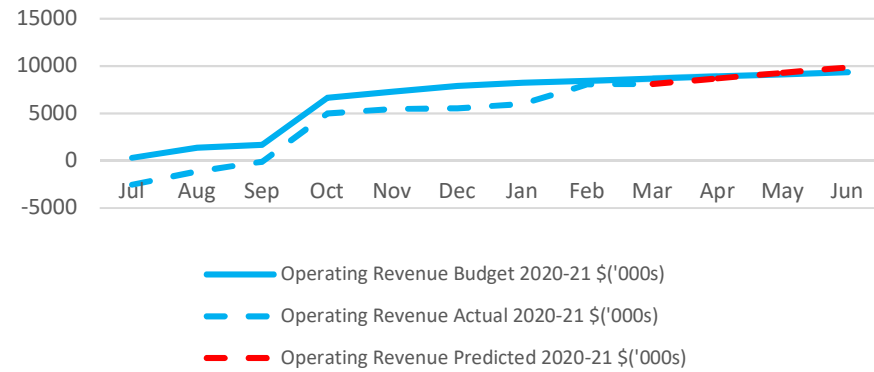
**SHIRE OF RAVENSTHORPE  
SUMMARY GRAPHS - BUDGET REVIEW  
FOR THE PERIOD ENDED 21ST MARCH 2021**

**2. SUMMARY GRAPHS - BUDGET REVIEW**

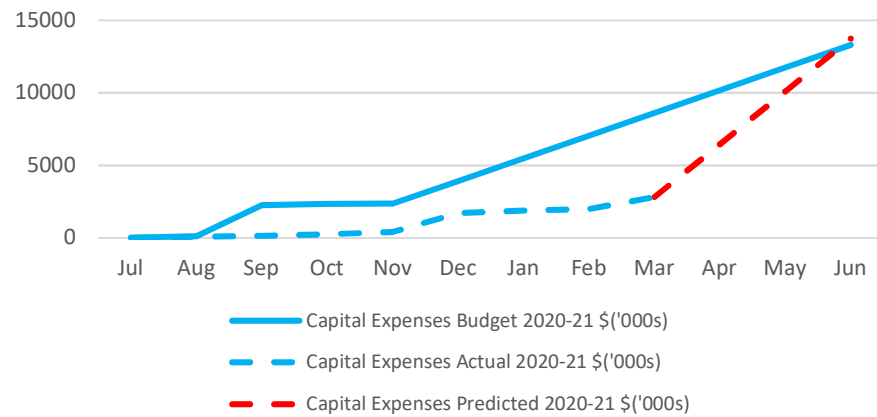
**Operating Expenses**



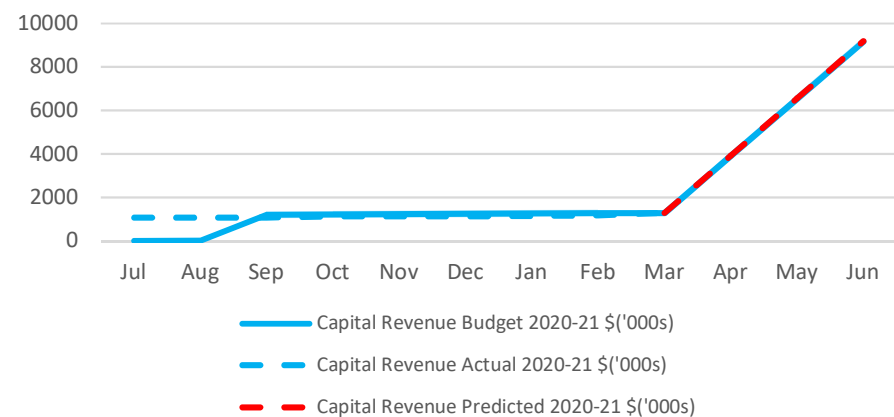
**Operating Revenue**



**Capital Expenditure**



**Capital Revenue**



This information is to be read in conjunction with the accompanying financial statements and notes.

**SHIRE OF RAVENSTHORPE  
NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 21ST MARCH 2021**

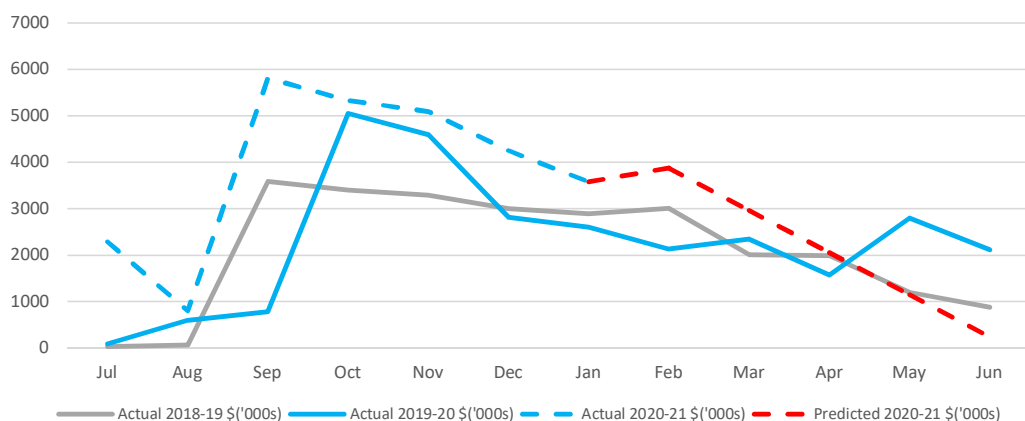
**3. NET CURRENT FUNDING POSITION**

Note	Positive=Surplus (Negative=Deficit) 2020-21		
	This Period	Last Period	Same Period Last Year
	\$	\$	\$
<b>Current assets</b>			
Cash unrestricted	1,823,670	1,160,168	1,100,703
Cash restricted	4,792,590	4,788,063	3,495,676
Receivables - rates and rubbish	654,844	914,112	982,749
Receivables - other	395,711	412,805	195,963
Inventories	2,358	62,183	31,652
	7,669,173	7,337,331	5,806,743
<b>Less: current liabilities</b>			
Payables	(494,011)	(538,694)	(394,586)
Provisions	(437,159)	(437,159)	(396,543)
	(931,170)	(975,853)	(791,129)
<b>Less: cash restricted and add backs</b>	(2,868,106)	(2,788,562)	(2,886,778)
<b>Net current funding position</b>	3,869,897	3,572,916	2,128,836

**3A. NET CURRENT FUNDING POSITION -EXPLANATION OF AMOUNTS EXCLUDED FROM OPERATING ACTIVITIES**

	Annual Budget (a)	YTD Actual (b)
	\$	\$
Depreciation on non-current assets	4,902,716	3,136,239
Loss on asset disposals	227,000	9,349
Profit on asset disposals	(49,500)	(494)
<b>Non-cash amounts excluded from operating activities</b>	5,080,216	3,145,093

**Liquidity Over the Year**



**SHIRE OF RAVENSTHORPE  
NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 21ST MARCH 2021**

**3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)**

**SIGNIFICANT ACCOUNTING POLICIES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 Net Current Assets of the budget.

**TRADE AND OTHER RECEIVABLES**

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

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

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**INVENTORIES**

**General**

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

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

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**LOANS AND RECEIVABLES**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire of Ravensthorpe prior to the end of the financial year that are unpaid and arise when the Shire of Ravensthorpe becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**EMPLOYEE BENEFITS**

**Short-Term Employee Benefits**

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

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

**PROVISIONS**

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

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

**RATES, GRANTS, DONATIONS AND OTHER CONTRIBUTIONS**

Rates, grants, donations and other contributions are recognised as revenues when the Shire of Ravensthorpe obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**SHIRE OF RAVENSTHORPE**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**FOR THE PERIOD ENDED 21ST MARCH 2021**

**4. BUDGET AMENDMENTS**

Proposed amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
			\$	\$	\$	
	<b>Budget Adoption</b>				0	
	Draft revised carried forward 30 June 2020	Opening Surplus/(Deficit)	372,788		372,788	As per Audit sign off c/fwd \$2,112,293
					372,788	
	<b>Proposed Operating Budget Amendments (Half Yearly Budget Review)</b>				372,788	
3203.182	Grants Commission Grants Received - Special	Non-operating grants, subsidies and contributions	100,000		472,788	F\$100K Springdale Bridge Grant post balance date c/over
3206.161	Interest Received Reserve Funds	Interest earnings		(10,000)	462,788	F\$20K lower interest rates
4220.114	GOV - Income Relating to Governance	Operating Grants, Subsidies And Contributions	20,000		482,788	Addtl GVROC Return
5102.110	Bushfire Mitigation Activity Fund (MAF) Grant	Operating Grants, Subsidies And Contributions	90,000		572,788	F \$210K Offset with MAF Exp
8108.156	The Cub House Income (GST Free)	Fees & Charges		(200,000)	372,788	F \$153K Lower No's and Jul COVID free childcare
8110.156	Little Barrens Income (GST Free)	Fees & Charges		(220,000)	152,788	F \$415K Lower No's and Jul COVID free childcare
8111.110	Little Barrens Sustainability Grant (GST)	Operating Grants, Subsidies And Contributions		(5,000)	147,788	F \$39200
10111.171	Recycling Rebate Under Agreement	Fees & Charges	4,000		151,788	F \$4K Bin Tagging reimb
1103.156	Liquid Waste / Septic Fees	Fees & Charges	7,000		158,788	F \$7400 Controlled Waste fees
10306.156	Income Relating to Sewerage (Inc GST)	Fees & Charges		(7,000)	151,788	F \$0 Controlled waste to 1103
10601.156	Income Relating to Town Planning & Regional Development	Fees & Charges		(5,000)	146,788	F \$9K 1st half income down
11101.156	Income Relating to Public Halls & Civic Centres	Fees & Charges	15,000		161,788	F \$35K More events
11333.111	Grant - Local Roads & Community Infrastructure (LRCI R2)	Operating Grants, Subsidies And Contributions	383,035		544,823	LRCI R2 Grant
12130.184	ROADC - Contributions to Roads/Streets	Non-operating grants, subsidies and contributions	5,000		549,823	F \$5K Return of Moir Rd dep
12211.181	Grant - MRWA Project	Non-operating grants, subsidies and contributions		(100,000)	449,823	F \$1M see 3203 Springdale Bridge C/Over
12601.156	Income Relating to Aerodromes	Fees & Charges	430,000		879,823	F \$540K Additional flights from mining activity +\$4K grant Wildlife Man Plan; less \$24150 airport lighting deferred to 21/22; +\$2800 CCTV grant
12613.111	Grant - Airport Lighting Upgrade	Operating Grants, Subsidies And Contributions		(17,350)	862,473	F \$14K - less water sales
12701.156	Income Relating to Water Transport Facilities	Fees & Charges		(8,000)	854,473	Community Contrib. Tourism Program
13201.113	Income Relating to Tourism & Area Promotion	Operating Grants, Subsidies And Contributions	30,000		879,473	F \$7K Fuel load clearing completed
1141.114	Private Works Income	Operating Grants, Subsidies And Contributions		(5,000)	862,473	F \$78K; lower fuel use
14404.171	Diesel Fuel Rebate	Operating Grants, Subsidies And Contributions		(17,000)	879,473	F \$48K - LGIS Wages Adj/Staff recovery
14512.170	Income relating to Administration	Other revenue	17,000			
14701.184	Income Relating to Unclassified	Non-operating grants, subsidies and contributions	18,000		897,473	Sale of 17 Budjan St Munglinup - TRFR to Bldg Reserve
O125.521	Rates Legal And Collection Expenses	Materials & Contracts		(5,000)	892,473	F \$19K - Activity in 3rd Qtr - Checking
3102.521	Valuation Expenses and Title Searches Expense	Other expenditure	38,000		930,473	GRV deferred 21/22
3106.580	Rates Written-off	Other expenditure	5,000		935,473	F \$3K no Covid applic received
O130.521	Consultant Rates Services	Materials & Contracts	4,500		939,973	F \$0 Services brought in-house
4102.521	Council Election Expenses	Materials & Contracts	6,000		945,973	F \$8.5K no more elections
4105.570	Members - Insurance	Insurance expenses		(9,500)	936,473	F \$15K includes mgnt liability & sal cont
4203.570	GOV - Insurance Expense	Insurance expenses	9,500		945,973	F \$0 see 4105
O151.521	Community Strategic Plan	Materials & Contracts		(6,000)	939,973	F \$12K delay in completion
E104.520	North Ravensthorpe Bush Fire Brigade	Materials & Contracts		(5,000)	934,973	F \$5K Safety apparel
E111.520	Brigade Management & Support Expenses	Materials & Contracts		(10,000)	924,973	F \$37K Safety apparel & honourarium
E117.521	Fire Fighting Expenses - Contractor Resources	Materials & Contracts	4,000		928,973	F \$3.5K Reduced requirement
O138.520	Christmas Decorations	Materials & Contracts			928,973	Trees being purchased
R522.521	Shire - Bushfire Mitigation Activity	Materials & Contracts	5,000		933,973	F \$33K Allow +\$5K for contractors 4th QTR
R523.521	Oem - Bushfire Mitigation Activity	Materials & Contracts		(90,000)	843,973	F \$210K Offset with MAF Inc 05102
E118.521	Ceso Operating Expenses	Materials & Contracts		(13,000)	830,973	F \$22K sq fleet \$16.5K
R501.521	Contract Ranger Services	Materials & Contracts		(9,000)	821,973	F \$19K - Additional ranger cover
R502.900	Ranger Salaries, Wages, Other Employee Costs Hopetoun	Employee costs	30,000		851,973	F \$19K Less Ranger Vacancy
R503.900	Ranger Salaries, Wages, Other Employee Costs Ravensthorpe	Employee costs		(43,000)	808,973	F \$9K Full SR costing
7400.521	Expenses Relating to Preventative Services - Administration & Inspection	Materials & Contracts		(19,000)	789,973	F \$4K incl \$13K back claim
B703.542	Medical Practice Operating Expense - Hopetoun	Utility charges	5,000		794,973	F \$4K Water, telephone savings
B812.500	Little Barrens Employee Costs	Employee costs	13,000		807,973	F \$405K lower wages
B814.502	Staff Uniforms	Materials & Contracts	5,000		812,973	F \$10K Ordering completed
CH001.500	Cub House Employee Costs	Employee costs	52,000		864,973	F \$291K lower wages
BM803.520	Ravensthorpe Aged Accommodation Units	Materials & Contracts		(12,000)	852,973	F \$22K refurb furnishings
BM905.520	30 Kingsmill Street	Materials & Contracts		(7,000)	845,973	F \$17K refurb furnishings
W104.521	Ravensthorpe Effluent Drainage Scheme	Materials & Contracts	5,000		850,973	Access chambers completed #7,9,10,11 & 13
R152.521	Die Back And Noxious Weed Control (Lrci R2)	Materials & Contracts		(10,035)	840,938	LRCI R2
TP01.521	Town Planner - Contracted Services	Materials & Contracts	0		840,938	F \$27K YTD Nov. permanent saving -\$11K
B003.521	Munglinup Park Toilets	Materials & Contracts	5,000		845,938	F \$9K; Savings to Dec
B004.542	Hopetoun Foreshore Toilets	Utility charges	5,000		850,938	F \$5600 Water saving
BM998.521	Toilets - Building Maintenance (Budget Purposes)	Materials & Contracts	5,000		855,938	F \$4K lower than expected costs
B126.540	Hopetoun Community Centre	Utility charges		(25,000)	830,938	F \$48K Elect+14K & Phone+11K
B180.580	Youth Centre	Other expenditure	7,400		838,338	Savings on External Costs as Building demolished
SL2.540	Street Lighting - Hopetoun	Utility charges		(6,000)	832,338	F \$43K (\$28795/8mths)
R205.520	Airport Operating Costs	Materials & Contracts		(12,000)	820,338	F \$40K extra materials +5K & labour +\$7K of operation
R250.500	Airport Passenger Services Operations	Employee costs		(45,000)	775,338	F \$95K extra passenger labour
R251.521	Airport Administration And Compliance Expenses	Materials & Contracts		(18,500)	756,838	+\$8800 Wildlife Plan (\$4K grant funded 12613)+\$3700 Aero Manual upgrade+\$6000 Compliance New Aviation Legislation
BM205.521	Airport Terminal Buildings	Materials & Contracts		(5,000)	751,838	F \$32K Additional kitchen works
R362.521	Weedy Wattles Eradication (Lrci R2)	Materials & Contracts		(18,000)	733,838	LRCI R2
R307.520	Tourism Administration Expenses	Materials & Contracts		(30,000)	703,838	Addtl Visitor Servicing Upgrade
13300.521	Expenses Relating to Building Control	Materials & Contracts	7,000		710,838	F \$5K based on actual
PW100.521	Private Works - Budget	Materials & Contracts	5,000		715,838	F \$5K firebreaks completed
O111.500	Works Administration And Support	Materials & Contracts	76,000		791,838	F 500 S&W \$493K; 501 Supn \$24K
O175.521	Engineering Consulting Services	Materials & Contracts	5,000		796,838	F \$4K Lower Consultant Requirement
14204.502	Protective Clothing - Outside Staff	Materials & Contracts	5,000		801,838	F \$24K Uniforms
O114.521	Occupational Health And Safety Matters	Materials & Contracts	10,000		811,838	F \$50K LYS12K
O117.501	Works Superannuation Expenses	Employee costs		(28,000)	783,838	F \$178K incl Works Admin staff
O119.500	Works Ravensthorpe Allowance	Employee costs	10,000		793,838	F \$104K - \$7K under Feb
O169.500	Eba Allowance	Employee costs	48,400		842,238	F \$0K Paid through wages
14303.520	Fuel & Oils	Materials & Contracts	75,000		917,238	F \$279K low fuel prices
14304.520	Tyres and Tubes	Materials & Contracts	7,000		924,238	F \$30K reduced bigger tyre purch.
14305.520	Parts & Repairs	Materials & Contracts		(30,000)	894,238	F \$250K larger repairs
BM401.521	Admin Building	Materials & Contracts	5,000		899,238	F \$65K reduced mtl's maint. Re Precinct
14503.519	Office Equipment Expenses	Materials & Contracts	5,000		904,238	F \$16K reduced Office Equip purchases
14507.502	Training Expenses - Admin	Materials & Contracts	10,000		914,238	F \$30K reduced training timeframe.
14508.520	Printing & Stationery - Admin	Materials & Contracts		(6,000)	908,238	F \$33K Additional printer costs
O159.521	Temporary Contract Staff	Materials & Contracts		(143,000)	765,238	Temp Staff & Bldg Grant Project work
O144.521		Materials & Contracts	10,000		775,238	F \$20K Reduced Support Charges
O128.521	Administration - Advertising Expenses	Materials & Contracts		(20,000)	755,238	F \$35K greater volume tenders
O131.521	Marketing And Promotional Material	Materials & Contracts	5,000		760,238	F \$10K YTD \$700
O126.500	Employee Costs	Employee costs		(83,000)	677,238	F 500 S&W \$1,205K; 501 Supn \$173K
O132.521	Staff Recruitment	Materials & Contracts	10,000		687,238	F \$25K No large recruitments

Proposed CapEx Budget Amendments (Half Yearly Budget Review)				687,238	
				687,238	
AB502.521	Fire Station Land Dealings - East Ravensthorpe	Purchase property, plant and equipment		(15,000)	672,238
AB506.521	Construct Animal Holding Pen - Hopetoun	Purchase property, plant and equipment	10,000		682,238
AI510.521	Ravensthorpe Regional Landfill	Purchase and construction of infrastructure - roads		(47,600)	634,638
AB805.521	Munglinup - Enclose Verandah For Gym (Lrci R2)	Purchase property, plant and equipment		(35,000)	599,638
AI565.521	Munglinup Bowling Green 4 Rinks (Lrci R2)	Purchase and construction of infrastructure - roads		(260,000)	339,638
AP366.520	Airport Tug	Purchase property, plant and equipment		(45,000)	294,638
AP18.521	Airport Lighting Upgrade	Purchase and construction of infrastructure - roads	32,200		326,838
AE342.521	Hopetoun - Visitor Information Boards expansion for tourism (LRCI R2)	Purchase and construction of infrastructure - roads		(15,000)	311,838
AE343.521	Munglinup - Upgrade Rest Bay (LRCI R2)	Purchase and construction of infrastructure - roads		(30,000)	281,838
AE344.521	Munglinup Water Catchment Dam (Lrci R2)	Purchase and construction of infrastructure - roads		(15,000)	266,838
AB700.521	Compactus Units	Purchase property, plant and equipment		(10,000)	256,838
14506.72	Transfer to Building Reserve	Capital Expenses		(18,000)	238,838
AF644.520	Hopetoun Community Centre - Floor Polisher	Purchase property, plant and equipment		(10,000)	228,838
AF643.520	Ravensthorpe Recreation Centre - Floor Polisher	Purchase property, plant and equipment		(10,000)	218,838
					218,838
Amended Budget Cash Position as per Council Resolution			2,031,823	(1,812,985)	218,838

COA	Job	Description	IE Summary	Inc/Exp Analysis Summary
03103		General Rates Levied	10	Rates
03104		Ex-Gratia Rates Received	10	Rates
03107		Back Rates Levied	10	Rates
03116		Interim Rates Levied	10	Rates
				Rates
				Operating Grants, Subsidies And Contributions
				Operating Grants, Subsidies And Contributions
				Operating Grants, Subsidies And Contributions
				Operating Grants, Subsidies And Contributions
				Profit On Asset Disposal
				Fees & Charges
				Fees & Charges
				Fees & Charges
				Interest Earnings
				Interest Earnings
				Other Revenue
				Other Revenue
08102		Other Income/Grants Relating to Child Care Centres	18	Other Revenue
08102	CC002	Child Care - Other Revenue, Grants, Contributions	18	Other Revenue
12211		Grant - MRWA Project	18	Other Revenue
12213		Grant - MRWA Specific RRG	18	Other Revenue
				Other Revenue
03203		Grants Commission Grants Received - Special	18	Other Revenue
11330		Grant - Drought Communities Programme (DCP)	18	Other Revenue
11331		Grant - Local Roads & Community Infrastructure (LRCI)	18	Other Revenue
11332		Grant - CSRFF Hopetoun Reticulation	18	Other Revenue
11612		Grant Income - Ravensthorpe Cultural Precinct RCP	18	Other Revenue
12216		Grant - Roads to Recovery	18	Other Revenue
12601		Income Relating to Aerodromes	18	Other Revenue
12613		Grant - Airport Lighting Upgrade	18	Other Revenue
				Other Revenue
10109		Jerramungup Shire Landfill Expense Recoup	18	Non-Operating Grants, Subsidies And Contributions
10109	I106A	Grant Proceeds Ex Shire Jerramungup	18	Non-Operating Grants, Subsidies And Contributions
11612		Grant Income - Ravensthorpe Cultural Precinct RCP	18	Non-Operating Grants, Subsidies And Contributions
12130		ROADC - Contributions to Roads/Streets	18	Non-Operating Grants, Subsidies And Contributions
14701		Income Relating to Unclassified	18	Non-Operating Grants, Subsidies And Contributions
				Non-Operating Grants, Subsidies And Contributions



COA	Job	Description	IE Summary	Inc/Exp Analysis Summary
				Proceeds On Disposal Of Assets
				Realisation On Disposal Of Assets
				Employee Costs
				Employee Costs
				Employee Costs
				Employee Costs
				Materials & Contracts
				Materials & Contracts
				Materials & Contracts
				Materials & Contracts
				Utilities
				Materials & Contracts
				Utilities
				Utilities
				Depreciation On Non-Current Assets
				Depreciation On Non-Current Assets
				Depreciation On Non-Current Assets
				Depreciation On Non-Current Assets
				Depreciation On Non-Current Assets
				Depreciation On Non-Current Assets
				Depreciation On Non-Current Assets
				Depreciation On Non-Current Assets
				Depreciation On Non-Current Assets
				Interest Expenses
				Interest Expenses
				Insurance Expenses
				Other Expenditure
				Loss On Asset Disposal
				Reallocation Codes Expenditure
				Reallocation Codes Expenditure
				Reallocation Codes Expenditure

IE	Inc/Exp Analysis	Original Budget	Current Budget	YTD Actual
100	General Rates	-\$4,448,699.00	-\$4,448,699.00	-\$4,448,698.96
100	General Rates	-\$49,234.00	-\$49,234.00	-\$49,234.04
100	General Rates	-\$1,000.00	-\$1,000.00	-\$2,794.35
100	General Rates	-\$5,000.00	-\$5,000.00	-\$3,966.35
	<b>General Rates Total</b>	-\$4,503,933.00	-\$4,503,933.00	-\$4,504,693.70
	<b>Operating Grants - State Government Total</b>	-\$481,324.00	-\$481,324.00	-\$523,941.71
	<b>Operating Grants - Commonwealth Total</b>	-\$1,431,986.00	-\$1,431,986.00	-\$1,000,797.50
	<b>Contributions - Operating Total</b>	-\$97,936.00	-\$97,936.00	-\$93,447.36
	<b>Reimbursements (Operating) Total</b>	-\$454,685.00	-\$454,685.00	-\$153,127.78
	<b>Profit On Asset Disposal Total</b>	-\$49,500.00	-\$49,500.00	-\$494.28
	<b>Housing Rental Income Total</b>	-\$5,200.00	-\$5,200.00	-\$3,800.00
	<b>Fines &amp; Penalties Total</b>	-\$7,500.00	-\$7,500.00	-\$7,666.64
	<b>Other Fees &amp; Charges Total</b>	-\$2,124,372.00	-\$2,124,372.00	-\$1,469,647.11
	<b>Interest Earned Total</b>	-\$48,300.00	-\$48,300.00	-\$33,545.21
	<b>Interest Earned On Reserves Total</b>	-\$30,000.00	-\$30,000.00	-\$13,566.09
	<b>Other Revenue Total</b>	-\$26,345.00	-\$26,345.00	-\$37,788.52
	<b>Rebate Revenue Total</b>	-\$95,217.00	-\$95,217.00	-\$269,719.35
181	Capital Grants - State Government			
181	Capital Grants - State Government	-\$180,000.00	-\$180,000.00	\$0.00
181	Capital Grants - State Government	-\$1,100,000.00	-\$1,100,000.00	\$0.00
181	Capital Grants - State Government	-\$329,867.00	-\$329,867.00	-\$125,414.00
	<b>Capital Grants - State Government Total</b>	-\$1,609,867.00	-\$1,609,867.00	-\$125,414.00
182	Capital Grants - Commonwealth	\$0.00	\$0.00	-\$100,000.00
182	Capital Grants - Commonwealth	-\$612,774.00	-\$612,774.00	-\$306,387.00
182	Capital Grants - Commonwealth	-\$503,650.00	-\$503,650.00	-\$266,618.00
182	Capital Grants - Commonwealth	-\$94,142.00	-\$94,142.00	\$0.00
182	Capital Grants - Commonwealth	-\$5,275,800.00	-\$5,275,800.00	\$0.00
182	Capital Grants - Commonwealth	-\$487,335.00	-\$487,335.00	-\$234,177.00
182	Capital Grants - Commonwealth	\$0.00	\$0.00	-\$8,181.82
182	Capital Grants - Commonwealth	-\$24,150.00	-\$24,150.00	\$0.00
	<b>Capital Grants - Commonwealth Total</b>	-\$6,997,851.00	-\$6,997,851.00	-\$915,363.82
184	Contributions - Capital			
184	Contributions - Capital	-\$250,000.00	-\$250,000.00	\$0.00
184	Contributions - Capital	-\$308,600.00	-\$308,600.00	-\$229,554.55
184	Contributions - Capital	\$0.00	\$0.00	-\$5,000.00
184	Contributions - Capital	\$0.00	\$0.00	-\$18,000.00
	<b>Contributions - Capital Total</b>	-\$558,600.00	-\$558,600.00	-\$252,554.55

IE	Inc/Exp Analysis	Original Budget	Current Budget	YTD Actual
	<b>Proceeds From Disposal Of Assets Total</b>	<b>-\$393,500.00</b>	<b>-\$393,500.00</b>	<b>-\$185,875.74</b>
	<b>Realisation On Disposal Of Assets Total</b>	<b>\$393,500.00</b>	<b>\$393,500.00</b>	<b>\$69,693.92</b>
	<b>Salaries &amp; Wages Total</b>	\$3,992,241.00	\$3,992,241.00	\$2,933,610.04
	<b>Superannuation Total</b>	\$410,799.00	\$410,799.00	\$313,789.70
	<b>Other Employee Costs Total</b>	\$168,395.00	\$168,395.00	\$60,470.93
	<b>Workcare Premium Total</b>	\$99,140.00	\$99,140.00	\$0.00
	<b>Attractive Items Total</b>	\$84,825.00	\$84,825.00	\$849.00
	<b>Materials Total</b>	\$1,005,054.00	\$1,005,054.00	\$729,285.82
	<b>Service Contracts Total</b>	\$2,518,374.00	\$2,518,374.00	\$1,389,701.60
	<b>Guarantee Expense On Loans Total</b>	\$0.00	\$0.00	\$10,437.76
	<b>Electricity Total</b>	\$129,390.00	\$129,390.00	\$97,250.70
	<b>Telephone Total</b>	<b>\$128,610.00</b>	<b>\$128,610.00</b>	<b>\$82,843.79</b>
	<b>Water Total</b>	\$84,408.00	\$84,408.00	\$48,536.38
	<b>Gas Total</b>	\$5,960.00	\$5,960.00	\$6,230.66
	<b>Depreciation - Buildings Total</b>	\$708,853.00	\$708,853.00	\$434,514.14
	<b>Depreciation - Furniture &amp; Equipment Total</b>	\$52,502.00	\$52,502.00	\$68,296.40
	<b>Depreciation - Plant &amp; Equipment Total</b>	\$613,877.00	\$613,877.00	\$428,781.96
	<b>Depreciation - Roads Total</b>	\$2,509,636.00	\$2,509,636.00	\$1,558,048.83
	<b>Depreciation - Footpaths Total</b>	\$119,997.00	\$119,997.00	\$74,368.72
	<b>Depreciation - Drainage Total</b>	\$406,232.00	\$406,232.00	\$247,978.14
	<b>Depreciation - Parks &amp; Ovals Total</b>	\$137,770.00	\$137,770.00	\$84,638.55
	<b>Depreciation - Airports Total</b>	\$85,413.00	\$85,413.00	\$52,652.35
	<b>Depreciation - Infrastructure Other Total</b>	\$145,443.00	\$145,443.00	\$101,016.78
	<b>Depreciation - Right Of Use (Leased Assets) Total</b>	\$122,993.00	\$122,993.00	\$85,943.29
	<b>Interest On Loans Total</b>	\$64,732.00	\$64,732.00	\$29,472.85
	<b>Interest On Leases Total</b>	\$26,236.00	\$26,236.00	\$0.00
	<b>Insurance Premiums Total</b>	\$225,393.00	\$225,393.00	\$322,740.43
	<b>Other Expenses Total</b>	\$355,930.00	\$355,930.00	\$185,881.48
	<b>Loss On Asset Disposal Total</b>	\$227,000.00	\$227,000.00	\$9,348.51
	<b>Labour Overheads Total</b>	<b>-\$408,761.00</b>	<b>-\$408,761.00</b>	<b>-\$199,977.10</b>
	<b>Plant Recovery Total</b>	<b>-\$217,197.00</b>	<b>-\$217,197.00</b>	<b>-\$150,791.00</b>
	<b>Administration Allocation (Expense) Total</b>	\$0.00	\$0.00	\$1,091.40
	<b>Grand Total</b>	<b>-\$4,719,371.00</b>	<b>-\$4,719,371.00</b>	<b>-\$514,737.33</b>

Correct

**ATTACHMENT**

•  
•  
•  
•  
•  
•  
•

Lance Goddard  
Box 44  
Hopetoun Post Office  
6348

February 1, 2021

To the Planning Officer

Ravensthorpe Shire Council.

Dear Sir or Madam:

We would like to apply for an exemption to normal planning for our proposed new shed at 101 Cambewarra Drive in Crystal Park estate in Hopetoun.

The shed will be used to house vehicles including a boat, caravan, cherry picker and bob cat with accessories. It will also be required to store materials and tools in relation to our painting business. With a bay to be used as a protected workshop.

I authorise Lance Goddard to act on my behalf as the " Applicant ".

Sincerely,

John Goddard  
Owner

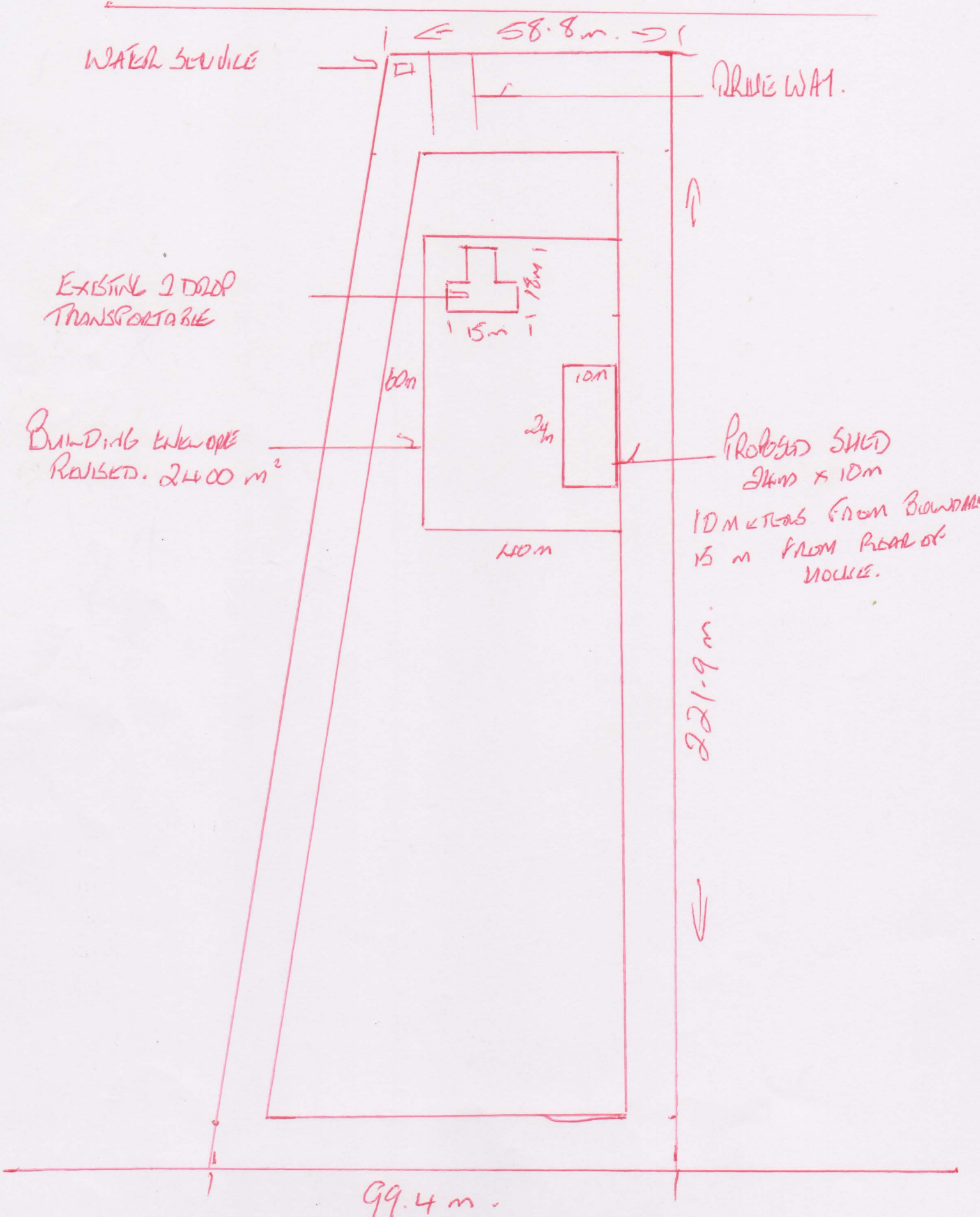


Lance Goddard  
Applicant

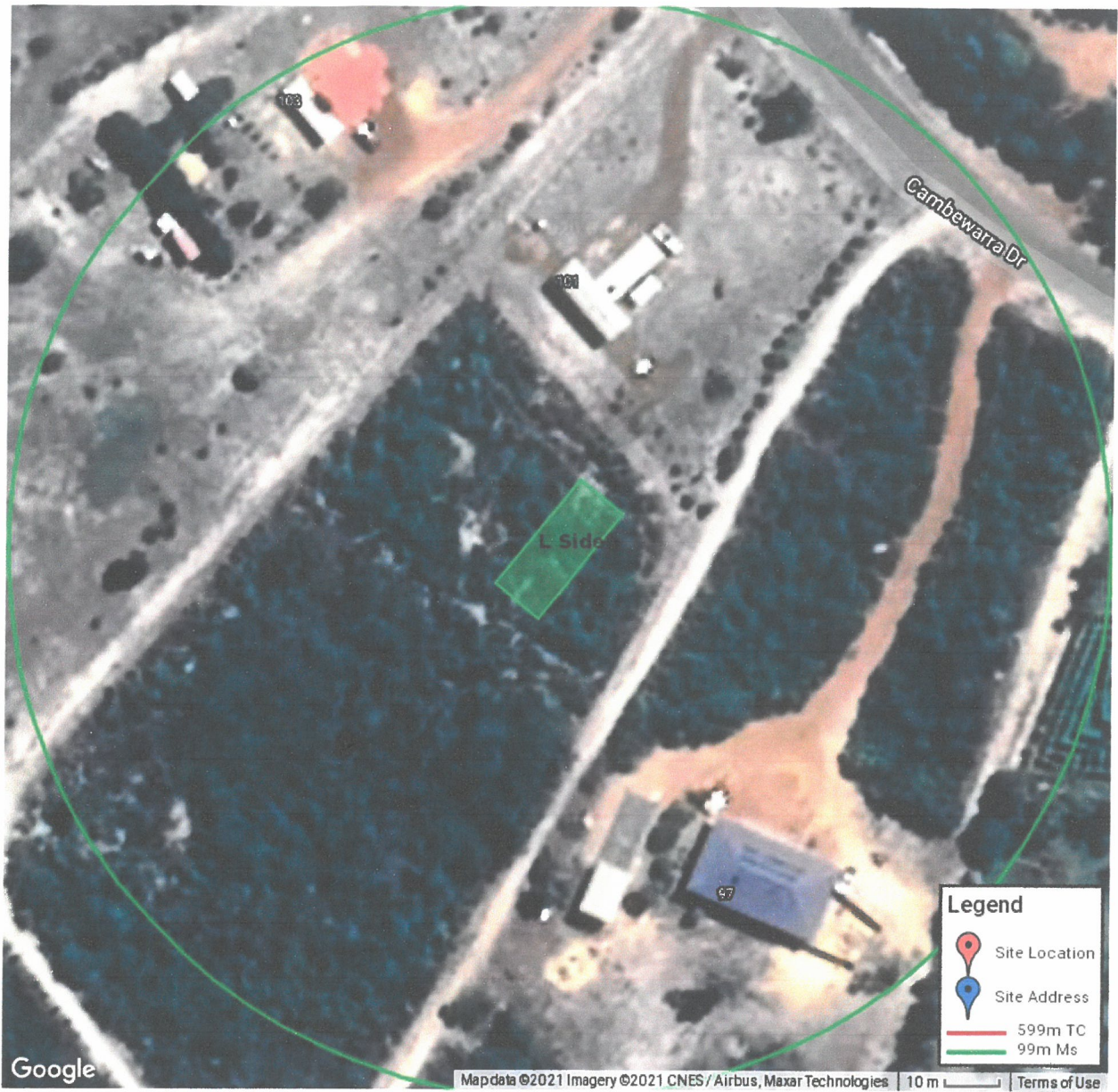


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LOT 127 - 101 CAMBERNARA DRIVE







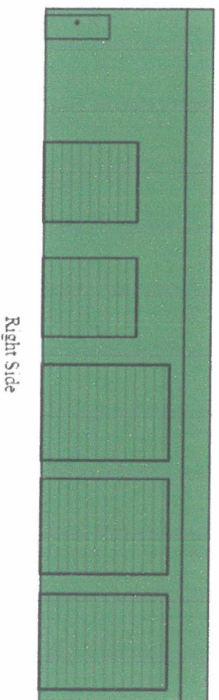
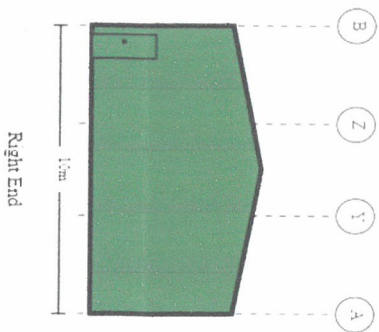
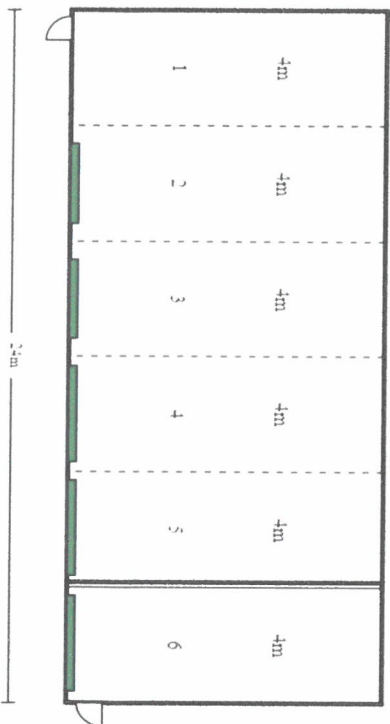
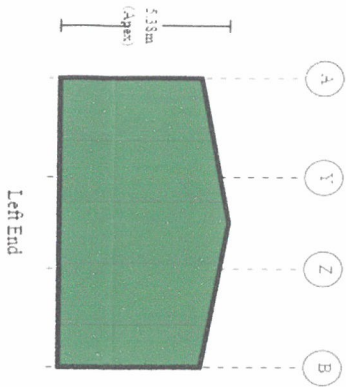
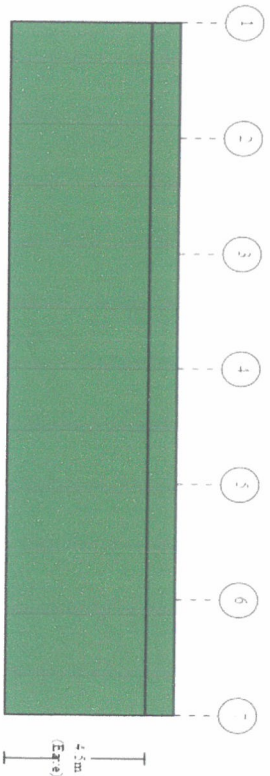
**Site Location:**

Geographic coordinates of

-33.92862,120.12073

Generally described as:

101 Cambewarra Dr Hopetoun WA 6348



Purchaser Name: Hopetoun Painting Service

Site Address: 101 Cambewarra Dr Hopetoun WA 6348 Australia

Drawing # WSS210031 - 3

Print Date: 07/01/21

**Layout**

**NOT FOR CONSTRUCTION**

Not to Scale  
© Copyright Steak 'n' Fry Ltd

Seller:  
Vive Steak Steaks Pty Ltd  
Phone: 07 5657 8889  
Fax: 07 5657 8899  
Email: admin@steaks.com.au

Apex Engineering Group PTY LTD

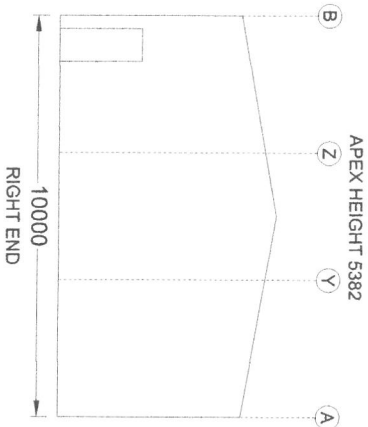
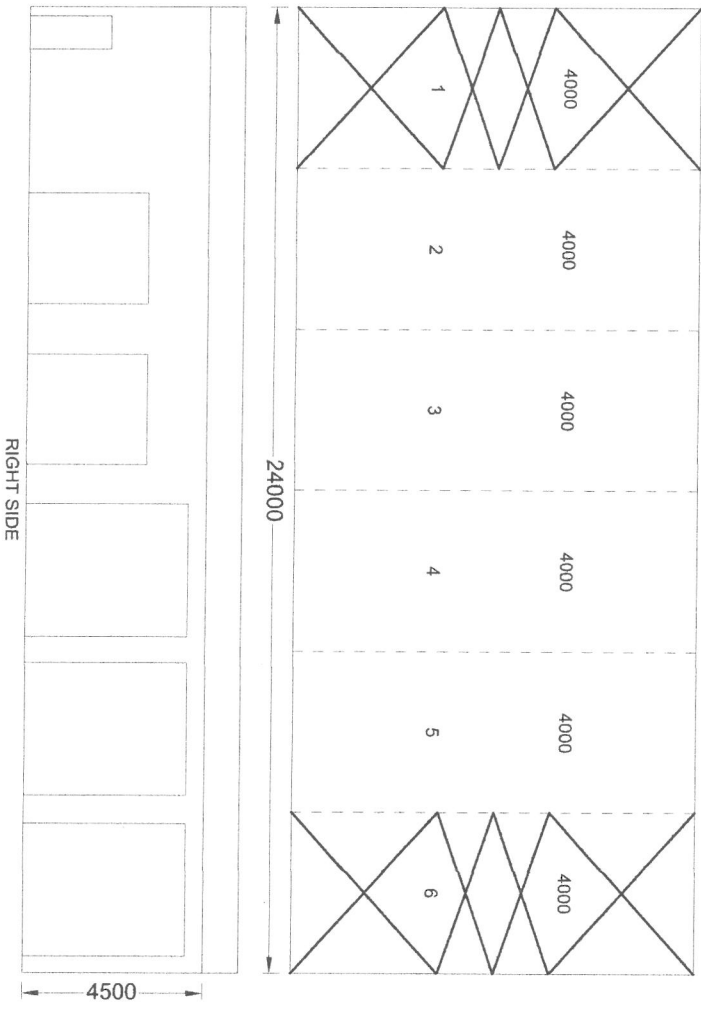
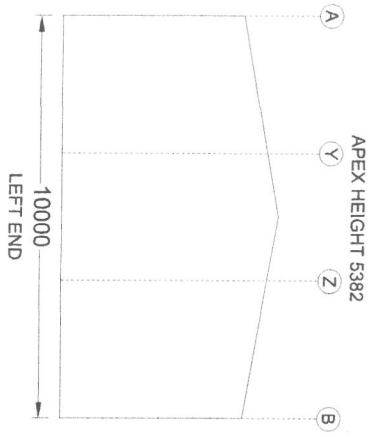
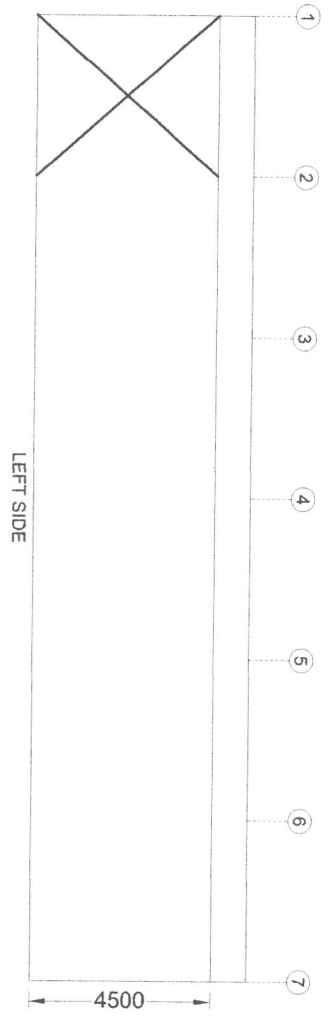
ACN 632 538 562  
ME Aust. (Registered NER Structural) 527 6680  
Q.L.D. : REFCO No. 291223, TMS : 18570492, VC : EC671493, N.T. : 303557ES;  
Practising Professional Structural & Civil Engineers

Signature:

J. Rowlandson  
Date: 07/01/21



Cross Bracing is achieved with 1.2mm Strap. Refer to Connection Details.  
 Cross bracing in the roof is to the purlin nearest to the end wall mullions, where applicable.



Revision	Date	Initial

Purchaser Name: Hopeloun Painting Service

Site Address: 101 Cambewarra Dr Hopeloun WA 6348 Australia

Drawing # WSS210031 - 5

Print Date: 7/01/2021

**Bracing**  
 NOT FOR CONSTRUCTION  
 NOT TO SCALE

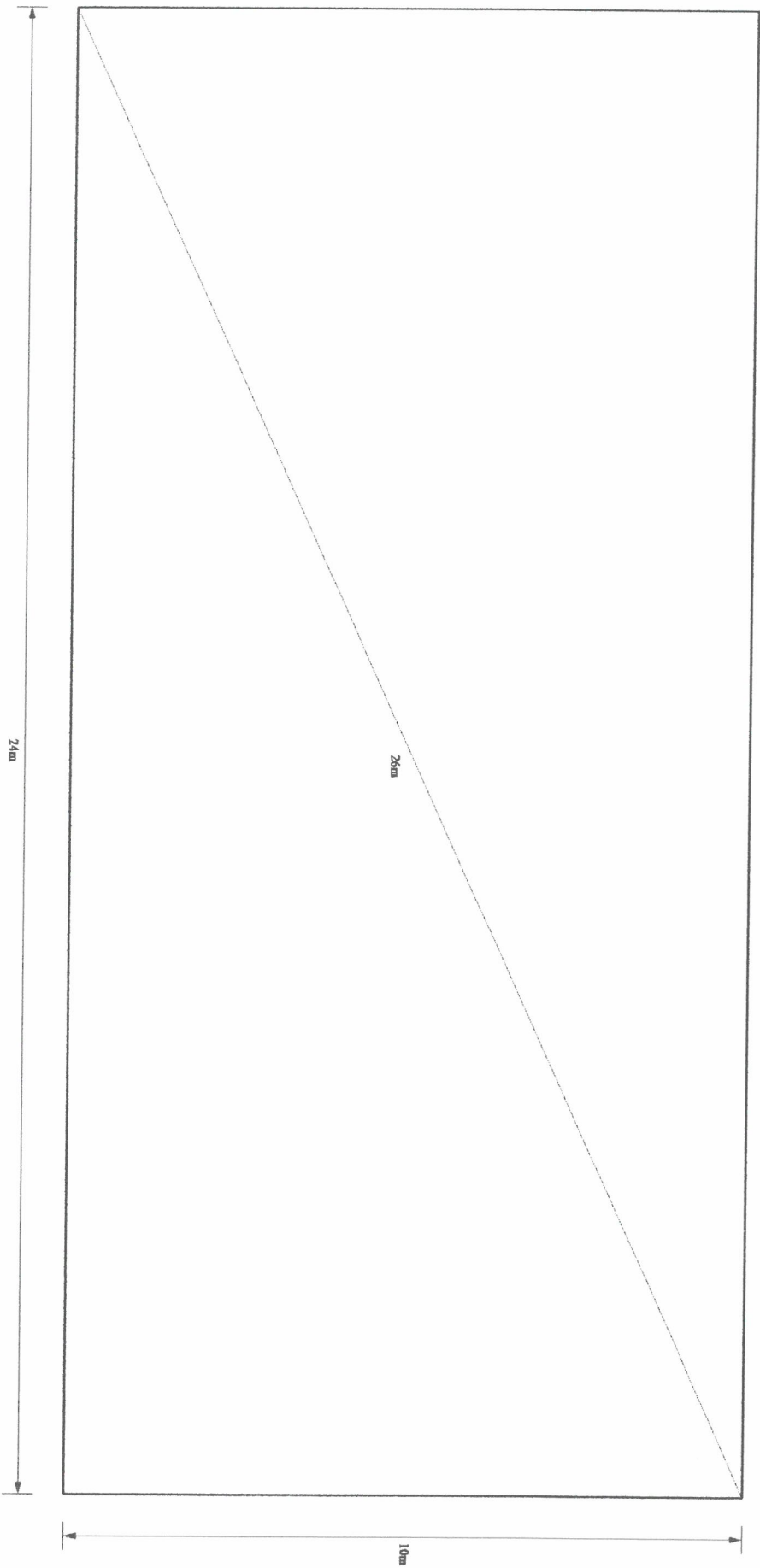
Page 1 of 1  
 Copyright Steak IP Pty Ltd

**Seller:**  
 Name: Wide Span Shade Pty Ltd  
 Phone: 07 5657 8888  
 Fax: 07 5657 8899  
 Email: admin@shades.com.au

Apex Engineering Group PTY LTD  
 ACN 632 588 582  
 M/E Apex (Registered NER Structural) 5276880  
 QLD : RPEO No. 24223 TAS : 185770492 VIC : EC67483 N.T. : 303557ES  
 Practising Professional Structural & Civil Engineers

Signature:   
 J. Ronaldeon  
 Date: 07/01/21

These dimensions are provided as a guide only. It is the responsibility of the contractor to confirm that all dimensions are correct.



Purchaser Name: Hopetoun Paving Services

Site Address: 101 Cambourna Dr Hopetoun WA 6246 Australia

Drawing # WSS210031 - 7

Print Date: 07/01/21

**Slab Dimensions**  
Not to Scale  
© Copyright Shear IP Pty Ltd

Also refer to Concrete Piers Plan, NOT FOR CONSTRUCTION

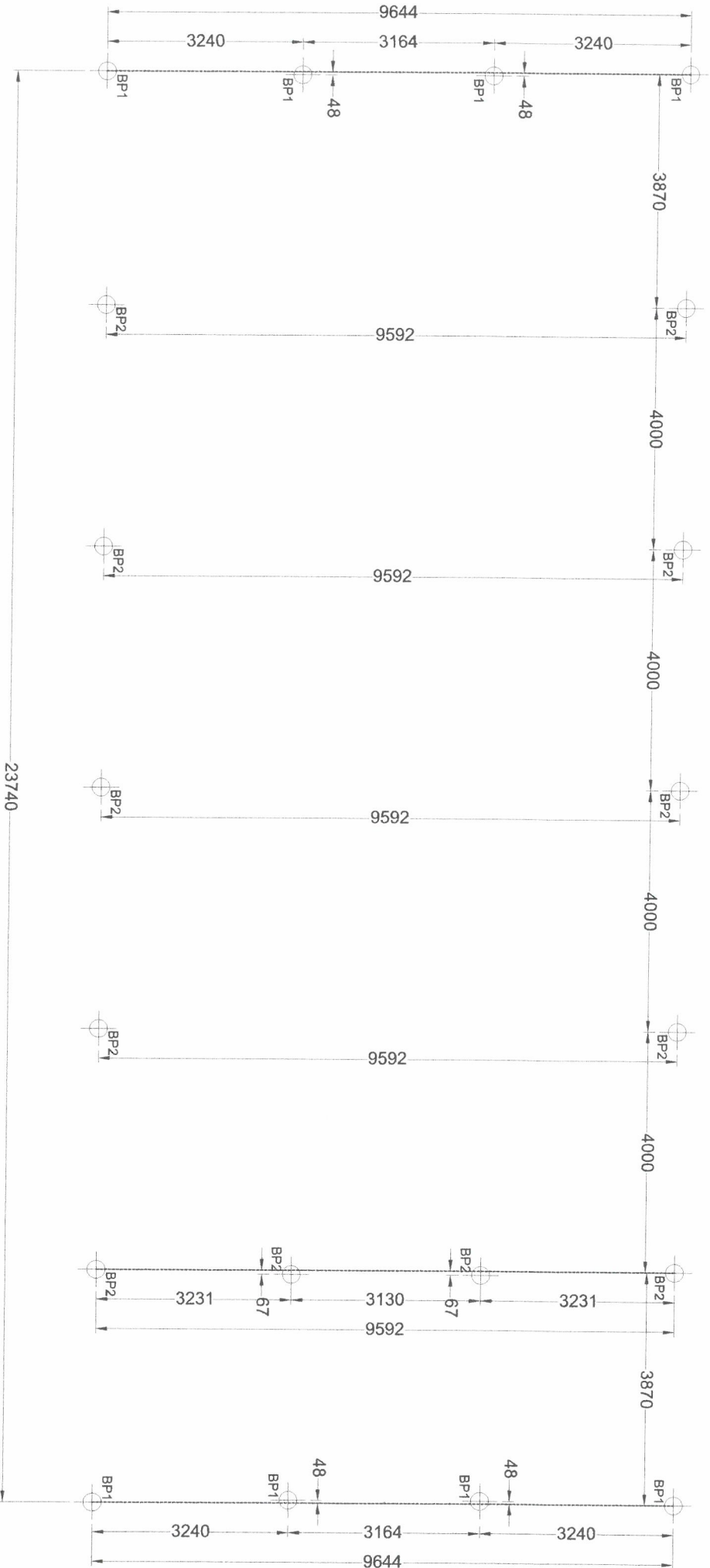
Seller:  
Wide Span Sheeds Pty Ltd  
Phone: 07 5657 8898  
Fax: 07 5657 8899  
Email: admin@sheeds.com.au

Apex Engineering Group Pty Ltd  
ACN 632 588 992  
ME Aust. (Registered NER Structural) 5276990  
QLD: PPEC No. 24223; TAS: 185770492; VIC: ECG7493; N.T.: 303557ES;  
Practising Professional Structural & Civil Engineers

Signature:

J. Ronaldson  
Date: 07/01/21

These dimensions are provided as a guide only. It is the responsibility of the contractor to confirm that all dimensions are correct. Refer to Material Specifications Plan for BP dimensions.



Revision	Date	Initial

Purchaser Name: Hopatoun Painting Service

Site Address: 101 Cambewarra Dr Hopatoun WA 6348 Australia

Drawing # WSS210031 - 6

Print Date: 7/01/2021

Concrete Plans

PIER MEASUREMENT ONLY, NOT FOR CONSTRUCTION

NOT TO SCALE

Page 1 of 1

©Copyright Steak IP Pty Ltd

Seller:

Name: Wide Span Steels Pty Ltd

Phone: 07 5657 8888

Fax: 07 5657 8899

Email: admin@shoals.com.au

Apex Engineering Group PTY LTD

ACN 632 588 552

MIE Aust. (Registered NER Structural) 5276680

QLD : RPEQ No. 24223, TAS : 18570492, VIC : EC07483, NT : 303557ES;

Practising Professional Structural & Civil Engineers

Signature:

*J Renalison*

J Renalison

Date: 07/01/21



**ATTACHMENT**

## Kim Bransby

---

**From:** Hopetoun CRC <hopetoun@crc.net.au>  
**Sent:** Wednesday, 31 March 2021 5:14 PM  
**To:** Les Mainwaring  
**Subject:** Library Budget  
**Attachments:** 2021 Budget for MOU SOR.pdf

Dear Les,  
Sorry for the last minute submission of the Budget for the Library MOU.

Warm regards  
Donna

*Donna Higgins*  
Finance Officer



Hopetoun Community Resource Centre  
46 Veal Street, PO Box 179  
Hopetoun WA 6348  
P: (08) 9838 3062 E: [hopetoun@crc.net.au](mailto:hopetoun@crc.net.au)  
[www.hopetounwa.com](http://www.hopetounwa.com)

## Kim Bransby

---

**From:** Gab Major <gab@ravycrc.com.au>  
**Sent:** Monday, 15 March 2021 2:47 PM  
**To:** Les Mainwaring  
**Cc:** Library  
**Subject:** Library contract renewal  
**Attachments:** 2021-22 Budget.xlsx; Contract for the provision of services Ravensthorpe CRC Library 2019.pdf

Hi Les,

Hope you are back in action and feeling well!

As you're aware, the three year library contract expires in June. We are happy to proceed with the same contractual arrangements and have attached a proposed budget request of \$50,000+gst per annum which incorporates a 2.8% increase on the 20/21 rate.

You will see that the library service we provide comes to the value of almost \$80,000. Ravensthorpe CRC is happy to absorb the difference, thanks to efficiencies we gain through the provision of multiple services and also the Shire's provision of our premises and related maintenance.

We highly value our library service and believe it complements other CRC services and activities perfectly. I'd like to take this opportunity to thank the Shire for engaging us to provide this service to our community and our long and happy partnership.

Please let me know if you would like to propose any alterations to the contract and/or pricing or what the next step might be?

Best regards

Gabrielle Major  
Manager



The Fitzgerald Building | 28 Dunn Street | PO Box 299 | RAVENSTHORPE WA 6346  
P: (08) 9838 1340 | E: [ravensthorpe@crc.net.au](mailto:ravensthorpe@crc.net.au) | W: [www.ravensthorpe.crc.net.au](http://www.ravensthorpe.crc.net.au)

Ravensthorpe CRC acknowledges the Aboriginal people as the Traditional Custodians of this land on which we deliver our services. We pay our respects to elders and leaders past, present and emerging.

Proudly supported by



Department of  
Primary Industries and  
Regional Development

# Contract for the provision of services: Library and Customer Services

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Shire of Ravensthorpe

Hopetoun Community Resource Centre



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# Details

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## Parties

### **Hopetoun Community Resource Centre Incorporated**

46 Veal Street, Hopetoun, Western Australia

**(Service Provider)**

### **Shire of Ravensthorpe**

65 Morgans Street, Ravensthorpe, Western Australia

**(Service Recipient)**

## Background

- A The Service Recipient wishes to engage the services of the Service Provider for the provision of the Services.
- B The Service Recipient and the Service Provider have agreed to enter into this Contract as evidence of their agreement in respect of the provision of the Services.

# Agreed terms

---

## 1. Defined terms and interpretation

### 1.2 Defined terms

In this Contract –

**Additional services** means services in addition to the provision of the Core Services specified in **Item 2** of the Schedule;

**Budget** means the annual operating budget submitted to Council for the financial year ending 30 June;

**CEO** means the Chief Executive Officer of the Service Recipient and the Chairperson of the Service Provider as applicable;

**Code of Conduct** means a code of conduct adopted under s5.103 of the *Local Government Act 1995*;

**Claim** means all and any claim, demand, writ, summons, action, suit, prosecution, proceeding, judgment, order, decree, damages, costs (including legal costs), loss and expense of any kind;

**Commencement Date** means the date specified in **Item 1** of the Schedule;

**Contract** means this contract;

**Contract Price** means the price for the provision of the Core Services as specified in **Item 2** of the Schedule;

**Details** means the details page at the beginning of the Contract identifying the Parties and the background to the Contract;

**Expiry** means the date of the expiration of the Term;

**Library Officer** means an appropriately qualified and skilled person employed by the Service Provider to perform the Services;

**LISWA** means Library & Information Service of WA;

**Notice** means a notice under **clause 10.4**;

**Party** means a Party to the Contract;

**Schedule** means the schedule to the Contract;

**Service Provider** means the Hopetoun Community Resource Centre identified as the Service Provider in the Details;

**Service Recipient** means the Shire of Ravensthorpe (the Council) identified as the Service Recipient in the Details;

**Services** means the services described in **Item 4** of the Schedule;

**Term** means the term of this Contract as specified in **Item 3** of the Schedule;

## 1.3 Interpretation

In this Contract, unless inconsistent with the context -

- d) headings and bolding are for convenience only and do not affect the interpretation of the Contract;
- e) words importing the singular include the plural and vice versa;
- f) a reference to a gender includes a reference to each other gender;
- g) a reference to a person or individual includes a reference to a firm, corporation or other corporate body, authority, government and governmental agency and vice versa;
- h) where a term is assigned a particular meaning, other grammatical forms of that term have a corresponding meaning;
- i) a reference to any written law includes -
  - (i) all written laws amending, consolidating or replacing that written law; and
  - (ii) all regulations, proclamations, planning schemes or local laws made under that written law;
- j) a reference to a Party includes that Party, its successors, permitted assigns, receivers, administrators, executors, substitutes and liquidators;
- k) a reference to any document includes a reference to that document as amended, rectified or replaced from time to time and to any document so amending, rectifying or replacing the document;
- l) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions;
- m) a rule of construction does not apply to the disadvantage of a Party because the Party was responsible for the preparation of the Contract or any part of it;
- n) an obligation, representation or warranty in favour of two or more persons -
  - (i) is for the benefit of them jointly and severally; and
  - (ii) binds them jointly and severally;
- o) a reference to '\$' or 'dollars' is a reference to Australian dollars; and
- p) unless expressly stated otherwise, a reference to a Party, clause, sub-clause, paragraph or part, is a reference a Party, clause, sub-clause, paragraph or part of or in the Contract.

## 2. Agreement

### 2.1 Covenants

- a) The parties covenant with each other on the terms and conditions outlined in this Contract.
- (3) In consideration for the payment of the Contract Price by the Service Recipient, the Service Provider covenants with the Service Recipient to during the Term -
  - d) provide the Services in accordance with the Contract; and

- e) do and perform all other things that are reasonably necessary for the provision of the Services in accordance with the Contract.

## 2.2 Term

The Term of the Contract commences on the Commencement Date and ends on the Expiry Date.

## 3. Obligations of the Service Recipient

### 3.1 Payment of Contract Price

The Service Recipient must pay to the Service Provider the Contract Price in accordance with **Item 2** of the Schedule.

### 3.2 Payment for Additional Services

The Service Recipient may pay to the Service Provider the value of any Additional Services as per **Item 5** of the Schedule.

### 3.3 GST

- (1) In this clause -

**GST Act** means *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

**GST Law** means the GST Act and any associated legislation including without limitation delegated legislation.

**GST, Registered, supply, tax invoice** and any other expression used that is defined in the GST Law has the same meaning as given to it in the GST Law.

- (2) Unless specifically described in the Contract as 'GST-inclusive', any consideration to be paid or provided for a supply made under or in connection with the Contract does not include an amount on account of GST and is 'GST-exclusive'.
- (3) Where, under the GST Law, any supply to be made by a Party (**Supplier**) to another Party (**Recipient**) under or in connection with the Contract is subject to GST (other than a supply the consideration for which is specifically described in the Contract as GST-inclusive), then -
  - (a) the consideration payable or to be provided for that supply under the Contract will be increased by, and the Recipient will pay to the Supplier, an amount equal to the GST calculated according to the GST Law;
  - (b) the Recipient shall pay that additional GST amount at the same time and in the same manner as the GST-exclusive consideration is paid or provided; and
  - (c) a reference to the consideration payable for a supply includes the value of any non-monetary consideration for the provision.
- (4) If the Supplier is Registered or required to be Registered, the Supplier must provide a GST compliant tax invoice in connection with any supply made by it under the Contract, failing which the Recipient will not be obliged to make any payment for that supply until the invoice is provided.

## 4. Service Provider

### 4.1 Provision of Services

Subject to **clause 4.2**, the Service Provider must provide the services of a Library Officer to the Service Recipient to carry out the Services.

### 4.2 Budget

The Service Provider will submit an Annual Budget to the Service Recipient by April of each year. The budget is to be broken down into Core Services and Additional Services as per **Item 4** and **Item 5** of the Schedule.

### 4.3 Acknowledgement

The Service Recipient acknowledges –

- (a) that the Library Officer is a single employee, employed by the Service Provider for the purpose of providing the Services for the Service Provider.
- (b) although the Service Provider will use its best endeavours to ensure that the Library Officer is available to perform the Services for the Service Recipient as and when needed, the availability of the Library Officer is subject to the Library Officer's other obligations and usual conditions of employment such as the Library Officer's entitlement to public holidays and sick and annual leave.

## 5 Employment Obligations

### 5.1 Service Provider Responsibility

The Library Officer is an employee of the Service Provider and the Service Provider will be responsible for all employer obligations in regard to the Library Officer, including but not limited to –

- (a) all aspects of the remuneration package that the Library Officer is entitled to receive under his or her employment contract with the Service Provider;
- (b) all usual employment related insurances; and
- (c) any public liability, professional indemnity or other insurance required in regard to the actions or omissions of the Library Officer.

### 5.2 Service Recipient Responsibility

The Service Recipient will pay a contribution to the Service Provider for the cost of the Service Provider's employment obligations through the Contract Price.

## 6 Exclusion of liability

- (a) The Service Provider will not be liable for any action or omission of the Library Officer that arises from any instruction, action or omission of the Service Recipient, or any person representing the Service Recipient.

- (b) The Service Recipient agrees to indemnify the Service Provider and to keep the Service Provider indemnified at all times against any Claim arising from a matter for which the Service Provider is not liable under **clause 6(a)**.

## 7 Conduct

### 7.1 Code of Conduct

- (a) It is a condition of employment of any employee of the Service Provider that the employee comply with the Service Provider's Code of Conduct and the Library Officer is expected to comply with that Code when performing any function for the Service Recipient.
- (b) Providing the Service Recipient provides a copy of any such code to the Library Officer, the Library Officer is also expected to comply with any Code of Conduct adopted by the Service Recipient that applies to employees, while the Library Officer is performing a function for the Service Recipient.

### 7.2 CEO instruction

While performing a function for the Service Recipient under this Contract the Library Officer must comply with any instruction from the Service Recipient's CEO, or Manager of Corporate & Community Services, that is reasonable in the circumstances.

## 8 Termination

### 8.1 Expiration of term

This Contract will expire at the expiration of the Term and neither Party will have any further obligation under the Contract with the exception of any obligation that accrued prior to termination and remains outstanding (or which survives termination of the Contract).

### 8.2 Local government reform

If the Service Recipient is amalgamated with another local government, or the boundaries of the Service Recipient are changed in any manner that affects the provision of the Services in a material way, this Contract will terminate on the date that any such amalgamation or boundary change comes into effect, and neither Party will have any further obligation under the Contract with the exception of any obligation that accrued prior to termination and remains outstanding (or which survives termination of the Contract).

### 8.3 Employee contract termination

- (1) If the employment contract of the Library Officer is terminated for any reason, the Service Provider will endeavour to replace the Library Officer with another employee who is suitably qualified for, and willing to provide, the Services, in the meantime provision of the Services may be suspended until a replacement employee commences employment.
- (2) If the Service Provider is unable to replace the Library Officer under **clause 8.3(1)**, the Contract will be deemed to have terminated from the date of the end of the Library Officer's employment contract, and neither Party will have any further obligation under the Contract with the exception of any obligation that accrued prior to termination and remains outstanding (or which survives termination of the Contract).



## 8.4 Default or breakdown of relationship

- (1) If either Party considers that the other Party is in breach of the Contract, or is failing to perform the Contract in good faith, the aggrieved Party may access the dispute resolution process in **clause 9** and, if after following that process, the aggrieved Party remains aggrieved that Party may serve Notice on the other Party that it wishes to terminate the Contract.
- (2) If Notice is served under **clause 8.4(1)** the Parties must meet and endeavour to determine from what date the Contract should be terminated and how any remaining obligations (other than those that extend beyond the expiration of the Contract, which will remain in force) are to be fulfilled.
- (3) Subject to compliance with **clauses 8.4(1)** and **8.4(2)**, neither Party is prevented from accessing any legal remedy that may be available to a Party as a result of a breach of the Contract.

## 9 Dispute resolution

- (1) If either Party is concerned about any aspect of the performance of the Contract and is unable to have that concern addressed through informal means, prior to taking any other action or exercising any legal right, the CEO or Chairperson of the concerned Party must first raise the concern by serving a Notice on the CEO or Chairperson of the other Party.
- (2) Any notice served on a CEO or Chairperson under **clause 9(1)** must clearly identify the matter of concern.
- (3) On receipt of such a Notice a CEO or Chairperson must meet with, or conduct a teleconference with the CEO of the other Party, within 7 days of receipt of the Notice (or within such longer time that is agreed to by both CEOs).
- (4) The CEO or Chairperson of each Party must, acting in good faith, use their best endeavours to agree to a practical solution in regard to a concern that has been raised under this **clause 9**.
- (5) If agreement is reached under **clause 9(4)**, each CEO or Chairperson must use his or her best endeavours to ensure that the agreed practical solution is implemented.
- (6) If agreement is not reached under **clause 9(4)**, or either CEO or Chairperson fails to participate in reaching any such agreement, a concerned Party may access any legal means available to enforce the Contract, or may give Notice to the other Party under **clause 8.4** without prejudicing the capacity of either Party to access any legal means available to enforce this Contract.

## 10. Miscellaneous

### 10.1 Confidentiality

The Parties must ensure that, subject to overriding disclosure requirements (such as those in the *Freedom of Information Act 1992*), documents and other information, that are supplied and clearly identified as confidential, are kept confidential. If required in writing by a Party, the other Party

must enter into a separate agreement not to disclose to anyone else any confidential matter even after the Expiry Date or earlier termination of the Contract.

## **10.2 Entire agreement**

The Parties agree that the Contract constitutes the whole and entire agreement between them and supersedes all previous negotiations and agreements written or oral.

## **10.3 Assignment**

Neither Party may assign the benefit of this Contract to another Party.

## **10.4 Notices**

A notice under this Contract must be in writing and served on the recipient by –

- (a) hand delivery;
- (b) email;
- (c) facsimile; or
- (d) post.

## **10.5 Severability**

In the event of part of this Contract being or becoming void or unenforceable then that part shall be severed from the Contract with the intention that the balance of the Contract is to remain in full force and effect, unaffected by the severance.

## **10.6 Modification and waiver**

- (1) The Contract may not be modified, amended or varied except by a document in writing signed by or on behalf of each of the Parties.
- (2) Any modification to a term or condition of the Contract, or waiver or relinquishment of the performance of any term or condition of the Contract, will be effective only if made in writing and executed by or on behalf of the Party granting the waiver.
- (3) No waiver of any one breach of any term or condition of the Contract is to operate as a waiver of any other breach of the same or other term or condition of the Contract.

## **10.7 Laws of Western Australia apply**

The Contract is to be construed and interpreted in accordance with the laws of the State of Western Australia and the Parties agree to submit to the jurisdiction of the courts of that State and of courts competent to hear appeals from them.

# Schedule

---

## Item 1 Commencement Date

The service provision period will commence as of 1<sup>st</sup> July 2021.

## Item 2 Contract Price

- a) An annual amount of \$50,000.00 plus GST.
- b) The Service Provider will invoice the Service Recipient quarterly in advance for four equal instalments of \$12,500.00 plus GST
- c) The Service Recipient must pay the amount specified in the quarterly invoice within 14 days of the date of the invoice.
- d) The contract price is to be indexed to the Perth CPI for the 12 months to March period annually and subject to confirmation in Council's annual budget.

## Item 3 Term

3 years from the Commencement Date

## Item 4 Core Services

- a) Efficient and effective delivery, at the direction of the Director of Corporate & Community Services of the Service Recipient (**Executive Manager**), of all Shire branch customer and library services.
- b) Within the Shire branch customer services context of (a) above –
  - (i) Make available Council documents which are for public distribution.
- c) Within the library services context of (a) above –
  - (i) Maintain a minimum average public access time of 1,440 hours per year.
  - (ii) Process memberships and loans and reservations of library materials and maintain records and statistics.
  - (iii) Sort and shelve library materials and maintain shelf order
  - (iv) Generate and issue overdue and reservation notices and pursue return of overdue items.
  - (v) Assist users in the use of library services and in the location of information using internal and external resources.

- (vi) Provide a computer for use free of charge to the community for searching the library's catalogue and to undertake private library based research.
- (vii) Provide full details of lost and damaged items to LISWA for processing and advise Council.
- (viii) Arrange inter-library loans, subject requests and special loans for patrons.
- (ix) Participate in the statewide inter-library loan services by sending required items to their libraries.
- (x) Process incoming library stock and exchanges including the control of electronic stock management systems.
- (xi) Select, discard, pack and dispatch return library stock exchanges.
- (xii) Maintain library collections and resources in an accessible and orderly manner.
- (xiii) Maintain effective networks with other community libraries to enhance service delivery and keep abreast of new trends.
- (xiv) Utilise the amount agreed in the annual budget submission or \$2,000 (indexed annually by the agreed CPI rate), whichever is the greater, from the contract price to purchase new books and resources for the library.
- (xv) Make allowance in the budget for the replacement of lost or damaged books.
- (xvi) Repair of books.
- (xvii) Promote the use of library services and library resources within the community.
- (xviii) Utilise the amount agreed in the annual budget submission annual or \$1,500 (indexed annually by the agreed CPI rate), whichever is the greater, from the contract price for the training of library volunteers, Community Resource Centre staff and the Library Officer in the delivery of the duties listed in **Item 4** of the Schedule.
- (xix) Attend regional library meetings and workshops as necessary and as part of the annual training budget for the Library Officer.
- (xx) Development of activities and services to increase awareness and utilisation of the library facilities.
- (xxi) Provide an annual statement of library statistics for Council information.
- (xxii) Prepare and submit the annual return as required by LISWA and provide a copy to the Council.
- (xxiii) Maintain the security and safety of the library building and its resources.

- d) Provision of responses to internal and external customer enquiries and complaints relating to the delivery of Library services.
- e) Performance of other duties necessary to the delivery of the duties in accordance with the services as described in this **Item 4** of the Schedule.

## Item 5 Additional Services

- (a) Submit by way of the annual budget as per **clause 4.2** any Additional Services or programmes for consideration by Council.
- (b) The Service Provider to provide detail of the purpose and anticipated outcomes of the proposed Additional Services.
- (c) These services are in addition to the Core Services as detailed in **Item 4**
- (d) Council will consider these Additional Services at the time of adopting its annual budget.
- (e) The Service Provider is not to proceed with any Additional Services unless approved by Council.
- (f) The cost of these services, should they be agreed by Council, will be added to the agreed contract price as per **Item 2**.
- (g) The Additional Services are only valid for one budget year.
- (h) The Service Provider will need to resubmit on an annual basis for Additional Services.
- (i) The Service Provider will be notified within fourteen (14) days of the adoption of the Council budget on the outcome of the Additional Services request.
- (j) The agreed Additional Services are to be shown separately on the Service Providers invoice.
- (k) The Council reserves the right to add agreed Additional Services to the Core Services.

# Signing page

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**EXECUTED** as an agreement

The **COMMON SEAL** of the **Shire of Ravensthorpe** was hereunto affixed by authority of a resolution of the Council in the presence of:

\_\_\_\_\_  
SHIRE PRESIDENT

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

\_\_\_\_\_  
(Print Full Name)

The **COMMON SEAL** of the **Hopetoun Community Resource Centre Inc** was hereunto affixed by authority of the management Committee in the presence of:

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
EXECUTIVE OFFICER

\_\_\_\_\_  
(Print Full Name)

# Contract for the provision of services: Library and Customer Services

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Shire of Ravensthorpe

Ravensthorpe Community Resource Centre

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# Details

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## Parties

### **Ravensthorpe Community Resource Centre Incorporated**

Ravensthorpe, Western Australia (**Service Provider**)

### **Shire of Ravensthorpe**

65 Morgans Street, Ravensthorpe, Western Australia  
(**Service Recipient**)

## Background

- A The Service Recipient wishes to engage the services of the Service Provider for the provision of the Services.
- B The Service Recipient and the Service Provider have agreed to enter into this Contract as evidence of their agreement in respect of the provision of the Services.

# Agreed terms

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## 1. Defined terms and interpretation

### 1.2 Defined terms

In this Contract –

**Additional services** means services in addition to the provision of the Core Services specified in **Item 2** of the Schedule;

**Budget** means the annual operating budget submitted to Council for the financial year ending 30 June;

**CEO** means the Chief Executive Officer of the Service Recipient and the Chairperson of the Service Provider as applicable;

**Code of Conduct** means a code of conduct adopted under s5.103 of the *Local Government Act 1995*;

**Claim** means all and any claim, demand, writ, summons, action, suit, prosecution, proceeding, judgment, order, decree, damages, costs (including legal costs), loss and expense of any kind;

**Commencement Date** means the date specified in **Item 1** of the Schedule;

**Contract** means this contract;

**Contract Price** means the price for the provision of the Core Services as specified in **Item 2** of the Schedule;

**Details** means the details page at the beginning of the Contract identifying the Parties and the background to the Contract;

**Expiry** means the date of the expiration of the Term;

**Library Officer** means an appropriately qualified and skilled person employed by the Service Provider to perform the Services;

**LISWA** means Library & Information Service of WA;

**Notice** means a notice under **clause 10.4**;

**Party** means a Party to the Contract;

**Schedule** means the schedule to the Contract;

**Service Provider** means the Hopetoun Community Resource Centre identified as the Service Provider in the Details;

**Service Recipient** means the Shire of Ravensthorpe (the Council) identified as the Service Recipient in the Details;

**Services** means the services described in **Item 4** of the Schedule;

**Term** means the term of this Contract as specified in **Item 3** of the Schedule;

## 1.3 Interpretation

In this Contract, unless inconsistent with the context -

- d) headings and bolding are for convenience only and do not affect the interpretation of the Contract;
- e) words importing the singular include the plural and vice versa;
- f) a reference to a gender includes a reference to each other gender;
- g) a reference to a person or individual includes a reference to a firm, corporation or other corporate body, authority, government and governmental agency and vice versa;
- h) where a term is assigned a particular meaning, other grammatical forms of that term have a corresponding meaning;
- i) a reference to any written law includes -
  - (i) all written laws amending, consolidating or replacing that written law; and
  - (ii) all regulations, proclamations, planning schemes or local laws made under that written law;
- j) a reference to a Party includes that Party, its successors, permitted assigns, receivers, administrators, executors, substitutes and liquidators;
- k) a reference to any document includes a reference to that document as amended, rectified or replaced from time to time and to any document so amending, rectifying or replacing the document;
- l) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions;
- m) a rule of construction does not apply to the disadvantage of a Party because the Party was responsible for the preparation of the Contract or any part of it;
- n) an obligation, representation or warranty in favour of two or more persons -
  - (i) is for the benefit of them jointly and severally; and
  - (ii) binds them jointly and severally;
- o) a reference to '\$' or 'dollars' is a reference to Australian dollars; and
- p) unless expressly stated otherwise, a reference to a Party, clause, sub-clause, paragraph or part, is a reference a Party, clause, sub-clause, paragraph or part of or in the Contract.

## 2. Agreement

### 2.1 Covenants

- a) The parties covenant with each other on the terms and conditions outlined in this Contract.
- (3) In consideration for the payment of the Contract Price by the Service Recipient, the Service Provider covenants with the Service Recipient to during the Term -
  - d) provide the Services in accordance with the Contract; and

- e) do and perform all other things that are reasonably necessary for the provision of the Services in accordance with the Contract.

## 2.2 Term

The Term of the Contract commences on the Commencement Date and ends on the Expiry Date.

## 3. Obligations of the Service Recipient

### 3.1 Payment of Contract Price

The Service Recipient must pay to the Service Provider the Contract Price in accordance with **Item 2** of the Schedule.

### 3.2 Payment for Additional Services

The Service Recipient may pay to the Service Provider the value of any Additional Services as per **Item 5** of the Schedule.

### 3.3 GST

- (1) In this clause -

**GST Act** means *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

**GST Law** means the GST Act and any associated legislation including without limitation delegated legislation.

**GST, Registered, supply, tax invoice** and any other expression used that is defined in the GST Law has the same meaning as given to it in the GST Law.

- (2) Unless specifically described in the Contract as 'GST-inclusive', any consideration to be paid or provided for a supply made under or in connection with the Contract does not include an amount on account of GST and is 'GST-exclusive'.
- (3) Where, under the GST Law, any supply to be made by a Party (**Supplier**) to another Party (**Recipient**) under or in connection with the Contract is subject to GST (other than a supply the consideration for which is specifically described in the Contract as GST-inclusive), then -
  - (a) the consideration payable or to be provided for that supply under the Contract will be increased by, and the Recipient will pay to the Supplier, an amount equal to the GST calculated according to the GST Law;
  - (b) the Recipient shall pay that additional GST amount at the same time and in the same manner as the GST-exclusive consideration is paid or provided; and
  - (c) a reference to the consideration payable for a supply includes the value of any non-monetary consideration for the provision.
- (4) If the Supplier is Registered or required to be Registered, the Supplier must provide a GST compliant tax invoice in connection with any supply made by it under the Contract, failing which the Recipient will not be obliged to make any payment for that supply until the invoice is provided.

## 4. Service Provider

### 4.1 Provision of Services

Subject to **clause 4.2**, the Service Provider must provide the services of a Library Officer to the Service Recipient to carry out the Services.

### 4.2 Budget

The Service Provider will submit an Annual Budget to the Service Recipient by April of each year. The budget is to be broken down into Core Services and Additional Services as per **Item 4** and **Item 5** of the Schedule.

### 4.3 Acknowledgement

The Service Recipient acknowledges –

- (a) that the Library Officer is a single employee, employed by the Service Provider for the purpose of providing the Services for the Service Provider.
- (b) although the Service Provider will use its best endeavours to ensure that the Library Officer is available to perform the Services for the Service Recipient as and when needed, the availability of the Library Officer is subject to the Library Officer's other obligations and usual conditions of employment such as the Library Officer's entitlement to public holidays and sick and annual leave.

## 5 Employment Obligations

### 5.1 Service Provider Responsibility

The Library Officer is an employee of the Service Provider and the Service Provider will be responsible for all employer obligations in regard to the Library Officer, including but not limited to –

- (a) all aspects of the remuneration package that the Library Officer is entitled to receive under his or her employment contract with the Service Provider;
- (b) all usual employment related insurances; and
- (c) any public liability, professional indemnity or other insurance required in regard to the actions or omissions of the Library Officer.

### 5.2 Service Recipient Responsibility

The Service Recipient will pay a contribution to the Service Provider for the cost of the Service Provider's employment obligations through the Contract Price.

## 6 Exclusion of liability

- (a) The Service Provider will not be liable for any action or omission of the Library Officer that arises from any instruction, action or omission of the Service Recipient, or any person representing the Service Recipient.

- (b) The Service Recipient agrees to indemnify the Service Provider and to keep the Service Provider indemnified at all times against any Claim arising from a matter for which the Service Provider is not liable under **clause 6(a)**.

## 7 Conduct

### 7.1 Code of Conduct

- (a) It is a condition of employment of any employee of the Service Provider that the employee comply with the Service Provider's Code of Conduct and the Library Officer is expected to comply with that Code when performing any function for the Service Recipient.
- (b) Providing the Service Recipient provides a copy of any such code to the Library Officer, the Library Officer is also expected to comply with any Code of Conduct adopted by the Service Recipient that applies to employees, while the Library Officer is performing a function for the Service Recipient.

### 7.2 CEO instruction

While performing a function for the Service Recipient under this Contract the Library Officer must comply with any instruction from the Service Recipient's CEO, or Manager of Corporate & Community Services, that is reasonable in the circumstances.

## 8 Termination

### 8.1 Expiration of term

This Contract will expire at the expiration of the Term and neither Party will have any further obligation under the Contract with the exception of any obligation that accrued prior to termination and remains outstanding (or which survives termination of the Contract).

### 8.2 Local government reform

If the Service Recipient is amalgamated with another local government, or the boundaries of the Service Recipient are changed in any manner that affects the provision of the Services in a material way, this Contract will terminate on the date that any such amalgamation or boundary change comes into effect, and neither Party will have any further obligation under the Contract with the exception of any obligation that accrued prior to termination and remains outstanding (or which survives termination of the Contract).

### 8.3 Employee contract termination

- (1) If the employment contract of the Library Officer is terminated for any reason, the Service Provider will endeavour to replace the Library Officer with another employee who is suitably qualified for, and willing to provide, the Services, in the meantime provision of the Services may be suspended until a replacement employee commences employment.
- (2) If the Service Provider is unable to replace the Library Officer under **clause 8.3(1)**, the Contract will be deemed to have terminated from the date of the end of the Library Officer's employment contract, and neither Party will have any further obligation under the Contract with the exception of any obligation that accrued prior to termination and remains outstanding (or which survives termination of the Contract).

## 8.4 Default or breakdown of relationship

- (1) If either Party considers that the other Party is in breach of the Contract, or is failing to perform the Contract in good faith, the aggrieved Party may access the dispute resolution process in **clause 9** and, if after following that process, the aggrieved Party remains aggrieved that Party may serve Notice on the other Party that it wishes to terminate the Contract.
- (2) If Notice is served under **clause 8.4(1)** the Parties must meet and endeavour to determine from what date the Contract should be terminated and how any remaining obligations (other than those that extend beyond the expiration of the Contract, which will remain in force) are to be fulfilled.
- (3) Subject to compliance with **clauses 8.4(1)** and **8.4(2)**, neither Party is prevented from accessing any legal remedy that may be available to a Party as a result of a breach of the Contract.

## 9 Dispute resolution

- (1) If either Party is concerned about any aspect of the performance of the Contract and is unable to have that concern addressed through informal means, prior to taking any other action or exercising any legal right, the CEO or Chairperson of the concerned Party must first raise the concern by serving a Notice on the CEO or Chairperson of the other Party.
- (2) Any notice served on a CEO or Chairperson under **clause 9(1)** must clearly identify the matter of concern.
- (3) On receipt of such a Notice a CEO or Chairperson must meet with, or conduct a teleconference with the CEO of the other Party, within 7 days of receipt of the Notice (or within such longer time that is agreed to by both CEOs).
- (4) The CEO or Chairperson of each Party must, acting in good faith, use their best endeavours to agree to a practical solution in regard to a concern that has been raised under this **clause 9**.
- (5) If agreement is reached under **clause 9(4)**, each CEO or Chairperson must use his or her best endeavours to ensure that the agreed practical solution is implemented.
- (6) If agreement is not reached under **clause 9(4)**, or either CEO or Chairperson fails to participate in reaching any such agreement, a concerned Party may access any legal means available to enforce the Contract, or may give Notice to the other Party under **clause 8.4** without prejudicing the capacity of either Party to access any legal means available to enforce this Contract.

## 10. Miscellaneous

### 10.1 Confidentiality

The Parties must ensure that, subject to overriding disclosure requirements (such as those in the *Freedom of Information Act 1992*), documents and other information, that are supplied and clearly identified as confidential, are kept confidential. If required in writing by a Party, the other Party



must enter into a separate agreement not to disclose to anyone else any confidential matter even after the Expiry Date or earlier termination of the Contract.

## **10.2 Entire agreement**

The Parties agree that the Contract constitutes the whole and entire agreement between them and supersedes all previous negotiations and agreements written or oral.

## **10.3 Assignment**

Neither Party may assign the benefit of this Contract to another Party.

## **10.4 Notices**

A notice under this Contract must be in writing and served on the recipient by –

- (a) hand delivery;
- (b) email;
- (c) facsimile; or
- (d) post.

## **10.5 Severability**

In the event of part of this Contract being or becoming void or unenforceable then that part shall be severed from the Contract with the intention that the balance of the Contract is to remain in full force and effect, unaffected by the severance.

## **10.6 Modification and waiver**

- (1) The Contract may not be modified, amended or varied except by a document in writing signed by or on behalf of each of the Parties.
- (2) Any modification to a term or condition of the Contract, or waiver or relinquishment of the performance of any term or condition of the Contract, will be effective only if made in writing and executed by or on behalf of the Party granting the waiver.
- (3) No waiver of any one breach of any term or condition of the Contract is to operate as a waiver of any other breach of the same or other term or condition of the Contract.

## **10.7 Laws of Western Australia apply**

The Contract is to be construed and interpreted in accordance with the laws of the State of Western Australia and the Parties agree to submit to the jurisdiction of the courts of that State and of courts competent to hear appeals from them.

# Schedule

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## Item 1 Commencement Date

The service provision period will commence as of 1<sup>st</sup> July 2021.

## Item 2 Contract Price

- a) An annual amount of \$50,000.00 plus GST.
- b) The Service Provider will invoice the Service Recipient quarterly in advance for four equal instalments of \$12,500.00 plus GST
- c) The Service Recipient must pay the amount specified in the quarterly invoice within 14 days of the date of the invoice.
- d) The contract price is to be indexed to the All Groups Perth CPI for the 12 months to March period annually and subject to confirmation in Council's annual budget.

## Item 3 Term

3 years from the Commencement Date

## Item 4 Core Services

- a) Efficient and effective delivery, at the direction of the Director of Corporate & Community Services of the Service Recipient (**Executive Manager**), of all Shire branch customer and library services.
- b) Within the Shire branch customer services context of (a) above –
  - (i) Make available Council documents which are for public distribution.
- c) Within the library services context of (a) above –
  - (i) Maintain a minimum average public access time of 1,440 hours per year.
  - (ii) Process memberships and loans and reservations of library materials and maintain records and statistics.
  - (iii) Sort and shelve library materials and maintain shelf order
  - (iv) Generate and issue overdue and reservation notices and pursue return of overdue items.
  - (v) Assist users in the use of library services and in the location of information using internal and external resources.

- (vi) Provide a computer for use free of charge to the community for searching the library's catalogue and to undertake private library based research.
- (vii) Provide full details of lost and damaged items to LISWA for processing and advise Council.
- (viii) Arrange inter-library loans, subject requests and special loans for patrons.
- (ix) Participate in the statewide inter-library loan services by sending required items to their libraries.
- (x) Process incoming library stock and exchanges including the control of electronic stock management systems.
- (xi) Select, discard, pack and dispatch return library stock exchanges.
- (xii) Maintain library collections and resources in an accessible and orderly manner.
- (xiii) Maintain effective networks with other community libraries to enhance service delivery and keep abreast of new trends.
- (xiv) Utilise the amount agreed in the annual budget submission or \$2,000 (indexed annually by the agreed CPI rate), whichever is the greater, from the contract price to purchase new books and resources for the library.
- (xv) Make allowance in the budget for the replacement of lost or damaged books.
- (xvi) Repair of books.
- (xvii) Promote the use of library services and library resources within the community.
- (xviii) Utilise the amount agreed in the annual budget submission annual or \$1,500 (indexed annually by the agreed CPI rate), whichever is the greater, from the contract price for the training of library volunteers, Community Resource Centre staff and the Library Officer in the delivery of the duties listed in **Item 4** of the Schedule.
- (xix) Attend regional library meetings and workshops as necessary and as part of the annual training budget for the Library Officer.
- (xx) Development of activities and services to increase awareness and utilisation of the library facilities.
- (xxi) Provide an annual statement of library statistics for Council information.
- (xxii) Prepare and submit the annual return as required by LISWA and provide a copy to the Council.
- (xxiii) Maintain the security and safety of the library building and its resources.

- d) Provision of responses to internal and external customer enquiries and complaints relating to the delivery of Library services.
- e) Performance of other duties necessary to the delivery of the duties in accordance with the services as described in this **Item 4** of the Schedule.

## Item 5 Additional Services

- (a) Submit by way of the annual budget as per **clause 4.2** any Additional Services or programmes for consideration by Council.
- (b) The Service Provider to provide detail of the purpose and anticipated outcomes of the proposed Additional Services.
- (c) These services are in addition to the Core Services as detailed in **Item 4**
- (d) Council will consider these Additional Services at the time of adopting its annual budget.
- (e) The Service Provider is not to proceed with any Additional Services unless approved by Council.
- (f) The cost of these services, should they be agreed by Council, will be added to the agreed contract price as per **Item 2**.
- (g) The Additional Services are only valid for one budget year.
- (h) The Service Provider will need to resubmit on an annual basis for Additional Services.
- (i) The Service Provider will be notified within fourteen (14) days of the adoption of the Council budget on the outcome of the Additional Services request.
- (j) The agreed Additional Services are to be shown separately on the Service Providers invoice.
- (k) The Council reserves the right to add agreed Additional Services to the Core Services.

# Signing page

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**EXECUTED** as an agreement

The **COMMON SEAL** of the **Shire of Ravensthorpe** was hereunto affixed by authority of a resolution of the Council in the presence of:

\_\_\_\_\_  
SHIRE PRESIDENT

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

\_\_\_\_\_  
(Print Full Name)

The **COMMON SEAL** of the **Ravensthorpe Community Resource Centre Inc** was hereunto affixed by authority of the management Committee in the presence of:

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
EXECUTIVE OFFICER

\_\_\_\_\_  
(Print Full Name)